

**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). **The Office of Procurement will provide additional details relative to centralization. Programs should follow normal program procurement processing until further information is provided.**

**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 05, 2024                                | Tuesday, June 25, 2024                                | Thursday, July 18, 2024      |
| Wednesday, July 03, 2024                                | Tuesday, July 23, 2024                                | Thursday, August 15, 2024    |
| Wednesday, August 07, 2024                              | Tuesday, August 27, 2024                              | Thursday, September 17, 2024 |
| Wednesday, September 04, 2024                           | Tuesday, September 24, 2024                           | Thursday, October 17, 2024   |
| Wednesday, September 25, 2024                           | Tuesday, October 22, 2024                             | Thursday, November 07, 2024  |
| Wednesday, November 06, 2024                            | Tuesday, November 26, 2024                            | Thursday, December 19, 2024  |
| Wednesday, December 04, 2024                            | Monday, December 23, 2024                             | Thursday, January 16, 2025   |
| Wednesday, January 08, 2025                             | Tuesday, January 28, 2025                             | Thursday, February 20, 2025  |
| Wednesday, February 05, 2025                            | Tuesday, February 25, 2025                            | Thursday, March 20, 2025     |
| Wednesday, March 05, 2025                               | Tuesday, March 25, 2025                               | Thursday, April 17, 2025     |
| Wednesday, April 02, 2025                               | Tuesday, April 22, 2025                               | Thursday, May 15, 2025       |
| Wednesday, May 07, 2025                                 | Tuesday, May 27, 2025                                 | Thursday, June 19, 2025      |

**Important Notes Regarding Methodology Submissions:**

- The methodology 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 of the Submission and Justification Forms 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 of the Submission and Justification Forms by the **Office of Procurement and Grants Management**. **The Chief of Operations** shall review and approve the applicable packet 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 Item due to Superintendent’s Office | SBE Approval Date            |
|--|---|------------------------------|
| Wednesday, June 05, 2024                 | Tuesday, June 25, 2024                    | Thursday, July 18, 2024      |
| Wednesday, July 03, 2024                 | Tuesday, July 23, 2024                    | Thursday, August 15, 2024    |
| Wednesday, August 07, 2024               | Tuesday, August 27, 2024                  | Thursday, September 17, 2024 |
| Wednesday, September 04, 2024            | Tuesday, September 24, 2024               | Thursday, October 17, 2024   |
| Wednesday, September 25, 2024            | Tuesday, October 15, 2024                 | Thursday, November 07, 2024  |
| Wednesday, November 06, 2024             | Tuesday, November 26, 2024                | Thursday, December 19, 2024  |
| Wednesday, December 04, 2024             | Monday, December 23, 2024                 | Thursday, January 16, 2025   |
| Wednesday, January 8, 2025               | Tuesday, January 28, 2025                 | Thursday, February 20, 2025  |
| Wednesday, February 05, 2025             | Tuesday, February 25, 2025                | Thursday, March 20, 2025     |
| Wednesday, March 05, 2025                | Tuesday, March 25, 2025                   | Thursday, April 17, 2025     |
| Wednesday, April 02, 2025                | Tuesday, April 22, 2025                   | Thursday, May 15, 2025       |
| Wednesday, May 07, 2025                  | Tuesday, May 27, 2025                     | Thursday, June 19, 2025      |

## **\*\*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 an SBE approval and/or obtain a timely award.
- Failure to meet established timelines will require the next month's board approval for **new or modification grants** procured within the current fiscal year.
- **FY26 new and renewal** grants beginning **July 1, 2025** should submit a solicitation packet to the Procurement Office no later than **November 15, 2024** to ensure districts/entities begin services in a timely manner.
- SBE agenda item placement for **new or renewal grants beginning July 1** are at the discretion of the procurement office or contact the Procurement Director to consider agenda placement for a specific month.
- Renewal grants must have the final signature on or before June 30 to begin services effective July 1.

## **\*\*Centralization**

- Centralization will take place upon the complete hiring and training of procurement staff.
- Program notice will be provided upon successful completion of all tasks to centralize the Office of Procurement.
- **Upon completion of the Office of Procurement centralization will process any contract required for July 1, 2026 (FY27).**
- **Any contract required for July 1, 2025 MUST be procured by the dates set forth above to ensure a timely procurement.**