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## REQUEST TYPES

### Learning Objectives

This chapter provides general knowledge and background information regarding the various types of requests for work that may be sent out to organizations like yours. After completing this chapter, you will be able to demonstrate the following learning objectives:

- Distinguish between government requests and private sector requests
- Identify the sections of a Federal Request for Proposal
- Read a Federal Government RFP the Easy Way
- Respond effectively to a Request for Information (RFI)
- Respond effectively to a Request for Quotation (RFQ)

### Distinguish Between Government Requests and Private Sector Requests

Government procurement processes are *highly regulated*. Federal, state, local and international governments all have different regulations and processes. **One concept, however, is central to all responses to any government solicitation: you must be strictly compliant with all the rules as stated in the written request.** There is absolutely no room for deviance from the rules stated in the request. For example, if the due date is stated as *Friday, November 20, 2006 at 5:00 PM*, then that is the due date. Any responses submitted at 5:01 PM will not be accepted.

Private sector requests may be less formal. Companies may even use the request process as a starting point or base for negotiations. Unlike government proposals, there is little regulation of proposals between businesses. However, larger companies may be bound by certain corporate policies and procedures regarding their procurement practices.

Thus, in some cases, responding to some requests from the private sector may be almost as exacting as responding to a request from the Federal Government.