

GLOSSARY OF TERMS

Addition: An addition to a building is an expansion, extension, or increase in the gross floor area of a building or facility.

Advertising: A form of public notice of an intended purchase. See "Legal Notice."

Agency: (1) An administrative division of a government. (2) A relationship between two parties by which one, the agent, is authorized to perform or transact certain business for the other, the Principal: also, the office of the agent.

All-or-None Bid: A bid submitted for a number of different items, services, etc., in which the bidder states he will not accept a partial award but will accept only an award for all the items, services, etc., included in the Invitation for Bids. Such bids are acceptable only if provided for in the invitation, or if the bidder quoted an individual price for each of the items, a service, etc., as listed and is the low bidder on each item.

Alteration: An alteration is a change to a building or facility that affects or could affect the usability of the building or facility or a part thereof. Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, change or rearrangement of the structural parts or elements, and changes in the plan configuration of walls and full-height partitions. Normal maintenance, reroofing, painting, or wallpapering, or changes to mechanical or electrical systems are not alterations unless they affect the usability of the building or facility.

Alternate Bid: A bid submitted with a known variance from the specifications, terms, conditions, or provisions of the solicitation. Such a bid is acceptable only when the variance is deemed to be immaterial.

Assigned Budget Manager/Owners: Managers who are assigned ownership of a board-approved budget and who are authorized to procure goods or services in accordance with the approved budget. An ownership code is assigned as the last three digits of the account code.

Award: The acceptance of a bid or proposal.

Awarded Supplier: An "awarded supplier" is a supplier that has been awarded a bid/proposal through the Dallas ISD competitive procurement process or through a Cooperative Purchasing Program with an interlocal agreement.

Back Order: That portion of an order which a supplier does not deliver at the scheduled time and has re-entered for shipment at a later date.

Best Interests of the District: The rationale granting the District discretion in taking action most advantageous to the District when it is impossible to delineate adequately a specific response by law or regulation.

Bid: The executed document submitted by a bidder in response to an Invitation for Bids. Many times, "bids" is used to describe a quote or proposal; however, this is incorrect. Bid, quote, and proposal are different especially in terms of contract law.

Bid Bond: An insurance agreement or cashier's check in which a surety duly authorized to do

business in Texas and licensed by the state of Texas to issue surety bonds may provide a bidder to guarantee their proposal and firm is financially secure to complete the project that firm is bidding.

Bid Opening: The formal process through which bids are opened and the contents revealed for the first time to the District, other bidders, and, usually, to the public.

Bid Sample: A sample required of a bidder for examination, comparison, testing, and evaluation by the prospective purchaser.

Bidder: Any person or entity submitting a competitive bid in response to a solicitation.

Bill: A list of charges or costs presented by a supplier to Accounts Payable, usually enumerating the items furnished, their unit and total costs, and a statement of the terms of sale; aka invoice.

Bona Fide: In good faith.

Brand Name: A name which serves to identify a product of a particular manufacturer; trade name.

Brand Name or Equal Specification: A specification that cites brand names, model numbers, or other identifications as representing quality and performance called for and inviting bids on comparable items or products of any manufacturer.

Bulk Purchasing: Purchasing in large quantities to seek a lower price per unit; volume purchasing.

Budgeted Purchases: Purchases that assigned budget owners are authorized to make within approved budget limits.

Business Day: Every day shown on the calendar, excluding Saturdays, Sundays, holidays, and other days the District is closed.

Calendar Day: Every day shown on the calendar, Saturdays, Sundays, and holidays included.

Cash Discount: A discount from the purchase price allowed by the seller to the purchaser when payment is made within a designated period (aka prompt pay discount).

Catalog: A listing of item identifications arranged systematically.

Centralized Purchasing: A system of purchasing in which authority, responsibility, and control of activities is concentrated in one administrative unit.

Change Order: A written order changing the purchase or terms and conditions of the agreement.

Code of Ethics: Guidelines within which judgments and considerations of professional ethics and behavior should be made for all public officials and employees of a District.

Collusion: A secret agreement or cooperation between two or more persons to accomplish a fraudulent, deceitful, or unlawful purpose.

Combination Specifications: Specifications that contain elements of both design and performance specifications. Some features of each are included to allow a supplier to use ingenuity to meet the performance needs of the government and also to require certain necessary design characteristics. This is probably the most common type of specification.

Commodity: An article of trade, a movable article of value, something that is bought or sold; any movable or tangible thing that is produced or used as the subject of barter or sale.

Competition: The process by which two or more suppliers vie to secure the business of a purchaser by offering the most favorable terms as to price, quality, delivery, and/or service.

Competitive Bidding: The submissions of prices by individual

Descriptive Literature: Information, such as illustrations, charts, drawings, and technical data which show the characteristics or construction of a particular product or explains its operations, furnished by a bidder as part of the bid to describe the items he offers. The term refers only to information required to evaluate a product and need not include other information that relates to the qualifications of a bidder or operating or maintaining equipment.

Design-Build: The District and the design/build contractor enter into a specific contract wherein the contractor undertakes the responsibility to provide for the design and construction of the project in conformance with basic requirements, which have been set forth by the District. The contract may be a lump sum, cost plus a fee or guaranteed maximum, lease, or lease-purchase. The contract is generally entered into after project definition but before substantial design work has been done.

Design Specifications: A type or manner of writing a purchase description characterized by detail as to how the product is to be manufactured or work is to be performed; generic specification. Appropriate for a unique product or custom work.

Designee: A duly authorized representative of a person holding a superior position.

Discount: An allowance or deduction from a normal or list price extended by a seller to a buyer to make the net price more competitive.

Emergency Purchases: Two types of emergency purchases are made in districts. One type results from an imminent threat to the health, safety, or welfare of students. Such purchases must comply with state law and may be made only after a formal board action declaring an emergency and authorizing the purchase. The second type of emergency purchase usually is defined by local policy to provide for the acquisition of goods or services to meet an immediate need such as purchases to repair damage to a facility, which may imperil students or the security of the facility. Such purchases must conform to the procedures outlined in board policy.

End-User: Staff member from a school or department who initiates the request for purchase (requisition).

Equipment:

Major Maintenance: The major maintenance of buildings and facilities is defined as maintenance work that will require the use of a registered architect, engineer, or professional consultant, or when the contemplated cost is \$50,000 or above.

Multiple Awards: The award of bids/proposals to two or more bidders for the same or essentially similar items or services.

Normal Maintenance: The normal maintenance of buildings and facilities is the upkeep of structures and systems already in place, to preserve them and prevent their failure, or to restore them by replacing worn-out or broken parts. As such, normal maintenance does not require a registered engineer or professional consultant.

Oracle Supplier: An "Oracle supplier" (also known as a "Registered Supplier") is a supplier that is established in the Oracle Financial Management System, not necessarily an awarded or approved supplier for procurement purposes.

Non-responsive Bid: A bid that does not conform to the essential requirements of the invitation for bids; nonconforming bid; unresponsive bid.

Option to Renew: A bid/proposal clause that allows a party to elect to re-institute the bid/proposal for an additional term.

Payment Bond: A contract of guaranty executed subsequent to award by a successful bidder to protect the District from loss due to supplier's inability to pay for materials/suppliers for the bid/proposal as agreed.

Performance Bond: A contract of guaranty executed subsequent to award by a successful bidder to protect the District from loss due to the supplier's inability to perform the bid/proposal as agreed.

Performance Specifications: Where the goods and/or services are described in terms of required performance. They may include such details as required power, strength of material, test methods and standards of acceptability, and recommended practices.

Pre-Bid/Proposal Conference: A meeting scheduled in a solicitation for the purpose of providing clarification as needed. Substantive questions raised at a pre-bid conference are answered in writing and may modify the solicitation.

Procurement: The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and acceptance of delivery and processing of a final invoice for payment. The acts of preparing specifications, evaluating bids or proposals, making awards, and administering contracts are involved; in some contexts, property management is implied.

Professional Services: Often technical, and/or unique functions performed by independent contractors whose occupation is the rendering of such services. While not limited to individuals with specialized licenses, the services are considered "professional," and the contract may be awarded to partnerships, firms, or corporations as well as individuals. Examples of professional services include medicine and the medical arts, architectural, and engineering services.

Project Stacking: Project stacking is dividing the scope of work into smaller sums for the sole purpose of bypassing proper approval. ***Project stacking is strictly prohibited.*** Costs for alterations and addition projects will be considered cumulative within the budget year.

Proposal: The executed document submitted by an offeror in response to a Request for Proposal (and the basis for subsequent negotiation).

Proposal Evaluation Criteria: Factors, usually weighted, relating to management capability, technical capability, and manner of meeting performance requirements, price, and other important considerations used to evaluate which proposer in a competitive negotiation has made the most advantageous offer.

Purchase Order: This document serves as a formal order for goods, materials, and/or services from a supplier. A purchase order, once approved, is a binding commitment for a District to remit payment to the supplier after the item(s) and an invoice are received by the District. Acceptance of a purchase order by the supplier constitutes a contract.

Quotation: A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding; the stating of the current price of a commodity, or the price so stated.

Registered Supplier: Potential suppliers who have provided required documentation in the Oracle system as a prelude to becoming an Awarded Supplier.

Request for Information (RFI): The document used in informal, non-competitive solicitations of information, data, comments, or reactions from possible suppliers preceding the issuance of a Request for Proposals or a multi-step bidding procedure.

Request for Proposal (RFP): (1) All documents, whether attached or incorporated by reference, utilized for soliciting (competitive) proposals. The RFP procedure permits negotiation of proposals and prices as distinguished from competitive bidding and an Invitation for Bids. (2) The solicitation document used in the competitive negotiation process. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Qualification: The document used in a formal solicitation for professional services where the evaluation and selection are made on the basis of demonstrated competence and qualifications to perform the services requested. Pricing is not to be solicited or a factor in selecting a supplier(s). Pricing is requested and negotiated for a fair and reasonable price after the selection is made.

Requisition: A requisition is an internal document by which a campus or department of the District requests the Procurement Services Department to initiate a purchase order. It is a request

Responsive Bidder: (1) A supplier who has submitted a bid which conforms in all material respects to the Invitation for Bids. (2) One whose bid conforms in all material respects to the terms and conditions, the specifications, and other requirements of the Invitation for Bids.

Sealed Bid: A bid which has been submitted in a sealed envelope to prevent its contents being revealed or known before the deadline for the submission of all bids: usually required by law or rule on major procurements, to enhance fair competition.

Separate Purchases: Purchases, made separately, of items that in normal purchasing practices would be made in one purchase.

Sequential Purchases: Purchases of items, over a period, that in normal purchasing practices would be made in one purchase.

Sole Source Procurement: A purchase or award for a commodity or service to the only legally capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions.

Special Revenue Fund:

S supplses:

Title: The means whereby a person's ownership of property is established.

Uniform Commercial Code: Set of suggested laws relating to commercial transactions adopted by states for consistency and fair dealing in business and commercial transactions.

Supplier Performance Record: Record to indicate a supplier's ability to keep delivery promises and reliability, together with consistency of quality and performance of the products and services furnished.

Warranty: A representation of utility, condition, and durability made by a bidder for a product offered.

Warehouse Requisition: A warehouse requisition may be used to obtain supplies or materials (a catalog describing items in the warehouse is available by contacting the Warehouse Department.) A warehouse requisition is completed at the department or campus level and submitted to the warehouse. Warehouse personnel then review the requisition for accuracy, completeness, and availability of funds. After processing the requisition, the supplies and materials are removed from the warehouse stock and delivered to the appropriate party.