

# 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 after receipt of a completed ePro 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 (15)	√					
\$10K to 24.9K (15)		√				
\$25K to 99.9K (3, 18, 21)				√		
Over \$100K (2, 3, 12, 13)				√		
Over \$500K (1*, 2, 3, 12, 13, 21) <b>Commercial</b>				√		
Over \$500K (1*, 2, 3, 8, 9, 12, 13, 21) <b>Non-Commercial</b>						√
Over \$500K (1*, 2, 3, 9, 12, 13, 21) <b>Construction</b>						√
Over \$10 million (1*, 2, 3, 4, 7, 9, 10, 12, 13, 21)						√

Additional lead times must be allowed whenever a transaction includes the following unique or non-standard characteristics. Examples of these types of procurement transactions include but are not limited to the following:

SPECIAL NON-STANDARD ORDERS (ADD TO TIME SHOWN ABOVE)	2-7	5-10	10-15	15-30	10-60	Over 60
	SJHAWA Review, Safety Plan Award or Notice to Proceed (3, 7)	√				
Foreign over \$100K (4)		√				
Intra-University or DOE Contractor order, >\$1M (4)						
Fabrication (2, 13)				√		
Construction under \$25K (7)	√					
Construction over \$25K (2, 7)			√			
Construction over \$100K (5, 6, 7, 13, 16)				√		
A-E over \$100K (6, 7, 17)					√	
A-E over \$650K (6, 7, 8, 17)						√
Cost Reimbursements over \$1M (14, 22)					√	
Non-competitive over \$650K (8)					√	
Non-competitive over \$5 million (8, 14)						√
Software License Agreement (11, 21)					√	
R&D/PSA/Consultant/Blankets (19, 20)					√	

#### ACTION REQUIRED

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| <ul style="list-style-type: none"> <li>(1)* Advance Acquisition Notification</li> <li>(2) Written Request for Quotation</li> <li>(3) Administrative Approval</li> <li>(4) DOE Approval</li> <li>(5) Bonds Required</li> <li>(6) Advertising Required</li> <li>(7) Insurance Required</li> <li>(8) Cost or pricing data required for subcontracts/modifications &gt;\$650K</li> <li>(9) Small Business Subcontracting Plan for subcontracts &gt;\$550K; construction &gt;\$1M</li> <li>(10) DOL EEO Preaward clearance required if aggregate value is ≥ \$10M, excluding construction</li> <li>(11) LBL Patent Counsel Approval, when applicable</li> </ul> | <ul style="list-style-type: none"> <li>(12) Sole Source Form Required if non-competitive</li> <li>(13) Bidding period required</li> <li>(14) Pre-award Audit required on subcontracts &gt; \$5M with COPD</li> <li>(15) Telephone bid and award</li> <li>(16) Site Visit, Invitation for Bids Required</li> <li>(17) Formal Selection required</li> <li>(18) Explanation required if non-competitive</li> <li>(19) Lab approval if on-site Subcontractor is from a Sensitive Country (30 day advance notice)</li> <li>(20) DOE approval if on-site subcontractor is from a terrorist-sponsoring T-4 country (4-6 months)</li> <li>(21) Exception to Terms &amp; Conditions Approval</li> <li>(22) Post-Award/Post-Performance Audit Plan required, when applicable</li> </ul> |
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\*Advance Acquisition notification at least 30 days before submission of requisition is required for all procurements ≥\$500K.