

RFP/IFB PROCUREMENT LEAD TIME

*** The table below provides estimates to assist University department staff in the Request for Proposals (RFP) or Invitation for Bid (IFB) solicitation planning process. The times required for the tasks will vary depending on determination of RFP versus IFB.**

TASK	AVERAGE LEAD TIME*
Initiate Procurement Process Submit Sourcing Intake Form, Determine Sourcing Strategy, Develop Sourcing Project Charter	7 to 14 Days
(RFP/IFB) Solicitation Development Identify Evaluation Committee Members, Define Scope of Work, Develop Solicitation Documents	14 to 60 Days
Develop Contract Requirements Goods Only Contract, or Services Only Contract, or Goods & Services Contract	7 to 14 Days
Publish & Advertise RFP/IFB Solicitation	14 to 30 Days
Bid Opening and Validation of Responses	3 to 5 Days
Evaluate and Score Proposals Evaluation Period, Preliminary Scoring, Demonstrations/Interviews (if required), Internal Negotiations Criteria, Best and Final Offer (BAFO), Final Scoring, Notice of Intent to Award	14 to 30 Days
Negotiate & Finalize Contract Note: The time required for contract negotiation and formation may vary widely	30 to 60 Days
Legal Review Supplier Legal Review University Legal Review	7 to 30 Days
Contract Execution All Signatures are Obtained	7 to 30 Days
Legislative Review / Approval (Services, or Goods and Services contracts) Note: Good only contracts do NOT require legislative review / approval	30 to 60 Days
Contract Award	1 to 3 Days
Contract Work Begins (Generally the Effective Date)!	

RFP/IFB PROCUREMENT LEAD TIME (Con't)

To complete the procurement, contract formation and execution in a timely manner, Department staff should plan as far ahead as possible for their business needs, contact purchasing staff to assist in early planning with respect to an anticipated procurement, and be committed to timely completion of sourcing tasks.

The Tasks and Average Lead times are aligned to the Request for Proposal (RFP) process where award is based on selection criteria as versus the Invitation for Bid (IFB) process where award is based on cost only.

The RFP and IFB lead times above are shown as ranges and are suggestions only. Actual lead times will vary depending on the specific requirements of the University and the complexity of the procurement. Less complex procurements may be accomplished in less time, while more complex procurements may require more time. Contact the University Procurement Office to ascertain more specific lead time requirements. Please keep the following points in mind with regard to lead time:

RFP: Three (3) to twelve (12) months is the typical timeline for RFP solicitations where award is based on selection criteria.

IFB: IFB solicitations are typically used for the purchase of Goods and are shorter in duration as award is based solely on price with a typical timeline of one (1) to two (2) months.

The time required for the Procurement Office to finalize and publish the solicitation can vary depending on how comprehensive and complete the Scope of Work and the solicitation are written by the Department staff. Purchasing staff will assure that the process allows for necessary competition and complies with applicable laws and University guidelines.

RFP: A 30-day solicitation period is typical for most RFPs.

IFB: IFBs usually require a 14-day solicitation period.

The solicitation time may be reduced or increased, at the discretion of the University, depending on the complexity of the procurement and the requirements for the response. For example, if the procurement (including the SOW) is unusual or complex and requires respondents to submit significant documentation and/or complicated pricing, additional time for the solicitation period should be allowed. In addition, if the procurement is unusual or complex, the University may receive requests from respondents for an extension of the submittal deadline.

Evaluation of the proposals may take more or less time, depending on the size of the evaluation team, the availability of the evaluation team and the complexity of the solicitation. The evaluation period could also increase if oral presentations, discussions or best and final offers are utilized.

RFP: RFP evaluation are longer in duration as the award is based on selection criteria.

IFB: IFB evaluations are much shorter in duration as award is based solely on price.