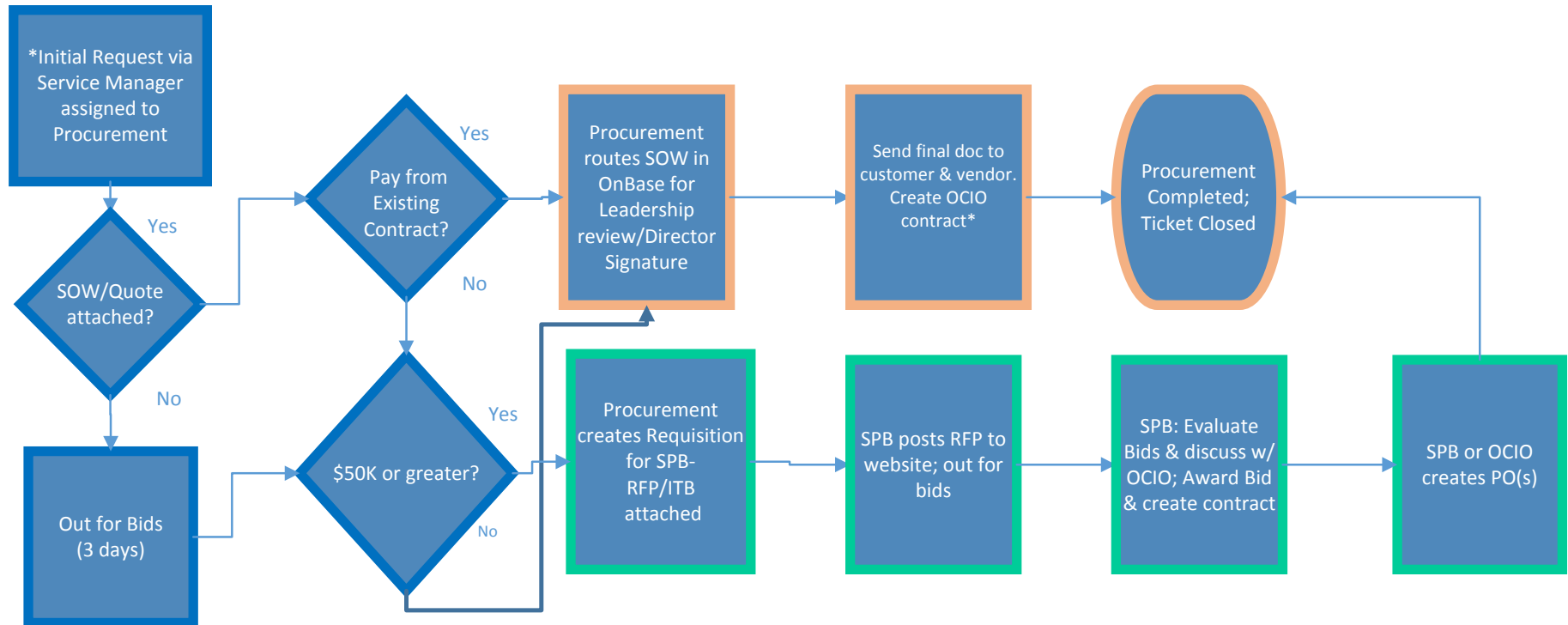


## OCIO Procurement Services Workflow



**\*1 to 5 Business days for Procurement review and analysis; customer should specify dollar value, and if their will be future need for this same service**

**Up to 21 business days, dependent on complexity of order. Terms and conditions will relate to the contract used to pay for services**

*\*PO's will be created from contract as invoices received*

**Up to 6 months: dependent on complexity of request; State Purchasing Bureau (SPB) processed**

- Master Service Agreement (MSA): Used for multiple service requests with same vendor, must be unrelated engagements, under \$50K
- Non Disclosure Agreement (NDA): needed only at Leadership or Management Discretion