METHODS and STEPS for SOLE SOURCE

This timeline is for general reference only. Actual timelines can vary from a few weeks to several months.

<table>
<thead>
<tr>
<th>Over BID Limits</th>
<th>Over Board of Trustees (BOT) Approval Thresholds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>$51,300</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>$72,000</td>
<td>$5,000,000</td>
</tr>
</tbody>
</table>

1. PREPARATION
2. BULLETIN POSTING
3. REVIEW RESPONSES
4. CONTRACT
5. POSTING THE AWARD
6. PPB AWARD APPROVAL
7. BOT APPROVAL

- Departmental Control
- Purchasing Control
- Out of Our Control

30 day review period by the Procurement Policy Board (PPB) starts here

Public hearing starts here

Required 30 days end here - unless there is a protest

Allow up to 30 days (potentially longer for complex RFPs)

Required minimum of 14 days

Factor dependent on complexity, availability, and commitment

Required PPB 30 day review period starts

60 days lead time as required by BOT meetings

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