Quick Reference - OPO Procurement Timelines

Updated: 11/30/2016 K. VanHoose

Formal RFP - 175 business days
Additional time required for more complex procurements

- Submit Request
  - Request assigned to OPO
  - OPO contacts BP
  - Request assigned to Business Partner
  - Draft solicitation documents
  - Solicitation document review and approval
  - Legal Sufficiency
  - Final documents and approvals
  - Open Solicitation
  - Open Solicitation and 7 Day Protest Period (30 Calendar Days)
  - Proposal Evaluations and Reference Checks
  - Intent to Award
  - Protest Period (7 Calendar Days)
  - Negotiations and Final Contract Terms
  - Legal Sufficiency
  - Route for signatures
  - Notice of Execution

ITB - 35 business days / 50 business days with legal sufficiency

- Submit Request
  - Draft solicitation documents
  - Solicitation document review and approval
  - Legal Sufficiency
  - Open Solicitation
  - Open Solicitation (14 calendar days)
  - Prepare bid results
  - Review bids and approve award
  - Prepare contract; send Intent to Award
  - Receive contract documents from contractor (7 calendar days) simultaneously with protest period
  - Route for signatures
  - Notice to proceed

Mini Solicitation from a Price Agreement - 61 business days / 76 business days with legal sufficiency

- Submit Request
  - Request assigned to PCS
  - Refine documents and prepare solicitation package
  - Final documents and approvals
  - Open Solicitation
  - Evaluate and Select Consultant
  - Intent to Award
  - Negotiations and Statement of Work
  - Drafts final documents
  - Legal Sufficiency
  - Route for signatures
  - Notice of Execution

Work Order Contract from a Price Agreement (not requiring a mini solicitation) - 41 business days / 56 business days with legal sufficiency

- Submit Request
  - Request assigned to PCS
  - Refine documents
  - Legal Sufficiency
  - Final Document Approval
  - Route for signatures
  - Notice of Execution

Amendment - 23 business days / 38 business days with legal sufficiency

- Submit Request
  - Request assigned to PCS
  - Refine documents
  - Legal Sufficiency
  - Final Document Approval
  - Route for signatures
  - Notice of Execution

Direct Contracts ($100,000 or less) - 39 business days

- Submit Request
  - Request assigned to PCS
  - Final Document Approval
  - Route for signatures
  - Notice of Execution

Direct Appoint Fast Track ($100,000 or less) - 15 business days

- Submit Request
  - Request assigned to PCS
  - Final Document Approval
  - Route for signatures
  - Notice of Execution

Agreement - 47 business days / 62 business days with legal sufficiency

- Submit Request
  - Request assigned to PCS
  - Refine documents
  - Legal Sufficiency
  - Final Document Approval
  - Route for signatures
  - Notice of Execution

Business Partner
OPO/Business Partner Collaborate
OPO
Law or Rule / Third Party (DOJ)