

**3344-65-17 Definitions for procurement terms.**

- (A) “Bid” is defined as a prospective vendor’s sealed submission to the public authority, including specifications of the product(s) (or construction project) to be delivered, and the cost for which the prospective vendor would agree to deliver it.
- (B) “Proposal” is a prospective vendor’s description of the services it would provide in response to the public authority’s request, including supporting information such as the prospective vendor’s qualifications, previous experience, the ways in which the proposed solution would satisfy the public authority’s needs, and (for services other than professional design for construction) the proposed fee structure.
- (C) “Competitive bidding” is the process of obtaining sealed bids for contract award, either through adherence to the process defined in chapter 153 of the Revised Code, or through the university’s department of purchasing bid process (invitation to bid).
- (D) “Competitive selection” is the process of selecting a service provider through advertising and receipt of proposals. This is, normally done as part of the chapter 153 of the Revised Code process for contracting with a design firm.
- (E) “Request for quotation” (RFQ) is a formal request to vendors for specific items or a small project. Format typically covers defined item(s) to be purchased, number of items and per unit cost. Similar to bid terms, but applicable to purchases below bid threshold.



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