

**On-Demand Competitive Sealed Bidding  
Construction Procurement Timeline  
2017**

	Days
<b>Construction document approval received by OCA</b>	
<b>Invite to on-demand firms</b>	21
<b>Bids received by OCA</b>	1
<b>Bid opening</b> <ul style="list-style-type: none"> <li>• Check for contractor's license</li> <li>• Check addenda</li> <li>• Verify bonding requirements</li> <li>• Check additive and deductive changes</li> <li>• Prepare and distribute bid tab</li> </ul>	1
<b>PM authorization acquired</b> <ol style="list-style-type: none"> <li>1. Budget approval</li> <li>2. Award authorization (H8, H17)</li> <li>3. Bid tabulation (signed)</li> </ol>	1-30
<b>Award of contract</b> <ol style="list-style-type: none"> <li>1. Award letter and contract</li> <li>2. Emailed and faxed to contractor</li> </ol>	2
<b>Contractor obtains bonds and insurance, signs and seals contracts</b>	5-10

		Days
<b>Receipt by CA of signed contracts, bonds and insurance from contractor</b> <ol style="list-style-type: none"> <li>1. CA checks documents, returns for corrections if required</li> <li>2. CA prepares contract approval/transmittal documents and assigns contract control number</li> <li>3. Internal review of bonds</li> <li>4. Acquire approving internal signatures</li> </ol>		<p>2-30</p> <p>1-3</p>
<b>Legal office review and approval</b> <ol style="list-style-type: none"> <li>1. Bonds returned, with or without approval</li> </ol>		0-10
<b>Notice to proceed (NTP)</b> <ol style="list-style-type: none"> <li>1. eVA investigation and verification</li> <li>2. Requisition for Oracle prepared</li> <li>3. Purchase order number created in Oracle</li> <li>4. Time for completion calculated or confirmed</li> <li>5. NTP prepared, signed and sent Fed Ex with copy of fully executed contract</li> </ol>		1

**Approximate processing time from IFB to NTP:**

**Minimum = 36 days**

**Maximum = 110 days**