



Procurement Action Lead Time (PALT) Categories & Goals

The Department of Purchasing & Contracting (DPC) establishes the following Procurement Action Lead Time (PALT) goals based on type of acquisition and complexity.

PALT is the approximate number of calendar days from the time DPC receives a complete “procurement package”; to the time of Contract/Purchase Order award. It is expected that 90% of transactions are within these timeline goals.

A complete “procurement package” includes:

1. Final Specifications; Scope of Work or Purchase Description; Statement of Work (SOW); and/or Performance Work Statement (PWS); including insurance and payment schedule (Contract Exhibits A; B; and C)
2. Market Research information and documentation (known supplier/vendor lists; recent comparable product/service PO/Contract information); and when required, Independent Government Cost Estimate (IGCE) (Contract Budget estimate)
3. If applicable, approved Request for A-87 Exception/Exemption Memorandum
4. Oracle Purchase Requisition (PR)

After receipt of a complete procurement package, DPC will coordinate with the department to establish a specific Procurement Plan with schedule based upon the facts of the procurement situation and considering these categories/goals. Simple or routine procurement actions do not require a formal procurement plan.

Acquisition Category/Complexity	PALT (Calendar Days)
Procurement Strategy and Planning (Prior to procurement initiation)	30
Small Purchases < \$2,500 – Purchase Card Transactions <i>In accordance with CoSD P-Card Manual</i>	1 to 10
Simplified Procurements (>\$250,000)	
Single Source Contracts < \$100,000 (<i>Director & DCAO approval</i>) > \$100,000 (<i>BOS approval</i>)	Renewal - 3 to 10 New – 5 to 15 BOS Approval – 15 to 30
Categorical Exemptions to A-87 (<i>A-87 paragraphs 2. exemptions without a solicitation requirement</i>)	5 to 30
Request for Quotation (RFQ)	3 to 60
Formal Bidding & Negotiated Procurements	
Reverse Auction	30 to 90
Request for Bid (RFB)	30 to 120
Request for Statement of Qualifications (RFSQ) (<i>including BOS Policy F-40</i>)	30 to 150
Request for Proposal (RFP)	90 to 180
Contract Amendments (administrative)	3 to 15
Contract Amendments (funding or change in scope)	5 to 30

PALT categories and goals do not change any Administrative Code, Board of Supervisors; and/or Procurement Policies.