

ADDENDUM: Written change to a solicitation or contract document.

AWARD: Buyer's approval selecting a supplier for a contract based on offer evaluation.

BEST & FINAL OFFER: Final evaluation tool for RFPs with multiple qualified suppliers, indicating no further negotiation.

BID/PROPOSAL/QUOTE:

Bid: Response to Invitation to Bid or auction

Proposal: Response to Request for Proposal

Quote: Response to Request for Quotation or price/availability statement

BIDDER/PROPOSER: Entity submitting an offer to a solicitation.

PURCHASE ORDERS:

- **PURCHASE ORDER:** Contract documenting purchase of goods/services
- **BLANKET PURCHASE ORDER:** Special order for repetitive requirements or emergency repairs

CHANGE ORDER: Written modification to a purchase order

BUYER: Person authorized to handle procurement activities.

COOPERATIVE PROCUREMENT: Arrangement where multiple districts share procurement outcomes for group benefits.

COMPETITIVE BIDDING: Method inviting competing suppliers through open advertisement to obtain best value.

DEBARMENT: Prohibition of vendor from future bidding opportunities for cause.

E-PROCUREMENT: Electronic purchasing process conducted online to reduce time and costs.

INVOICE: Supplier's payment request for delivered goods/services.

MOU: Agreement outlining expectations either informally or as binding contract with non-commercial entities.

OPTION: Unilateral contract right allowing buyer to purchase additional items or extend term.

PROCUREMENT: Acquisition of property, goods, services or works through purchase/lease.

RECEIPT OF GOODS: Official acknowledgment that goods were received.

REQUEST TYPES:

- **RFP:** Formal solicitation for proposals based on specifications/scope
- **RFQ (quote):** Informal solicitation for price quotations
- **RFQ (qualifications):** Formal solicitation based on qualifications

REQUISITION: Internal request for goods/services procurement.

REQUISITIONER: Person initiating a purchase requisition.

SAMPLE: Representative unit(s) demonstrating quality.

SEGREGATION OF DUTIES: Control ensuring no individual handles multiple related functions.

SERVICES: Vendor work per contract, possibly including facilities/utilities.

SOLE SOURCE: Procurement when only one source exists for required product/service.

SOLICITATION: Request for supplier bids/quotes/proposals.

SOURCING: Process of identifying suitable suppliers.

SPECIFICATIONS/REQUIREMENTS:

- **SPECIFICATIONS:** Technical requirements description
- **STATEMENT OF WORK:** Detailed service requirements with timeline

SUBCONTRACTOR: Party performing work for a contractor within larger project.

SUPPLIER/VENDOR: Entity providing goods/services to the district.

TRANSPARENCY: Process making reliable information about district activities accessible.

VENDOR NUMBER: Identifier assigned to vendors in E-finance system.

WARRANTY: Supplier assurance about product quality with repair/replacement terms.