

GLOSSARY OF PURCHASING TERMS

DUR (Depends Upon Requirements): This means that quantities shown on the bid pages are for bid canvassing purposes only (e.g., they're estimates) and may not represent the actual quantities of each line item required during the contract term. The Park District reserves the right in its bids to increase or decrease items ordered during the contract term.

Direct Participation: Participation in the contract by an MBE or WBE as (1) the prime contractor, (2) a partner in a joint venture, (3) the subcontractor of a portion of the work of the contract, or (4) a vendor of goods and/or services used in or related to the work of the contract.

Indirect Participation: Participation in the contract by an MBE or WBE as a supplier of goods and/or services that are not used directly for or in the work of the contract, but ARE used in other aspects of the bidder's or submitter's day-to-day operations.

Invitation for Bid (IFB): A formal Purchasing document used whenever items, materials, or services can be individually priced, and/or where per-hour or per-unit charges can be used. If all other legal, base line, and documentary requirements have been met (bidder's experience, past performance, MBE/WBE compliance, etc.), price is the only factor considered in awarding the contract. Bid openings are public.

MBE (Minority Business Enterprise): A local business that is certifiably at least 51% owned by one or more members of one or more minority groups, or, in the case of a publicly-held corporation, a corporation in which at least 51% of the stock is owned by one or more members of one or more minority groups, and whose management and daily business operations are controlled by one or more members of one or more minority groups, and which is not an *established business*.

Responsible Bidder or Submitter: A bidder or submitter that has the capability in all respects to perform fully the contract requirements, and the integrity and reliability that will assure good faith performance.

Responsive Bid or Proposal: A bid or proposal that conforms in all material respects to the IFB, RFP, or RFQ. *Responsiveness* pertains to whether or not a submitter or bidder has submitted all of the documents and information requested in the IFB, RFP, or RFQ, and whether or not those documents are properly executed according to the instructions in the IFB, RFP, or RFQ.

Request for Proposal (RFP): A formal Purchasing document used when experience, past performance, resources, and other criteria may outweigh cost. After proposals are submitted and reviewed, the Park District may engage in discussions or negotiations with selected firms in order to obtain the best terms for the Park District. Proposal openings are not public.

Request for Qualifications (RFQ): A formal Purchasing document used when it is desirable to establish a pre-qualified pool of companies contracted for certain (usually professional) services that may be required "from time to time." Once the pre-qualified pool is in place, the Department of Purchasing, on behalf of the user department, issues Requests for Proposals for specific projects to all members of the pool -- or all members of a category within a pool -- throughout the contract period, without the requirement of public advertising for each project.

WBE (Women Business Enterprise): A local business that is certifiably at least 51% owned by one or more women, or, in the case of a publicly held corporation, a corporation in which 51% of the stock is owned by one or more women, and whose management and daily business operations are controlled by one or more women, and which is not an *established business*.