

## OFFICE OF PROCUREMENT

### FY 2020 Timelines for Submission of Contracts for SBE

Cumulative lead times associated with contracts will vary dependent upon the type of contract, the selection process used, and the level of approvals required. Program offices are responsible for planning the anticipated start dates of contracts in conjunction 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 05, 2019	Tuesday, June 25, 2019	<b>Thursday, July 18, 2019</b>
Wednesday July 03, 2019	Tuesday, July 23, 2019	<b>Thursday, August 15, 2019</b>
Wednesday, July 31, 2019	Tuesday, August 20, 2019	<b>Thursday, September 12, 2019</b>
Wednesday, September 4, 2019	Tuesday, September 24, 2019	<b>Thursday, October 17, 2019</b>
Wednesday, September 25, 2019	Tuesday, October 15, 2019	<b>Thursday, November 7, 2019</b>
Wednesday, November 6, 2019	Tuesday, November 26, 2019	<b>Thursday, December 19, 2019</b>
Wednesday, December 4, 2019	Tuesday, December 23, 2019	<b>Thursday, January 16, 2020</b>
Wednesday, January 8, 2020	Tuesday, January 28, 2020	<b>Thursday, February 20, 2020</b>
Wednesday, February 5, 2020	Tuesday, February 25, 2020	<b>Thursday, March 19, 2020</b>
Wednesday, March 4, 2020	Tuesday, March 24, 2020	<b>Thursday, April 16, 2020</b>
Wednesday, April 8, 2020	Tuesday, April 28, 2020	<b>Thursday, May 21, 2020</b>
Wednesday, May 6, 2020	Tuesday, May 26, 2020	<b>Thursday, June 18, 2020</b>

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

## OFFICE OF PROCUREMENT

### FY 2020 Timelines for Submission of Contracts to SBE and PPRB

#### 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 proposal for 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, July 17, 2019	Wednesday, August 7, 2019	Wednesday, September 4, 2019
Wednesday, August 14, 2019	Wednesday, September 4, 2019	Wednesday, October 2, 2019
Wednesday, September 11, 2019	Wednesday, October 2, 2019	Wednesday, November 6, 2019
Wednesday, October 16, 2019	Wednesday, November 6, 2019	Wednesday, December 4, 2019
Wednesday, November 13, 2019	Wednesday, December 4, 2019	Wednesday, January 8, 2020
Wednesday, December 18, 2019	Wednesday, January 8, 2020	Wednesday, February 5, 2020
Wednesday, January 15, 2020	Wednesday, February 5, 2020	Wednesday, March 4, 2020
Wednesday, February 12, 2020	Wednesday, March 4, 2020	Wednesday, April 1, 2020
Wednesday, March 11, 2020	Wednesday, April 1, 2020	Wednesday, May 6, 2020

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
June 05, 2019	June 25, 2019	<b>July 18, 2019</b>	August 7, 2019	September 4, 2019
July 03, 2019	July 23, 2019	<b>August 15, 2019</b>	September 4, 2019	October 2, 2019
July 31, 2019	August 20, 2019	<b>September 12, 2019</b>	October 2, 2019	November 6, 2019
September 4, 2019	September 24, 2019	<b>October 17, 2019</b>	November 6, 2019	December 4, 2019
September 25, 2019	October 15, 2019	<b>November 7, 2019</b>	December 4, 2019	January 8, 2020
November 6, 2019	November 26, 2019	<b>December 19, 2019</b>	January 8, 2020	February 5, 2020
December 4, 2019	December 23, 2019	<b>January 16, 2020</b>	February 5, 2020	March 4, 2020
January 8, 2020	January 28, 2020	<b>February 20, 2020</b>	March 4, 2020	April 1, 2020
February 5, 2020	February 25, 2020	<b>March 19, 2020</b>	April 1, 2020	May 6, 2020

### Important Notes Regarding Solicitations and Contract Submissions:

- The contract packet is defined as the packet submitted 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.
- FY 21 solicitations for a contract **over \$75,000 effective July 1, 2021** should be submitted to the Procurement Office by **January 15, 2021** for timely approval.
- FY 21 contract renewals **over \$75,000 effective July 1, 2021** should be submitted to the Procurement Office beginning **December 1, 2020 - February 1, 2021** for timely approval.
- FY 21 new contracts **\$5,000 - \$75,000 effective July 1, 2021** should be submitted to the Procurement Office by **March 15, 2021** for timely approval.
- FY 21 contract renewals **\$5,000-\$75,000 effective July 1, 2021** should be submitted to the Procurement Office by **April 1, 2021** for timely approval.
- FY20 contracts less than **\$5,000** should be submitted to the Office of Procurement by **May 1, 2021** for an approval 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 work flow 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.

<b>Packet Due to Procurement</b>	<b>Board Line Item due to Superintendent's Office</b>	<b>SBE Meeting Date</b>
Tuesday, June 04, 2019	Tuesday, June 25, 2019	<b>Thursday, July 18, 2019</b>
Tuesday, July 02, 2019	Tuesday, July 23, 2019	<b>Thursday, August 15, 2019</b>
Tuesday, August 01, 2019	Tuesday, August 20, 2019	<b>Thursday, September 12, 2019</b>
Tuesday, September 03, 2019	Tuesday, September 24, 2019	<b>Thursday, October 17, 2019</b>
Tuesday, October 01, 2019	Tuesday, October 15, 2019	<b>Thursday, November 7, 2019</b>
Tuesday, November 05, 2019	Tuesday, November 26, 2019	<b>Thursday, December 19, 2019</b>
Tuesday, December 03, 2019	Tuesday, December 23, 2019	<b>Thursday, January 16, 2020</b>
Tuesday, January 07, 2020	Tuesday, January 28, 2020	<b>Thursday, February 20, 2020</b>
Tuesday, February 04, 2020	Tuesday, February 25, 2020	<b>Thursday, March 19, 2020</b>
Tuesday, March 04, 2020	Tuesday, March 24, 2020	<b>Thursday, April 16, 2020</b>
Tuesday, April 07, 2020	Tuesday, April 28, 2020	<b>Thursday, May 21, 2020</b>
Tuesday, May 05, 2020	Tuesday, May 26, 2020	<b>Thursday, June 18, 2020</b>

### **Important Notes Regarding Contracts with Former State Employees Who Are PERS Retirees:**

- ***The contract packet is defined as the packet submitted 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*.