

Office of Procurement  
Timelines for Submission of Contracts

Cumulative lead times associated with contract award packets will vary dependent upon the type of contract, the selection process used, the level of approvals required, and the number of document revisions. Program offices are responsible for planning the anticipated start dates of contracts in conjunction with submitting documents *in compliance with procurement guidelines and in accordance with all applicable lead time requirements*, i.e., the State Board of Education (SBE), Office of Personal Service Contract Review (OPSCR), the Public Procurement Review Board (PPRB), and the Public Employees’ Retirement System (PERS), if applicable.

**CONTRACTS LESS THAN \$5,000**

Contract award packets less than \$5,000 will require at least **ten (10) business days** for review and approval of the Justification Form by the Office of Procurement and Office of Compliance.

**CONTRACTS LESS THAN \$50,000**

Contract award packets less than \$50,000 will require at least **ten (10) business days** for review and approval of the Submission and Justification Form by the Office of Procurement and Office of Compliance. *Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.*

**CONTRACTS \$50,000 AND LESS THAN \$75,000**

Contracts award packets \$50,000 and over inclusive of personal service and travel will require SBE approval by the Office of Procurement, Office of Compliance, and the Chief of Operations for SBE agenda item placement. *Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.*

**CONTRACTS WITH FORMER STATE EMPLOYEES WHO ARE PERS RETIREES**

In accordance with Section 27-104-17(4), Mississippi Code of 1972, the SBE must approve contracts with former State employees who are PERS retirees receiving retirement benefits for an amount exceeding \$20,000 a year.

Board Item and Packet Due to Procurement	Board Line Item due to Superintendent’s Office	SBE Meeting Date
Wednesday, June 07, 2023	Wednesday, July 05, 2023	Thursday, July 27, 2023
Wednesday July 05, 2023	Tuesday, July 25 , 2023	Thursday, August 17, 2023
Wednesday, August 02, 2023	Tuesday, September 05, 2023	Thursday, September 28, 2023
Wednesday, September 06, 2023	Tuesday, September 26, 2023	Thursday, October 19, 2023
Wednesday, September 27, 2023	Tuesday, October 17, 2023	Thursday, November 09, 2023
Wednesday, November 01, 2023	Tuesday, November 28, 2023	Thursday, December 21, 2023
Wednesday, December 06, 2023	Tuesday, December 26, 2023	Thursday, January 18, 2024
Wednesday, January 03, 2024	Tuesday, January 23, 2024	Thursday, February 15, 2024
Wednesday, January 24, 2024	Tuesday, February 13, 2024	Thursday, March 07, 2024
Wednesday, March 06, 2024	Tuesday, March 26, 2024	Thursday, April 18, 2024
Wednesday, April 03, 2024	Tuesday, April 23, 2024	Thursday, May 16, 2024
Wednesday, May 01, 2024	Tuesday, May 28, 2024	Thursday, June 20, 2024

### Request for Proposals/Qualifications – Petition for Relief from Bidding as a Procurement Method

Request for Proposals and Qualifications which will result into a contract over \$75,000 must petition the PPRB for relief from bidding, prior to advertising, to explain reasons why a procurement method other than an Invitation for Bid is advantageous to the State. The awarding office must present detailed information to the PPRB.

- Proposals – request for vendors to submit a proposal to achieve a project
- Qualifications – request for vendors to submit qualifications to be considered for a project

A Petition for Relief from Bidding as a Procurement Method Form along with a draft copy of the RFP or RFQ is required for submission to OPSCR for review and approval to advertise solicitation.

Petition and Draft Bid Packet Due to Procurement	Petition/Packet Due to OPSCR (30 Days Required)	PPRB Meeting Date (Dates Do Not Include Pre-Review)
Wednesday, November 01, 2023	Wednesday, December 06, 2023	Wednesday, January 03, 2024
Wednesday, December 06, 2023	Wednesday, January 03, 2024	Wednesday, February 07, 2024
Wednesday, January 03, 2024	Wednesday, February 07, 2024	Wednesday, March 06, 2024
Wednesday, February 07, 2024	Wednesday, March 06, 2024	Wednesday, April 03, 2024
Wednesday, March 06, 2024	Wednesday, April 03, 2024	Wednesday, May 01, 2024
Wednesday, April 03, 2024	Wednesday, May 01, 2024	Wednesday, June 05, 2024
Wednesday, May 01, 2024	Wednesday, June 05, 2024	Wednesday, July 03, 2024
Wednesday, June 05, 2024	Wednesday, July 03, 2024	Wednesday, August 07, 2024
Wednesday, July 03, 2024	Wednesday, August 07, 2024	Wednesday, September 04, 2024
Wednesday, August 07, 2024	Wednesday, September 04, 2024	Wednesday, October 02, 202
Wednesday, September 04, 2024	Wednesday, October 02, 2024	Wednesday, November 06, 2024
Wednesday, October 02, 2024	Wednesday, November 06, 2024	Wednesday, December 04, 2024

### CONTRACTS OVER \$75,000

Contract total amounts over \$75,000 will require both SBE and PPRB approval. Upon completion of the MDE processes for awarding a contract, the contract award packet is submitted to OPSCR by the Office of Procurement pending or following SBE approval.

Contract Packet Due to Procurement	Board Line Item due to Superintendent's Office	SBE Approval Date	Contract Packet Due to OPSCR (30 Days Prior)	PPRB Meeting Date
September 6, 2023	October 17, 2023	November 09, 2023	December 06, 2023	January 03, 2024
October 04, 2023	November 28, 2023	December 21, 2023	January 03, 2024	February 07, 2024
November 01, 2023	December 26, 2023	January 18, 2024	February 07, 2024	March 06, 2024
December 06, 2023	January 23, 2024	February 15, 2024	March 06, 2024	April 03, 2024
January 03, 2024	February 13, 2024	March 7, 2024	April 03, 2024	May 01, 2024
February 07, 2024	March 26, 2024	April 18, 2024	May 01, 2024	June 05, 2024
March 06, 2024	April 23, 2024	May 16, 2024	June 05, 2024	July 03, 2024
April 03, 2024	May 28, 2024	June 20, 2024	July 03, 2024	August 07, 2024
May 01, 2024	TBD	TBD	August 07, 2024	September 04, 2024
June 05, 2024	TBD	TBD	September 04, 2024	October 02, 202
July 03, 2024	TBD	TBD	October 02, 2024	November 06, 2024
August 07, 2024	TBD	TBD	November 06, 2024	December 04, 2024

**\*\*Important Notes Regarding Solicitations and Contract Packet Submissions:**

- The contract packet is defined as the packet submitted in accordance with procurement guidelines for a vendor selected for an award.
  - It is the responsibility of the awarding office to meet the time frames necessary to secure timely SBE and PPRB approvals.
  - Failure to meet the established timelines will require the next month's board approval for **new or modification contracts** procured within the current fiscal year.
  - OPSCR requires a 30-day review prior to the PPRB board meeting date for agencies seeking relief from the bidding process. The review process to advertise does not include the pre-review.
  - Please note program offices must be approved by the SBE and PPRB, if applicable, in June to begin a contract on July 1.
  - FY25 Petition for Relief from Bidding to procure a contract **over \$75,000 effective July 1, 2024** should be submitted to the Procurement Office by **November 15, 2023** for timely approval.
  - FY25 contract new or renewals **over \$75,000 effective July 1, 2024** should be submitted to the Procurement Office **November 15, 2023 – January 5, 2024** for timely approval.
  - FY25 solicitations to procure contracts **\$5,000 - \$50,000 effective July 1, 2024** should be submitted to the Procurement Office by **February 1, 2024** for timely approval.
  - FY25 contract new and renewals less than **\$75,000 and effective July 1, 2024** should be submitted to the Procurement Office by **February 1, 2024** for timely approval.
  - FY24 contracts less than **\$75,000** should be submitted to the Office of Procurement for a contract approval on or before **February 1, 2024** or review the Fiscal Year End Memo for additional details, if applicable.
  - SBE agenda item placement for **new or renewal** contracts **beginning July 1** are at the discretion of the procurement office or contact the Procurement Director to consider agenda placement for a specific month.
  - Renewal contracts must have the final signature on or before June 30 to begin services effective July 1.
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**\*\*Important Notes Regarding Contracts with Former State Employees Who Are PERS Retirees:**

- The contract packet is defined as the packet submitted in accordance with procurement guidelines for an independent or a contract worker selected for an award.
- If a contract with a PERS retiree totals \$75,000 or more, it will also require PERS, SBE, and PPRB approval and must be submitted to Procurement by the timelines established in the chart above titled *Contracts Over \$75,000*.