**Bid vs. RFP**

This table is a summary of the differences between an official sealed bid and RFP in Wisconsin state procurement.

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| **Bid** | **Vs.** | **RFP** |
| Yes | **Proc Plan** | Yes |
| Yes | **Services Considerations** | Yes |
| Specification Development Team | **Team** | Development Team  Evaluation Committee  Subject Matter Experts |
| Yes | **Market Research & Vendor Outreach** | Yes |
| Yes | **Pre-Sourcing Tools Available (RFI, Draft for Vendor Comment)** | Yes |
| Yes | **Use Required Systems to Post** | Yes |
| Yes/Required Public Opening | **Solicitation Opening** | Optional Public Opening |
| Specifications | **Request Format** | Outcomes |
| Bid Rejection | **Impact of Mandatories** | Proposal Rejection |
| Objective; Yes/No, lowest cost | **Response** | Subjective; how well met, cost is factor |
| Yes | **Vendor Conference/Site Visit/Demos Available** | Yes |
| No | **BAFO Available** | Yes |
| Yes; for validation | **Reference Checks** | Yes; for validation and/or score changes |
| Responsive to all Requirements (Y/N) | **Review by State** | Responsiveness to requirements and scoring |
| Preference applied to lowest non-diverse business in dollars | **Supplier Diversity Impact** | Preference applied to score of supplier diverse proposer |
| Yes; prescribed options to break tie | **Ties?** | No |
| Only with lowest responsible bidder on price; resolve any outstanding terms/conditions | **Negotiation** | Multiple proposers before award on cost and other proposal elements |
| Lowest Responsible Bidder | **Award** | Evaluation Committee scores |
| Yes; dollars from responsive bidders | **Abstract** | Yes; scores from responsive proposers |
| Yes | **Written Award Notice to All Participants** | Yes |
| Yes; post award notice and any records distributed at public opening | **Access to Records** | Yes; post award notice |
| Form DOA-3840 | **Recordkeeping** | Form DOA-3840 |
| 3 months | **Average Time** | 6 months |