

Contracting Definitions & Terms

Updated January 10, 2022

Addendum	A written document attached or added to a solicitation after it has been released, to clarify, modify, or support the information in the original document. An addendum becomes part of the solicitation document.
Amendment	A change to a contract made by adding, modifying, or omitting a certain provision or term. Amended contracts, when properly executed (signed by all parties concerned), retain the legal validity of the original contract.
Bid	A document submitted by a bidder in response to an Invitation for Bids or Request for Bids.
Bidder	One who responds to a solicitation with a bid.
Board of Supervisors	The five-member governing body of the County of Los Angeles.
Cash Discount	An allowance or deduction granted by the vendor that reduces the price of goods received. This is typically used as an incentive to pay an invoice within a specific time frame.
Commodity	A commercial article (goods).
Conference, Bidders'/ Proposers	An open forum for vendors to receive clarification on the points outlined in the solicitation and ask questions concerning the solicitation.
Contract/ Agreement	A legal, binding document between the County and a vendor as a result of a solicitation process. A contract may also result by a sole source determination.

Contractor	A vendor with whom the County has entered into a contractual relationship.
County	The County of Los Angeles.
Department	The departments, commissions, or committees under the jurisdiction of the County of Los Angeles.
Director	The department head.
Evaluation	The process by which the County reviews and analyzes bids/proposals in comparison to established criteria and which result in the recommended selection of a contractor.
Invitation for Bids (IFB)/ Request for Bids (RFB)	A solicitation based on a very specific and non-negotiable statement of work. Contract award is made to the lowest most responsible and responsive bidder.
Job Walk/ Site Visit	An on-site visit by potential bidders/proposers to a location to observe the operation, layout of a facility, a system or equipment.
Living Wage	A program that requires contractors to pay its full-time employees, who provide Proposition A and Cafeteria services to the County, the applicable living wage pursuant to Los Angeles County Code, Chapter 2.201.
Master Agreement	A legal, binding document between the County and a contractor as a result of a Request for Statement of Qualifications solicitation process. The Terms and Conditions of a Master Agreement are not negotiable.
Non-responsibility	Finding a vendor incapable of performing as a responsible County contractor, based on performance history or other relevant documentation.
Non-responsive	The failure of a vendor to comply with all solicitation requirements making the Proposal/Bid/SOQ ineligible for consideration during the evaluation/review process.



Oral Interview	An interview between the Evaluation Committee and the Proposer to clarify the contents of the proposal or to conduct a product demonstration.
Proposal	A document submitted by a Proposer in response to a Request for Proposals. A Proposal provides services and/or solutions to an identified need at a particular price under given Terms and Conditions.
Proposer(s)	One who responds to a solicitation with a proposal.
Proposition A	Contracts subject to Los Angeles County Code, Chapter 2.121, which permits contracting when more economical or feasible.
Quotation	A statement of price, terms of sale, and description of goods or services offered by a vendor to the County.
Request for Information	A market survey used to solicit information and/or interest level from potential vendors, gather information on new developments/ technology in certain industries, and/or identify project price estimates for budgeting purposes. An RFI does not result in contract award.
Request for Proposal (RFP)	Solicitation based on proposed solutions in response to a defined need of the County. Contract recommended for award to the proposer who submits the proposal deemed to be in the overall best interest of the County (generally the highest-ranking proposer).
Request for Statement of Qualifications (RFSQ)	Solicitation based on establishing a pool of pre-qualified contractors to provide services on an as needed basis through Master Agreements.
Responsible	A bidder/proposer that has conducted themselves in an acceptable manner as determined by the Board of Supervisors (see County Code 2.202.030), and has the financial and managerial ability to perform the required work.



Responsive	Vendor who submits a bid/proposal to the County that complies with all solicitation requirements.
Service	Work activity performed by a vendor to fulfill the needs of the County.
Solicitation Document	A document developed by the County to obtain bids, proposals, and other information from bidders/proposers.
Statement of Qualifications (SOQ)	A document submitted by a vendor in response to a Request for Statement of Qualifications. SOQs provide information on the vendor's background, experience, and financial capability in order to qualify for a Master Agreement.
Statement of Work (SOW)	A detailed statement of the services being provided or requested.
Submission Deadline	The time and date specified by the County for receipt of bids/proposals.
Vendor	An organization/company submitting a bid or proposal in response to the County's solicitation for goods and/or services.
WebVen	The County's database and website, hosted by the Internal Services Department, used by vendors to register to do business with the County of Los Angeles.
Work Order	A document, which includes a Statement of Work, requesting bids for specific services from a pre-qualified pool of contractors that have Master Agreements. An executed Work Order becomes part of the Master Agreement.

For additional information please visit doingbusiness.lacounty.gov or contact ISDVendorRelations@isd.lacounty.gov.

