

Models to Inform IRST Research

The following approaches can be used to inform the development of IRST research products, including statement of interest (SOI), request for quotation (RFQ), request for information (RFI), and request for proposal (RFP). A hybrid model, which incorporates elements of one or more of the categories below, is also possible.

Statement of Interest (SOI) ¹	Request for Quotation (RFQ)	Request for Information (RFI)	Request for Proposal (RFP)
<p>A statement of interest seeks to gauge the level of interest in an RFP. The goal is to gather general information about a potential supplier. SOIs are often followed by requests for full proposal. Responses generally include contact information and intent to bid on a project.</p> <p>Examples of SOI:</p> <p>https://depts.washington.edu/pnwcesu/wordpress/wp-content/uploads/2024/04/FOA_W81EWF-24-SOI-0025.pdf</p> <p>https://depts.washington.edu/pnwcesu/news/funding/W912HZ-16-SOI-0018.pdf</p>	<p>A request for quotation is generally used when you know what you seek to purchase and only need information about price. A solicitation is sent to potential suppliers seeking bids for a contract to provide a specific quality and quantity of products or services. Evaluation beyond price rarely occurs. RFQs are generally suited to standard products and services and not as well suited for complex projects or projects with customized solutions. The response to an RFQ generally includes a price sheet.</p> <p>Examples of RFQ:</p> <p>https://www.dnr.wa.gov/Publications/rp_contract_hwy97_rfqq.pdf</p> <p>https://www.dnr.wa.gov/publications/lm_sugarbowl_fence_contract_1280.pdf</p>	<p>An RFI informs understanding of specific requirements for goods or services and is an appropriate tool for research. An RFI gathers general information about a prospective supplier’s capabilities, goods, or services and helps inform offerings available in the market (prior to RFQ or RFP) as well as create a database of future suppliers. There is generally little formatting associated with a response to an RFI.</p> <p>Examples of RFI:</p> <p>https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd1160840.pdf</p> <p>https://www.govinfo.gov/content/pkg/FR-2022-07-15/pdf/2022-15185.pdf</p>	<p>An RFP announces a planned project and solicits contractors capable of completing the job. An RFP generally seeks creativity in the design and implementation (i.e., total value) of a service, and requests contractors develop the methodology on how a problem would be solved or a project would be implemented. An RFP evaluates various aspects of the proposal after describing the needs, expectations, and desired outcomes of the contracted work. Multiple evaluation and selection criteria are included in the RFP. RFPs include a statement of work describing the specific tasks to be performed and the timeline for finishing the work. It includes specific guidance on how to prepare proposals, including formatting and presentation. RFPs are helpful in eliminating bias in the evaluation process and promoting robust bidding.</p> <p>Examples of RFP:</p> <p>https://inr.oregonstate.edu/sites/inr.oregonstate.edu/files/or_marine_reserves_assessment_request_for_proposals_rfp_1.pdf</p> <p>https://cms3.revize.com/revize/negauneetownshpimi/RFP%20-%20Forester_FINAL%20-2024.pdf</p>

¹ SOIs can be SOIs the first step in an RFP process (i.e., SOIs are reviewed and high scoring SOIs are requested to submit a full proposal).

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