



## 3.2.4 Methods of Purchasing Against a Purchase Request

### Policy Statement

The State Purchasing Division (SPD) and the Board of Regents (BOR) establish purchasing methods, which consist of a solicitation method and an evaluation method. Procurement professionals will identify the best solicitation method for each purchase request. Solicitations refer to the process of requesting offers from suppliers to sell goods or services. Approved SPD solicitation methods for purchases at or above the competitive bid threshold are Requests for Quotes (RFQ), Requests for Proposals (RFP), Request for Qualified Contractors (RFQC), and BOR approved methods are Invitation to Bid (ITB) as well as RFQC and RFP. The end user or Procurement may make informal pricing requests for purchases less than the competitive bid threshold (\$25,000 for SPD and \$50,000 for BOR). All solicitation methods, other than informal price requests, are conducted through a formal sealed bid process. With this process, suppliers' offers are kept confidential and not opened by Procurement until after the solicitation has closed. The method of evaluation (pass/fail, scored, etc.) will vary by solicitation type as well as the specific terms of the solicitation.

### Reason for policy

To provide a description on the various methods utilized for making purchases.

### Procedures

The following sections provide the procedures for the various methods of solicitation:

Informal pricing requests – section 3.2.4.2 Orders for Supplies, Materials and Services Less than \$25,000

RFQ – Section 3.2.4.4 Request for Quote (eSource)

RFP – Section 3.2.4.3 Request for Proposal (RFP)

Invitation to Bid – Section 3.2.4.1 Invitation to Bid (Construction/Public Works)

### Additional contacts

**Procurement Staff 706-542-2361**

### Policy definitions

**BOR** – Board of Regents

**Invitation to Bid (ITB)** is a competitive procurement method prescribed by the BOR used for construction and public works contracts. ITBs include specifications and sometimes qualifications which must be met by the responding vendor. The process identifies the lowest priced responsive and responsible bidder(s) for contract award.

**Request for Proposals (RFP)** is a formal solicitation method that seeks to leverage the creativity and knowledge of business organizations in order to provide a solution to a unique procurement. Unlike the RFQ Request for Quotations process in which the University prescribes both the specifications and solution to its own needs and suppliers replicate the University's specifications and solutions in the bids the suppliers submit, the RFP Request for Proposals process allows suppliers to propose their own comprehensive and innovative solution to the University's needs described in the RFP Request for Proposals. The RFP Request for Proposals seeks to identify the "best value" for the University by using a combination of technical and cost factors to evaluate suppliers' proposals. The University should use a RFP Request for Proposals if the project does not lend itself to the creation of a clear and accurate statement of work and the objective of the solicitation is to identify a supplier who can offer the best possible solution to the University's identified needs at the lowest cost. The RFP Request for Proposals process may only be used as a

method of solicitation after a written determination has been made that the use of competitive sealed bidding (i.e., the RFQ Request for Quotations process) will not be practicable or advantageous to the University.

**Request for Quotes (RFQ)** process is a competitive procurement method used to solicit bids for the supply of goods or services. In the RFQ Request for Quotations process, UGA prescribes both the specifications and solution to its needs. A RFQ is used if the project lends itself to the creation of a clear and accurate specifications and the objective of the solicitation is to identify a supplier who can provide the required specifications at the lowest possible cost. The RFQ Request for Quotations process identifies the lowest priced responsive and responsible bidder(s) for contract award.

**Request for Qualified Contractors (RFQC)** is a prequalification process with the primary intent to identify multiple qualified sources of supply. Under SPD regulations, a purchase order may not be issued from a RFQC, rather a RFP or RFQ must be issued to those prequalified vendors and they will be required to submit a quote or proposal in order to be considered for award.

**Solicitation** – method of purchasing

**SPD** – State Purchasing Division

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#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Procurement Officer

**Policy Owner:** Procurement

**Policy Contact:** Robert Currey

**Phone Number:** 706-542-2361

**Responsibilities:** The procurement professional must identify the best solicitation method for purchasing against a purchase request.

**Responsibilities:** The department/end user should contact Procurement immediately if they believe they have a purchase that will require a RFP so SPD requirements can be communicated clearly from the beginning of the project.

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#### FAQs

**Question 1.** Can a vendor consider a RFQ or RFP as a contract or purchase order?

Answer 1. No. A solicitation should not be construed by a vendor as an order to make any purchase or other commitment.

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#### Related information

[Section 3.2.4.2 Orders for Supplies, Materials and Services Less than \\$25,000](#)

[Section 3.2.4.4 Request for Quote \(eSource\)](#)

[Section 3.2.4.3 Request for Proposal \(RFP\)](#)

[Section 3.2.4.1 Invitation to Bid \(Construction/Public Works\)](#)

Date Reviewed: 02/01/2018

[◀ Execution of Contracts](#) | [Invitation to Bid \(Construction/Public Works\)](#) ▶

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#### Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 03/04/2013

Date of Last Review:

Date of Approval:

Previous Version of Policy: