

PROCESSING TIME GOALS

GOODS ITB = Invitation to Bid	SERVICES RFP = Request for Proposal
ITB's (OR - OF) 45 business days for processing <i>(From receipt of requisition and supporting documentation to release of ITB)</i>	SPB RFP's (O5 Requisitions) 60 business days for processing <i>(From receipt of requisition and supporting documentation including RFP, cost sheets, and evaluation criteria to release of RFP)</i>
ITB Award Process (OF - OC/OP) 30 business days for processing <i>(From receipt of Vendor responses and supporting documentation to contract award)</i>	RFP Award Process (Z1 - O4/O9) 30 business days for processing <i>(From receipt of Vendor responses and supporting documentation to contract award)</i>
DPA's \$25,000 - \$49,999.99 (OR = OO) 3 business days for processing <i>(From receipt of requisition and supporting documentation to direct purchase authority)</i>	Agency RFP's (O3 Requisitions) 10 business days for processing <i>(From receipt of requisition and supporting documentation to notification to Agency)</i>
DPA's < \$25,000 N/A See Open Market Purchase Authority Letter posted to website annually	Agency RFP's (Posting to Bid Opps Website) 24-48 hours <i>(Items received after 3PM will be considered next day's business unless approved by SPB otherwise)</i>
	Deviation Requests (O8) 10 business days for processing <i>(From receipt of requisition and supporting documentation including RFP, cost sheets, and evaluation criteria, except for emergency contract)</i>
APPLICABLE TO BOTH GOODS AND SERVICES	
Contract Addendums/Amendments (OC & O4) 20 business days for processing <i>(From receipt of request)</i>	IT requisitions (ON - Goods or Services) 10 business days for processing <i>(From receipt of requisition and supporting documentation to next path for conversion)</i>
Participating Addendums (OC & O4) 30 business days for process <i>(From receipt of request)</i>	Contract Renewals/Extensions (OC & O4) Start process at 180 days from contract expiration date. Post renewed or extended contract within 30 days from contract expiration.