



**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<br>(30 Days Required) | PPRB Meeting Date<br>(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, May 7, 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<br>(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 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.**