

# RFP vs RFQ vs IFB Explained

Understanding the difference between RFPs, RFQs, and IFBs is critical to choosing the right opportunities and responding correctly. Each solicitation type has different evaluation criteria, risk levels, and preparation requirements.

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## RFP (Request for Proposal)

### What It Is

An RFP is used when the buyer is seeking a solution, not just a price. Agencies and corporations evaluate how you will perform the work, not just what it costs.

### How It's Evaluated

- Technical approach
- Past performance
- Management plan
- Staffing and experience
- Price (important, but not always decisive)

### Best For

- Professional services
- IT, consulting, engineering
- Complex construction or design-build
- Situations where value and approach matter more than lowest cost

### What Quin-Z Helps With

- Proposal writing, structure, guidance, and compliance
  - Technical narratives and responses
  - Past performance write-ups
  - Pricing strategy alignment
  - Proposal coordination and submission
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## RFQ (Request for Quote)

### What It Is

An RFQ focuses primarily on price for a clearly defined product or service. The scope is usually straightforward.

### How It's Evaluated

- Price (often the primary factor)
- Ability to meet specifications
- Delivery timelines
- Compliance with requirements

**Best For**

- Commodities
- Standardized services
- Equipment or supplies
- Maintenance or repeat services

**What Quin-Z Helps With**

- Quote preparation and formatting
- Compliance checks
- Pricing benchmarks and analysis
- Vendor readiness and documentation

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**IFB (Invitation for Bid)****What It Is**

An IFB is a sealed bid process where the award is typically made to the lowest responsive and responsible bidder.

**How It's Evaluated**

- Strict compliance with requirements
- Responsiveness to the bid package
- Lowest price meeting all criteria

**Best For**

- Construction projects
- Public works
- Infrastructure and trade services
- Clearly defined scopes with minimal flexibility

**What Quin-Z Helps With**

- Bid compliance review
- Line-item pricing structure
- Bid bond and documentation coordination
- Risk review before submission

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**Why This Matters**

Responding to the wrong solicitation type, or using the wrong strategy, can waste time and resources, result in non-responsive bids, reduce your win probability, and create compliance issues.

Choosing the right opportunities is just as important as responding well.

## Quick Comparison

<b><u>Feature</u></b>	<b><u>RFP</u></b>	<b><u>RFQ</u></b>	<b><u>IFB</u></b>
Primary Focus	Approach + Value	Price	Lowest Price
Technical Narrative	Required	Rare	Not Required
Flexibility	High	Low	Very Low
Risk Level	Moderate	Low–Moderate	High if non-compliant
Common Industries	Services, IT, Consulting	Supplies, Maintenance	Construction, Trades