

Request for Quote (RFQ) Timeline (Approximately 18-28 weeks)

Please Note: This timeline sheet is for Request for Quote (RFQ) ONLY. Please use the Request for Proposal (RFP) timeline sheet if needed.



Preparation (2-4 weeks)

1. Identify the project lead
2. Complete the Needs Assessment worksheet and review it with Purchasing



Draft (6-8 weeks)

1. Utilize the RFQ template packet
2. Have stakeholders review
3. Enter the requisition in Banner
4. Email documentation to Purchasing



Submission (6-8 weeks)

1. CCRI Purchasing sends RFQ to State Purchasing
2. State Purchasing posts the RFQ
3. Vendor questions are answered



Evaluation (2-4 weeks)

1. CCRI or State Purchasing evaluates the total cost of each proposal



Award (2-4 weeks)

1. CCRI or State Purchasing issues tentative award letter
2. Vendor has 21 days to submit required materials
3. CCRI engages with the vendor to review project scope and enter contract negotiations
4. State Purchasing sends PO to CCRI Purchasing (if applicable)
5. CCRI Purchasing sends signed contract and PO to vendor
6. The project begins!