

DEFINITIONS

Act of God	A danger that could not be avoided by human power; any natural cause of damage which is irresistible (e.g. hurricane, flood, lighting), and which is in no way connected with negligence.
Appropriation	Legislative sanction to use public funds for a specific purpose. Money set apart for a specific use.
Arbitrary and Capricious Action	Action by whim or caprice; unreasoning action; ungoverned action; grounds for a court to overrule or remand an administrative decision or action.
As is	A term indicating that goods offered for sale are without warranty or guarantee, and that the purchaser takes the goods at his own risk without recourse against the seller for the quality or condition of the goods.
Authorized Price List	A price list of the products and/or services covered in a contract which contains minimum essential information needed by users placing orders.
Back order	That portion of an order which a vendor cannot deliver at the scheduled time and which he has re-entered for shipment at a later date.
Best interests of the State (City, county)	A term frequently used in granting a purchasing official the authority to use his discretion to take whatever action he feels is most advantageous to the government. The term is used when it is impossible to anticipate adequately the circumstances that may arise so that more specific directions could be delineated by the law or regulation.
Bid	An offer, as a price, whether for payment or acceptance. A quotation specifically given to a prospective purchaser upon his request, usually in competition with other offerers. Also, an offer by a buyer to a seller, as at an auction.
Bid Award File	A file divided into commodity and item sections listing those solicited for individual bids, what each response was, and other information. The bid award file is used to compare past bids for award patterns that might reveal collusive agreements or to make other comparisons of data.
Bid bond	An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event that a specific bidder, if his bid is accepted, fails to sign the contract as bid. See: Bid deposit; Bid security.
Bid deposit	A sum of money or check, deposited with and at the request of the government, in order to guarantee that the bidder (depositor) will, if selected, sign the contract as bid. If the bidder does not sign the contract, he forfeits the amount of the deposit. See: Bid bond; Bid security. See also: Forfeiture of deposit or bond.
Bid opening	The process through which the contents of bids are revealed for the first time to the government, to the other bidders, and usually to the public. See: Public bid opening.
Bidder	Any person who makes a bid.

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Bidders list	A list maintained by the purchasing authority setting out the names and addresses of suppliers of various goods and services from whom bids, proposals, and quotations can be solicited. See: Prequalification of bidders; Qualified bidder.
Blanket order	A purchase arrangement in which the purchaser contracts with a vendor to provide the purchaser's requirements for an item(s) or a service, on an as-required and often over-the-counter basis. Such arrangements set a limit on the period of time they are to be valid and the maximum amount of money which may be spent at one time or within a period of time.
Boiler Plate	Colloquial designation for standard terms and conditions, usually preprinted, incorporated in an invitation for Bids, Request for Proposals, or a contract or purchase order. See "General Provision."
Bond	An obligation in writing, binding one or more parties as surety for another.
Brand name	A product name which serves to identify that product as having been made by a particular manufacturer. A 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.
Brand name specification	A specification that cites a brand name, model number, or some other designation that identifies a specific product as an example of the quality level desired. See: Equal, Or equal.
Breach of contract	A failure without legal excuse to perform any promise which forms a whole or part of a contract. See: Forfeiture of deposit or bond.
Breach of Warranty	Infraction of an express or implied agreement as to the title, quality, content, or condition of a thing sold.
Bulk purchasing	Purchasing in large quantities in order to reduce the price per unit; volume purchasing.
Catalog	A listing of item identifications arranged systematically.
Caveat Emptor	"Let the buyer beware." A maxim stating the buyer should be careful in making a purchase because the burden of defective goods rests with him. In contravention, the seller can be held responsible for certain defects by means of suitable specifications, warranties, and contractual terms and conditions.
Caveat Venditor	"Let the seller beware." A maxim relating to situations where the vendor bears the responsibility for defects in the goods he sells.
Central purchasing authority	The administrative unit in a centralized purchasing system with the authority, responsibility, and control of purchasing activities.
Centralized purchasing	A system of purchasing in which the authority, responsibility, and control of purchasing activities is concentrated in one administrative unit.
Change order	A written order directing the contractor to make changes which the Changes clause of the contract authorizes the purchaser to order without consent of the contractor.

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Code of Ethics	A written set of guidelines within which judgments and considerations of professional ethics and behavior should be made. See: "Purchasing Ethics."
Collusion	A secret agreement or cooperation between two or more persons to accomplish a fraudulent, deceitful, or unlawful purpose.
Collusive bidding	The response to bid invitations by two or more vendors who have secretly agreed to circumvent laws and rules regarding independent and competitive bidding.
Commodity	An article of trade, a moveable article of value, something that is bought or sold; any moveable or tangible thing that is produced or used as the subject of barter or sale.
Competition	The process by which two or more vendors vie to secure the business of a purchaser by offering the most favorable terms as to price, quality, and service.
Competitive bidding	The offer of prices by individuals or firms competing for a contract, privilege, or right to supply specified services or merchandise.
Competitive Negotiation	A method for contracting for goods and services, whereby proposals are solicited from qualified suppliers, following submission of which changes in proposals and prices be allowed, and the offer deemed by the awarding authority to be most advantageous in terms of criteria as designated in the Request for Proposals is accepted; a negotiated purchase.
Competitive Quotations	The customary, and usually prescribed, method for making purchases involving dollar amounts less than that for which competitive sealed bidding is required. Such competition is often called for by law, with the transactions designated as "informal bidding," or "small purchases."
Confidential Information	(1) Any information which is available to an employee only because of the employee's status as a public employee and is not a matter of public knowledge or available to the public on request. (2) Information, such as trade secrets and test data, which may be kept confidential in the purchasing process.
Confirming Order	A purchase order issued to a vendor, listing the goods or services and terms of an order placed verbally, or otherwise, in advance of the issuance of the usual purchase document.
Conflict of Interest	A situation wherein an individual as part of his duties must make a decision or take action that will affect his personal interests. See "Code of Ethics," "Purchasing Ethics."
Consideration	Acts, promises, or things of value exchanged by two parties that validates a contract between them.
Consultants and Experts	Those persons who are exceptionally qualified, by education or by experience, in a particular field to perform some specialized service. See "Professional Services."
Contract	The total legal obligation which results from the parties agreement as affected by chapters 1 and 9 of this title and any other applicable rules of law. See: Agreement.

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Contract administration	The management of all facets of contracts to assure that the contractor's total performance is in accordance with his contractual commitments and that the obligations of the purchaser are fulfilled. In government, this management is conducted within the framework of delegated responsibility and authority and includes the support of using agencies.
Contract Modifications	A written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provision of a contract accomplished pursuant to contractual conditions and leaving the general purpose and effect of the contract intact. See "Change Order."
Contract Record	A record providing particulars regarding the orders or releases placed for delivery of goods against a contract so the volume of contract purchases can be determined.
Contractor	One who contracts to perform work or furnish materials in accordance with a contract.
Contractual Services	Services furnished under a contract in which the nature and basis for charges and other pertinent contractual terms and conditions are defined. See "Services," "Client Services," "Professional Services," "Proprietary Services."
Convenience termination clause	A contract clause which permits the government to terminate, at its own discretion, the performance of work in whole or in part, and to make settlement of the vendor's claims in accordance with appropriate regulations.
Cooperative purchasing	The combining requirements of two or more political entities in order to obtain the benefits of volume purchases and/or reduction in administrative expenses.
Corrupt Combination, Collusion, or Conspiracy in Restraint of Trade	Terms referring to an agreement between two or more businesses to stifle, control, or otherwise inhibit free competition in violation of state and/or federal antitrust laws or regulations. See "Collusive Bidding," "Price Fixing."
Cost-Reimbursement Contract	A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions of the purchasing law, plus a fee, if any.
Damages	Compensation, usually in money, for injury to goods, persons, or property.
Debarment	A shutting out or exclusion for cause (as a bidder from the list of qualified bidders).
Default	Failure by a party to a contract to comply with contractual requirements; vendor failure.
Delivery Schedule	The required or agreed time, or rate, of delivery of goods or services.
Delivery Terms	Conditions in a contract relating to freight charges, place of delivery, time of delivery, or method of transportation.
Design Specification	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.

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Disadvantaged Business	A small business owned or controlled by a majority of persons, not limited to members of minority groups, who have lacked opportunity to develop and maintain a competitive position in the economy because of social disadvantages.
Discount	An allowance or deduction granted by the seller to the buyer, usually when certain stipulated conditions are met by the buyer, which reduces the cost of the goods purchased. However, discounts may be granted by the seller without reference to stipulated conditions. an example of such use of discount is the application of discount to a nominal or "list" price to establish the "net" or actual price. See, Cash discount; Quantity discount; Standard package discount; Trade discount.
District	The Palm Beach County School District, its individual and collective departments, managers, staff, and facilities.
Economic Order Quantity (EOQ)	The stock level re-order point based on costs of acquisition, storage, handling, and inventory investment to determine the most cost effective time and quantity to reorder. See "Stock Control," "Reordering Level."
Emergency Purchase	A purchase made without following the normal purchasing procedure in order to obtain goods or services quickly to meet an emergency.
Employee	An individual drawing a salary from a governmental body, whether elected or not, and any noncompensated individual performing personal services for any governmental body.
Equal, Or equal	A phrase(s) used to indicate the substitutability of products of similar or superior function, purpose, design, and/or performance characteristics. See: Brand name specification.
Equipment	Personal property of a durable nature which retains its identity throughout its useful life.
Established Catalogue Price	The price included in a catalogue, price list, price schedule or other form that: (a) is regularly maintained by a manufacturer or contractor; (b) is either published or otherwise available for inspection by customers; and (c) states prices at which sales are currently or were last made to a significant number of any category of buyers, or to the general buying public, for the supplies or services involved.
Ethics	See "Code of Ethics," "Purchasing Ethics."
Evaluation of bid	The process of examining a bid after opening to determine the bidder's responsibility, responsiveness to requirements, and other characteristics of the bid relating to the selection of the winning bid.
Excess Property	Inventory not required by the owning agency, but of potential utility to one or more agencies of the jurisdiction or to others eligible to receive it by transfer.

Exhaustion of Administrative Remedies	A legal doctrine to the effect that where an administrative remedy is provided by statute or governing rule or regulation, relief must be first sought from the administrative body, and all attempts to obtain such administrative relief must be expended before the complaining party may look to the courts for relief
Expedite	To hasten or to assure delivery of goods purchased in accordance with a time schedule, usually by contact by the purchaser with the vendor.
Expendable Supplies	Tangible supplies other than those treated as nonexpendable.
Express warranty	Any affirmation of fact or promise made by a seller to a buyer which relates to the goods and becomes part of the basis of the bargain.
Fair market value	A price that would induce a willing purchaser to purchase or a willing seller to sell in an open market transaction; the price a property would bring at a fair sale between parties dealing on equal terms.
Firm bid	A bid that binds the bidder until a stipulated time of expiration.
Fiscal year	A period of 12 consecutive months selected as a basis for annual financial reporting, planning, or budgeting.
Fixed price contract	A contract which provides for a price that does not change.
Formal advertising	The placement of a notice in a newspaper or other publication according to legal requirements to inform the public that the government is requesting bids on specific purchases that it intends to make. See: Legal notice.
Formal bid or offer	A bid which must be forwarded in a sealed envelope and in conformance with a prescribed format to be opened at a specified time.
Forward Purchasing	The purchasing of quantities exceeding immediate needs, e.g., in anticipation of a price increase or a future shortage.
Fraud	A positive act resulting from a willful intent to deceive another with the purpose of depriving him of his rights or property.
*Good faith	Honesty in fact in the conduct or transaction concerned.
Grant	The furnishing by a grantor of assistance, whether financial or otherwise, to a person or unit of government to support a program authorized by law. It does not include an award whose primary purpose is to procure an end product, whether in the form of supplies, services, or construction; a contract resulting from such an award is not a grant but a purchasing contract.
Gratuity	A payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received. See "Code of Ethics," "Purchasing Ethics."
Gratuitous offer	An uninvited condition or provision submitted by a bidder or offeror; an unnecessary or unwarranted submission.
Informal bid	An unsealed competitive offer conveyed by letter, telephone, telegram, or other means.
Inspection	Critical examination and/or testing of items to determine whether they have been received in the proper quantity and in the proper condition and to verify that they conform to the applicable specification.

Inspection report	A report to inform the purchasing authority of the quality or condition of the items delivered.
Invitation to Bid	A request, verbal or written, which is made to prospective suppliers requesting the submission of a bid on commodities or services. This includes all documents, whether attached or incorporated by reference, utilized for soliciting bids.
Item	Any product, material, or service.
Late bid or proposal	A bid or proposal which is received at the place designated in the Invitation for Bids after the hour established by the invitation as the time by which all bids or proposals must be received.
Latent defect	A defect which could not be discovered by ordinary and reasonable inspection.
Lead time	The period of time from date of ordering to date of delivery which the buyer must reasonably allow the vendor to prepare goods for shipment.
Lease	A contract conveying from one person (lessor) to another (lessee) real estate or personal property for a term in return for a specified rent or other compensation.
Lease-purchase agreement	A rental contract in which the renting party's periodic payments or parts thereof are applied both to fulfill the rental obligation and as installments for eventual ownership of the commodity upon completion of the agreement.
Legal notice	The notice that is required by law. Legal notice for some purchases may be the posting of an announcement of the purchase in a public place, the notification of the appropriate bidders from the bidders list, a formal advertisement in a newspaper or newspapers, or a combination of these methods. See: Formal advertising.
Life-cycle costing	A purchasing technique which considers operation, maintenance, acquisition price, and other costs of ownership in the award of contracts to ensure that the item acquired will result in the lowest total ownership cost during the time the item's function is required.
Line item	A purchasing item specified in the Invitation for Bids for which the bidder is asked to give individual pricing information and which, under the terms of the invitation, is usually susceptible to a separate contract award.
Liquidated damages	A specific sum of money, set as part of a contract, to be paid by one party to the other if he should default on the contract.
List price	The published price for an item that a vendor uses for informing customers and potential customers.
Lowest responsive and responsible bidder	That bidder who is awarded a contract because his bid in unit price, total cost of operation, or value per dollar is lower than any of the bidders whose reputation, past performance, and business and financial capabilities are such that they would be judged by the appropriate government authority to be capable of satisfying the government's needs for the specific contract. Virtually the same as "lowest and best bid," "lowest responsive and responsible bidder," and "most advantageous bid, price and other factors considered."

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Lump sum	A price agreed upon between vendor and purchaser for a group of items without breakdown of individual values; lot price
Manufacturer	One who controls the design and production of an item, or produces an item from crude or fabricated materials, or assembles materials or components, with or without modification, into more complex items.
Material(s)	Items required to perform a function or used in a manufacturing process, particularly those incorporated into an end product or consumed in its manufacture.
May	Denotes the permissive.
Minority	<p>An individual who is a citizen or lawful permanent resident of the United States who is:</p> <ul style="list-style-type: none">A. A "Black American", a person having origins in any of the Black racial groups of Africa.B. A "Hispanic American", a person of Spanish or Portuguese culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race.C. An "Asian American", a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.D. A "Native American", a person who is a member of, or is eligible to be a member of, a federally recognized Indian tribe. A "federally recognized Indian tribe" means an Indian tribe, band, nation, rancheria, pueblo, colony, or other organized group or community, including any Alaska native village, which recognized by the Secretary of the Interior on October 1, 1985, as having special rights and is recognized as eligible for the services provided by the United States to Indians because of their status as Indians, and any tribe that has a pending application for federal recognition on October 1, 1985, as having special rights and is recognized as eligible for the services provided by the United States to Indians because of their status as Indians, and any tribe that has a pending application for federal recognition on October 1, 1985.E. A "physically disabled person", a person who has a physical impairment, defect, disease, ailment or disability of a permanent nature which in any way limits the type of employment for which the person would otherwise be qualified.
Misrepresentation	A manifestation by words or other conduct that, under the circumstances, amounts to an assertion not in accordance with the facts.
Mistake in bid	A miscalculation in composing a bid resulting in an incorrect price or other term which may affect the bidder's eligibility to be awarded the contract.
Modification	Any formal revision of the terms of a contract.
Multiple contract Award	The award of separate contracts to two or more bidders for the same commodities but for different geographic areas, different quantities or different conditions.

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Multi-step bidding	Is a two-phase process consisting of a technical first phase composed of one or more steps in which bidders submit unpriced technical offers to be evaluated by the State, and a second phase in which those bidders whose technical offers are determined to be acceptable during the first phase have their price bids considered. It is designed to obtain the benefits of competitive sealed bidding by award of a contract to the lowest responsive, responsible bidder, and at the same time obtain the benefits of the competitive sealed proposals procedure through the solicitation of technical offers and the conduct of discussions to evaluate and determine the acceptability of technical offers.
M/WBE	A minority owned business enterprise or a women owned business enterprise or a combination minority and women business enterprise.
Net price	Price after all discounts, rebates, etc., have been allowed.
Net terms	See "Discount."
No bid	A response to an Invitation for Bids stating that the respondent does not wish to submit a bid.
Nonresponsive bid	A bid that does not conform to the essential requirements of the Invitation for Bids; nonconforming bid, unresponsive bid.
Obsolete property	Inventory without utility, due usually to technological development and/or normal wear-and-tear. Obsolete property may be "scrap" with some value because parts can be recovered and reused.
Offer	The act of one person that gives another person the legal power to create a contract to which both of them are parties; to perform such an act.
Official responsibility	Direct administrative or operating authority, whether intermediate or final, either exercisable alone or with others, personally or through subordinates, to approve, disapprove, otherwise direct action in the name of a public or private entity.
	Open-market purchase A purchase, usually of limited dollar amount, which is made by buying from any available source, as opposed to buying from a bidder who has responded to an Invitation for Bids.
Owned	For the purposes of determining whether a business is a minority or woman business enterprise, shall mean that the minorities or woman, as the context requires, shall possess an ownership interest of a minimum of 51%.
Performance Bond	A contract of guaranty executed subsequent to award by a successful bidder to protect the government from loss due to his inability to complete the contract as agreed. See: Forfeiture of deposit or bond.
Perishable goods	Goods which are subject to spoilage within a relatively short time.
Personal property	Everything which is not real property, which is subject to ownership, and which has exchangeable value.
Personal services	Infrequent, technical, our unique functions performed by an independent entrepreneur. Personal services contracts almost always run to individuals rather than partnerships, firms or corporations, and the services performed frequently are not the full-time occupation of the contractor. Examples of personal services contracts include translation, technical editing, technical appraisal.

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Political subdivision	A subdivision of a State which has been delegated certain functions of local government, and which can include counties, cities, towns, villages, hamlets, boroughs, and parishes.
Pre-Bid or Pre-Proposal Conference	A meeting held prior to the date of bid or proposal submittal, which disseminates to all bidders or proposers in attendance information to assist them in submitting a bid or proposal including, but not limited to, information regarding the M/WBE requirements of the School District.
Preference	An advantage in consideration for award of a contract granted to a vendor by reason of the vendor's residence, business location, or business classification (e.g., small business).
Prepaid	A term denoting that transportation charges have been or are to be paid at the point of shipment.
Prequalification of bidders	The screening of potential vendors in which a government considers such factors as financial capability, reputation, management, etc., in order to develop a list of bidders qualified to bid on government contract. See: Bidders list; Qualified bidder.
Price	The amount of money that will purchase a definite quantity, weight, or other measure of a commodity.
Price agreement	A contractual agreement in which a purchaser contracts with a vendor to provide the purchaser's requirements at a predetermined price. Usually it involves a minimum number of units, orders placed directly with the vendor by the purchaser, and a limited duration of the contract (usually one year). See: Blanket order; Open-end contract; Requirements contract; Term contracting.
Price competition	The basis for awarding a contract solely on the consideration of price as submitted on competitive bids or as negotiated under competitive proposals.
Price control	The fixing or restricting of prices, especially by a governmental agency.
Price fixing	Agreements between competitors to sell at the same price, to adopt formulas for the computation of selling prices, to maintain specified discounts, to maintain predetermined price differentials between different quantities, types, or sizes of products, or other means of setting prices charged to purchasers. See "Collusive Bidding," "Corrupt Combination," "Collusion," or "Conspiracy in Restraint of Trade."
Price list	See "Price Schedule."
Price schedule	A list of prices applying to varying quantities or kinds of goods.
Purchasing	The process of obtaining goods or services, including all activities from the preparation and processing of a requisition, through receipt and approval of the final invoice for payment. The acts of preparing specifications, making the purchase, and administering the contract are involved. See: Purchasing cycle.
Professional behavior	See "Code of Ethics," "Purchasing Ethics."

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Professional service	Infrequent, technical, and/or unique functions performed by independent contractors whose occupation is the rendering of such services. While not limited to licentiates, the services are considered "professional," and the contract may run to partnerships, firms, or corporations as well as individuals. Examples of professional services include medicine and the medical arts, architectural and engineering services, management and systems consultation, research, and the performing arts.
Proprietary article	An item made and marketed by a person or persons having the exclusive right to manufacture and sell it.
Proprietary information	Information or data describing technical processes, mechanisms, or operational factors that a business wishes to keep from general public view in order to maintain competitive capabilities in the market. See "Trade Secret."
Proprietary services	Work by independent contractors where the process is more important than the product, if any. Proprietary service contracts usually run to partnerships, firms, or corporations rather than individuals and are usually awarded through competition. Examples of proprietary service contracts include janitorial and custodial, protection and security, maintenance and repair, data processing service bureau.
Proposal	An offer made by one party to another as a basis for negotiations for entering into a contract.
Proposal evaluation criteria	Factors, usually weighted, relating to management capability, technical capability, 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.
Proposer	A person submitting a proposal in response to a Request for Proposals (RFP).
Protest	A complaint about a governmental administrative action or decision brought by a bidder or vendor to the appropriate administrative section with the intention of achieving a remedial result.
Public bid opening	The process of opening and reading bids, conducted at the time and place specified in the Invitation for Bids and/or the advertisement, and in the view of anyone who wishes to attend. See: Bid opening.
Public record	All information about government activities that is available for public inspection.
Purchase description	The words used in a solicitation to describe the supplies, services, or construction to be purchased, including any performance, physical, or technical requirements. Unless the context requires otherwise, the terms "purchase description," "purchase specification," and "specification" may be used interchangeably.
Purchase order	A purchaser's document used to formalize a purchase transaction with a vendor. A purchase order, when given to a vendor, may contain statements as to the quantity, description, and price of the goods or services ordered; agreed terms as to payment, discounts, date of performance, transportation terms, and all other agreements pertinent to the purchase and its execution by the vendor. A purchase order constitutes acceptance of a bid, resulting in a contract.

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Purchase request	Information transmitted by using agency requesting the central purchasing office to effect a contract for a particular need or group of needs. The request may include, but is not limited to, a performance or technical description of the requested item, delivery schedule, transportation mode, criteria for evaluation, suggested sources of supply, and information related to the making of any written determination required by policy or procedure. See "Requisition," "Request for Purchasing Authority."
Purchasing Agent	An administrator whose job includes soliciting bids for purchases and making awards of purchase contracts; buyer.
Purchasing cycle	The cycle of activities carried out by a purchasing department in the acquisition of goods and services. See Purchasing.
Purchasing Ethics	Moral concepts and practices based on the principle that the public interest is paramount, applicable to the personnel of the purchasing department and all other persons involved in the purchasing process, particularly with respect to the expenditure of government funds and relationships between public employees and sellers. See "Code of Ethics."
Purchasing manuals	A formal collection of information and instructions relative to practices and procedures of the purchasing authority and using agencies.
Purchasing official	an administrative officer who directly oversees the activities of Purchasing Agents and other aspects of property management that are joined as separate or subordinate sections under individual administrative control.
Purchasing, Public	The process of obtaining goods and services for public purposes in accordance with law and procedures intended to provide for the economical expenditure of public funds.
Qualified bidder	A bidder determined by the government to meet minimum set standards of business competence, reputation, financial ability, and product quality for placement on the bidders list. See: Bidders list; Prequalification of bidders.
Qualified products list	A specification which is developed by evaluating various brands and models of an item and listing those that are determined to be acceptable as the only ones for which bids may be submitted; an approved brands list.
Quality assurance	A planned and systematic series of actions considered necessary to provide adequate confidence that a product that has been purchased will perform satisfactorily in service.
Quality control	The procedures and policies used to ensure adequate quality of goods produced or received.
Quantity discount	An allowance determined by the quantity or value of a purchase. See: Discount.
Quotation	A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser; the stating of the current price of a commodity; the price so stated.
Request for Proposals (RFP)	A solicitation of responses for goods and/or services for which the scope of work, specifications or contractual terms and conditions cannot reasonably be closely defined. Evaluation of a proposal is based on prior established criteria which may include but may or may not be totally limited to price.

Requirements contracts	A contract in which the vendor agrees to supply all the purchaser's requirements that arise for an item or items within a specified period. See: Blanket order; Open-end contract; Price Agreement; Term contracting.
Requisition	An internal document by which a using agency requests the purchasing department to initiate a purchase.
Responsible bidder	A person who has the capacity in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance. An individual or business which has submitted a bid, offer, proposal, quotation, or response, which has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will give reasonable assurance of good faith and performance.
Responsive bidder	A person who has submitted a bid which conforms in all material respects to the invitation to bid. An individual or business which has submitted a bid, offer, proposal, quotation or response, which conforms in all material respects to the solicitation, including, but not limited to, compliance with any M/WBE requirements contained within the solicitation.
Restraint of trade	The effect of contracts or combinations which eliminate or stifle competition, effect a monopoly, artificially maintain prices, or otherwise hamper or obstruct the course of trade and commerce as it would be carried on if left to the control of natural and economic forces.
Restrictive specifications	Specifications that unnecessarily limit competition by eliminating items that would be capable of satisfactorily meeting actual needs.
Salvage	Property that is no longer useful as a unit in its present condition but has some value in addition to its value as scrap, usually because parts from it may be recovered and reused.
Sealed bid	A bid which has been submitted in a sealed envelope to prevent dissemination of its contents before the deadline for the submission of bids; usually required by the purchasing authority on major purchases to ensure fair competition among bidders.
Small business	A designation referring to a firm, corporation, or establishment that has a small number of employees, low volume of sales, small amounts of assets, or limited impact on the market, and is independent, i.e., is not an affiliate or subsidiary of a business dominant in its field of operations.
Sole-source purchase	An award for a commodity or service to the only known capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions.
Solicitation	The process of notifying prospective bidders or offerors that the jurisdiction wishes to receive bids for furnishing goods or services. The process may consist of public advertising, mailing Invitations for Bids, posting notices, telephone or telegraph messages to prospective bidders, or all of these.
Specification	Any description of the physical, functional, or performance characteristics, or of the nature of a supply, service, or construction item. A specification includes, as appropriate, requirements for inspecting, testing, or preparing a supply, service, or construction item for delivery.
Spot purchase	A one-time purchase occasioned by a small requirement, an unusual circumstance, or to take advantage of a favorable market condition.

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Standard specification	A specification established through a standardization process to be used for all or most purchases of the item involved.
Standardization (of specifications)	The process of examining characteristics and needs for items of similar end usage and developing a single specification that will satisfy the need for most or all purchases for that purpose.
Stock	A supply of goods maintained on hand in a supply system to meet anticipated demands.
Storage	The holding of goods in a designated place for safekeeping; a space or a place for the safekeeping of goods.
Subcontractor	Any person providing goods and/or services to a prime contractor for profit, if such goods and/or services are procured or used in fulfillment of the prime contractor's obligations arising from a contract with the Palm Beach County School District, except persons providing goods to a prime contractor whose contract with the District is for the provision of materials, equipment, or supplies.
Supplemental agreement	A contract addendum accomplished by mutual action of the parties, permissible under emergency purchases, construction work, sole source purchase and otherwise where competition is not required.
Supplier	A firm that regularly furnishes needed items to a business or government; a vendor.
Supplies	Items which are consumed or expended in the course of being used.
Tabulation of bids	The recording of bids and bidding data that was submitted in response to a specific invitation for the purposes of comparison, analysis, and record-keeping.
Term contracting	A technique in which a source or sources of supply are established for a specified period of time, usually characterized by an estimated or definite minimum quantity, with the possibility of additional requirements beyond the minimum, all at a predetermined unit price. See: Blanket order; Open-end contract; Price agreement; Requirements contract.
Terms and conditions	A phrase generally applied to the rules under which all bids must be submitted and the terms that are included in most purchase contracts which are often published by purchasing authorities for the information of all potential bidders.
Terms of payment	Purchase transactions require payment for the goods or services received, and with exception of an unusual exchange or barter agreement there are three basic payment terms: cash, open account, and secured account.
Testing	A phase of inspection, involving the determination by technical means of the physical and chemical properties of items, or compounds thereof, requiring not so much the element of personal judgement as the application of recognized and established scientific principles and procedures.
Title	The means whereby a person's ownership of property is established.
Token bid	A perfunctory offer by a bidder with no serious intent of being the successful bidder; usually submitted to maintain eligibility for the bidders list or as an act of collusion.

Uniform commercial code	Uniform statute law adopted by states for consistency and modernity in law governing commercial transactions.
Unit price	The price of a selected unit of a good or service (e.g., price per ton, labor hour, foot).
Unit price extension	The calculation of the total price of goods by multiplying the price per unit by the number of units purchased.
Unresponsive bid	See: Non-responsive bid.
Unsuccessful bidder	An offer whose bid is not accepted for reasons of price, quality, failure to comply with specifications, etc.
Value	Except as otherwise provided with respect to negotiable instruments and bank collections (47-3-303, 47-4-208 and 47-4-209) a person gives "value" for rights if he acquires them: (a) in return for a binding commitment to extend credit or for the extension of immediately available credit whether or not drawn upon and whether or not a charge-back is provided for in the event of difficulties in collection; or (b) as security for or in total or partial satisfaction of a preexisting claim; or (c) by accepting delivery pursuant to a preexisting contract for purchase; or (d) generally, in return for any consideration sufficient to support a simple contract.
Value Analysis	An organized effort to analyze the function(s) of products, systems specifications and standards, and practices and procedures, intended to satisfy the required functions(s) in the most economical manner.
Vendor	An actual or potential supplier of goods and/or services.
Vendor file	The accumulated record maintained by the central purchasing authority of information relevant to his business relationship with the record of performance under contracts, correspondence, and the results of special-purpose analyses.
Void	Without legal effect; unenforceable.
Waiver of bids(s)	A process authorized by law or rule whereby a government purchasing office may procure items without competitive bidding procedures because of unique circumstances related to a particular need or purchase; also "Waiver of Competition."
Waiver of mistake or informality	The act of disregarding errors or technical nonconformities in the bid which do not go to the substance of the bid and will not adversely affect the competition between bidders.