**OFFICE OF PROCUREMENT**

**FY 2019 Timelines for Submission of a New Methodology**

Cumulative lead times associated with grants will vary dependent upon the type of grant, the selection process used, and the level of approvals required. Program offices are responsible for planning the anticipated start dates of grants in conjunction with all applicable lead time requirements for the State Board of Education (SBE).

**APPROVAL OF METHODOLOGY**

Will require review and approval by the Office of Procurement, Grants Management, and the Chief of Operations for SBE approval prior to the release of a Request for Proposal or Application.

|  |  |  |
| --- | --- | --- |
| **Methodology and/or Draft RFA/RFP Packet due to Procurement**  | **Methodology Board Item due to** **Superintendent’s Office** | **SBE Meeting Date**  |
| June 10, 2018  | June 26, 2018 | **July 19, 2018**  |
| July 10, 2018 | July 24, 2018 | **August 16, 2018**  |
| August 10, 2018 | August 28, 2018 | **September 20, 2018**  |
| September 1, 2018  | September 18, 2018 | **October 11, 2018**  |
| October 10, 2018 | October 23, 2018 | **November 15, 2018**  |
| November 10, 2018 | November 27, 2018 | **December 20, 2018**  |
| December 10, 2018  | December 26, 2018 | **January 17, 2019**  |
| January 10, 2019 | January 29, 2019 | **February 21, 2019**  |
| February 10, 2019 | February 26, 2019 | **March 21, 2019**  |
| March 1, 2019 | March 19, 2019 | **April 11, 2019**  |
| April 1, 2019 | April 16, 2019 | **May 9, 2019**  |
| May 10, 2019  | May 28, 2019 | **June 20, 2019**  |

**Important Notes Regarding Methodology Submissions:**

* ***It is the intent of the Procurement Office to obtain the methodology and a draft RFP or RFA simultaneously to review and upon SBE approval of the methodology, advertise the RFP or RFA.***

**OFFICE OF PROCUREMENT**

**FY 2019 Timelines for Submission of a Grant**

**REQUEST FOR PROPOSALS AND APPLICATIONS LESS THAN $50,000**

Grant packets less than $50,000 will require review and approval by the Office of Procurement and Grants Management. *Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.*

**REQUEST FOR PROPOSALS AND APPLICATIONS OVER $50,000**

Grant packets over $50,000 will require review and approval by the Office of Procurement, Grants Management, and the Chief of Operations for SBE agenda item placement. *Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.*

|  |  |  |
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| **Grant** **Packet Due to Procurement**  | **Board Item due to Superintendent’s Office** | **SBE** **Approval Date**  |
| June 10, 2018 | June 26, 2018 | **July 19, 2018** |
| July 10, 2018 | July 24, 2018 | **August 16, 2018** |
| August 10, 2018 | August 28, 2018 | **September 20, 2018** |
| September 1, 2018 | September 18, 2018 | **October 11, 2018** |
| October 10, 2018 | October 23, 2018 | **November 15, 2018** |
| November 10, 2018 | November 27, 2018 | **December 20, 2018** |
| December 10, 2018 | December 26, 2018 | **January 17, 2019** |
| January 10, 2019 | January 29, 2019 | **February 21, 2019** |
| February 10, 2019 | February 26, 2019 | **March 21, 2019** |
| March 1, 2019 | March 19, 2019 | **April 11, 2019** |
| April 1, 2019 | April 16, 2019 | **May 9, 2019** |
| May 10, 2019 | May 28, 2019 | **June 20, 2019** |

**Important Notes Regarding Grant Submissions:**

* ***The grant packet is defined as the packet submitted for a grantee selected for an award.***
* Deadline dates that fall on a weekend or holiday will be honored on the next business day.