



# Central Procurement Office

Cayman Islands Government

## PROCUREMENT TIMELINE

### Business Case Prep\*

Required for procurement at \$100,000 & above. Templates & guidance can be provided.

1

DAY 01

DAY 15

2

### Tender Document Prep

In accordance with the Procurement Act, templates & support services (CPO) are available if needed.

### EPC/CO Approval\*

Value at \$100,000 & above, the Entity Procurement Committee must review & sign both Business Case & Tender Document.

3

DAY 25

DAY 25-55

4

### Open To Close

Projects over \$100,000 must be placed on Bonfire & open for at least 15 working days. This does not include public holidays.

### Contract Development

Contracts over \$10,000 must be reviewed by the Solicitor General's Office. This should run concurrently to the procurement.

5

DAY 35-55

DAY 55-70

6

### First Score to Last Score

On average (2022), project reviewers take approximately 17 days to complete the evaluation stage on Bonfire.

### EPC/CO Approval\*

EPC review & signatures on evaluation outcome & preferred bidder.

7

DAY 70

DAY 75

8

### Legal & Contract

Draft contract to include scope of works & contract sums agreed to by both parties.

### PPC Review & Approval\*

Projects over \$250,000 must complete the PPC checklist for submission to the Public Procurement Committee.

9

DAY 90

DAY 100

10

### Contract Signing

Notification to the respective bidders along with the publication of contract award.

[PROCURE.GOV.KY](https://procure.gov.ky)

\*subject to value amount

The timeline reflects estimates in Calendar days and some steps may run concurrently