

# BERKELEY LAB PROCUREMENT



## PROCUREMENT AWARD LEAD TIME CHART

(A GUIDE FOR ACQUISITION PLANNING)

The processing times shown in the chart below represent the approximate amount of time required by Procurement to place orders for standard requirements upon the acceptance of a Purchase Requisition.

STANDARD ORDERS	AWARD LEAD TIME (WORKING DAYS)					
	1-5	5-10	10-15	15-30	30-60	OVER 60
PCard purchase under \$10K	√					
Purchase Orders under \$10K (16)	√					
\$10K to 24.9K (16)		√				
\$25K to 99.9K (4, 20, 24)				√		
Over \$100K (2, 4, 13, 14, 24)				√		
Over \$500K (1*, 2, 4, 10,13,14, 24) <b>Commercial</b>				√		
Over \$500K (1*, 2, 4, 9, 10, 13, 14, 24) <b>IS&amp;T</b>						√
Over \$500K (1*, 2, 4, 10,13,14,24) <b>Construction</b>						√
Over \$10 million (1*, 2, 4, 5, 8,10, 13, 14,24)						√

Additional lead times must be allowed whenever a transaction is considered to include the following unique or non-standard characteristics. The following types of procurement transactions are examples and are not limited to the following requirements or lead times:

SPECIAL NON-STANDARD ORDERS (ADD TO TIME SHOWN ABOVE)	2-7	5-10	10-15	15-30	10-60	OVER 60
Foreign over \$100K, DOE Approval (5)		√				
Intra-University/DOE Labs over \$250K/Supporting Effort (5)				√		
Fabrication (2, 13, 14)				√		
Construction under \$25K (8)	√					
Construction over 25K (2, 6, 8)			√			
Construction over \$100K (6,7,8,14,17)				√		
A-E over \$50K (7,8,18)					√	
A-E over \$500K (7,8,9,18)						√
Cost Reimbursements over \$1M (15, 21)					√	
Non-competitive over \$500K (9)					√	
Non-competitive over \$5 million (9,15)						√
Software License Agreement (24)					√	
PSA/Consultant/Blanket					√	
Closeout R&D/PSA/ Consultant/Blankets (21)					√	

### ACTION REQUIRED

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| <ul style="list-style-type: none"> <li>(1)* Written Advance Acquisition Plan</li> <li>(2) Written Request for Quotation</li> <li>(3) Budget Office Approval</li> <li>(4) Administration Approval</li> <li>(5) DOE Approval</li> <li>(6) Bonds Required</li> <li>(7) Advertising Required</li> <li>(8) Insurance Required</li> <li>(9) Cost or pricing data required</li> <li>(10) Small Business Subcontracting Plan Required, when applicable</li> <li>(11) DOL Equal Employment Review required when applicable</li> </ul> | <ul style="list-style-type: none"> <li>(12) LBL Patent Counsel Approval, when applicable</li> <li>(13) Sole Source Form Required if non-competitive</li> <li>(14) Bidding period required</li> <li>(15) Pre-award Audit required</li> <li>(16) Telephone bid and award</li> <li>(17) Site Visit, Invitation for Bids Required</li> <li>(18) Formal Selection required</li> <li>(19) Blank (future requirements)</li> <li>(20) Explanation required if non-competitive</li> <li>(21) Post Award Audit/Closeout</li> <li>(22) Interim Audit, when applicable</li> <li>(23) Sensitive Country, when applicable</li> <li>(24) Exception to Terms &amp; Conditions</li> </ul> |
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\*Advance Acquisition Alert and Written Advance Acquisition Plan is required for all procurements \$500K and higher before submission of requisition.