Terms and Definitions Commonly Used in Technical Proposals

Note: Terms and definitions provided reflect commonly used terminology for software procurement and may not reflect the terminology utilized by each jurisdiction. Always defer to the terminology used by your procurement department.

Agency Specific Contract: Agency Specific contracts are contracts where the specifications for

'filed' their requirements with centralized procurement. (New York State Office of General

Mini-Bid Process: A formal mini-bid is the process whereby an Authorized User develops a project definition outlining their specific requirement and solicits bids from qualified-backup contractors to determine the best value solution. From development of the project specifications to the project award takes from six to ten weeks, a fraction of the time when compared with the traditional RFP procurement. Project awards shall be based on "Best Value. (New York State Office of General Services, 2018)

Mini-Bid Project Definition: A Mini-Bid Project Definition is a bid document containing project specific bid specifications developed by or for an authorized user which solicits bids from Contractors previously qualified under a backup contract. (New York State Office of General Services, 2018)

Multiple Award: A Multiple Award is an award of a contract to more than one responsive and responsible bidder who meets the requirements of a specification, where the multiple award is made on the grounds set forth in the bid document in order to satisfy multiple factors and needs of authorized users. Those factors may include complexity of items, various manufacturers, differences in performance required to accomplish or produce required end results, production and distribution facilities, price, compliance with delivery requirements, geographic location or other pertinent factors. (ApB) A multiple award may be made as the result of a single IFB (e.g., books) or as the result of issuing a single contract for multiple IFB's for similar type products (e.g., PC's). (New York State Office of General Services, 2018)

Negotiated Contract: A contract established by agreements reached between a contracting entity and a vendor in lieu of issuing a bid document. While occasionally negotiation follows a competitive bid when only one bid is received, such resulting contracts are considered to be competitive procurements. (New York State Office of General Services, 2018)

Non-Responsible (Bid): A response to a bid or offer from a contractor, business entity or individual that does not have the ability or capability to fully perform the requirements of the bid or offer. A business entity or individual who does not possess the integrity and reliability to assure contractual performance. (NIGP: The Institute of Public Procurement, 2018)

Non-Responsive (Bid): A response to a bid or offer that does not conform to the mandatory or essential requirements contained in the Invitation for Bids (IFB). Notice of Award: A written notification from the public entity to the successful bidder, or offeror stating that there is an award of a contract in accordance with a bid or proposal previously submitted, and that effective with receipt the vendor or contractor shall proceed with performance; allows work to start while contract is printed and readied for distribution. (NIGP: The Institute for Public Procurement, 2018)

Notice of Intent to Award: As a result of a competitive process, a public notice is issued and in some instances, where local laws allow, a Notice of Intent to Award is issued and award will occur only upon receipt of the specified items. (NIGP: The Institute for Public Procurement, 2018)

Offer: A response to a solicitation that, if accepted, would bind the offeror to perform the resulting contract. (NIGP: The Institute for Public Procurement, 2018)

Offeror: The person/entity who submits a proposal in response to a Request for Proposals (RFP). One who makes an offer in response to a solicitation. Also see Bidder (NIGP: The Institute for Public Procurement, 2018)

Pre-Bid Meeting: An in-person or phone meeting during which the agency reviews the project history, aspirations, requirements, response process, etc. Often questions are taken and (sometimes) answered. Often questions are answered in writing by issuing an addendum to the RFP.

Preferred Sources: To advance special social and economic goals, certain providers have preferred source status under the law. The acquisition of commodities and/or services from preferred sources is exempted from statutory competitive procurement requirements. All state agencies, political subdivisions and public benefit corporations (which includes most public authorities), are required to purchase approved products and services from preferred sources. (New York State Office of General Services, 2018)

Price: Price, unless otherwise specified, means the amount of money set as consideration for the sale of a commodity or service and may include, but is not limited to, when applicable and when specified in the solicitation delivery charges, installation charges and other costs. (New York State Office of General Services, 2018)

Prime Vendor Contract: A Prime Vendor Contract is a contract that establishes a single vendor or multiple vendors as the source for a broad range of goods and/or services associated with a given purchasing sector(s). OGS has currently let Prime Vendor contracts for food and household supplies, and industrial and commercial janitorial supplies and equipment. (New York State

Request for Quotation (RFQ, RFQs): An RFQ is normally sent out when a requisition is received for goods an

Public Procurement, 2018)

Sole Source Procurement: A situation created due to the inability to obtain competition. May result because only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the solicitation. The purchasing authority may require a justification from the requesting agency explaining why this is the only source for the requirement.
network.

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