



Office of Contracting and Procurement  
Division of Capital Procurement  
P-Card Management Division

From: Troy Lemaile-Stovall  
EVP/COO

Mary Ann Harris   
Director of Contracting and Procurement/CCO

To: The University of the District of Columbia Community

Subject: The Office of Contracting and Procurement Flow Charts

Date: October 5, 2015

The Office of Contracting and Procurement (OCP) has prepared an assortment of flow charts, based upon the most common types of requirements and the requisition dollar value to better inform the University Community of the procurement process. Please refer to these charts to assist in planning your procurements needs.

All processing times are contingent upon all necessary documents accompanying the requisition in the Banner system and existing workload in the Office of Contracting and Procurement.

Priority requisitions that could affect the daily operation of the University or requisitions that are complex in nature may require additional business days for processing.

Should you have any questions or concerns regarding the procurement process, please feel free to contact the Office of Contracting and Procurement by telephone 202-274-5181 or by email at [Procurement@udc.edu](mailto:Procurement@udc.edu) for assistance.

Customer service is our top priority!



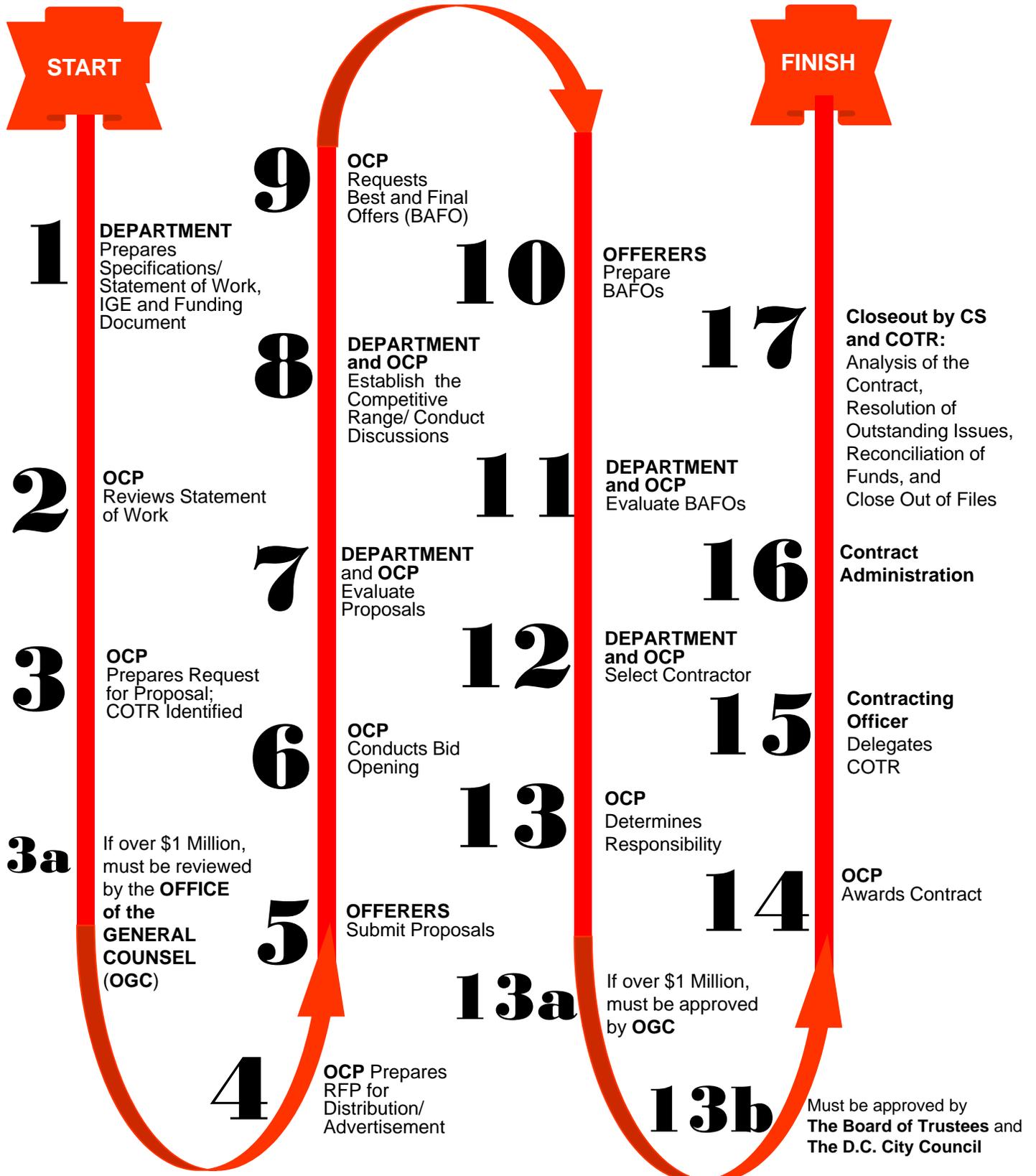
***The University of the District of Columbia  
Office of Contracting and Procurement***

***presents***

***Process Flow Charts***

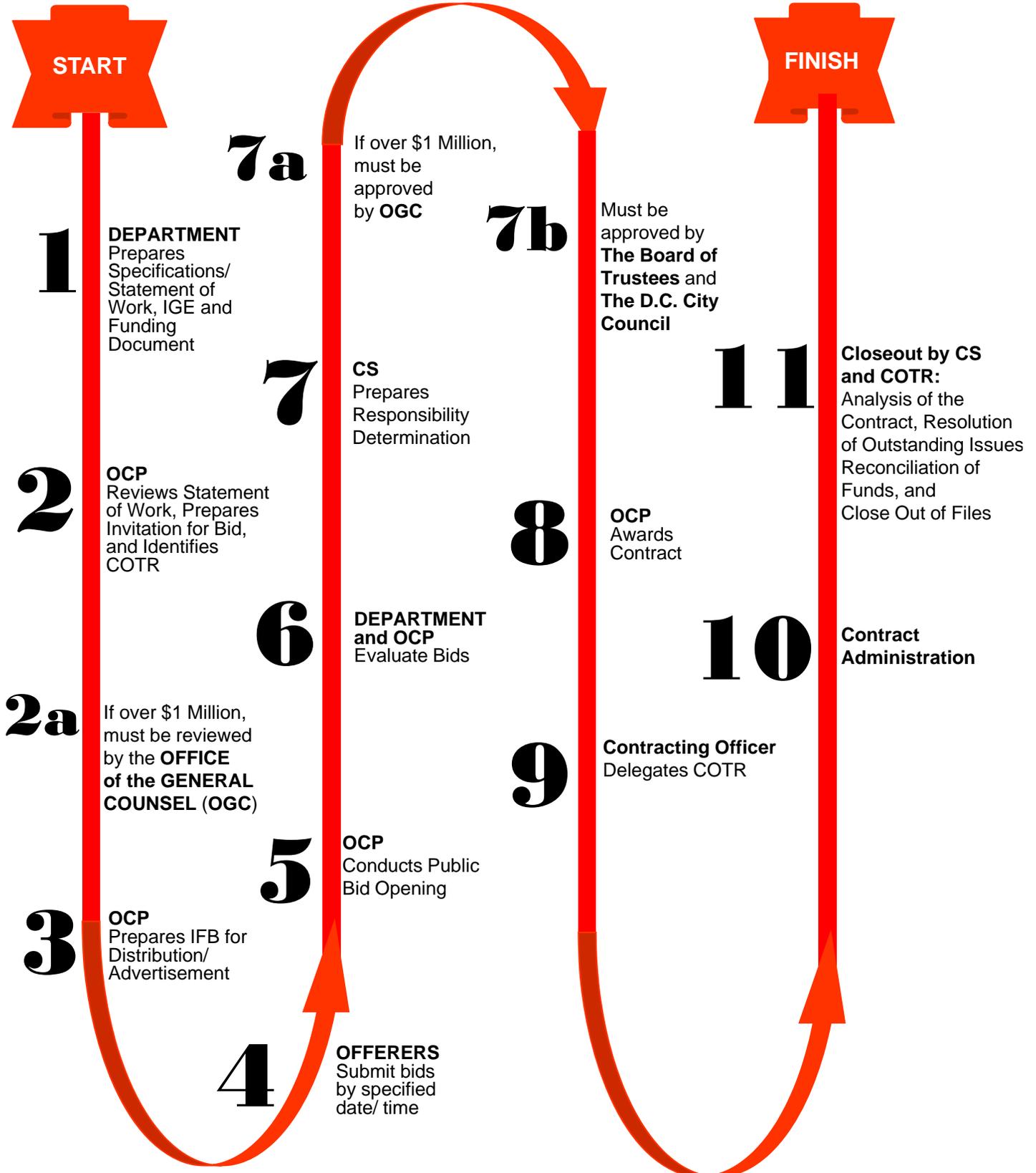
***FY2016***

# Request For Proposals (RFP)



Dollar Value	Processing Time
\$100,000 to \$1,000,000	23-60 Business Days
Greater than \$1,000,000	30-120 Business Days

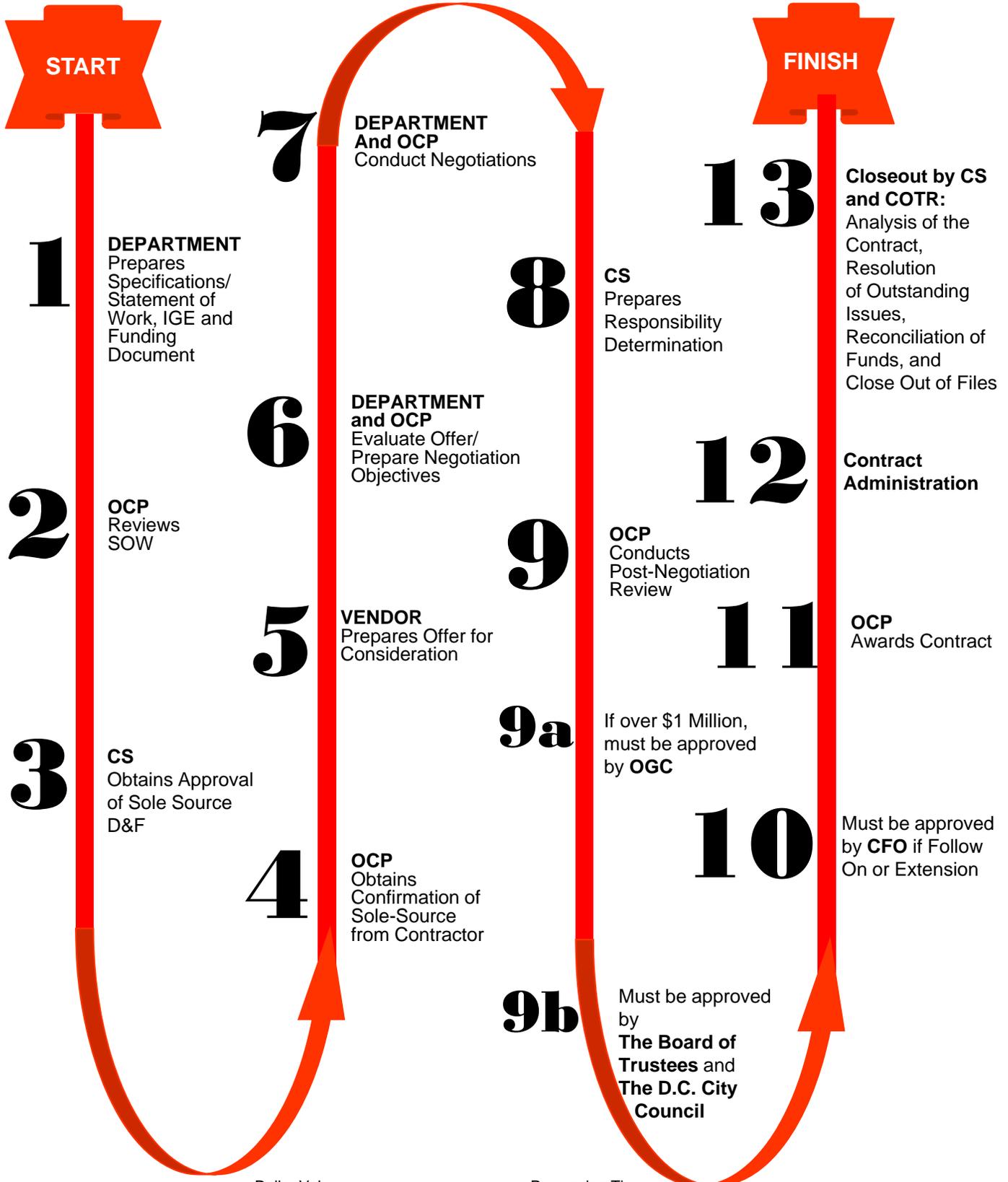
# Invitation For Bids (IFB)



Dollar Value  
\$100,000 to \$1,000,000  
Greater than \$1,000,000

Processing Time  
23-60 Business Days  
30-120 Business Days

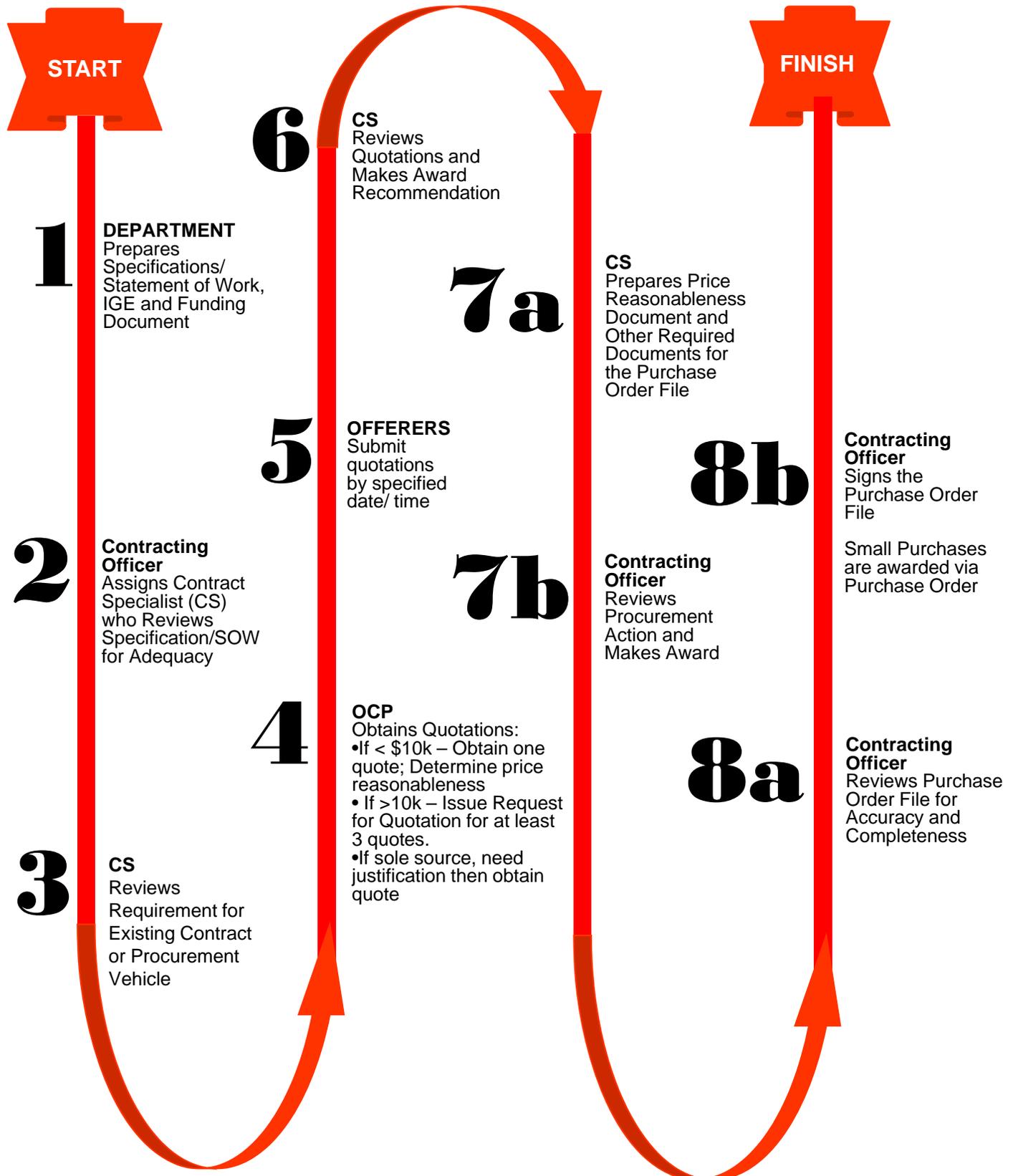
# Sole Source Procurements



Dollar Value	Processing Time
Less than \$10,000	10-13 Business Days
\$10,000 to \$100,000	13-25 Business Days
Greater than \$100,000	25-45 Business Days

# Request for Quotations (RFQ)

(Dollar Thresholds Less Than 100K)



Dollar Value	Processing Time
Less than \$10,000	3-5 Business Days
\$10,000 to \$100,000	5-20 Business Days