

Chapter 4

PLANNING TIME FOR PROCUREMENT (LEAD TIME)

4.0 Planning for the amount of time to process a Requisition depends largely on the complexity of the procurement, the type of procurement method being pursued, the dollar value, the workload in the Procurement Unit, and the contracting document being utilized. Listed below is an average amount of processing time (weeks) for each method of procurement, including distribution of the contract document (does not include delivery time).

4.1 These time frames are estimates and assume that all necessary information is provided and the Requisitions are properly completed and approved. Processing time depends largely on receipt of necessary information and approvals, and assuming there are no formal protests:

Procurement Type	Number of Weeks
Exempt, PRIDE, and RESPECT	1 to 2
DMS State Term Contract	1
Procurements of Category Two or less: - quotes provided by Requester - no quotes from Requester	1 2
Invitation to Bid (ITB)	8 to 10
Request for Proposals (RFP)	10 to 12
Invitation to Negotiate (ITN)	12 to 14
Single Source Procurement	8 to 12