

# COMPETITIVE BID PROCESS TIMELINE

Requester's Name: \_\_\_\_\_

RFP Title: \_\_\_\_\_

Date RFP request received: \_\_\_\_\_

Key	RFP Process:	Responsible Party:	Timeline (estimates; subject to change due to request)	Date/Time Location	Completed (Y or N)
1	Requester emails specifications (specs) to assigned Buyer. NOTE: specs from a specific vendor are NOT acceptable.	Requester	Requester identifies desired Board Approval and Start Date		
	Buyer checks for piggy-back. If piggy-back is available, formal bidding is not needed (review piggy-back guidelines/process).	Assigned Buyer	3 days from receipt		
1	Purchasing reviews specs, assigns bid #, drafts RFP & sends to Requester for approval & additional edits (if needed).	Assigned Buyer/Requester	2 weeks		
1	Deadline for Requester to submit any revisions to Purchasing	Requester	3-5 business days		
	Buyer prepares the "Notice to Contractors Calling for Bids" for Public Purchasing website	Assigned Buyer	Draft to be done same time 1st Draft of RFP sent to Requester		
	Purchasing deadline to send Ad to AV.	Assigned Buyer	MUST BE RECEIVED 4 DAYS PRIOR TO THE PUBLICATION DEADLINE BY AVC PRESS. PUBLICATION DAY/DEADLINE/TIME: MONDAY /THURSDAY/4:00 P.M. TUESDAY/FRIDAY/11:00 A.M. WEDNESDAY/MONDAY/11:00 A.M. THURSDAY/TUESDAY/11:00 A.M. FRIDAY/WEDNESDAY/11:00 A.M. SATURDAY/THURSDAY/9:00 A.M. SUNDAY/THURSDAY/2:00 P.M. DEADLINES MAY VARY DURING HOLIDAY PERIODS		
1	Bid advertising dates - per EDU Code 81641, CCDs requires to advertise for two weeks in newspaper of general circulation	Assigned Buyer	2 weeks	1st date: 2nd date:	
	Bid Posted on Purchasing Website/Public Purchase (first advertised date or first business day following first advertised date)	Assigned Buyer			
	Purchasing notifies mailroom/warehouse about incoming RFPs to be forwarded to the Purchasing Dept. asap (ask for date stamping)	Assigned Buyer	n/a		
	Purchasing forwards proof of RFP advertisement to requester for REQ.	Assigned Buyer	n/a		
1	Requester sends Purchasing a list of recommended suppliers to send the bid link to AVC Website & invitation to Bid	Requester	Same day when final revisions to RFP submitted from Requester to Buyer		
1	Buyer sends bid packet to recommended suppliers after first advertisement	Assigned Buyer	1-2 business days from 1st Ad Date		
1	Mandatory Site Visit (if applicable)	Requester	3-5 business days before questions due to Purchasing	Date/Time: Location:	
1	Deadline to submit questions to Purchasing	Offeror	Final Ad Date		
1	Deadline to respond to offerors' submitted questions and/or create Addendums to RFP	Assigned Buyer	1 week after D/L for offerors to ask questions		
1	Deadline for Offerors to submit proposals; Purchasing to timestamp as proposals are received	Offeror	2 hours before Public Reading		
1	Public Reading of Offerors' names; Buyer to have attendees sign in and keeps proof of packages	Assigned Buyer	2 hours after D/L for proposals	Date/Time: Location:	

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1	Offerors' interviews - not mandatory	Offeror	Varies-depends on Requester	<b>Date/Time:</b> <b>Location:</b>	
	<b>Evaluation Committee Timeline:</b>	<b>Responsible Party:</b>	<b>Timeline</b>	<b>Date</b>	<b>Completed (Y or N)</b>
1	Requester select 3-5 members for the selection committee & emails names to Assigned Buyer to coordinate EC meetings Purchasing schedules RFP review meeting & prepares necessary docs.	Assigned Buyer/Requester	2-3 weeks before RFPs due		
	Assigned Buyer prepares Evaluation Documents for EC meeting	Assigned Buyer	1 week before EC meets		
1	Evaluation committee meets to review bids & determine compliance with RFP.	Evaluation Committee	Allow 2-4 hours (depends on RFP)		
	Purchasing reviews selection committees results and prepares Evaluation document compiling scoring and submits results to Requester.	Assigned Buyer	2-3 business days after EC meets		
	<b>After Winning Offeror Identified:</b>	<b>Responsible Party:</b>	<b>Timeline</b>	<b>Date</b>	<b>Completed (Y or N)</b>
1	Purchasing works with Requester to create agreement/contract if necessary and requester sends to vendor.	Assigned Buyer	Boilerplate: 3-4 business days; nonboilerplate: 7-10 business days; allow time for negotiations and/or legal counsel review		
1	Offeror deadline to review and submit signed contract	Winning Offeror	1 week; timeline may be extended if negotiations are needed		
1	Deadline to submit Board Communication; Assigned Buyer provides Template to Requester to submit to Board.	Requester	2-4 weeks		
1	Board Meeting	Board of Trustees	See Board meetings		
1	If Board Communication did not include Contract, Requester must have fully-negotiated, partially signed contract (by winning offeror) approved by the Board.	Requester	1-2 months		
	Requester submits REQ with the required supporting documentation. Once approved, Purchasing sources into PO and forwards to the winning Offeror.	Requester	n/a		
	Purchasing creates RFP file with tabs for the following: PO, REQ, Board Comm., Proof of Ad, Ad invoice copies, RFP, Awarded Bid, Contract, Evaluation Committee, docs, etc.	Assigned Buyer	Date Requester begins RFP process		