**RFP Glossary**

**Addenda**

Plural for addendums, means additions.

**Cone of silence**

Prohibits any communication regarding an RFP after it has been advertised. It is in place to protect the professional integrity of the process. Used in competitive process so that no one has an unfair advantage.

**Competitive bidding**

A procurement method in which offers from competing suppliers are invited by open advertisement and provided with the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the offers will be evaluated. The objectives of competitive bidding are to obtain goods or services at the lowest cost or best value through open and fair competition.

**Contract modification**

Any written change in the terms of the contract. Contract modifications only become effective when executed by both parties.

**Invoice**

Contractors request for payment.  It includes the description, price or cost, and quantity of goods, property or services delivered or rendered supported by substantiating documentation.

**Procurement**

The acquisition (act of obtaining) through purchase or lease of real property, goods, or other products (including intellectual property), works or services.

**Procurement review committee, review committees on contracts**

Committee established for the independent review of proposed contracts over certain thresholds. The review is conducted to verify that all procurement rules, policies, and procedures are met, and that the organization's interests are properly protected.

**Request for proposal (RFP)**

A formal method of solicitation where prospective contractors are requested to submit a proposal for the provision of works or services, based on the Specifications, Scope of Work, or Terms of Reference included in the solicitation documents.

**Reimbursement**

Money spent by contractor will be reimbursed based on the agreed upon items and schedule listed in the contract.

**Responsive**

Proposals that satisfactorily address all requirements speciﬁed in the RFP. A **nonresponsive** proposal does not satisfactorily address all requirements. All requirements are listed on checklist and in the minimum requirement to bid section of the RFP.