

Title:		Contents:	PP-0521
BIDS - INFORMAL		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Informal Bid

The County of Los Angeles utilizes the informal bid process, Request for Quotation (RFQ) for transactions under \$10,000. It is a less rigid form of the Request for Bid (RFB) and is designed to expedite smaller dollar purchases.

Key Elements of an RFQ

The RFQ is formatted in the same manner as the formal bid. All standard terms and conditions applicable to the formal bid are included in the informal bid. See policy on BIDS-FORMAL for details.

Difference Between Formal and Informal Bids

- RFQ's are not required to be posted on the County's website.
- Vendor bids may be accepted via e-mail.
- There are no public bid readings of the RFQ.

Number of Required Solicitations

The Purchasing Agent must solicit bids from 3 – 10 different vendors who offer the requested products or services; vendors must complete the corresponding RFQ within the deadline stipulated. Vendors who do not bid, but respond with an on-time 'no bid' are recorded in eCAPS as responding to the solicitation. For rotational purposes, a rescinded or 'no bid' response will count as a bid.