

Key Procurement Dates

NOTES:

- Review by the State Procurement Review Committee (SPRC) is required for RFPs and contracts valued \$1 million or more; timelines may vary depending on complexity of RFP/contract, appeal requests, and other factors.
- Any dates falling on a holiday or weekend must be adjusted accordingly.

Requests for Proposals (RFPs)

CONTRACT START DATE	Value	RFP Submitted to Procurement Services	SPRC Review	RFP Published	Proposals Due	Award Notifications Issued
January 1	\$1M+	October 5	October 12	October 26	November 13	November 23
	Under \$1M	November 2	N/A	November 9	November 27	December 7
April 1	\$1M+	January 3	January 10	January 24	February 11	February 21
	Under \$1M	January 31	N/A	February 7	February 25	March 7
July 1	\$1M+	April 4	April 11	April 25	May 13	May 23
	Under \$1M	May 2	N/A	May 9	May 27	June 6
October 1	\$1M+	July 5	July 12	July 26	August 13	August 23
	Under \$1M	August 2	N/A	August 9	August 27	September 6

Service Contracts

CONTRACT START DATE	Value	Initial Submission to Procurement Services	SPRC Review	Initial Approval	Final Submission to Procurement Services
January 1	\$1M+	December 9	December 12	December 26	December 29
	Under \$1M	December 23	N/A		
April 1	\$1M+	March 9	March 12	March 26	March 29
	Under \$1M	March 23	N/A		
July 1	\$1M+	June 8	June 11	June 25	June 28
	Under \$1M	June 22	N/A		
October 1	\$1M+	September 8	September 21	September 25	September 28
	Under \$1M	September 22	N/A		

Requests for Quotations (RFQs)

PURCHASE DATE	Requisition Submitted to Procurement Services	RFQ Published	Bids Due	Intent to Award Issued
January 1	November 25	November 28	December 13	December 16
April 1	February 25	February 28	March 13	March 16
July 1	May 27	May 30	June 13	June 16
October 1	August 27	August 30	September 13	September 16

Other Procurement Processes

FISCAL YEAR QUARTER ENDING:	SUBMISSION DEADLINE TO PROCUREMENT SERVICES			
	Q1 September 30	Q2 December 31	Q3 March 31	Q4 June 30
P-Card Purchases	September 6	December 13	March 6	June 12
Delivery Orders	September 25	December 23	March 25	June 23
Paperless Modification Requests	September 25	December 23	March 25	June 23