



## NEW SMALL PURCHASE CONTRACT – TIMELINE

TOTAL TIME FROM RECEIPT OF BACKGROUND DOCUMENTATION UNTIL CONTRACT COMPLETION:  
113 DAYS (AVERAGE)

Real Estate Division Tasks  
50 Days (average)

1 Day

1. Determine scope of land acquisition services to be covered.
2. Make PDF of SPMS Full Project Listing.
3. Director of Real Estate Division confirms the decision.

20 Days

4. Determine the names of the scorers for the team.
5. Confirm that the Appendix "A" is current.
6. Confirm that the Rating Sheet (scoresheet) is current.
7. Determine which three (3) consultants are being invited to submit Letters of Interest.
8. Draft invitation letters to each of the three (3) consultants.
9. Send invitation letters via email to the three (3) invitees.

12 Days

10. Receive completed Letters of Interest from invitees.

18 Days

11. Scorers carefully review Letters of Interest using a separate Rating Sheet for each invitee. Send scores to leader.
12. Meeting leader to notify scorers of deadline to receive individual scores.
13. Determine if a late Letter of Interest can be delivered promptly or send a new invitee the same invitation and attachments (if needed).
14. Team leader adds up individual scores and announces to the scorers which invitee was selected for the contract.
15. A written team score should be created for invitees on a separate Rating Sheet. Send completed team Rating Sheets to the person who will be sending the notification letters.
16. Email the Director of Real Estate Division with an attached copy of the proposed notification letter, requesting approval for entering into contract. The Director may indicate such approval by replay email.
17. Draft notification letters to each of the three (3) invitees. Attach a copy of all team Rating Sheets to the email.
18. Send the notification letters via email to the three (3) invitees, along with the team Rating Sheets.

63 Days

19. Create new Small Purchase Contract in the Professional Services Contracting System (PSCS).
20. Download the required documents into PSCS as part of the newly created Small Purchase Contract information.