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| 1  | <b>Column1</b>   | <b>Column2</b>  | <b>Column3</b>        |
| 2  | <b>Request for Proposal (RFP) Timeline - State Purchasing Bureau (SPB) Processed</b>   |   |                       |
| 3  | (If contract is in excess of \$15,000,000.00 Proof of Need is required, unless exempted in statute)  |   |                       |
| 4  | <b>KPI Goal</b><br>75 business days for processing (Receipt of Requisition and supporting documentation including RFP, Cost Sheets and Evaluation Criteria to RFP Release) |   |                       |
| 5  | <b>Action</b>  | <b>Approx. Processing Time</b>  | <b>Responsibility</b> |
| 6  | <b>Steps Prior to Release of RFP</b>   |   |                       |
| 7  | Agency develops RFP technical specifications, cost sheet(s), and evaluation criteria   | Minimum 3-9 months or more depending on complexity  | Agency                |
| 8  | Agency submits requisition and draft RFP and Evaluation Criteria and Scoring Tool to SPB for review- goes through approval routing in PFC (E1)                             | Minimum 1-7 business days   | Agency                |
| 9  | SPB conducts initial review of RFP   | Minimum 14 to 21 business days depending on complexity                                      | SPB                   |
| 10 | SPB Initial Meeting with Agency  | Minimum 14-21 business days after receipt of requisition, draft RFP and evaluation criteria | SPB/Agency            |
| 11 | Agency revises RFP based on recommendations/discussions with SPB   | Minimum 7-14 business days  | Agency                |
| 12 | SPB and agency may hold additional meetings depending on the complexity of the RFP   | Minimum 7-14 business days after revisions made by agency                                   | SPB/Agency            |
| 13 | Agency submits finalized RFP technical specifications, cost sheets, and evaluation criteria to SPB for final review  | Minimum 7-14 business days  | Agency                |
| 14 | SPB and agency develop Schedule of Events  | Minimum 1-2 business days   | SPB/Agency            |

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| 15 | All documents are submitted to agency for final approval   | Minimum 7 business days depending on complexity                                     | SPB               |
| 16 | SPB Buyer processes paperwork for internal review/approvals  | Minimum 2-3 business days   | SPB               |
| 17 | Supervisor reviews and signs off on documentation  | Minimum 3-5 business days   | SPB               |
| 18 | Paperwork finalized and submitted to Staff Assistant for processing  | Minimum 1 business day  | SPB               |
| 19 | Staff Assistant processes RFP for release, advertising, posting to website, file creation, milestone reviews, etc. | Minimum 3-5 business days   | SPB               |
| 20 | <b>Steps After Release of RFP</b>  |   |                   |
| 21 | Last day to submit "Notification of Intent to Attend Pre-Proposal Conference" (Optional Event)                     | Minimum 10 business days after release of RFP                                       | Vendor            |
| 22 | Last day to submit written questions (Agencies may elect 2 rounds of questions which will increase timeline)       | Minimum 15 business days after release of RFP                                       | Vendor            |
| 23 | Mandatory Pre-Proposal Conference (Optional Event)   | Minimum 10-15 business days after release of RFP                                    | SPB/Agency/Vendor |
| 24 | Last day for vendor to submit written questions to SPB after Pre-Proposal Conference                               | Minimum 1 business day after Pre-Proposal Conference                                | Vendor            |
| 25 | Agency develops responses to vendor questions  | Minimum 1-10 business days after Questions due                                      | Agency/SPB        |
| 26 | SPB Review of Agency's responses to vendor questions   | Minimum 2-5 business days after receipt from agency                                 | SPB               |
| 27 | SPB/Agency meet to review vendor questions/responses, if necessary   | Minimum 2-5 business days after SPB initial review of responses                     | SPB/Agency        |
| 28 | State responds to written questions through Addendum and/or Amendment  | Minimum 10 business days after receipt of questions, depending on complexity of RFP | SPB               |
| 29 | Last day for vendor to submit "Notification of Intent to Bid", if required by RFP                                  | Minimum 2-5 business days after posting responses to questions                      | Vendor            |
| 30 | Proposal Opening   | Minimum 15 business days after posting responses to questions                       | SPB               |
| 31 | Review for conformance of mandatory requirements   | Minimum 1 business day  | SPB               |

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| 32 | Evaluation Period  | 14-21 business days after Proposal Opening  | Agency                               |
| 33 | Preparation of Oral Interview Letters, if required   | 7 business days after initial evaluation  | SPB                                  |
| 34 | Oral Interviews/Presentations and/or Demonstrations (if required)  | Minimum of 7 business days after evaluation period                                  | SPB/Agency/Vendor                    |
| 35 | At request of agency, buyer prepares Best and Final Offer Documents and sends to bidders, if required                                | Minimum 1-2 business days   | SPB                                  |
| 36 | Best and Final Offering Opening, if required   | Minimum 5-7 business days after request   | PSB/Agency/Vendor                    |
| 37 | Submit Final Scoring Document along with Intent to Award Recommendation  | Minimum 2-5 business days after completion of evaluation                            | Agency                               |
| 38 | SPB Verifies Scoring received from agency  | Minimum 2-5 business days after receipt from agency                                 | SPB                                  |
| 39 | Post "Letter of Intent to Contract" to internet  | Minimum 2-5 business days after submission of final scoring document                | SPB                                  |
| 40 | Performance bond submission, if applicable   | Minimum 15 business days after notification of Intent to Contract                   | SPB/Intended Contractor              |
| 41 | Certificate of Insurance submission  | Minimum 5 business days after notification of Intent to Contract                    | SPB/Intended Contractor              |
| 42 | Secretary of State Registration, if applicable   | Minimum 20 business days after notification of Intent to Contract                   | SPB/Intended Contractor              |
| 43 | Finalization of Terms and Conditions, if applicable  | Minimum 20 business days after notification of Intent to Contract                   | SPB/Legal/Intended Contractor/Agency |
| 44 | If proposed contract is in excess of \$15,000,000, Proof of Need Analysis is submitted to Materiel Division by agency                | Minimum 1-7 business days after finalization of contract, prior to contract signing | Agency                               |
| 45 | Materiel Division provides submitting Agency Director and point of contact a letter stating Proof of Need Analysis has been received | Minimum 1-3 business days   | SPB                                  |

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| 46 | Materiel Division certifies receipt of the Proof of Need Analysis to the submitting agency. If not being certified, Materiel will indicate to the agency additional information that is required | Within 30 business days of receipt | SPB    |
| 47 | Agency must file the proposed contract, Proof of Need Analysis and Proof of Certification by the Materiel Division with the Legislative Fiscal Analyst   | Minimum 3-5 business days          | Agency |
| 48 | SPB Buyer processes paperwork for submission to Staff Assistant to complete the contract   | Minimum 2-3 business days          | SPB    |
| 49 | Staff Assistant creates contract   | Minimum 2-3 business days          | SPB    |
| 50 | Buyer reviews, makes changes, if necessary; sends through for signature  | Minimum 2-3 business days          | SPB    |
| 51 | Supervisor reviews and initials contract   | Minimum 1-2 business days          | SPB    |
| 52 | Procurement Manager reviews and initials contract  | Minimum 1-2 business days          | SPB    |
| 53 | Materiel Administrator signs contract  | Minimum 1-2 business days          | SPB    |
| 54 | Staff Assistant e-mails copy of contract to agency, sends copy to contractor, posts contract to website  | Minimum 1-2 business days          | SPB    |
| 55 | Contract is filed by Staff Assistant   | Minimum 1-3 business days          | SPB    |