

	A	B	C
1	Column1	Column2	Column3
2	<b>Invitation to Bid (ITB) Timeline - State Purchasing Bureau (SPB) Processed</b>	<b>Minimum Bid Time</b> Informal - 10 business days Formal - 15 business days	
3		<b>KPI Goal</b> Formal - 45 business days for processing (Receipt of Requisition and supporting documentation to Release of Invitation to Bid)	
4	<b>Action</b>	<b>Approx. Processing Time</b>	<b>Responsibility</b>
5	<b>Steps Prior to Release of ITB</b>		
6	Agency develops ITB specifications and cost sheet(s)	Minimum 1 business day - 6 months or more depending on complexity	Agency
7	Agency submits requisition with specifications and cost sheet(s) (as needed) - goes through approval routing in PFC (E1)	Minimum 1 business day	Agency
8	SPB conducts initial review of ITB	Minimum 1-10 business days	SPB
9	SPB Initial Meeting with Agency	Minimum 1 business day	SPB
10	Agency revises ITB based on recommendations/discussions with SPB	Minimum 1-7 business days	Agency
11	Agency submits finalized ITB specifications and cost sheet(s) to SPB for final review	Minimum 1-7 business days	Agency
12	SPB and agency develop Schedule of Events (Optional Event)	Minimum 1 business day	SPB/Agency
13	All documents are submitted to agency for final approval	Minimum 1-7 business days	SPB
14	SPB Buyer processes paperwork for internal review/approvals	Minimum 1-3 business days	SPB
15	Supervisor reviews and signs off on documentation	Minimum 1-3 business days	SPB
16	Paperwork finalized and submitted to Staff Assistant for process	Minimum 1 business day	SPB
17	Staff Assistant processes ITB for release, posting to website, file creation, milestone reviews, etc.	Minimum 1-3 business days	SPB
18	<b>Steps After Release of ITB</b>		

	A	B	C
19	Last day to submit "Notification of Intent to Attend Pre-Bid Conference" (Optional Event)	Minimum 7 business days after release of ITB	Vendor
20	Last day to submit written questions	7 business days after release of ITB	Vendor
21	Mandatory Pre-Bid Conference (Optional Event)	Minimum 10 business days after release of ITB	SPB/Agency/Vendor
22	Last day for vendor to submit written questions to SPB after Pre-Bid Conference	Minimum 1 business day after Pre-Bid Conference	Vendor
23	Agency develops responses to vendor questions	Minimum 1-3 business days after Questions due	Agency/SPB
24	SPB Review of Agency's responses to vendor questions	Minimum 1-2 business days after receipt from agency	SPB
25	SPB/Agency meet to review vendor questions/responses, if necessary	Minimum 1-2 business days after receipt from agency	SPB/Agency
26	State responds to written questions through Addendum and/or Amendment	Minimum 1-2 business days after receipt from agency	SPB
27	Bid Opening	Minimum 10-15 business days after ITB posted to website	SPB
28	Review for bid compliance	Minimum 1 business day	SPB
29	Bid Tabulation created by Staff Assistant	Minimum 1-3 business days after Bid Opening	SPB
30	Initial Bid Tabulation is posted to the website	Minimum 1-2 business days after completion of Bid Tab	SPB
31	Bid Tabulation and bid responses sent to agency for review and evaluation	Minimum 1-2 business days after completion of Bid Tab	SPB
32	Agency submits award recommendation	Minimum 1-14 business days after receipt of bids for review	Agency
33	SPB reviews Agency award recommendation and completes Award of Bid, if necessary	Minimum 1-3 business days after receipt of award recommendation	SPB
34	SPB request clarification and/or documents as required; (i.e. insurance, drawings or license)	Minimum 1-5 business days after receipt of award recommendation	SPB/Intended Contractor
35	Secretary of State Registration, if applicable	Minimum 1-10 business days after award recommendation	SPB/Intended Contractor
36	SPB Buyer processes paperwork for submission to Staff Assistant to complete the contract/Purchase Order	Minimum 1-4 business days	SPB

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37	Staff assistant creates contract/Purchase Order	Minimum 1-3 business days	SPB
38	Buyer reviews, makes changes, if necessary; sends through for signature	Minimum 1-2 business days	SPB
39	Supervisor reviews and initials contract/Purchase Order	Minimum 1-2 business days	SPB
40	Procurement Manager reviews and initials contract/Purchase Order	Minimum 1-2 business days	SPB
41	Material Administrator signs Purchase Orders over \$25,000 and/or all contracts	Minimum 1-2 business days	SPB
42	Staff assistant e-mails copy of contract/Purchase Order to agency, sends copy to contractor, posts contract to website	Minimum 1-2 business days	SPB
43	Contract/Purchase order is filed by Staff Assistant	Minimum 1-3 business days	SPB