

Difference between an Invitation for Bid (IFB) and a Request for Proposal (RFP)

Invitation for Bid

Used to acquire goods or services that can be touched, counted, or measured

Strong emphasis on specifications and requirements

Very little subjectivity

Designed to select the lowest priced bid that meets the minimum requirements and is both responsible and responsive

No negotiations are allowed

Evaluate against written specifications

Price is the most important criteria

Request for Proposal

Used to acquire services or goods where the expertise and knowledge from the vendor are more critical and not as simple to measure or quantify

Strong emphasis on qualifications, skills, expertise and experience

Greater subjectivity in evaluation

Designed to select the best value or approach for the agency as evaluated by the review committee

Negotiations are allowed

Evaluated against criteria in the RFP and against other proposals

Price is only one weighted element of the decision