



# Types of Purchases and Associated Lead Times

Type of Purchase	Lead Time Required
<b>Smallest transactions</b>	<b>Requisition must be submitted four weeks before need/ due date</b>
<b>Contract is required</b>	<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) Sole Source Procurement</b>	<b>Communication with Procurement Services must begin a minimum of three months before need and six months is advised</b>
<b>RFI (Request for Information) RF (Request for Proposal)</b>	<b>Communication with Procurement Services must begin a minimum of nine months before need and six, 12 months is advised</b>

**\*\* Renewals of existing IFB, Sole Source Procurement, RFP or RF for Real Property awards on the Illinois Procurement Bulletin**