

SOW What?

10 Words to a Professional Language

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Objectives

- Convey importance of using a shared professional language accurately and consistently
- Share resources
- Elevate the place of Procurement

Activity

1. Bid
2. Offeror
3. Vendor
4. Responsive
5. Responsible

6. Scope of Work
7. Statement of Work
8. Proposer
9. Client
10. Commodity

What influences language?

- Role and function of practitioners
- Communities of practitioners
- Evolution of profession
- Publications
- Educational products



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FIND PROCUREMENT RESOURCES

The NIGP Procurement Resource Center is the tools you need to support your day-to-day activities and effectively manage your procurement organization. Many of the resources here are NIGP member resolutions or offered through partnerships that provide services at me discounted rates.

Document Library

Dictionary of Terms

Directories

- Cooperative Contracts
- Cooperative Purchasing Programs
- Other Associations
- State & Provinces Procurement Websites
- Supplier Directory
- Commodity Price Indexes

Guidance

- Global Best Practices
- Values and Guiding Principles
- Position Papers
- Research Reports
- Resolutions
- White Papers

NIGP Accreditations

- Cooperative Accreditation - NAC
- Accreditation
- OA4 Accreditation
- Pareto Accreditation

Agency Development Path

- MEASURE Savings Calculator
- NIGP Code
- NIGP Consulting
- NIGP Observatory
- PASS Survey Supplier
- PASS Survey Customer
- Spend Management

Publications

Looking for guidance about best practices in procurement? From "Cooperative Contracts" to "Government Procurement Magazine" and your agency. "Transparency" these Global Best Practices provide foundational reference for you and your agency.

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DOCUMENT LIBRARY

GLOBAL BEST PRACTICES

Survey results

Best-Practices Research Project. January 23, 2015.

2015 Government Contracting Best Practices
Questionnaire sent to Governors of all 50 states and
Mayors of 50 largest cities.

Contracting for Services in State and Local Government
Agencies, 2nd Edition by William Sims Curry

Routledge

Survey highlights

- B.3 “Proposal” and “Bid” Not Used Synonymously
- B.5 Use Appropriate Word to Compel Contractor Performance
- B.22 Define Responsive Proposal in RFP
- B.23 Define Responsible Contractor in RFP

Consequences

When language is used incorrectly or inconsistently, confusion can result.

Example

Expand the Bids and RFP's web page of the City's website.

Example

...awarding of contracts to highly qualified vendors who meet bid and proposal specifications and a thorough background investigation.

Example

Notifications of request for proposals will be faxed or e-mailed by DemandStar.com to vendors. If you are not receiving bid notification, please review your commodity numbers.

Application

- Staff papers – award recommendations
- Scope of Work, specifications, contract terms and conditions
- Evaluation criteria

Outcomes: The significance of “getting it right”

- Well-written, clear scope of work and specifications
- Offers that are appropriate, effective, concise, and relevant
- Increased competition
- Increased value

Wrap Up

We must take the lead in:

- Promoting a professional language
- Educating ourselves, our colleagues, and stakeholders
- Achieving the place of procurement within the entity

