Request for Proposal & Invitation to Bid

Procurements over $100,000

Requestor submits request in WSS

Procurement creates bid/proposal documents and manages the bidding process

Bids / Proposals are received and evaluated

Contract is created or negotiation for contract begins

Invitation to Bid

- Simplified bidding process; minimum of 7 days after documents are posted before award

Request for Proposal (RFP)

- In depth bidding process that allows for negotiation of the proposal / contract
- Standard RFP process is 30 days after procurement documents are posted before contract negotiations begin
  - Construction RFPs, multi-scored RFPs, & large procurements such as the Aramark or Pepsi contract take longer than 30 days.