

**On-Demand Competitive Sealed Bidding
Construction Procurement Timeline
2017**

	Days
Construction document approval received by OCA	
Invite to on-demand firms	21
Bids received by OCA	1
Bid opening <ul style="list-style-type: none"> • Check for contractor's license • Check addenda • Verify bonding requirements • Check additive and deductive changes • Prepare and distribute bid tab 	1
PM authorization acquired <ol style="list-style-type: none"> 1. Budget approval 2. Award authorization (H8, H17) 3. Bid tabulation (signed) 	1-30
Award of contract <ol style="list-style-type: none"> 1. Award letter and contract 2. Emailed and faxed to contractor 	2
Contractor obtains bonds and insurance, signs and seals contracts	5-10

	Days
Receipt by CA of signed contracts, bonds and insurance from contractor <ol style="list-style-type: none"> 1. CA checks documents, returns for corrections if required 2. CA prepares contract approval/transmittal documents and assigns contract control number 3. Internal review of bonds 4. Acquire approving internal signatures 	 2-30 1-3
Legal office review and approval <ol style="list-style-type: none"> 1. Bonds returned, with or without approval 	0-10
Notice to proceed (NTP) <ol style="list-style-type: none"> 1. eVA investigation and verification 2. Requisition for Oracle prepared 3. Purchase order number created in Oracle 4. Time for completion calculated or confirmed 5. NTP prepared, signed and sent Fed Ex with copy of fully executed contract 	1

Approximate processing time from IFB to NTP:

Minimum = 36 days

Maximum = 110 days