



# Demystify The RFP Process

## Abbreviations and Definitions

### **Request for Information.....RFI**

A company will issue an RFI as an exploratory request from suppliers of goods or services to determine their strengths and the potential to do business in the future. It is important to note, an RFI is not an invitation to bid and may not lead any further opportunities.

### **Request for Qualifications .....RFQL**

An RFQL is issued by a company with the intention to create a list of pre-qualified vendors interested in supplying the purchasing organization with goods or services in the future on an as needed basis. The RFQL may not be specific to a certain project and can be broad based.

### **Request for Expressions of Interest .....RFEI**

An RFEI is issued by the buying organization in order to establish the level of interest in the marketplace to deliver a specific good or service and gain a better understating of potential suppliers. RFEI’s are generally used when there is believed to be a large amount of suppliers in the marketplace. RFEIs act as a tool to pre-qualify vendors for a shortlist of suppliers who are later invited to provide a full response to the RFP.

### **Request for Quotation .....RFQ(T)\***

\* You may see both forms

An RFQ is a document issued by a company used to elicit quotations for a product or service. An RFQ typically seeks a list of prices for specific goods or services that are outlined in detail.

### **Request for Technical Specifications .....RFTS**

An RFTS is often issued by a company to determine the technical requirements for a future RFP. It can be used to determine feasibility of a project.

### **Request for Proposal.....RFP**

An RFP is a document posted by a buying organization to elicit proposals from potential suppliers. The proposals are evaluated on various criteria such as, price, supplier qualifications and proposed solution. Every RFP will require mandatory information which all companies will need to meet in order for their bids to be considered. Depending on the complexity of the good or service required, additional information may also be requested providing companies with the opportunities to showcase their strengths. The quality of an RFP is extremely important to ensure successful results and can require heavy allocation of time and resources.

### **Invitation to Quote .....ITQ**

An ITQ is a document used to elicit bids from suppliers on specific goods or services and is primarily evaluated on price.



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**Invitation to Tender.....ITT**

An ITT is very similar to an ITQ but varies in its focus. An ITT is primarily a construction related bid and requires more detailed information than an ITQ. However, both the ITT and ITQ are evaluated mainly on the price of the good or service.

**Approved Vendor List.....AVL**

An AVL is a list of vendors that can supply a good or service and have been approved based on their capabilities

**Notice of Intent .....NOI**

An NOI is a general opportunity available to suppliers to provide specific products or services.

It is important to know that there is no standardized system of abbreviations as it relates to procurement. This list is by no means exhaustive. If the buyer uses an unconventional abbreviation they will normally define it within the document. It can usually be found in the Project Overview and Administrative Section. It could also be in an executive summary or glossary.

The use of "Lingo", slang or industry jargon is not recommended in writing RFP's or proposals but many still do use them. It is best to write using plain language that the average person can understand simply without having to search for definitions. It is highly recommended that if you must use jargon that you include a definition section at the front of your document.