Public Sector Vocabulary

LEAD AGENCY

A lead agency is a term used in cooperative purchasing that describes the government agency that competitively solicits and publicly awards cooperative contracts.

PUBLIC AGENCIES

Includes states and state agencies, cities, counties, municipalities, public and private primary and higher education institutions, utility companies, transportation authorities, non-profits – essentially anyone that would classify themselves as a 501c3 organization.

REQUEST FOR PROPOSAL

When public procurement professionals are tasked with purchasing goods and services over their bid threshold, they are required to conduct a competitive solicitation process or request for proposal process (RFP) consistent with the public procurement requirements within their agency and state.

COMPETITIVELY SOLICITED

A condition of the RFP process that requires a lead agency to issue and advertise a public solicitation consistent with the public procurement requirements within their agency and state.

PUBLICLY AWARDED

A condition of the RFP process that requires a lead agency to announce the final contract award publicly.

PIGGYBACKING LANGUAGE

When a lead agency prepares a competitive solicitation and incorporates language to make the agreement accessible nationally to agencies in states that allow intergovernmental (i.e., "piggyback") contract usage.

PIGGYBACKING

The ability to leverage a cooperative contract that has already been bid and awarded by a lead agency.