

ATTACHMENT 22: GLOSSARY OF TERMS

Definitions, Acronyms, and Abbreviations

Term/Acronym	Definition
ADA	Americans with Disabilities Act. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in many areas of public life, including jobs, schools, transportation, and many public and private places that are open to the general public.
Agency/State entity	Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.
Agile	Iterative and incremental approach/methodology to project management
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.
BAFO	Best and Final Offer. A best and final offer represents the ultimate offer to be made in a negotiation or bidding process.
Bidder	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.
Business Requirements	Higher-level statement of the goals, objectives, or needs of the Agency/state entity. Business requirements describe the reasons why a project has been initiated, the objective that the project will achieve, and the metrics that will be used to measure its success. Business requirements describe

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	the needs of the Agency/state entity as a whole, not the groups or stakeholders within it.
CAB	Centralized Application Branch, the program team which is impacted directly by this project.
CalHHS	California Health and Human Services Agency. The California Health and Human Services Agency oversees departments and offices that provide a wide range of services in the areas of health care, mental health, public health, alcohol and drug treatment, income assistance, social services and assistance to people with disabilities.
CCB	Change Control Board. A group of people from the project team that meets regularly to consider changes to the project.
CDC	Centers for Disease Control and Prevention. CDC is the nation's leading science-based, data-driven, service organization that protects the public's health.
CDPH	California Department of Public Health. The California Department of Public Health (CDPH) works to protect the public's health in the Golden State and helps shape positive health outcomes for individuals, families and communities.
CDT	California Department of Technology. The recognized central IT organization for the State of California, the Department of Technology is responsible for the approval and oversight of all state information technology projects.
CID	Center for Infectious Diseases. The Center for Infectious Diseases (CID) protects the people in California from the threat of preventable infectious diseases and assists those living with an infectious disease in securing prompt and appropriate access to healthcare, medications and associated support services.
Commercial Off-The-Shelf (COTS) Software	A computer hardware or software product that is ready-made for specific uses and available for sale to the general public. COTS products are

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	designed to be installed without requiring custom development. For example, Microsoft Office is a COTS product that is a packaged software solution for businesses and individuals. The set of rules for COTS is defined by the Federal Acquisition Regulation (FAR).
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.
Custom Solution	Typically, computer software developed for a specific customer to accommodate the customer's particular requirements, preferences, and expectations.
DD&I	Design, Development, and Implementation.
DVBE	Disabled Veteran Business Enterprise. A DVBE business is at least, 51 percent owned by one or more disabled veterans or in the case of a publicly owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
EA	Enterprise Architect. An enterprise architect is an IT professional who ensures the requirements and IT strategy is aligned with the goals.
Final Proposal	A final offer made in response to a request to perform a contract for work/ labor or to supply goods at a specified price. Also known as a Final Bid.
FoPH	Future of Public Health [Initiative]. The Future of Public Health initiative emphasizes that everyone, regardless of race, ethnicity, gender identity, sexual orientation, geography, or income level, deserves the chance to be healthy – with the aim to close the life expectancy gap by 50% and reduce disease burden by 15% within in the next decade.

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Functional Requirements	Functional requirements represent the business objectives, needs and outcomes of all stakeholders. They should be organized and presented in the context of and with a baseline business process/workflow that they describe. They provide a description of what an enabling solution should provide and specify 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 the 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.
Immaterial Deviation	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. 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.
ITSD	Information Technology Services Division of the CDPH.
Material Deviation	A deviation in the bid response that cannot be accepted by the State because it is not in substantial accord with the solicitation requirements, provides an advantage to one bidder over other bidders, or has a potentially significant effect on the delivery, quantity, or quality of items bid, amount paid to the Contractor, or on the cost to the State. Material deviations cannot be waived. Example: The solicitation required a system that would serve 500 users and the bidder only offered a system that would serve 250 users.
Modified Off-The-Shelf	Typically, a COTS product with source code made available to the

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(MOTS) Software	purchaser to allow for modifications. The product may be customized by the purchaser, by a vendor, or by another party to meet the requirements of the customer. Since MOTS product specifications are written by external sources, purchasers may not have control of future changes to the product.
MVP	Minimum Viable Product
Non-Functional Requirements	Non-functional requirements provide criteria to evaluate the operation of an enabling solution and primarily represent the 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.
Project/Transitional Requirements	Project/transition requirements describe the 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.
Responsive Bidder	A bidder whose solicitation response is compliant with the solicitation requirements and indicates performance without material deviation from the terms and conditions of the proposed contract.
Responsible Bidder	A bidder who is fully capable of performing the contract. Considerations include a supplier deemed to satisfactorily demonstrate some or all of the

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	following pertinent to the specific transaction: 1. Adequate financial resources or the ability to obtain the resources required to perform the contract; 2. An adequate cost accounting system; 3. The capability to comply with the required or proposed delivery or performance schedule considering all existing commitments; 4. A satisfactory record of performance; 5. A satisfactory record of integrity; 6. Qualified and eligible to receive an award under all applicable laws and regulations; and/or 7. Necessary organization, experience, operational controls and technical skills (or the ability to obtain them).
SAM	State Administrative Manual. The State Administrative Manual (SAM) is a resource for statewide policies, procedures, requirements and information developed and issued by authoring agencies which include the Governor's Office (GO), Department of Finance (DOF), Department of Human Resources (CalHR), Department of General Services (DGS), and the California Department of Technology (CDT).
SIMM	Statewide Information Management Manual. The Statewide Information Management Manual (SIMM) Sections 05 through 80 and Sections 5300 et seq. contain standards, instructions, forms and templates that State agencies must use to comply with Information Technology (IT) policy.
Statement of Work (SOW)	A written description of work to be performed under a contract to satisfy the State's needs. It can include what is to be done, when, where, and how plus define the roles and responsibilities of the State and the contractor. Sometimes referred to as scope of work.
OSTP	Office of Statewide Technology Procurement, a division of the California

Term/Acronym	Definition
	Department of Technology
Solution Requirements	Describes the characteristics of a solution that will meet the business requirements. Solution requirements describe specific characteristics of the solution both in terms of functionality and quality of service. Solution requirements are sub-classified into functional requirements, non-functional requirements and project/transitional requirements.
Transitional/Project Requirements	Transition/ Project requirements describe capabilities that the solution must have in order <u>to facilitate the transition from the current state of the enterprise to a desired future state</u> . 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, 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.
WOA	Work Order Authorization