UVI | PROCUREMENT SERVICES

WHICH SOLICITATION METHOD SHOULD I USE?

A simple guide for departments requesting goods, services, and construction.

Not sure which solicitation method to use? Start with one question: Are we choosing based on the lowest acceptable price, or do we need to evaluate how well a vendor can meet our needs?

	RFP • REQUEST FOR PROPOSALS	IFB • INVITATION FOR BIDS	RFQ • REQUEST FOR QUOTATIONS
Use when	Quality, expertise, approach, and price must be evaluated.	Specifications are clear and bids can be compared on the same basis.	Goods or services are routine and prices are easy to compare.
Vendor submits	A technical proposal and a cost proposal.	A formal bid meeting published requirements.	A written quotation for the stated requirements.
Selection focus	Best overall value using published evaluation criteria.	Lowest-priced responsive bid from a responsible bidder.	Lowest acceptable quotation, consistent with policy.
Examples	Strategic planning, consulting, complex service solutions.	Construction with completed plans, standardized large purchases.	Office supplies, standard equipment, routine services.
Remember	**Best overall SOLUTION**	**Lowest acceptable FORMAL BID**	**Compare straightforward PRICES**

QUICK DECISION GUIDE

1 Need to compare qualifications, methodology, and price? → RFP

Example: Select a consultant to develop a campus strategic plan.

2 Have complete specifications and need sealed competitive bids? → IFB

Example: Bid a defined renovation project using completed plans and specifications.

3 Need quotes for a standard product or routine service? → RFQ

Example: Obtain pricing for standard office furniture or routine supplies.

SPECIAL CASE | RFQ can also mean Request for Qualifications (Vendors submit a Statement of Qualifications - SOQ). This is a different process used to assess professional qualifications, such as certain architectural or engineering selections. Please work with Procurement before proceeding.

IMPORTANT: The dollar value alone does not determine the solicitation method. UVI Procurement confirms the correct process based on current Financial Policies, funding source, competition requirements, and applicable exceptions. Do not solicit vendor pricing or issue an RFP, IFB, or RFQ independently.

NEED HELP? Contact UVI Procurement • purchasing@uvi.edu