

The task list and the recommended number of days assumes using agency will commit all resources necessary. Also assumes no extraordinary approval processes, internal external. The number of days shown includes weekends and holidays. To accurately allot days for each step, you must plot each step out on a current calendar and adjust accordingly for any period or deadline that includes or ends on a weekend or holiday. You must also account for SCBO's publication schedule - bi-weekly. The time line does not account for any delay resulting from a protest of either the solicitation or the award; however, far less than 1% of all procurements are protested. The "Aggressive & Abbreviated # of Days" may not reflect best practice or the legal minimum for some procurements.						Proposed Adjustments & Comments Specific to Higher Education Efficiency, Effectiveness, and Accountability Review procurement
Step / Task	Thorough Process for Procurement of Average Complexity Conducted by the Competitive Sealed Proposal Source Selection Method	Aggressive & Abbreviated # of Days (Risky)	Standard Recommendation for # of Days	Agency Selected # Days Allotted for Each Step	Cumulative # Days	
Well-Developed Scope of Work Received by Procurement Services	A well-developed scope of work is often very time consuming. <i>This timeline assumes that the using agency submits a well-developed scope of work.</i>	-	-	0	0	Process timelines shown in columns C and D start once Steering Committee approves a final scope of work.
Scope of Work Incorporated into Solicitation	Procurement Services quality review of initial agency specifications / scope of work, entry into SCEIS, and incorporating terms & conditions into RFP document.	3	5	10	10	Time increased to provide Steering Committee staff an opportunity to review, consult with membership, and approve.
Solicitation Issued & Public Notice Published	Agency review and approval of draft solicitation; submission to SCBO for public advertisement, and issuance. Does not account for SCBO publication schedule; SCBO is published twice weekly.	3	5	15	25	Time increased to provide Steering Committee staff an opportunity to review, consult with membership, and approve.
Vendor Questions Due / [Optional Public Conference with Interested Vendors]	Allow vendors to find, read, and evaluate the solicitation, to begin drafting their proposals, and to prepare and submit written questions to the procurement officer regarding the process or work involved. Exhausts 15 days vendors have to protest. During this time, a publicly announced conference may be held with vendors to facilitate mutual understanding and their questions. Such a "pre-proposal" conference may not be held less than 7 days after solicitation issuance.	5	15	15	40	No adjustment.
Publish Solicitation Amendment Responding to Vendor Questions	Agency to evaluate, research, and respond to vendor questions, and for Procurement Services to modify questions and prepare solicitation amendment.	3	7	15	55	Time increased to provide Steering Committee staff an opportunity to review, consult with membership, and approve.
Vendor Proposals Submission Deadline	Time starting from publication of last solicitation amendment, for vendors to evaluate the amendment and finalize their proposal. Exhausts 15 days vendors have to protest issues raised by solicitation amendment.	7	15	10	65	Time reduced due to above increases, which provides vendors additional time to prepare a proposal. Presumes amendment does not substantially alter scope of work.
Compliance Review of Proposals by Procurement Staff	Procurement Services, in consultation with the Using Agency, to (a) review proposals for compliance with material, mandatory requirements, and (b) if elected, provided potentially acceptable, non-responsive offerors an opportunity to correct any material deficiencies in their proposal.	3	10	6	71	Presumably, the scope of work involved is less complex than average; accordingly, time reduced.
Evaluation Process	Evaluators to read (usually twice, at least once), evaluate, and rank every proposal. This time period may include additional efforts by Procurement Services to seek clarification from vendors regarding ambiguities in their proposals.	4	10	12	83	Given that evaluators may be volunteers, rather than agency program staff personally devoted to underlying project, time increased.
Oral Presentations / System Demonstrations	OPTIONAL: Vendors plan, travel to, and participate in either an oral presentation regarding their offer or a demonstration of their product or system.	0	7		83	Presumes no oral presentations desired.
Draft and Issue Request for Best and Final Offers; Evaluate Submissions	OPTIONAL: State to develop requirements and issue a request for BAFO as a solicitation amendment (5 days). Vendor to receive notice of the BAFO request, to review the request, and to draft a revised proposal in response. (4 days) Evaluators to read, evaluate, and re-rank every proposal revision submitted in response to the BAFO request. (4)	0	13		83	Presumes no BAFO.
Complete a Single Round of Negotiations	OPTIONAL: State to identify negotiation issues, complete negotiations with one vendor, and document agreement.	0	10	15	98	Assumes negotiations will be undertaken with one vendor. Time increased to provide Steering Committee staff an opportunity to review, consult with membership, and approve.
Capability Review of Highest Ranked Offeror by Procurement Staff	Procurement Services, in consultation with the Using Agency, to determine whether the highest-ranked offeror has the capability to perform fully the contract requirements and the integrity and reliability to assure good faith performance. May involve reference check.	2	5	2	100	Reduced to reflect level of staff devoted to this project.
Custom Step: Steering Committee Approval	Steering Committee to schedule, meet in Executive Session, and vote to approve award.	n/a	n/a	15	115	Note: Procurement Code would not allow Steering Committee to simply select a different vendor.
Public Notice of Intent to Award	----			0	115	
Contract Formation / Final Award	10 day protest period. If no protest, contract forms on eleventh day.	10	10	10	125	
Total Procurement Processing Time		40	112		125	