

## Competitive Negotiation (RFP) Construction Procurement Timeline

	Days
H2, Determination & Findings, Selection Committee memo established with CFO approval	<b>30</b>
Advertisement	2
Receive and distribute Letters of Interest and Statements of Qualifications	7
Shortlist Committee members independently review submittals, meet and choose firms to be shortlisted	4
Shortlist Recommendation Memo written and forwarded to CFO for approval	
PM writes congrats/regrets letters, letters signed by OCA manager and emailed to firms	
Shortlisted firms posted on the Contract Administration website	<b>2</b>
RFP Transmitted to Shortlisted Firms	1
Firms prepare technical and price proposals	30
Proposals received by OCA and distributed to committee members	2
Selection committee evaluates proposals	5
Contractor interviews	1
Selection Recommendation Memo sent to CFO for approval	1
Approved memo returned to OCA	1

	Days
Contractor negotiations (if necessary)	0-10
PM forwards approved H8/9 and H17 to OCA	1-3
Award of contract	1
Contractor obtains bonds and insurance	3-10
Receipt by Contract Administration of signed contracts, bonds and insurance	1
CA obtains internal Facilities Management approvals	1-3
Contract packages sent for legal review and approval (Comptroller, Risk Management, Senior VP for Operations, and Executive VP & COO reviews/approvals for contracts over \$5 million)	0-10
<p>Notice to Proceed</p> <ol style="list-style-type: none"> <li>1. eVA investigation and verification</li> <li>2. Requisition for Workday prepared</li> <li>3. Purchase order created in Workday</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

**Processing time from advertisement to notice to proceed:**

**Minimum = 94 days**

**Maximum = 125 days**