

**Competitive Negotiation (RFP)
Construction Procurement Timeline**

	Days
H2, Determination & Findings, Selection Committee memo established with CFO approval	30
Advertisement	2
Receive and distribute Letters of Interest and Statements of Qualifications	7
Shortlist Committee members independently review submittals, meet and choose firms to be shortlisted	4
Shortlist Recommendation Memo written and forwarded to CFO for approval	
PM writes congrats/regrets letters, letters signed by OCA manager and emailed to firms	
Shortlisted firms posted on the Contract Administration website	2
RFP Transmitted to Shortlisted Firms	1
Firms prepare technical and price proposals	30
Proposals received by OCA and distributed to committee members	2
Selection committee evaluates proposals	5
Contractor interviews	1
Selection Recommendation Memo sent to CFO for approval	1
Approved memo returned to OCA	1

	Days
Contractor negotiations (if necessary)	0-10
PM forwards approved H8/9 and H17 to OCA	1-3
Award of contract	1
Contractor obtains bonds and insurance	3-10
Receipt by Contract Administration of signed contracts, bonds and insurance	1
CA obtains internal Facilities Management approvals	1-3
Contract packages sent for legal review and approval (Comptroller, Risk Management, Senior VP for Operations, and Executive VP & COO reviews/approvals for contracts over \$5 million)	0-10
Notice to Proceed <ol style="list-style-type: none"> 1. eVA investigation and verification 2. Requisition for Oracle prepared 3. Purchase order 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

Processing time from advertisement to notice to proceed:

Minimum = 94 days

Maximum = 125 days