



UNIVERSITY OF  
TEXAS  
ARLINGTON

# Procurement Timelines Overview

UTA Procurement and Payment Services

<https://www.uta.edu/business-affairs/procurement/index.php>



# Get Procurement Involved

The best way to ensure a smooth and efficient purchasing process is to get Procurement Services involved **as soon as you know that you have a need and are beginning to evaluate products, services and/or vendors.** We can guide you through the process in the most effective manner.

There are many variables that go into every purchase, regardless of dollar amount. There is no “written in stone” timeline for each type of process. This presentation is intended to give you an estimated time frame, but understand the actual process is dependent on **many variables,** some out of Procurement’s control.



# Factors That Add Time to Any Procurement

- Workload / Time of Year
- Lack of clarity in scope / requirements
- Vendor documents requiring review and execution by Legal
- Exceptions (e.g. PO's after-the-fact)
- Any purchase requiring Office of Information Technology (OIT) or Information Security Office (ISO) review and approval
  - *OIT: non-standard configuration computers and printers, servers, accessibility (for software interfaces)*
  - *ISO: Any software or cloud-based application where UTA information is shared or stored on a vendor's system*
- Budget issues / errors in UTShare
- Exception Requests, EAJ's, etc...



## Procurement Timeline Standard – Less than \$15,000

- Purchases less than \$15,000
  - no competitive bid required
  - Dependent upon “other factors”
- Allow five days to be processed by Procurement

*“Days” means business days, not calendar days.*



## Procurement Timeline

### Standard – \$15,000 - \$49,999.99

- An informal bid process is required (not publically posted, but still competitive)
- Dependent upon “other factors”
- Allow 15 days for processing



# Procurement Timeline

## Standard – \$50,000 - \$99,999.99

- A formal, published bid process is required (must be posted on the State's Electronic Business Daily website for a minimum of 10 working days)
- “Other factors” generally become more prevalent and likely
- Allow 20 - 30 days for processing



# Procurement Timeline Standard – \$100,000+

- A formal, published bid process is required (must be posted on the State’s Electronic Business Daily website for a minimum of 10 working days)
- A HUB Subcontracting Plan (HSP) is required and must be reviewed and approved prior to reviewing bids or awarding PO/contract
- “Other factors” generally become more prevalent and likely
- Allow 30 days for processing



# Procurement Timeline

## Standard – RFP's

- Used to solicit proposals/proposed solutions for larger, more complex systems or services.
- More complex scope and requirements development
- Uses price and non-price criteria evaluated and scored by an evaluation team.
- Generally involves multiple rounds of written clarifications, in-person interviews/ tech demos, and possibly a request for “best and final offers” (BAFOs).
- Allow 3-6 months for processing depending on the complexity of the project.



# Factors that add time to your procurement – Exclusive Acquisition Justification (EAJ)

- Did you use the 2016 revision of the EAJ form?
- Did you provide complete and accurate information?
- Allow 5 days for the EAJ to be reviewed/processed by Procurement. No guarantee it will be approved.
- Using a Group Purchasing Contract (GPO) does not mean it is a sole source procurement. If there are multiple distributors/re-sellers under a GPO Procurement must still seek competitive quotes per UTSystem requirements.

## Factors that add time to your procurement – ISO & OIT (including Web Accessibility)

- If the service or product being procured requires approval by ISO or OIT, secure this approval before entering your requisition.

<https://go.uta.edu/tapreq>

Complete the form. You will receive a Service Now Request number that you can use to track your request.

- Attach the approval, once received, to the requisition in UTShare.
- If you are unsure if ISO or OIT approval is required, contact [security@uta.edu](mailto:security@uta.edu) or [accessibility@uta.edu](mailto:accessibility@uta.edu)
- No ETA is provided as responses are required from the department and the vendor and may be time consuming and complex (depending on the tool)



# Factors that add time to your procurement – Execution of Documents

- If the vendor requires UTA to execute signatures on vendor provided documents, then review will be required by UTA Legal Affairs.
- Expect this to add a minimum of 15-20 days to the procurement process, and that is assuming no “red flag” issues which require further legal negotiations with the vendor.

# Factors that add time to your procurement – UTShare

- Budget check errors
- Issues with account number/profile IDs
- UTShare system issues



## Factors that add time to your procurement – Vendor

- When a purchase exceeds \$15,000 and requires the vendor to send personnel to UTA property, the vendor is required to provide a Certificate of Insurance and a Criminal Background Check document.
- Both of these forms must be provided per UTA's specifications before the vendor may visit campus.
- Delays by the vendor in completing these documents cannot be prevented by Procurement.