

**City of Allentown**  
**Procurement Process Flow**  
**Abbreviations & Definitions**  
**2026**

**COA:** City of Allentown

**Cooperative Contracts:** A "group buying" agreement that allows multiple governments or public organizations to skip the bidding process by purchasing goods or services through an already established, bulk-rate contract negotiated by another agency/state.

**ITB (Invitation to Bid):** A formal call for Contractors or Vendors to submit priced bids for commodities and capital projects, usually awarded to the lowest priced responsible bidder.

**PIF (Project Information Form):** A document used to gather initial details, goals and requirements for a planned project

**PDGS (Pennsylvania Department of General Services):** The state government agency responsible for managing government procurement, buildings and state-owned property

**PennBid:** An online platform used by Pennsylvania local governments and public agencies to post, manage, and receive bids for public contracts.

**PO (Purchase Order):** An official document issued by a buyer committing to pay a Seller for specific products or services.

**Power Apps:** A development platform that allows businesses to connect to data sources like SQL, Excel and SharePoint

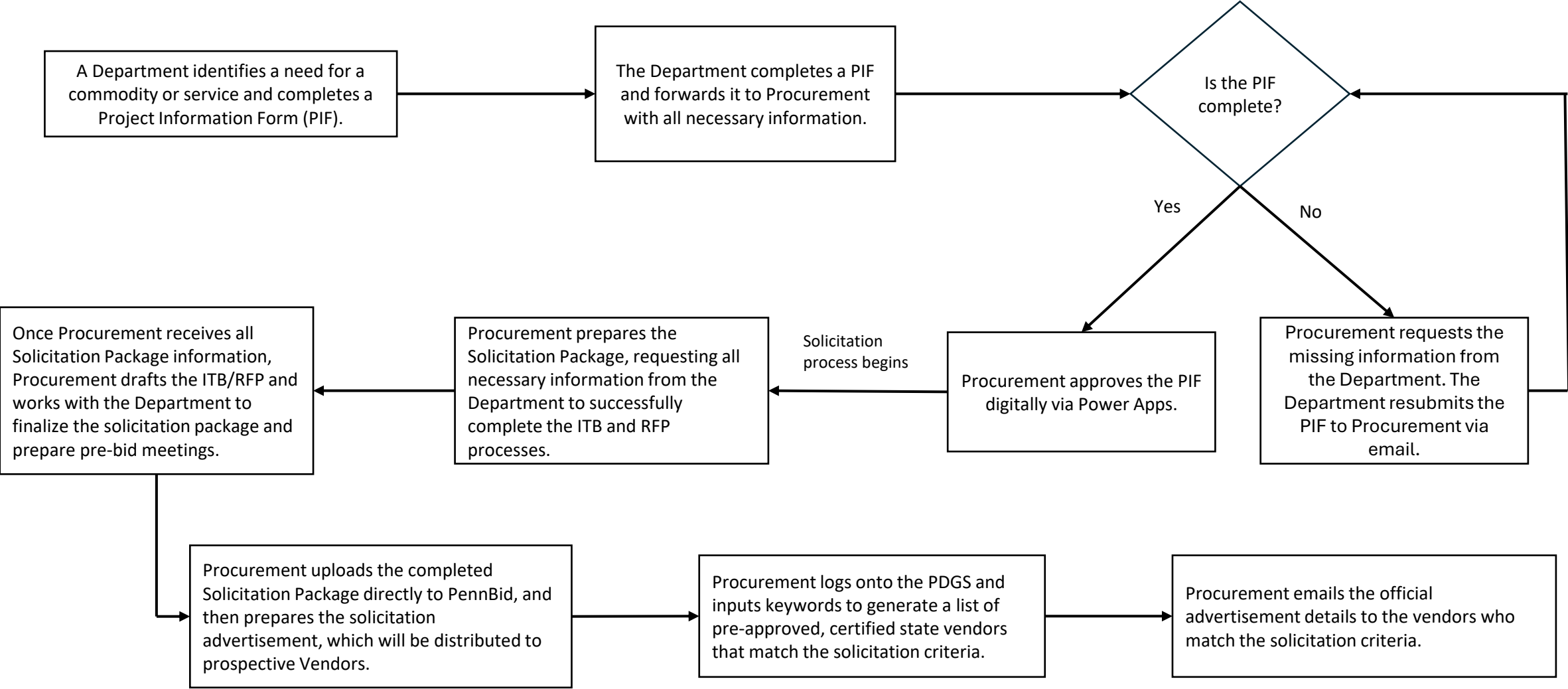
**Purchasing = Procurement**

**RFP (Request for Proposal):** A document inviting vendors to propose a solution and cost estimate for a project, where selection is based on quality and strategy, not just the lowest price.

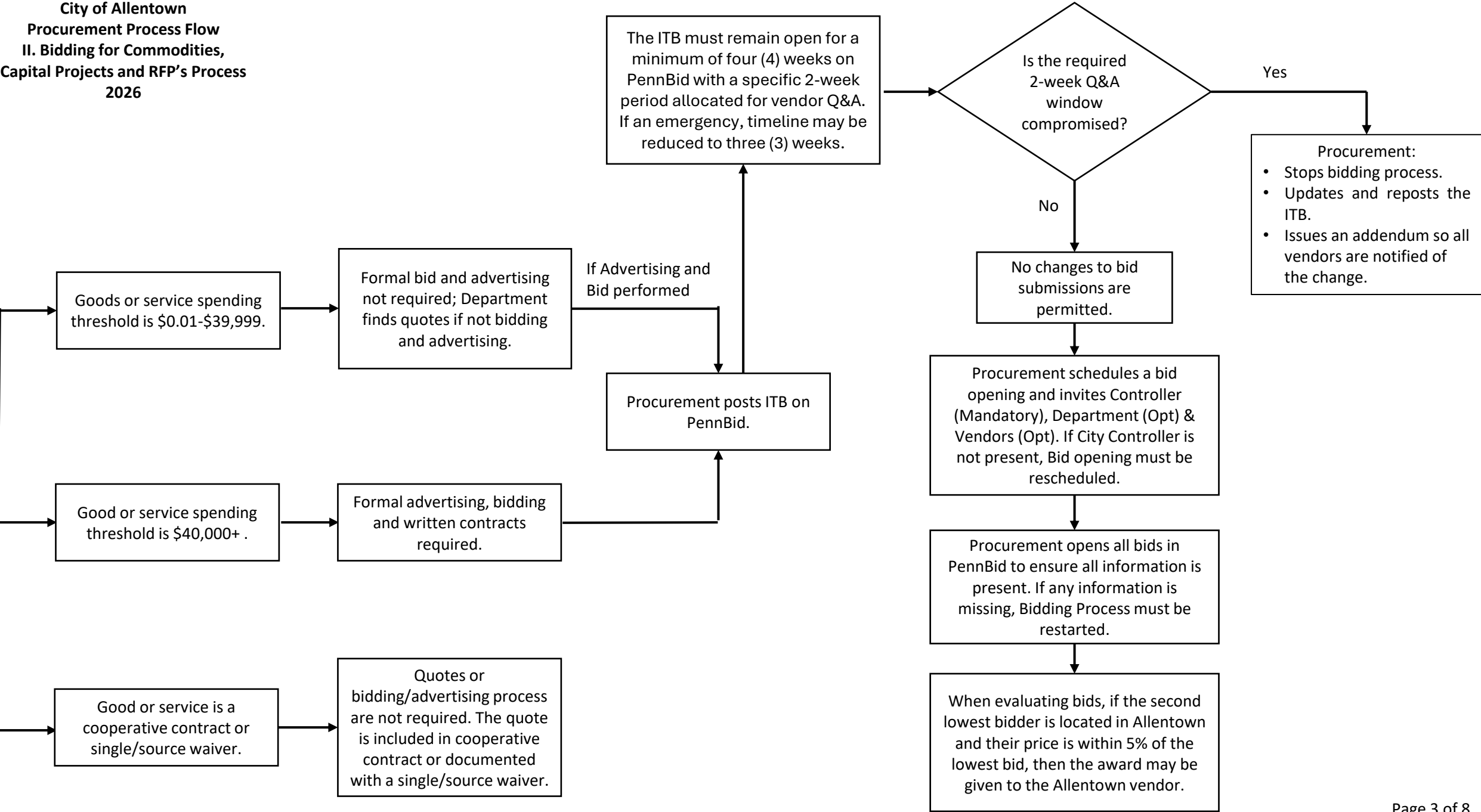
**Single/Sole Source Waivers:** An official “permission slip” to bypass the competitive bidding process because only one specific vendor is capable of providing the required product or service due to unique expertise, patents, or an emergency.

**Expense Account 50044 & 50046:** COA Professional Services GL expense accounts that trigger a mandatory Legal review for requisitions

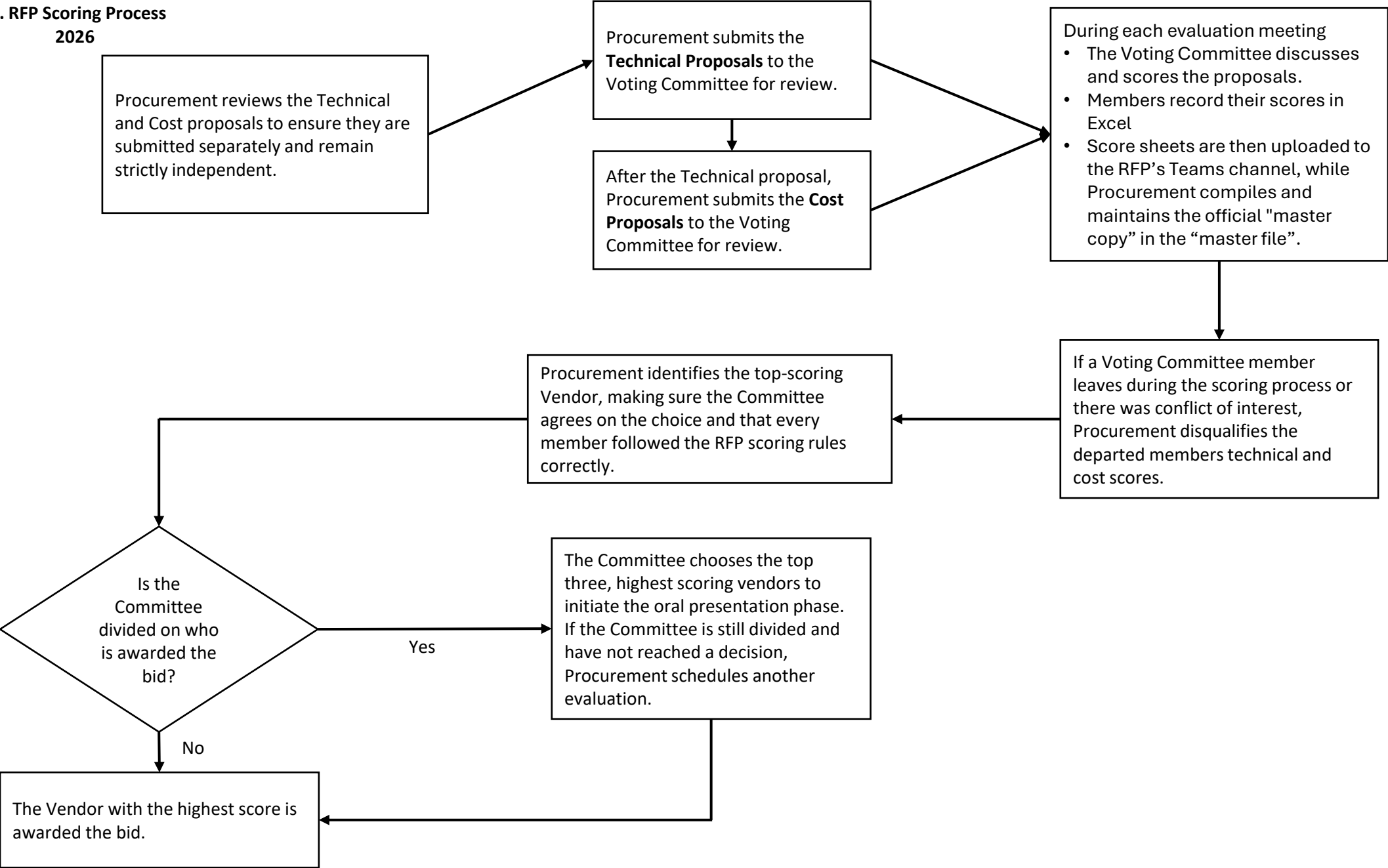
City of Allentown  
Procurement Process Flow  
I. Project Information Form (PIF)  
& Advertising Process  
2026

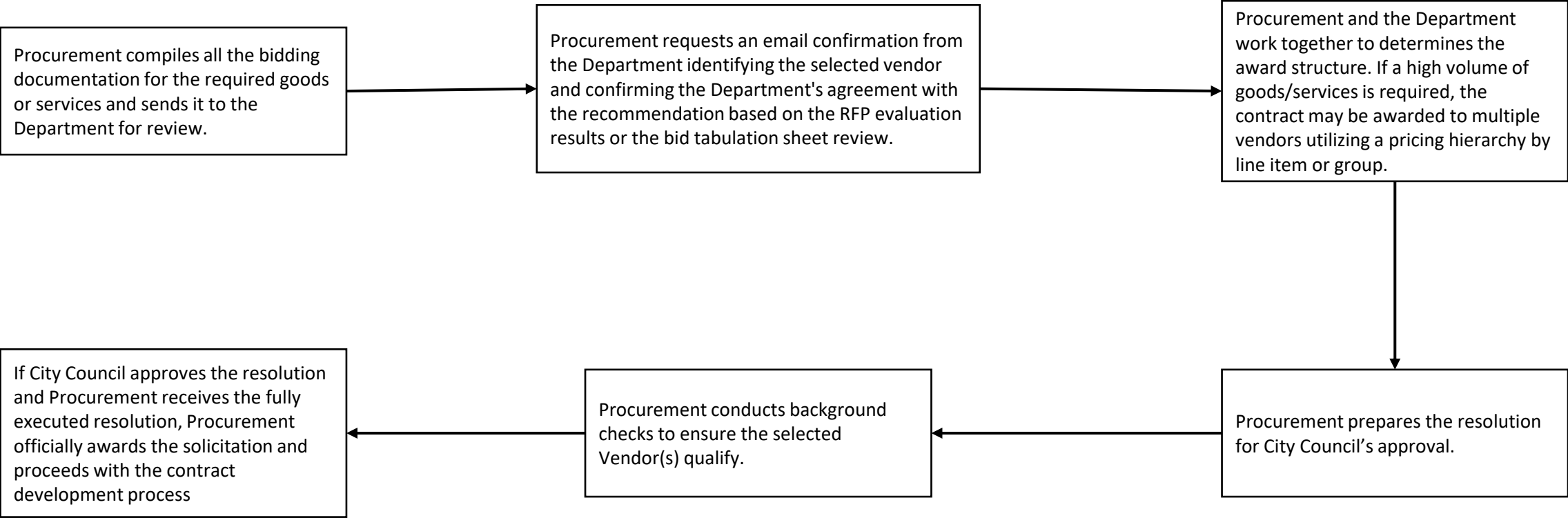


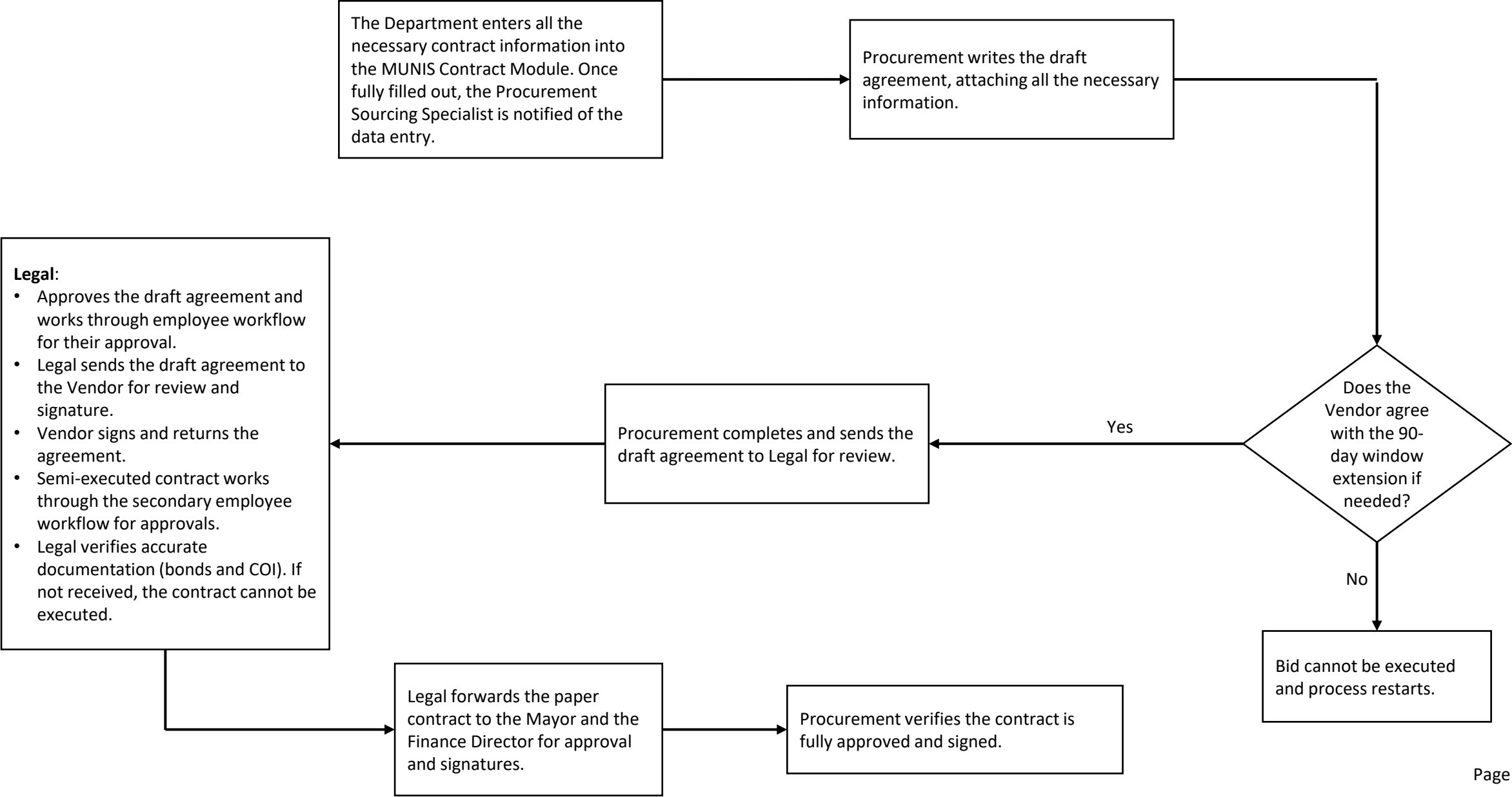
City of Allentown  
Procurement Process Flow  
II. Bidding for Commodities,  
Capital Projects and RFP's Process  
2026

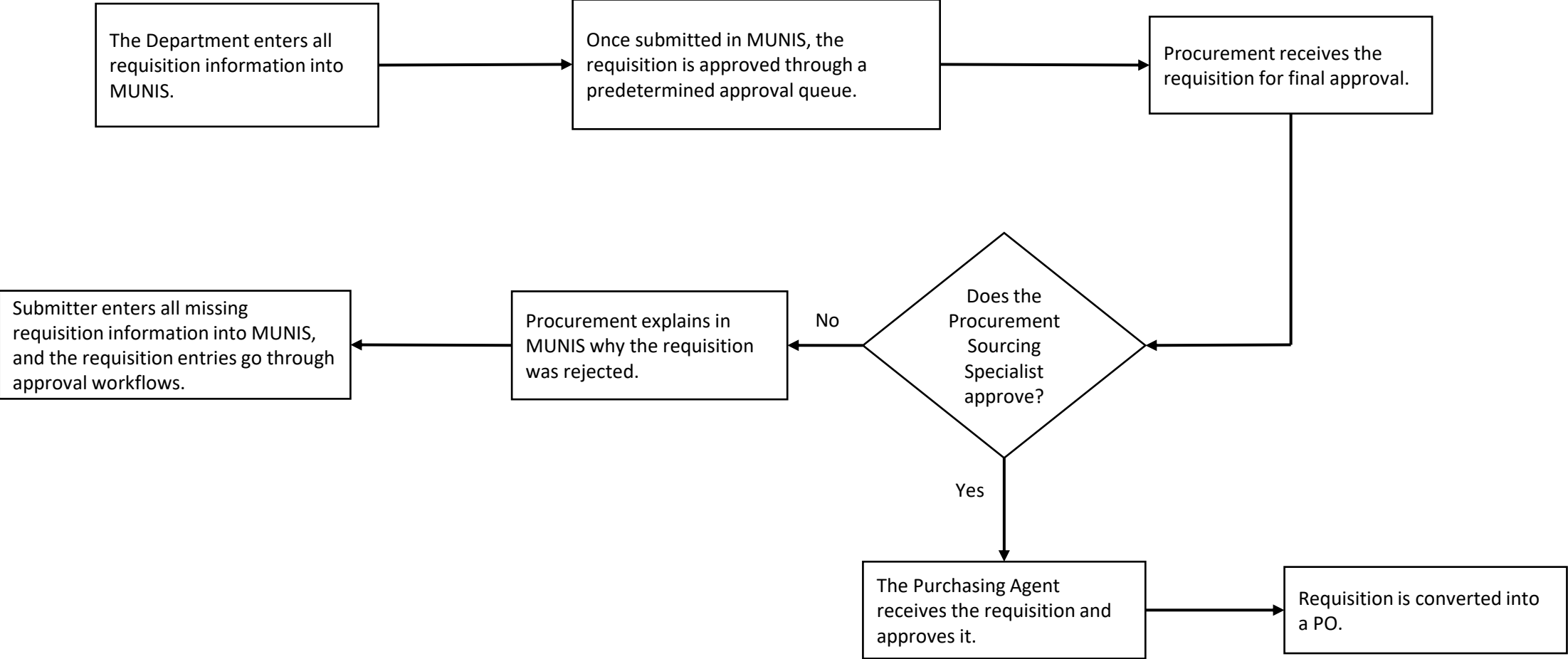


City of Allentown  
Procurement Process Flow  
III. RFP Scoring Process  
2026









City of Allentown  
Procurement Process Flow  
VII. Emergency Purchase Process  
2026

