

Texas Southmost College

Board Approval Timeline for Purchases over 25,000

*Subject to change according to Board meeting dates.

Board Approval Month FY2014	RFP or Bid Process Unit Solicitation Deadline to Purchasing	Newspaper Advertisements	RFP or Bid Proposals Submission Deadline	Evaluation or Negotiation Process	Recommendation for Award Unit Submission Deadline to Purchasing
					Before noon
February-14	Tuesday, January 21,14	Friday, January 24&31,14	Friday, February 7,14	Monday, February 10-12,14	Wednesday, February 12,14
March-14	Monday, February 10,14	Friday, February 14&21,14	Friday, February 28,14	Monday, March 3-5,14	Wednesday, March 5,14
April-14	Monday, March 17,14	Friday, March 21&28,14	Friday, April 4,14	Monday, April 7-9,14	Wednesday, April 9,14
May-14	Monday, April 14,14	Friday, April 18&25,14	Friday, May 2,14	Monday, May 5-7,14	Wednesday, May 7,14
June-14	Monday, May 19,14	Friday, May 23&30, 14	Friday, June 6,14	Monday, June 9-11,14	Wednesday, June 11,14
July-14	Monday, June 16,14	Friday, June 20&27, 14	Monday, July 7,14	Tuesday, July 8-9,14	Wednesday, July 9,14
August-14	Monday, July 14,14	Friday, July 18&25,14	Friday, August 1,14	Monday, August 4-6,14	Wednesday, August 6,14
Required action from Unit :	Submit Requisition Form for Purchases over \$25,000".	None	Attendance to Bid Opening or Pre-Bid Conf.	Review and evaluation of proposals	Submit Agenda Request Form Information