

PROCESSING TIME GOALS

<p align="center">Goods Invitation to Bid (ITB) (OR) 80 business days for processing</p> <p align="center"><i>(From receipt of requisition and all required supporting documentation*, release of ITB, receipt of Vendor responses and all required supporting documentation, to posting of intent to award)</i></p> <p><i>Note: Complexity of procurement greatly affects the processing time</i></p> <p align="center"><i>*See ITB Submission Requirements SPB Form 16</i></p>	<p align="center">Services Request for Proposal (RFP) SPB Processed (O5) 105 business days for processing</p> <p align="center"><i>(From receipt of requisition and all required supporting documentation*, release of RFP, receipt of Vendor responses and all required supporting documentation, to posting of intent to award)</i></p> <p><i>Note: Complexity of procurement greatly affects the processing time</i></p> <p align="center"><i>*See RFP Submission Requirements SPB Form 21</i></p>
<p align="center">Restrictive Item Approval (OW) 3 business days for processing</p> <p align="center"><i>(From receipt of requisition and all required supporting documentation* to procurement decision)</i></p> <p align="center"><i>*See Restrictive Item Policy</i></p>	<p align="center">Services Request for Proposal Agency Processed (O3) 10 business days for processing</p> <p align="center"><i>(From receipt of requisition and all required supporting documentation to notification to Agency)</i></p>
<p align="center">Contract Addendums/Amendments (OC, CC, P4, O4) 20 business days for processing</p> <p align="center"><i>(From receipt of request)</i></p>	<p align="center">IT requisitions (ON) 10 business days for processing</p> <p align="center"><i>(From receipt of requisition and all required supporting documentation to next path for conversion)</i></p>
<p align="center">Participating Addendums (OC, CC, P4, O4) 30 business days for process</p> <p align="center"><i>(From receipt of request)</i></p> <p><i>Note: This does not include the processing time from the initial Exception Request</i></p>	<p align="center">Contract Renewals/Extensions (OC, CC, P4, O4) Start process at least 180 days from contract expiration date. Post renewed or extended contract within 30 days from contract expiration.</p>
<p align="center">Exception Requests (O8) 10 business days for processing</p> <p align="center"><i>(From receipt of requisition and all required supporting documentation to procurement decision)</i></p>	<p align="center">Emergency Procurement Notice (O8) 3 business days for processing</p> <p align="center"><i>(From receipt of requisition and all required supporting documentation to acceptance)</i></p>
<p align="center">Services Request for Proposal (RFP) Agency Processed (O3) (Posting to Bid Opportunities Website) 1-2 business days for processing</p> <p><i>Note: Items received after 3PM will be considered next day's business unless approved by SPB otherwise</i></p>	