

# Types of Purchases and Associated Lead Times

The requirement that suppliers only perform AFTER purchase order issuance is absolute. To address all campus needs, and achieve the compliance demanded per State law, the following lead times and associated processes must be observed by all campus requesters.

| Type of Purchase   | Lead Time Required   |
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| <b>Smallest transactions</b> –<br>less than \$10,000.00, goods<br>not services, no contracts   | <b>Requisition must be submitted four weeks before need / due date</b>   |
| <b>Contract is required</b> –<br>transaction for any dollar<br>amount  | <b>Requisition must be submitted eight weeks before need / due date</b>  |
| <b>**Renewal of existing contracts need to be addressed at least three months before renewal or expiration of the current contract.</b>  |  |
| <b>IFB (Invitation for Bid) or<br/>Sole Source Procurement</b><br>(not an RFP)   | <b>Communication with Procurement Services must begin a minimum of three months before need arrives, six months is advised</b>   |
| <b>RFP (Request for Proposal) or<br/>RFI (Request for Information)</b>   | <b>Communication with Procurement Services must begin a minimum of nine months before need arrives, 12 months is advised</b>   |
| <b>**Renewals of existing IFB, Sole Source Procurement, RFP or RFI for Real Property awards on the Illinois Procurement Bulletin need to be initiated at least six months in advance of the renewal, to ensure that all vendor compliance is documented. 12 months is advised for multi-year renewals.</b> |  |
| <b>Emergency Purchase</b>  | <p>The State of Illinois allows the University to make emergency procurements in excess of the small purchase threshold (&gt;\$100,000) without competitive sealed bidding or prior notice when any of the following conditions exist:</p> <ul style="list-style-type: none"> <li>- a threat to public health or public safety</li> <li>- when immediate expenditure is necessary for repairs to State property in order to protect against further loss of or damage to State property</li> <li>- to prevent or minimize serious disruption in critical State services that affect health, safety, or collection of substantial State revenues</li> <li>- to ensure the integrity of State records</li> </ul> <p>Please see contact Procurement Services for more information about requirements and limitations.</p> |