

Title:		Contents: <b>P-2300</b>
<b>PROCESSING TIME FOR REQUISITIONS</b>		Submitted By: <b>Purchasing Division</b>
		Approved By: <b>Purchasing Agent</b>
Effective Date: <b>8-20-12</b>	Supersedes No.: <b>P2300 12-10-01</b>	Page No. 1 of 2

Standard

Upon receipt of a properly prepared requisition by the Purchasing Agent, a requisition will normally be processed and completed within 30 calendar days for routine, and 60 calendar days for complex acquisitions. It is the responsibility of the requisitioning department(s) to adequately plan in advance for their procurement needs and/or requirements taking into account the processing timeframes identified herein.

While there are instances where procurement timeframes may be expedited with proper justification, the standard processing time is necessary to ensure that the procurement requirements of the department(s) are addressed in the solicitation(s), and presented in a manner in which potential bidders would understand the requirements, and are provided sufficient time to prepare and submit a response to a County solicitation.

Definitions:

**Routine Bid/Solicitation**                      Generally, a routine acquisition includes simple descriptive non-technical specifications along with boilerplate and specific terms and conditions for the procurement of commodities where a short paragraph of description will suffice.

**Complex Bid/Solicitation**                      These acquisitions include those bids where the County is seeking highly technical or complex solutions. These solicitations normally will require a vendor job walk and/or bidder's conference, bid referral letter, "T" Specifications or Request for Proposal (RFP), and/or product testing.

Processing Timeframes:

Routine Acquisitions

Purchasing Agent Task	Average Timeframe (Work Days)
Receive & review requisition/ specifications	2 days
Prepare solicitation	1 day
Receive/review solicitation draft; and Release/post solicitation	1 day
Solicitation on the street	10 days
Vendor bids/proposals received & recorded by Purchasing Programs Section	2 days
Bid evaluation	1 day
Generate purchase order	1 day
Release purchase order to Purchasing Programs Section	
<b>Total processing time</b>	<b>**18 days</b>

\*\* Note: 18 working days equates to 30 calendar days.

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		<b>Page No.</b>	<b>2 of 2</b>

Complex Acquisitions

Purchasing Agent Task	Average Timeframe (Work Days)
Receive & review requisition/ specifications	2 days
Prepare solicitation	1 day
Receive/review solicitation draft; and Release/post solicitation	1 day
Solicitation on the street, including job walk(s), and/or bidder's conferences, as appropriate	15 days
Receive technical questions from bidders; draft, finalize and release solicitation amendment responding to vendor questions	3 days
Vendor bids/proposals received & recorded by Purchasing Programs Section	2 days
Bid evaluation	2 day
Bid results referred to client department	9 days
Receive and evaluate department response	1 day
Generate purchase order	1 day
Release purchase order to Purchasing Programs Section	1 day
<b>Total processing time</b>	<b>**37 days</b>

\*\* Note: 37 working days equates to 60 calendar days.

Factors Which May Extend Processing Timeframes

While the above would represent the normal timeframe for processing requisitions, there are several factors that may extend these timeframes, which include:

- Departmental availability, and scheduling of Bidders conferences and/or job walks.
- Extended or extending the bid "due date" for highly complex solicitations to provide bidders with sufficient time to prepare and submit a response.
- Department delays in evaluating and/or responding to the Purchasing Agent.
- Formal protest of bid award by a non-awarded bidder.
- Incomplete or no specifications provided with requisition.
- Inquiry by the Board of Supervisors.
- Written justification not provided, or not acceptable in content.
- Required approvals not obtained by customer department.
- Requisition does not have authorized signature.

Exceptions:

Exceptions to the above referenced standard timeframes require written justification by the requisitioning department, and approval by the Purchasing Agent.