



Office of Procurement

Timelines for Submission of Contracts

Cumulative lead times associated with contracts 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) and the Public Procurement Review Board (PPRB), and the Public Employees’ Retirement System (PERS).

CONTRACTS LESS THAN \$5,000

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

CONTRACTS LESS THAN \$50,000

Contract packets less than \$50,000 will require up to **ten (10) business days** for review and approval 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 \$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.*

Board Item and Packet Due to Procurement	Board Line Item due to Superintendent’s Office	SBE Meeting Date
Wednesday, June 3, 2020	Tuesday, June 23, 2020	Thursday, July 16, 2020
Wednesday July 8, 2020	Tuesday, July 28, 2020	Thursday, August 20, 2020
Wednesday, August 5, 2020	Tuesday, August 25, 2020	Thursday, September 24, 2020
Wednesday, September 2, 2020	Tuesday, September 22, 2020	Thursday, October 15, 2020
Wednesday, September 30, 2020	Tuesday, October 20, 2020	Thursday, November 12, 2020
Wednesday, November 4, 2020	Tuesday, November 24, 2020	Thursday, December 17, 2020
Wednesday, December 2, 2020	Tuesday, December 29, 2020	Thursday, January 21, 2021
Wednesday, January 6, 2021	Tuesday, January 26, 2021	Thursday, February 18, 2021
Wednesday, February 3, 2021	Tuesday, February 23, 2021	Thursday, March 18, 2021
Wednesday, March 3, 2021	Tuesday, March 23, 2021	Thursday, April 15, 2021
Wednesday, April 7, 2021	Tuesday, April 27, 2021	Thursday, May 20, 2021
Wednesday, May 5, 2021	Tuesday, May 25, 2021	Thursday, June 17, 2021

If you have any questions regarding the timelines for submission of contracts, please contact the Office of Procurement at 359-5716.



OFFICE OF PROCUREMENT
Timelines for Submission of Contracts

CONTRACTS OVER \$75,000

Contracts over \$75,000 will require both SBE and PPRB approval. This includes personal services and travel. The contract packet is submitted to OPSCR by the Office of Procurement pending or following SBE approval.

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
Wednesday, March 11, 2020	Wednesday, April 1, 2020	Wednesday, May 6, 2020
Wednesday, April 8, 2020	Wednesday, May 6, 2020	Wednesday, June 3, 2020
Wednesday, May 13, 2020	Wednesday, June 3, 2020	Wednesday, July 1, 2020
Wednesday, June 10, 2020	Wednesday, July 1, 2020	Wednesday, August 5, 2020
Wednesday, July 8, 2020	Wednesday, August 5, 2020	Wednesday, September 2, 2020
Wednesday, August 12, 2020	Wednesday, September 2, 2020	Wednesday, October 7, 2020
Wednesday, September 9, 2020	Wednesday, October 7, 2020	Wednesday, November 4, 2020
Wednesday, October 14, 2020	Wednesday, November 4, 2020	Wednesday, December 2, 2020
Wednesday, November 11, 2020	Wednesday, December 2, 2020	Wednesday, January 6, 2021

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
February 5, 2020	February 25, 2020	March 19, 2020	April 1, 2020	May 6, 2020
March 4, 2020	March 24, 2020	April 16, 2020	May 6, 2020	June 3, 2020
April 8, 2020	April 28, 2020	May 21, 2020	June 3, 2020	July 1, 2020
April 29, 2020	May 19, 2020	June 11, 2020	July 1, 2020	August 5, 2020
June 3, 2020	June 23, 2020	July 16, 2020	August 5, 2020	September 2, 2020
July 8, 2020	July 28, 2020	August 20, 2020	September 2, 2020	October 7, 2020
August 5, 2020	August 25, 2020	September 17, 2020	October 8, 2020	November 4, 2020
September 2, 2020	September 22, 2020	October 15, 2020	November 4, 2020	December 2, 2020
September 30, 2020	October 20, 2020	November 12, 2020	December 2, 2020	January 6, 2021

Important Notes Regarding Solicitations and Contract Submissions:

- 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.
- It is the responsibility of the awarding office to meet the time frames necessary to secure timely SBE and PPRB approval.
- Failure to meet these timelines will require the next month's board approval.
- PPRB now requires a 30-day submission to seek relief from the bidding process.
- Please note program offices must be approved by PPRB in June to begin a contract on July 1.
- FY22 Petition for Relief from Bidding to procure a contract **over \$75,000 effective July 1, 2021** should be submitted to the Procurement Office by **December 18, 2020** for timely approval.
- FY22 contract renewals over \$75,000 effective July 1, 2021 should be submitted to the Procurement Office **December 4, 2020 - February 5, 2021** for timely approval.
- FY22 solicitations to procure contracts **\$5,000 - \$50,000 effective July 1, 2021** should be submitted to the Procurement Office by **March 1, 2021** for timely approval.
- FY22 contract renewals \$50,000 - \$75,000 effective July 1, 2021 should be submitted to the Procurement Office by **April 8, 2021** for timely approval.
- FY21 contracts less than **\$5,000** should be submitted to the Office of Procurement by **April 15, 2021** for a contract approval on or before **May 15, 2021**.
- Except for an Emergency contract, the effective date of the contract should be any date after the SBE or PPRB meeting date.
- Review and approval lead times are contingent upon workflow during the months of April, May, and June.

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.

Packet Due to Procurement	Board Line Item due to Superintendent's Office	SBE Meeting Date
Wednesday, June 3, 2020	Tuesday, June 23, 2020	Thursday, July 16, 2020
Wednesday July 8, 2020	Tuesday, July 28, 2020	Thursday, August 20, 2020
Wednesday, August 5, 2020	Tuesday, August 25, 2020	Thursday, September 24, 2020
Wednesday, September 2, 2020	Tuesday, September 22, 2020	Thursday, October 15, 2020
Wednesday, September 30, 2020	Tuesday, October 20, 2020	Thursday, November 12, 2020
Wednesday, November 4, 2020	Tuesday, November 24, 2020	Thursday, December 17, 2020
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Wednesday, March 3, 2021	Tuesday, March 23, 2021	Thursday, April 15, 2021
Wednesday, April 7, 2021	Tuesday, April 27, 2021	Thursday, May 20, 2021
Wednesday, May 5, 2021	Tuesday, May 25, 2021	Thursday, June 17, 2021

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.
- The \$20,000 threshold is by vendor, not by contract, and includes personal services and travel costs.
- Once a PERS retiree meets the \$20,000 threshold and is reported to the legislature, each additional contract must also be reported to the SBE.
- If a contract with a PERS retiree totals \$50,000 or more, will also require SBE approval via a Board item and must be submitted to Procurement by the timelines established in the chart above titled *Contracts Between \$50,000 and \$75,000*.

If you have any questions regarding the timelines for submission of contracts, please contact the Office of Procurement at 359-5716.