

ATTACHMENT 24: GLOSSARY OF TERMS

Definitions, Acronyms, and Abbreviations

TERM/ACROYNM	DEFINITION
Agency/State entity	<p>Agency: When used lower case (agency), refers to any office, department, board, bureau, commission or other organizational entity within state government. When capitalized (Agency), the term refers to one of the state's super agencies such as the State and Consumer Services Agency or the Health and Human Services Agency.</p> <p>State Entity: Any entity within the executive branch that is under the direct authority of the Governor, including, but not limited to, all agencies, departments, boards, bureaus, commissions, councils, institutions, offices, or other distinct governmental organization not specifically exempted from adherence to the legal and regulatory requirements related to information security and privacy set forth herein.</p>
Agreement	A legally binding obligation or contract by whatever name known or in whatever format used (including purchase orders), between the State and another entity, public or private, for the provision of goods or services.
Bidder	<ol style="list-style-type: none">1. A supplier who submits, or has identified their intention to submit, a bid to the State in response to a solicitation.2. An individual, sole proprietorship, firm, partnership, corporation, or any other business venture that responds to a solicitation.
Contract	A legally binding obligation or agreement by whatever name known or in whatever format used (including purchase orders), between the State and another entity, public or private, for the provision of goods or services.
Contractor	The business entity with who the State enters into a contract.
Proposal	An offer made in response to a Request for Proposals (RFP). Also referred to as a Bid and response.

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Functional Requirements	<p>Functional requirements represent the business objectives, needs and outcomes of all stakeholders. They should be organized and presented in context of and with a baseline business process/workflow that they describe. They provide a description of what an enabling solution should provide and specifies essential details of a solution for stakeholders as a means to express and manage expectations. They describe actions and operations that the solution must be able to perform. They can describe services, reactions, and behaviors of the solution. They also describe information the solution will manage. The requirements should be expressed in business terms and should not include any technical references. The requirement should identify “what” is required to meet the business objective, not “how” the requirement will be implemented.</p>
Immaterial Deviation	<p>A deviation can be accepted by the State when it is determined to be of such a minor concern that it carries little or no importance, and by accepting it, it doesn’t provide the bidder with any material advantage over other bidders.</p> <p>Example: A bidder referenced the wrong page in their supporting technical literature. The bidder directed the evaluator to page 4 and the correct page should have been page 5.</p>
Non-Functional Requirements	<p>Non-functional requirements provide criteria to evaluate the operation of an enabling solution and primarily represent qualities of (expectations and characteristics) and constraints on (e.g., governmental regulations) the solution. They capture conditions that do not directly relate to the behavior or functionality of the solution, but rather describe environmental conditions of an effective solution or productive qualities of the solution. Mid-level non-functional requirements also define quality of service requirements, such as those relating to required capacity, speed, security, privacy, availability, response time, throughput, usability, and the information architecture and presentation of the user interfaces.</p>
Open Source Software/ Code	<p>Software that includes distribution terms that comply with the following criteria provided by the Open-Source Initiative. The open source definition</p>

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	<p>used here is from the Open Source Initiative and is licensed under a Creative Commons Attribution 2.5 License (http://creativecommons.org/licenses/by/2.5/)</p> <ol style="list-style-type: none"> 1. Free Redistribution: The software can be given as part of a package with other applications; 2. Source Code: The code must either be distributed with the software or easily accessible; 3. Derived Works: The code can be altered and distributed by the new author under the same license conditions as the product on which it is based; 4. Integrity of the author's source code: Derived works must not interfere with the original author's intent or work; 5. No discrimination against persons or groups; 6. No discrimination against fields of endeavor: Distributed software cannot be restricted in who can use it based on their intent; 7. Distribution of license: The rights of the program must apply to all to whom the program is re-distributed without need for an additional license; 8. License must not be specific to a product; Meaning that an operating system product cannot be restricted to be free only if used with another specific product; 9. License must not contaminate other software; and 10. License must be technology-neutral.
Project/Transitional Requirements	<p>Project/transition requirements describe capabilities that the solution must have in order to facilitate the transition from the current state of the enterprise to a desired future state. Mid-level project/transition requirements are differentiated from other requirement types because they are usually temporary in nature and will not be needed once the transition is complete. They typically cover process requirements imposed through the Contract, such as mandating a particular design method, administrative requirements, data conversion and migration from existing systems, interfaces, skill gaps that must be addressed, and other related changes required to reach the desired future state.</p>

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Responsive Bidder	A Bidder whose solicitation response is compliant with the solicitation requirements and indicates performance without deviation from the terms and conditions of the proposed contract.
Responsible Bidder	<p>A Bidder who is fully capable of performing the contract. Considerations include a supplier deemed to satisfactorily demonstrate some or all of the following, pertinent to the specific transaction:</p> <ol style="list-style-type: none"> 1. The capability to comply with the required or proposed delivery or performance schedule considering all existing commitments; 2. A satisfactory record of performance; 3. A satisfactory record of integrity; 4. Qualified and eligible to receive an award under all applicable laws and regulations; and/or 5. Necessary organization, experience, operational controls and technical skills (or the ability to obtain them). <p>A Bidder is responsible if they possess the experience, facilities, reputation, financial resources and are fully capable of performing the contract.</p>
DCC	Department of Cannabis Control
SaaS	Software as a Service
Done	The set of objective criteria that must be fully satisfied for work to be considered complete, accepted, and eligible for payment.
Ready	Set of minimum criteria that a requirement, user story, or backlog item must meet before the contractor may begin development work.