



**Office of Procurement
Timelines for Submission of Contracts**

- Cumulative lead times associated with contract award packets will vary dependent upon the type of contract, 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 contracts in conjunction with submitting documents *in compliance with procurement guidelines and in accordance with all applicable lead time requirements*, i.e., the State Board of Education (SBE), Office of Personal Service Contract Review (OPSCR), the Public Procurement Review Board (PPRB), and the Public Employees’ Retirement System (PERS), if applicable. **The Office of Procurement will provide additional details relative to centralization. Programs should follow normal program procurement processing until further information is provided.**

CONTRACTS LESS THAN \$5,000

Contract award packets less than \$5,000 will require at least **ten (10) business days** for review and approval of the Justification Form by the Office of Procurement and Office of Compliance.

CONTRACTS LESS THAN \$50,000

Contract award packets less than \$50,000 will require at least **ten (10) business days** for review and approval of the Submission and Justification Form 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 award packets \$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.*

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.

Board Item and Packet Due to Procurement	Board Line 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, August 06, 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, October 02, 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 5, 2025	Tuesday, February 25, 2025	Thursday, March 20, 2025
Wednesday, March 5, 2025	Tuesday, March 25, 2025	Thursday, April 17, 2025
Wednesday, April 2, 2025	Tuesday, April 22, 2025	Thursday, May 15, 2025
Wednesday, May 7, 2025	Tuesday, May 27, 2025	Thursday, June 19, 2025

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 a proposal to achieve 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 (Dates Do Not Include Pre-Review)
Wednesday, November 06, 2024	Wednesday, December 04, 2024	Wednesday, January 08, 2025
Wednesday, December 04, 2024	Wednesday, January 08, 2025	Wednesday, February 05, 2025
Wednesday, January 08, 2025	Wednesday, February 05, 2025	Wednesday, March 05, 2025
Wednesday, February 5, 2025	Wednesday, March 5, 2025	Wednesday, April 2, 2025
Wednesday, March 5, 2025	Wednesday, April 2, 2025	Wednesday, May 7, 2025
Wednesday, April 2, 2025	Wednesday, March 5, 2025	Wednesday, June 4, 2025

CONTRACTS OVER \$75,000

Contract total amounts over \$75,000 will require both SBE and PPRB approval. Upon completion of the MDE processes for awarding a contract, the contract award packet is submitted to OPSCR by the Office of Procurement pending or following SBE approval.

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
September 04, 2024	October 22, 2024	November 14, 2024	December 04, 2024	January 08, 2025
October 02, 2024	November 26, 2024	December 19, 2024	January 08, 2025	February 05, 2025
November 06, 2024	December 24, 2024	January 16, 2025	February 05, 2025	March 05, 2025
December 04, 2024	January 28, 2025	February 20, 2025	March 05, 2025	April 02, 2025
January 08, 2025	February 28, 2025	March 20, 2025	April 02, 2025	May 07, 2025
February 7, 2025	March 25, 2025	April 17, 2025	May 7, 2025	June 4, 2025
March 5, 2025	April 22, 2025	May 15, 2025	June 4, 2025	July 2, 2025

****Important Notes Regarding Solicitations and Contract Packet Submissions:**

- The contract packet is defined as the packet submitted in accordance with procurement guidelines for a vendor selected for an award.
- It is the responsibility of the awarding office to meet the time frames necessary to secure timely SBE and PPRB approvals.
- Failure to meet the established timelines will require the next month's board approval for **new or modification contracts** procured within the current fiscal year.
- OPSCR requires a 30-day review prior to the PPRB board meeting date for agencies seeking relief from the bidding process. The review process to advertise does not include the pre-review.
- Please note program offices must be approved by the SBE and PPRB, if applicable, in June to begin a contract on July 1.
- FY26 Petition for Relief from Bidding to procure a contract **over \$75,000 effective July 1, 2025**, should be submitted to the Procurement Office by **October 1, 2024** to for timely approval.
- FY26 contract new or renewals over \$75,000 effective July 1, 2025, should be submitted to the Procurement Office **October 1, 2024** to for timely approval.
- FY26 solicitations to procure contracts **\$5,000 - \$50,000 effective July 1, 2025**, should be submitted to the Procurement Office by **October 1, 2024** to for timely approval.
- FY26 contract new and renewals less than \$75,000 and effective July 1, 2025, should be submitted to the Procurement Office by **October 1, 2024** to for timely approval.
- FY25 contracts less than **\$75,000** should be submitted to the Office of Procurement for a contract approval on or before **October 1, 2024** to or review the Fiscal Year End Memo for additional details, if applicable.
- SBE agenda item placement for **new, modification, or renewal contracts 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 contracts must have the final signature on or before June 30 to begin services effective July 1.

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

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

- 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.
- If a contract with a PERS retiree totals \$75,000 or more, it will also require PERS, SBE, and PPRB approval and must be submitted to Procurement by the timelines established in the chart above titled *Contracts Over \$75,000*.

**** 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, the procurement office 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.**