

**Lamar University**  
**Beaumont, TX**  
**Purchasing Department**

**Solicitation definitions:**

Indefinite Delivery/ Indefinite Quantity (IDIQ) – A solicitation and contract that provides for an indefinite quantity of supplies or services during a fixed period of time.

Informal Quote Request (IQR) - An unsealed, competitive solicitation used for purchases up to \$15,000 submitted by letter, telephone, email, vendor portal or other means specified by the University.

Invitation for Bids (IFB) - A written request for submission of a bid response.

Request for Information (RFI) - A document to determine what products and services are potentially available in the marketplace to meet the agency's needs and to know the capability of a vendor in terms of offerings and strengths.

Request for Proposal (RFP) - The written solicitation document concerning goods or services the state intends to acquire by means of the competitive sealed proposal procedure. The procedure allows changes to be made after other proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Qualifications (RFQ) - A solicitation document often distributed before initiation of the RFP process. It is used to gather vendor information from multiple companies and qualifications to generate a pool of prospects. This eases the RFP review process by preemptively short-listing candidates which meet the desired qualifications.