

ODOT Procurement Timelines

Effective 7/1/2023

Legend

Business Partner	Law or Rule / Third party (DOJ)
OPO	OPO / Business Partner collaborate

Formal RFP - 195 business days (Additional time required for more complex procurements)

Submit Request	Request Assigned/OPO contacts BP	OPO and Business Partner draft documents	Legal Sufficiency	Final documents and approvals	Open Solicitation and 7 day protest period (30 calendar days)	Proposal Evaluations / Interviews and Reference Checks	Intent to Award	Protest Period (7 calendar days)	Negotiations and Final Contract Terms	Legal Sufficiency	Final Document Approval	Route for Signatures	Notice of Execution
Business Days	5	40	21	5	21	35		7	30	21	5	5	

ITB (43 business days / 58 with legal sufficiency)

Submit Request	Draft Solicitation documents	Solicitation document review and approval	Legal Sufficiency if applicable	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 signatures	Notice to proceed
Business Days	12	4	15	10	2	2	3	5	5	

Mini Solicitation from a Price Agreement (85 business days / 105 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 if applicable	Final Document Approval	Route for signatures	Notice of Execution
Business Days	5	10	5	10	10		20	15	20	5	5	

Work Order Contract from a Price Agreement (not requiring a mini solicitation) (40 business days / 55 with legal sufficiency)

Submit Request	Request assigned to PCS	Refine documents	Legal Sufficiency if applicable	Final document approval	Route for signatures	Notice of Execution
Business Days	5	25	15	5	5	



ODOT Procurement Timelines (cont.)

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

Submit Request	Request assigned to PCS	Refine documents	Final document approval	Route for signatures	Notice of Execution
Business Days	5	24	5	5	

Amendments (29 business days / 44 with legal sufficiency)

Submit Request	Request assigned to PCS	Refine documents	Legal Sufficiency if applicable	Final document approval	Route for signatures	Notice of Execution
Business Days	5	14	15	5	5	

Direct Appoint Fast Track (\$100,000 or less) (17 business days)

Submit Request	Request assigned to PCS	Final document approval	Route for signatures	Notice of Execution
Business Days	5	7	5	

Agreements (95 business days / 110 with legal sufficiency)

Submit Request	Request assigned to PCS	Provide agreement information	Prepares or refines documents	Technical Review	Final documents preliminary approvals	Legal Sufficiency if applicable	Third party approval (county, city, etc.)	Route for signatures	Notice of Execution
Business Days	5	14 (up to 60)	10 (up to 14)	10	19	15	30 (up to 60)	7	