

## BCM PROCUREMENT/CONTRACT TIMELINE

Day 1	1 week Day 7	2 weeks Day 21	4 weeks Day 51	4 weeks Day 81	1 week Day 92
Finalized REQUEST to BCM PA	REQUEST Published	REQUEST Closed	Contract Draft to BCM	Contract Completed	Services Begin

**This reflects average times based on a best-case scenario. This time frame is for REQUESTs that have been reviewed by the Division and BCM and need no modifications. The Division should give ample time to complete the procurement process. The contract must be in place before services can be provided. The Division can extend the time between the REQUEST publishing date and the date that the REQUEST closes.**

Day 1  
REQUEST to BCM Purchasing Agent (PA).

Day 7  
The REQUEST is published. It is open for an average of 10 working days or two weeks.

Day 21  
The REQUEST is closed and responses are referred to the agency. Responses to the REQUEST are scored and award recommendations are written and sent to the BCM Purchasing Agent for approval.

Day 51  
Contract draft to BCM – All drafts must include all attachments pertinent to the contract including: W-9 (less than a year old), Conflict of Interest Forms and approved Sole Source letter, if needed.

Day 81  
Contract processing complete.

Day 88  
Services may begin.

- Disclaimer: Missing/incorrect information will delay the process.
- Justification letter is required for all contracts/letters of agreement/amendments arriving to BCM more than 90 days past the starting date of the contract.

Example:

Day 1	1 week Day 7	2 weeks Day 21	4 weeks Day 51	4 weeks Day 81	1 week Day 92
March 21 Finalized REQUEST to BCM PA	March 28 REQUEST Published	April 11 REQUEST Closed	May 16 Contract to BCM	June 20 Contract Complete	July 1 Services Begin