



DEPARTMENT OF PROCUREMENT & CONTRACTS GLOSSARY OF TERMS

Actual Cost: All direct and indirect costs incurred for services, supplies, or construction, as distinguished from estimated or forecasted costs.

Addendum/Addenda: A written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.

Administration: Performance of executive duties.

Amendment: An agreed upon addition to, deletion from, or correction or modification of a document or contract to revise or change an existing document. It is a formal revision, improvement or correction.

A/E (Architect or Engineer) Professional Services: Services that require performance by a registered architect or engineer. Professional services of an architectural or engineering nature that are associated with research, planning, development, and design for construction, alteration, or repair.

Assignment: Legal transfer of a claim, right, interest or property.

Bid: The response submitted by a bidder to an Invitation for Bid (IFB). See also: Solicitation.

Bidder: A supplier who submits a bid in response to an Invitation for Bids (IFB), Invitation to Tender (ITT), or other formal solicitation type in which price is the primary factor in the evaluation process for award determination. See also: Offeror, Proposer, Responder.

Capability: The ability of a bidder to fulfill the contract at time of award.

City: City of Columbia, SC, also known as the "Owner" or "Utility".

Consultant: A person or company that possesses unique qualifications that allow them to perform specialized advisory services usually for a fee.

Contract: An obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is a legally binding promise, enforceable by law between parties with binding, legal and moral force, usually exchanging goods or services for money or other considerations. The term *Agreement* is interchangeably throughout this Request for Qualifications (RFQu) or Request for Proposal (RFP).

Contractor: Any individual or business having a contract with a governmental body to furnish goods, services, or construction for an agreed-upon price.

Cost: The actual expenses incurred in delivering a product, service, or construction; includes both direct and indirect costs, but does not include fee or profit for the contractor.

Deliverable: The completion of a milestone or the accomplishment of a task. Deliverables are used to measure successful performance.

Descriptive Literature: Information, such as charts, illustrations, brochures, and technical data, furnished by an Offeror, on request as part of a bid, to describe the items offered; shows the characteristics or construction of a product, or explains its operation to determine the acceptability of the item.

Design Specification: A type of specification that establishes the characteristics an item must possess, including details indicating how it is to be manufactured. May include engineering plans or drawings, and blueprints. It states to the contractor in prescriptive terms what the contractor must provide to the buyer.

Disadvantaged Business: A business owned or controlled by a majority of persons who are determined to have been deprived of the opportunity to develop and maintain a competitive economic position because of specified social disadvantage. (i.e., Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Disabled-Veteran-Owned Business Enterprise, and Small Business Enterprise).

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Functional Specification: A specification setting forth the results required from the supply or service.

Invitation for Bid (IFB): All documents used to solicit competitive or multi-step sealed bids. Also known as Invitation to Bid (ITB).

Indefinite Delivery Contract (IDC): A type of contract that provides for the delivery of indefinite quantities, within stated limits, of supplies or services. These supplies or services are to be furnished during a fixed period, with deliveries or performance to be scheduled by placing orders with the contract or consultant.

Late Bid/Proposal: A bid, proposal, withdrawal, or modification received, at the designated place for receipt, after the established due date and time.

Mandatory: Obligatory, required by order, a provision that may not be waived.

Mandatory Requirements (Conditions): Conditions set out in the specifications/statement of work that must be met without alteration. Not meeting mandatory requirements may be grounds for disqualification.

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. Term *Bidder* is interchangeably throughout this RFP. *Also see definition of a Responsible and Responsive Offeror/Bidder*

Pre-Bid/Pre-Proposal/Pre-Submittal Conference (Meeting): A meeting held by the procurement officer with potential bidders/Respondents, prior to the opening of the solicitation for the purpose of answering questions, clarifying any ambiguities and responding to general issues in order to establish a common basis for understanding all of the requirements of the solicitation. This may result in the issuance of an addendum to all potential providers. In certain situations, a mandatory conference may be advisable.

Price: The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct labor, overhead, materials) and profit or fee.

Project Manager: Designated individual within the agency to administer a specific task or contract.

Proposer: An individual or supplier who submits a proposal that may or may not be in response to a Request for Proposal.

Request for Proposal (RFP): The document used to solicit proposals from potential providers (proposers) for goods and/or services. Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including

price, prior to contract award. May include a provision for the negotiation of best and final offers. May be a single-step or multi-step process. Introduced in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

Request for Qualifications (RFQ): A document, which is issued by a procurement entity to obtain statements of the qualifications of potential responders (development teams or consultants) to gauge potential competition in the marketplace, prior to issuing the solicitation.

Respondent: The person/entity who submits a Statement of Qualification (SOQ) in response to a Request for Qualifications. One who makes an offer in response to a solicitation. Terms *Respondent*, *Respondent*, and *Contractor* are interchangeably throughout this Request for Qualifications.

Responder: A supplier who submits a response to a Request for Qualifications (RFQ), Expression of Interest (EOI), Request for Information (RFI), Qualifications Based Selection (QBS), or other solicitation types, methods, or processes whereby price is not a factor in the evaluation process for award determination.

Responsible Bidder/Respondent: Also referred to as Responsible Proposer or Respondent, this is a contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract, and they must possess the full capability, including financial and technical, to perform as contractually required. They must also be able to fully document the ability to provide good faith performance.

Responsive Bidder/Respondent: Also referred to as Responsive Proposer or Respondent. A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the Request for Qualifications and all of its requirements, including all form and substance.

Scope of Work/Services: A detailed, written description of the conceptual requirements for the project contained within a Request for Qualifications. The Scope of Work should establish a clear understanding of what is required by the procurement officer.

Service/Services Contract: An agreement calling for a company's time and effort. The furnishing of labor, time, or effort by a company, which may involve to a lesser degree, the delivery or supply of products.

Shortlist: Names of candidates that have been narrowed considerably from a longer list of top-ranked Respondents.

Solicitation: An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

Statement of Qualifications (SOQ): A statement of qualifications is a document submitted by a company in response to a Request for Qualifications to be used as the basis for review of the Respondents ability to provide the scope of services.

Subcontractor: Any person or business entity employed to perform part of a contractual obligation under the control of the principal contractor. Any supplier, distributor, or firm that furnishes supplies or services to a prime contractor or another subcontractor.

Unsuccessful Bidder: A company whose bid was not accepted for reasons of price, quantity, or failure to comply with specifications.

(Definitions above provided by the National Institute of Governmental Purchasing & Free Dictionary.com)