

## OFFICE OF PROCUREMENT

### 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, the level of approvals required, and the number of document revisions. Program offices are responsible for planning the anticipated start dates of grants in conjunction with submitting documents *in compliance with procurement guidelines and in accordance with all applicable lead time requirements* for approval by 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 (RFP or RFA).

Methodology and Draft RFA/RFP Packet due to Procurement	Methodology Board Item due to Superintendent's Office	SBE Meeting Date
Wednesday, June 03, 2020	Tuesday, June 23, 2020	<b>Thursday, July 16, 2020</b>
Wednesday July 08, 2020	Tuesday, August 4, 2020	<b>Thursday, August 27, 2020</b>
Wednesday, August 5, 2020	Tuesday, August 25, 2020	<b>Thursday, September 24, 2020</b>
Wednesday, September 2, 2020	Tuesday, September 22, 2020	<b>Thursday, October 15, 2020</b>
Wednesday, September 30, 2020	Tuesday, October 20, 2020	<b>Thursday, November 12, 2020</b>
Wednesday, November 4, 2020	Tuesday, November 24, 2020	<b>Thursday, December 17, 2020</b>
Wednesday, December 2, 2020	Tuesday, December 29, 2020	<b>Thursday, January 21, 2021</b>
Wednesday, January 6, 2021	Tuesday, January 26, 2021	<b>Thursday, February 18, 2021</b>
Wednesday, February 3, 2021	Tuesday, February 23, 2021	<b>Thursday, March 18, 2021</b>
Wednesday, March 3, 2021	Tuesday, March 23, 2021	<b>Thursday, April 15, 2021</b>
Wednesday, April 7, 2021	Tuesday, April 27, 2021	<b>Thursday, May 20, 2021</b>
Wednesday, May 5, 2021	Tuesday, May 25, 2021	<b>Thursday, June 17, 2021</b>

#### **Important Notes Regarding Methodology Submissions:**

- ***The solicitation packet is defined as a draft copy of an RFP or RFA.***
- ***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 for thirty (30) days.***

## OFFICE OF PROCUREMENT 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.*

Grant Packet due to Procurement	Board Item due to Superintendent's Office	SBE Approval Date
Wednesday, June 03, 2020	Tuesday, June 23, 2020	<b>Thursday, July 16, 2020</b>
Wednesday July 08, 2020	Tuesday, August 4, 2020	<b>Thursday, August 27, 2020</b>
Wednesday, August 5, 2020	Tuesday, August 25, 2020	<b>Thursday, September 24, 2020</b>
Wednesday, September 2, 2020	Tuesday, September 22, 2020	<b>Thursday, October 15, 2020</b>
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Wednesday, March 3, 2021	Tuesday, March 23, 2021	<b>Thursday, April 15, 2021</b>
Wednesday, April 7, 2021	Tuesday, April 27, 2021	<b>Thursday, May 20, 2021</b>
Wednesday, May 5, 2021	Tuesday, May 25, 2021	<b>Thursday, June 17, 2021</b>

### Important Notes Regarding Solicitation and Grant Packet 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.
- Deadline dates that fall on a weekend or holiday will be honored on the next business day.
- FY 21 grants ending June 30, 2021 and NOT exceeding the threshold amount of \$50,000 should submit a solicitation to the Procurement Office no later than December 2020 to ensure districts/entities receive funding/reimbursements in a timely manner.
- FY 21 grants ending June 30, 2021 and exceeding the threshold amount of \$50,000 should submit a solicitation to the Procurement Office no later than November 2020 to ensure districts/entities receive funding/reimbursements in a timely manner.
- FY 22 grants beginning July 1, 2021 should submit a solicitation to the Procurement Office no later than November 2020 to ensure districts/entities receive funding in a timely manner.
- Review and approval lead times are contingent upon workflow during the months of April, May, and June.

*If you have any questions regarding the timelines for submission of grants, please contact the Office of Procurement at 601-359-5716.*