

## **General Definitions**

**Invitation to Bid (ITB):** With an invitation to bid, we are giving in-depth specifications of projects and invite contractors to bid. Because the focus of the invitation to bid is on the bidder's price for project completion, there is less emphasis on the bidder introducing its own ideas. This separates the ITB from a request for proposal (RFP). With an ITB, there is competitive sealed bidding.

**Request for Proposal (RFP):** A request for proposal is a type of bidding solicitation in which we announce that funding is available for a project, and companies or organizations can place bids for the project's completion. A request for proposal typically sets out specifications describing the solution we seek and the evaluation criteria disclosing we will grade the proposals. Requests for proposals may include a statement of work describing tasks to be performed by the winning bidder and a timeline for providing finished work. With this approach, there is room for a company or organization to offer original ideas. This is a competitive process.

**A Request for Qualifications (RFQ):** This request usually refers to the pre-qualification stage of the procurement process for a construction project. Only those who successfully respond to the RFQ and meet the qualification criteria will be included in the subsequent request for proposals (RFP) solicitation process.

**Small Purchase Quote:** This typically refers to obtaining three quotes or obtaining market research on the Internet from three sources to confirm that a small purchase under \$50,000 is to be purchased at a reasonable cost.

**The noncompetitive proposal process** may be used in certain circumstances and only when the award of a contract is infeasible under small purchase procedure, competitive sealed bidding or competitive proposals. A written justification must be prepared to show why a competitive procurement methodology (small purchase procedures, competitive sealed bids, or competitive proposal) cannot be used. The term "sole source" is sometimes used in this circumstance.