## **Procurement Process**

(Minimum Times Only as Identified in Policy or Regulation)\*

\*Times do not include In-Agency Processing

(Protests over RFP must be made here)
Minimum 30 days.

Pre-proposal conference

Agency receives approved RFP, places notice eMaryland Marketplace & agency web site, & mails, etc. RFPs to vendors

Agency decides to procure

Agency drafts RFP.

Minimum 14 days.

DBM reviews RFP for regulatory compliance, clarity, etc.

Agency submits RFP to DBM

(Protest over award must be made here)

Proposal submission date.

Proposals evaluated by Agency evaluation committee with recommendation to procurement officer.

Procurement officer makes award, (subject to DBM/BPW approval) and notifies vendors, winner signs contract.

7 days

DBM/BPW approve the contract in ADPICS; Agency signs contract & gives to contractor

BPW approves contract

Minimum 44 days

Agency submits contract with selection documentation to DBM for BPW approval, after AG certification

DBM = Department of Budget and Management RFP = Request for Proposals BPW = Board of Public Works AG = Attorney General