
Division of Financial Management

2025-2026 School Year Procurement Deadlines

To: All Staff

From: Brian Hull
Chief Financial Officer

2025-2026 School Year Procurement Deadlines

This memo provides guidance related to formal solicitations (solicitations greater than or equal to \$50,000) for commodities or services to be used for instruction for the 2025-2026 School Year. The Procurement Office has set the following deadlines for solicitation intake requests to be submitted to the Procurement Office to allow time for the formal solicitation to be completed and approved by the Board of Education (BOE) prior to the start of the 2025-2026 school year.

Request for Proposals (RFPs):

- Deadline: February 1, 2025

Invitation for Bids (IFBs):

- Deadline: February 28, 2025

Cooperative/Piggyback and Sole/Single Sources:

- Deadline: February 28, 2025

Please plan accordingly to ensure timely procurement and delivery of necessary items. This schedule is critical to completing and approving solicitations by the BOE prior to the start of the school year. Items submitted past these deadlines will be considered late and will not be started until prior on-time requests have been completed.

For any questions or further information, please get in touch with the Procurement Office via email at purchasing@hcpss.org.

For more information on how to submit an intake request in Bonfire or other procurement resources, please visit the Purchasing Canvas page [here](#).

Initials: BH/bh