

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

A 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 02, 2021	Tuesday, June 22, 2021	Thursday, July 15, 2021
Wednesday July 07, 2021	Tuesday, July 27, 2021	Thursday, August 19, 2021
Wednesday, August 04, 2021	Tuesday, August 31, 2021	Thursday, September 23, 2021
Wednesday, September 01, 2021	Tuesday, September 28, 2021	Thursday, October 21, 2021
Wednesday, September 29, 2021	Tuesday, October 19, 2021	Friday, November 12, 2021
Wednesday, November 03, 2021	Tuesday, November 23, 2021	Thursday, December 16, 2021
Wednesday, December 01, 2021	Tuesday, December 28, 2021	Thursday, January 20, 2022
Wednesday, January 05, 2022	Tuesday, January 25, 2022	Thursday, February 17, 2022
Wednesday, February 02, 2022	Tuesday, February 22, 2022	Thursday, March 17, 2022
Wednesday, March 02, 2022	Tuesday, March 29, 2022	Thursday, April 21, 2022
Wednesday, April 06, 2022	Tuesday, April 26, 2022	Thursday, May 19, 2022
Wednesday, May 04, 2022	Tuesday, May 24, 2022	Thursday, June 16, 2022

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 at least **ten (10) business days** for review and approval by the **Office of Procurement and Grants Management**. Grant(s) that do not exceed \$50,000 will not require SBE approval. *Please obtain the tentative timeline guide to assist you with procurement cumulative lead times.*

REQUEST FOR PROPOSALS AND APPLICATIONS OVER \$50,000

Grant packets that exceed \$50,000 will require at least **ten (10) business days** for 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 02, 2021	Tuesday, June 22, 2021	Thursday, July 15, 2021
Wednesday July 07, 2021	Tuesday, July 27 , 2021	Thursday, August 19, 2021
Wednesday, August 04, 2021	Tuesday, August 31, 2021	Thursday, September 23, 2021
Wednesday, September 01, 2021	Tuesday, September 28, 2021	Thursday, October 21, 2021
Wednesday, September 29, 2021	Tuesday, October 19, 2021	Friday, November 12, 2021
Wednesday, November 03, 2021	Tuesday, November 23, 2021	Thursday, December 16, 2021
Wednesday, December 01, 2021	Tuesday, December 28, 2021	Thursday, January 20, 2022
Wednesday, January 05, 2022	Tuesday, January 25, 2022	Thursday, February 17, 2022
Wednesday, February 02, 2022	Tuesday, February 22, 2022	Thursday, March 17, 2022
Wednesday, March 02, 2022	Tuesday, March 29, 2022	Thursday, April 21, 2022
Wednesday, April 06, 2022	Tuesday, April 26, 2022	Thursday, May 19, 2022
Wednesday, May 04, 2022	Tuesday, May 24, 2022	Thursday, June 16, 2022

****Important Notes Regarding Solicitation and Grant Packet Submissions:**

- The grant packet is defined as the packet submitted in accordance with procurement guidelines for a grantee selected for an award.
- It is the responsibility of the awarding office to meet the time frames necessary to secure timely SBE approval.
- Failure to meet these timelines for new or modification grants will require the next month's board approval.
- **FY22** grants ending **June 30, 2022** should submit a solicitation to the Procurement Office no later than **August 1, 2021** to ensure districts/entities receive funding/reimbursements in a timely manner.
- **FY23** new grants beginning **July 1, 2022** should submit a solicitation packet to the Procurement Office no later than **October 2021** to ensure districts/entities begin services in a timely manner.
- **FY23** grant renewals beginning **July 1, 2022** should submit a solicitation packet to the Procurement Office no later than **December 2021** to ensure districts/entities begin services in a timely manner.
- Renewal grants must obtain the final signature on or before June 30 to begin services July 1.
- Review and approval lead times for grant awards are contingent upon workflow during March, April, and May.
- SBE agenda item placement for renewals are at the discretion of the procurement office or contact the Procurement Director for agenda consideration.