Estimated Timelines for Procurement

The following procurement and contract completion times are approximate and represent ideal circumstances. Many of the “Special Considerations” are requirements under regulations that are outside of Procurement’s control. These timelines are based on the following:

- project submission is during times when Procurement is fully staffed and during times of normal workload (not during fiscal year end, reporting periods, etc.).
- projects submitted include all necessary information and documentation
- scope of work is clear, correct and sufficiently detailed to explain and describe the project
- no Banner Vendor Maintenance needed
- all needed approvals are obtained and provided
- contractor does not take exception to OSU’s terms
- contractor does not protest a procurement or sole source award
- are non-BOLI Prevailing Wage Rate (PWR) related purchases – these are routed to Capital Projects Contract Administration

<table>
<thead>
<tr>
<th>*Threshold Type</th>
<th>Procurement/Contract Type</th>
<th>Solicitation Type</th>
<th>Special Considerations</th>
<th>Approximate Turn-Around Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$25,000</td>
<td>Simple procurement contract review such as a PSC, hotel contract, credit application or catering agreement</td>
<td>None – BCs manage Purchase Orders between $5K and $25K</td>
<td>PSC’s of any dollar value are contracts that are managed by Procurement</td>
<td>Same or next day</td>
</tr>
<tr>
<td>$25,000-&lt;150,000</td>
<td>Informal Procurement or PSC</td>
<td>RFQ or IRFP</td>
<td>Advertisement</td>
<td>2-15 **Days</td>
</tr>
<tr>
<td>&gt;150,000</td>
<td>Formal Procurement or PSC</td>
<td>RFP or ITB resulting in a Purchase Order or PSC</td>
<td>Advertisement</td>
<td>15-60 Days</td>
</tr>
<tr>
<td>&gt;25,000-&lt;150,000</td>
<td>Procurement or PSC</td>
<td>Sole Source</td>
<td>Advertisement</td>
<td>8-15 Days</td>
</tr>
<tr>
<td>&gt;150,000</td>
<td>Procurement or PSC</td>
<td>Sole Source</td>
<td>Advertisement</td>
<td>10-21 Days</td>
</tr>
</tbody>
</table>

PSC = Personal Service Contract  
RFQ = Request for Quote  
RFP = Request for Proposal  
IRFP = Information Request for Proposal  
ITB = Invitation to Bid  
BC = Business Center

*These thresholds do not consider BOLI PWR Projects

**Business Days