

Document Code	Document Name	Purpose
INITIAL REQUEST FOR SOME GOODS & SERVICES		
SPR1	Strategic Procurement Request	Request to purchase certain goods and services
REQUISITION DOCUMENTS		
RQS	Standard Requisition	Used by an agency to make a request for a purchase over their small purchase limit.
RQP3	P3 Notice Requisition	Used by an agency to notify OPS of an unsolicited proposal that they would like to pursue.
UR	Universal Requestor	Used to purchase items from Shopper when the items are not from the same Master Agreement. It is an intermediate document to request the creation of the Delivery Orders.
SOLICITATION DOCUMENTS		
RFB	Request for Bid	Used for procurements where information and prices are needed for goods/services which are clearly outlined. These types of solicitations usually have a certain number and types of items that are needed.
RFI	Request for Information	Used for procurements where general information about products or services is needed. These types of solicitations usually do not require a price response but mostly just an information response.
RFP	Request for Proposal	Used for procurement where more in depth information is needed such as project plans, demos, etc. These types of solicitations usually require price information and detailed information about the product or service. Agencies also use this type of solicitation for personal service contracts.
RFQ	Request for Quote	Used for procurements where information and prices are needed from minority vendors. These types of solicitations are similar to RFB solicitations but will usually contact certain vendors with minority status to respond.
P3	P3 Notice	Used to notify the public about an unsolicited proposal to receive additional ideas.
SOLICITATION RESPONSE DOCUMENTS		
SR	Solicitation Response	Used to enter vendor responses to solicitations.
SRW	Solicitation Response Wizard	Used to enter vendor responses to solicitations. The document has to be created from the Solicitation Response Wizard (SRWZRD) page and can help the responses to be entered faster.
EVALUATION DOCUMENTS		
EV	Evaluation	Used to evaluate vendor responses. The document compiles all vendor responses, evaluator scores, evaluator comments, and award contracts into one document.
EVT	Evaluator	Used to evaluate vendor responses. The document is created from the EV document to allow evaluators to view and compare all the vendor responses, provide overall comments, and score evaluation criteria responses outside of the EV document. These responses can then be loaded into the EV document.

Document Code	Document Name	Purpose
AWARD DOCUMENTS		
CBDL	Commodity Based Document Lapse	Used to lapse open encumbrances at year end. For the Commonwealth of Kentucky Year End is June 30 th .
CT	Contract	Used for one time purchase of goods and services. They can only be used by OPS, DECA, or Transportation. PREVIOUSLY A CT2 WAS USED FOR THE SERVICES PART OF THIS.
DO	Delivery Order	Used to purchase goods and services from a Master Agreement.
DO3	Delivery Order PunchOut with ProCard	Used to purchase goods from PunchOut using a ProCard.
DO4	Delivery Order PunchOut without ProCard	Used to purchase goods from PunchOut without using ProCard.
PO	Purchase Order	Used by agencies for one time purchases of goods and services that fall below their small purchase limit. Also, used for competitive exceptions. PREVIOUSLY A PO2 WAS USED FOR THE SERVICES PART OF THIS.
CTRP1	Purchase Order – Real Property	Used by agencies for the procurement of real property. Cloned from the CT. PREVIOUSLY A PO2 WAS USED.
SC	Service Contract	Used by agencies for grants, MOAs exempt from LRC review and university agreements. PREVIOUSLY A PO2 WAS USED.
PON2	Proof of Necessity	Clone of the MA for legislative requirement for proof of necessity for personal service contracts and MOAs. The document is reviewed by the government contract committee.
MA	Master Agreement	Used as a contract with a supplier for a purchase of goods and services that will be purchased to meet recurring needs.