**typical BCO CYCLE Times**

**&**

**estimated contract timeframes**

*(Excepting Construction and Real Estate Contracts)*

“**BCO** **Cycle Time**” means the time from when a Contract Request has been received by BCO in TCM until the time BCO completes its first Full Review.

“**Full Review**” means when BCO has fully reviewed the Agreement and moved it to the next stage in the process. An example of full review is when BCO has coordinated with the department, appropriately revised the agreement, and sent it to the other party for review.

“**TCM**” means the Total Contracts Management module in Rowdy Exchange.

**Variance Possibilities and Peak Times**

The ***BCO Cycle Times*** and can vary with agreement and can depend on current workload and current staffing levels.

***Estimated Time for Full Contract Completion*** is a guesstimate based on general historical experience. Once BCO completes its first full review, the remaining aspects are outside of BCO control, such as the flexibility and response time of the other party, required secondary department reviews (i.e., Information Security), and business updates and approvals.

The Peak Workload Time for the Business Contracts Office is late-June through October. During this time, BCO must necessarily prioritize those contracts that effect current operational requirements. Proactive contract projects are difficult to prioritize during this period.

**General Phases by Contract Type**

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| **Standard and Template Contracts** |
| **Contract Type** | **Typical BCO Cycle Time** | **Estimated Time for Contract Execution** |
| Standard Low-Risk Agreements found on BCO’s Website | 2 Business Days | 3 Business Days |
| Service Orders or SOWs under an Existing Master Agreement | 3-4 Business Days | 7-8 Business Days |

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| **Non-Standard Agreements by Risk Level\*****(Those requiring revision and negotiation)** |
| **Contract Risk Level** | **Typical BCO Cycle Time** | **Estimated Time for Full Contract Execution** |
| *Low Complexity and Risk*  | 6 Business Days | 10-14 Business Days |
| *Moderate Complexity and Risk*  | 10 Business Days | 1-2 Months |
| *High Complexity and Risk*  | 14 Business Days | 3-4 Months |

\****Risk Level*** is determined almost entirely by the scope of obligations within a contract, although dollar value may have some impact on risk. For example, a hosted software agreement involving student data or other confidential or sensitive data will signify a higher risk agreement.