



Formal Solicitation Processing Timeframes

<u>Process</u>	<u>Request for Proposal</u>	<u>Request for Bid</u>
Initial Solicitation Request made to Procurement Services by using agency; certification of funds; scheduling	Day 1	Day 1
Preparation or review/updating of Specifications by using agency, fully outlining details, items, materials or services to be solicited.	1 week	1 week
Review and approval of Specifications by Procurement Services Unit	1 week	1 week
Preparation of Bid Package by Procurement Services Unit or using agency / review of bid package by Procurement Services Unit	1 week	1 week
Public Advertisement of Solicitation by Procurement Services Unit	2 - 4 weeks	2 - 4 weeks
Bid Opening & tabulation / summary of results; compliance review; selection committee review* (if applicable)	1 - 3 weeks	1 week
Contract Preparation, Routing & Execution	2 - 4 weeks	2 - 4 weeks
Average Duration	8 - 14 weeks	8 - 12 weeks

****Please note that duration may be extended due to selection committee & presentation schedules.***