

PROCUREMENT METHODS

Factors	Quotes	Invitation for Bid (IFB)	Request for Application (RFA)	Request for Qualifications (RFQ)	Request for Proposals (RFP)
Determination	Simple specification relative to requesting a quote for off the shelf type services, where price is the ONLY determining factor. Several bidders can perform the service with no emphasis on the bidder introducing their own ideas. An award is made to the lowest bidder meeting the specifications and does not include discussions or negotiations with bidders.	Agency gives in-depth specifications. Bidder provides quality and timelines of services with less emphasis on the bidder introducing their own ideas. An award is made to the lowest and best bidder meeting the specifications and does not include discussions or negotiations with bidders.	Agency gives in-depth specification for qualifications/requirements, sets the price for the services and controls the work to be performed. The contractor is a contract worker under the Internal Revenue Code. An award is made to the most qualified applicant(s) meeting the specifications and may be interviewed.	Agency gives in-depth specifications for qualifications, certifications and expertise, and may set the price to guide the services. The contractor is an independent worker and the agency has no control over the work. An award is made to the most qualified applicant(s) meeting the specifications and may be interviewed.	Give in-depth specifications relative to requesting a plan to demonstrate a vendor's abilities to perform a degree of technical or professional experience or expertise. The cost proposal will most likely guide the funding of the project. An award is made to the offeror who receives the highest score based on weighted evaluation criteria outlined in the RFP and may include discussions and negotiations with offerors.
Bidder	Individuals/Companies	Companies	Individuals Grant - District/Entities	Individuals/Companies	Companies Grant - District/Entities
Solicitation	Yes	Yes	Yes	Yes	Yes
Advertisement	No, can choose vendor to solicit	Yes	Yes	Yes	Yes
Evaluation	No, lowest bidder	No, lowest bidder	Yes	Yes	Yes
Bid	Yes	Yes	Yes Grant - Budgets	Yes	Yes Grant - Budgets
Competitive	No, if under \$5,000	Yes	Yes Competitive Grant - Yes	Yes	Yes Competitive Grant - Yes
Award	Yes	Yes	Yes	Yes	Yes

*The agency must provide reliable verification and documentation to justify and support rejecting an award for the lowest bidder using the Invitation for Bid method.