

Procurement Processes Brief Overview

Los Angeles World Airports
(LAWA)

Request For Bids (RFB)

- **Request for Bids** is used for the purchase of materials, supplies, equipment, and services
- The award is made to the lowest priced responsive and responsible vendor who meets the specifications
- Responses may be hand-delivered or sent by mail and must be received by the due date & time. NO EXCEPTIONS!
- Can be for individual items, services, one-time purchases or annual contracts
- Discounts are taken into consideration for award.
- Results are posted at www.labavn.org

Request for Proposals (RFP)

- **Request for Proposals** are used for large projects and professional services
- The award is made to the proposer(s) with the highest score based upon the published award criteria (price is always considered but it isn't the deciding factor)

RFB vs RFP

- In order to be considered for award, the vendor **MUST** meet the:
 - Request for Bids – Specifications
 - Request for Proposals – Qualifications
- In order to be selected for award, the vendor **MUST** have the:
 - Request for Bids – Lowest price including any discounts
 - Request for Proposals – Winning score according to the selection criteria