

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

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

PSC = Personal Service Contract
RFP = Request for Proposal

RFQ = Request for Quote
IRFP = Information Request for Proposal

ITB = Invitation to Bid
BC = Business Center

*These thresholds do not consider BOLI PWR Projects

**Business Days