

Definitions

(Includes terms in APM Volume IV and V, OMB Circular A-21 and A-110, and EDGAR Part 74 , 75 & 77)

Accounting System - A formal communications network that supplies relevant information for planning, control, decision-making, and evaluation. An accounting system is judged by how it helps promote and impel personnel toward organizational goals. (*Source*: FCC APM 04-103)

Accrued expenditures - the charges incurred by the recipient during a given period requiring the provision of funds for--

- (1) Goods and other tangible property received;
- (2) Services performed by employees, contractors, subrecipients, and other payees; and
- (3) Other amounts becoming owed under programs for which no current services or performance is required. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Accrued income - the sum of--

- (1) Earnings during a given period from--
 - (i) Services performed by the recipient; and
 - (ii) Goods and other tangible property delivered to purchasers; and
- (2) Amounts becoming owed to the recipient for which no current services or performance is required by the recipient. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Acquisition – taking ownership of property receiving the property as a gift, entering into a lease purchase arrangement, or leasing the property. The term includes processing, delivery and installation of property. (*Source*: EDGAR 34 C.F.R. § 77.1)

Acquisition cost of equipment - the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty, or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the recipient's regular accounting practices. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Actual Costs - All direct and indirect costs which have been incurred for services rendered, supplies delivered or construction built, as distinguished from forecasted or estimated costs. (*Source*: FCC AMB 05-0102)

Actual Point of Origin - The geographic location where the travel begins. (*Source*: Green Book, p. H-3).

Administrative requirements - those matters common to grants in general, such as financial management, kinds and frequency of reports, and retention of records (*Source*: EDGAR 34 C.F.R. § 80).

Advance - a payment made by Treasury check or other appropriate payment mechanism to a recipient upon its request either before outlays are made by the recipient or through the use of predetermined payment schedules. (*Source*: EDGAR 34 C.F.R. § 74.2)

Agency - Any office, department, agency, division, subdivision, political subdivision, board, bureau, commission, authority, district, public body, county, city, town, village, municipality, or other separate unit of government created pursuant to law. (*Source*: Green Book, p. H-3).

Agency Head - The highest policy-making authority of a public agency. (Source: Green Book, p. H-3).

Allocation - the process of assigning a cost, or a group of costs, to one or more cost objective, in reasonable and realistic proportion to the benefit provided or other equitable relationship. A cost objective may be a major function of the institution, a particular service or project, a sponsored agreement, or a F&A cost activity, as described in Section F. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives. (Source: OMB Circular A-21)

Annual Contract - Those contracts for a defined period of time (i.e., annual) with pre-determined maximum optional extension(s). Extension each year is subject to a review process (see 05-0602). (Source: FCC AMB 05-0102)

Applicant - the party requesting a grant or subgrant. (Source: EDGAR 34 C.F.R. § 77.1)

Application - a written request for a grant or subgrant. The application usually contains a description of the needs, objectives, methodology/strategies, evaluation, personnel, and budgeted costs proposed by the applicant to carry out a particular project. (Source: EDGAR 34 C.F.R. § 77.1)

Appropriation - An authorization to spend up to a specified dollar amount. (Source: FCC APM 04-103)

Architect -- Engineer Services - Those professional services pertaining to construction within the scope of the practice of architecture, professional engineering or registered land surveying, as defined by the laws of this state. (287.55 FS) (Source: FCC AMB 05-0102)

Associate Vice President of Purchasing and Business Services - The person holding the position as the head of the College's contracting office and centralized purchasing/Central Stores office of the College as well as Collegewide process owner of property control, receiving, risk management and auxiliary business services. (Source: FCC AMB 05-0102)

Authorized Person - An officer or employee or other person who is authorized by an agency to incur travel expenses in the performance of official duties; a person who is called upon to contribute time and services as a consultant or advisor; or a person who is a candidate for an executive or professional position.

Award - financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property, in lieu of money, by the Federal Government to an eligible recipient. The term does not include--

- (1) Technical assistance, which provides services instead of money;
- (2) Other assistance in the form of loans, loan guarantees, interest subsidies, or insurance;
- (3) Direct payments of any kind to individuals; and
- (4) Contracts which are required to be entered into and administered under procurement laws and regulations. (Source: EDGAR 34 C.F.R. § 74.2, 77.1 and OMB Circular A-110(A)(2))

Bid Bond - A document issued by a bonding company and referred to as a surety, which is obtained by a bidder on formal bids > \$200,000 in value (337.18 FS) (FCCJ will require bid bonds on all construction projects > \$100,000 and may request a bond on complex projects < \$100,000 as deemed appropriate) to submit with his bid when required by the bid documents to provide a financial guarantee (normally 5 percent of the base bid) that they will not withdraw their bid after bid opening and will execute contract documents. Failure to execute contract documents within 10 days after Notice of Award would be the basis of the contractor forfeiting to the College the bid bond value. Department of Transportation new road construction requires bid bonds > \$150,000 a project per 337.17 FS. Bonds are required on projects costing \$200,000 or more. On projects with cost less than \$200,000, bonds shall be at the discretion of

the board. (FCCJ for projects greater than or equal to \$100,000). Bid security deposits equaling five (5%) percent of the Base Bid as a security shall be in the form of a Certified Check, Cashiers' Check, Treasurers' Check, or Bank Draft of any National or State bank (SREF Chapter 4.4 (e) (7) (a)). (Source: FCC AMB 05-0102)

Bid Deposit - A monetary amount required to be submitted on formal bids for construction greater than or equal to \$100,000 in value at FCCJ (Statute/SREF requires a deposit on projects greater than or equal to \$200,000) by the bidder with his bid to assure their bid will not be withdrawn and that they will execute contract documents. Bid deposits are usually specified to be in the amount of 5 percent (not to exceed 10 percent) of the preliminary estimate/bid and are generally required to be in the form of a certified or cashiers check. Bid deposits are refunded to unsuccessful bidders when an award is made and to the successful bidder when he has complied with the bid requirements (337.17 FS). (Source: FCC AMB 05-0102)

Bid Evaluation - Based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. This does not permit a procurement to be awarded to a bidder submitting a higher quality item than the minimum required by the purchase description unless that bidder also has the bid price evaluated lowest in accordance with criteria set forth in the invitation for bids. This procedure also does not permit negotiations with bidders after receipt and opening of bids, except with insurance by use of request for proposals, which is permitted by Florida Statute. (Source: FCC AMB 05-0102)

Bid Opening - The public opening of bids in the presence of one or more witnesses at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded on a tabulation sheet, initialed by at least two purchasing agent(s) opening the bid and open to public inspection. (Source: FCC AMB 05-0102)

Bid Security - A bid guarantee required to be submitted by the bidder with his bid when required by the bid documents. It provides protection to the College in the event that the successful bidder fails to enter into a contract or otherwise perform. Bid security can be in the form of a bid bond or bid deposit (also see bid deposit). (Source: FCC AMB 05-0102)

Blanket Purchase Agreement - An indefinite quantity agreement, usually in letter form and for a specified period of time, between the College and a vendor which identifies a class of supplies or services from which the College can order from time to time. The types of supplies and services to be placed under blanket purchase agreements are those for which the specific type and/or quantity cannot be ascertained sufficiently in advance to permit the taking of competitive bids or where administrative costs to obtain competitive bids are greater than anticipated savings from competitive bids but which must be obtained immediately when required. Typical examples: food supplies for student activities cooking classes, and miscellaneous repair parts for audio-visual equipment. Blanket purchase agreements must be supported by blanket purchase orders. (Source: FCC AMB 05-0102)

Blanket Purchase Order - A form of encumbered purchase order against which identified classes of supplies or services can be ordered during the period of time stated in the purchase order. The period of time for fund one budgets cannot extend from one fiscal year into the next but may be for less than a fiscal year in the case of annual operating funds. When fund two/federal or fund seven/construction funds are used, the period of time may extend beyond the fiscal year but within the authorized period for the project. A blanket purchase order routinely contains a "not to exceed" total dollar amount per purchase, the maximum that can be purchased at one time under each order, and the names of those individuals authorized to place order(s) against the purchase order. Blanket purchase orders must be issued in

support of blanket purchase agreements or service agreements and may be issued (subject to agreement of the vendor) against other indefinite-quantity contracts. Blanket purchase orders shall not be used to purchase hazardous chemicals or capital equipment costing greater than or equal to \$750.00/item. (Source: FCC AMB 05-0102)

Breakeven Point - That level of operations where total expenses equal total revenue. (Source: FCC APM 04-103)

Budget - A plan of action expressed in dollar amounts. (Source: FCC APM 04-103)

Budget - the grant recipient's financial plan for carrying out the project or program. (Source: EDGAR 34 C.F.R. § 77.1)

Budget Period - an interval of time into which a project period is divided for budgetary purposes. (Source: EDGAR 34 C.F.R. § 77.1)

Business - Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other legal entity. (Source: FCC AMB 05-0102)

Capital Budgeting - Planning for proposed capital outlays and their financing. (Source: FCC APM 04-103)

Capital Equipment - All moveable non-consumable tangible personal property, the original cost/value of which is \$750 or more and the normal expected life of which is one year or more (see minor equipment). (Source: FCC AMB 05-0102)

Cash contributions - the recipient's cash outlay, including the outlay of money contributed to the recipient by third parties. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Cash Flow - The net effect of cash receipts and disbursements for a specified period. (Source: FCC APM 04-103)

Category - As defined in section #287.017 Florida Statutes, purchase threshold categories and currently defined as follows:

Category one	\$15,000
Category two	\$25,000
Category four	\$150,000
Category five	\$250,000 (Source: FCC AMB 05-0102)

Change Order - A written order signed by the Associate Vice President of Purchasing and Business Services or designee, directing the contractor to make changes, which the changes clause of the contract authorizes the Associate Vice President of Purchasing and Business Services to order, with or without the consent of the contractor. (Source: FCC AMB 05-0102)

Class A Travel - Continuous travel of 24 hours or more away from official headquarters. (Source: Green Book, p. H-3).

Class B Travel - Continuous travel of less than 24 hours which involves overnight absence from official headquarters. (Source: Green Book, p. H-3).

Closeout - the process by which a Federal awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and Federal awarding agency. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Code of Federal Regulations (C.F.R.) - federal regulations (i.e., governing directions or laws) which have been codified (i.e., classified or arranged in a systematic collection).

Commitment - The act of reserving budget funds for a specific purpose. On-line department requisitions must be "committed" before procurement actions can be initiated (see encumbrance). (Source: FCC AMB 05-0102)

Common Carrier - Train, bus, commercial airline operating scheduled flights, rental cars of an established rental car firm, state motor pool, state aircraft, or private aircraft. (Source: Green Book, p. H-4).

Competitive Sealed Bidding - A method of procurement which requires:

- 1) issuance of an invitation for bids with purchase specifications and all contractual terms and conditions applicable to the procurement;
- 2) public, contemporaneous opening of bids at a predesignated time and place;
- 3) unconditional acceptance of a bid without alteration or correction; and
- 4) award to the responsive and responsible bidder who has submitted the lowest bid meeting specifications.

Conditions For Use - Contracts estimated to be greater than purchase category level two (currently \$25,000) shall be awarded by competitive sealed bidding (or request for proposals) unless a determination is made in writing that this method is not feasible. Factors to be considered in determining the feasibility of competitive sealed bidding shall include whether:

- 1) purchase descriptions are suitable for award on the basis of the lowest evaluated bid price and
- 2) the available sources, the time and place of performance, and other relevant circumstances are appropriate. (Source: FCC AMB 05-0102)

Competitive Sealed Proposals - A method of procurement which involves but is not limited to:

- 1) solicitation of proposals through a request for proposals; (also see 287.012 (15) FS)
- 2) a public opening of proposals which will avoid disclosure of contents to competing vendor prior to the public opening, and up to 10 days after the opening of proposals or the date of posting, whichever is earlier (337.168 FS);
- 3) submission of cost or pricing data from the offeror, and as required to include; discussions with responsible vendors and/or references whose proposals have been determined to be eligible of being selected for award; and
- 4) an award made to the responsible vendor whose proposal is determined in writing to be the most advantageous, price and other factors considered, by an evaluation committee of no less than three (3) employees selected by the Associate Vice President of Purchasing and Business Services at a public evaluation meeting and scores the overall highest evaluation points. (287.57 FS) All RFP evaluation committee recommendations/notice of awards require the review/approval of the Purchasing Manager/Associate Vice President of Purchasing and Business Services and written approval by the requisitioning department budget administrator. (Also see FCCJ desktop instructions for RFP development and management.)

Conditions for Use: When the Associate Vice President of Purchasing and Business Services or designee determines that the use of competitive sealed bidding is not practicable and advantageous, a contract may be solicited by competitive sealed proposals.

Public Notice: Request for proposals and request for qualifications may be advertised once preferably no less than 21 days prior to the opening of the proposals. (287.042 (4) (b) FS)

Evaluation Factors: The request for proposals shall contain and indicate within the RFP the relative importance of price and other evaluation factors by establishing an evaluation criteria matrix reflecting the maximum points for each evaluation criteria item. The overall total maximum shall generally be 100 points for the written proposal of which up to 5 points shall be awarded for greater than 51 percent ownership and control to MBE/WBE firms and 2.5 points to firms with an established affirmative action plan, and up to 2.5 points for the percent of minorities and/or women within their firm. A second amount of points will be utilized on RFP's/RFQ's requiring interviews. (287.042 (4) (b) (f) FS). (Source: FCC AMB 05-0102)

Concealed Damage- Damage which is not discovered until merchandise is unpacked. The designated purchasing agent should be notified immediately when such damage is discovered so a damage claim can be expedited. All complaints of damage or loss must be made to the carrier within 15 days from date of delivery. (Source: FCC AMB 05-0102)

Conference - The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes, and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel. (Source: Green Book, p. H-4).

Construction - The process of building, remodeling, renovating, altering, repairing, improving or demolishing any College structure or building, or other improvements of any kind to any College real property. It does not include the routine operation, routine repair or routine maintenance of existing structures, buildings or real property. (Source: FCC AMB 05-0102)

Construction Change Order - A specialized contract form used when changes are made in the project during construction. Work may be added or deleted, or the time for completion may be extended depending on the circumstances. A purchase order change order must also be issued if there is a change in the contract price or date of completion. (Source: FCC AMB 05-0102)

Contract - a procurement contract under an award or subaward, and a procurement subcontract under a recipient's or subrecipient's contract. (Source: EDGAR 34 C.F.R. § 74.2, 77.1 and OMB Circular A-110(A)(2))

Contract Administration - Those functions relating to contract or purchase order administration following the execution of a contract or issuance of a purchase order including, but not necessarily limited to: expediting, follow-up, delivery and inspection, distribution, invoice processing, payments and change orders. (Source: FCC AMB 05-0102)

Contract Modification - Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity or other provisions of any contract accomplished by mutual action of the parties to the contract executed on a change order form (i.e., addendum, amendment of contract). (Source: FCC AMB 05-0102)

Contractor - Any person/company having a contract with the College. The terms contractor, vendor and supplier are synonymous. (Source: FCC AMB 05-0102)

Contracts - Any type of agreement, regardless of what it may be called, for the purchase or disposal of supplies, services or construction. It includes awards and notices of award; contracts of a fixed-price, cost, cost-plus-a-fixed-fee or incentive type; indefinite quantity contracts; contracts providing for the issuance of job or task orders; leases; letter contracts; letters of commitment and purchase orders. It also includes supplemental agreements with respect to any of the foregoing. (Source: FCC AMB 05-0102)

Controlling - Obtaining conformity to plans through action and evaluation. (Source: FCC APM 04-103)

Convention - An assembly of a group of persons representing persons and groups coming together for the accomplishment of a purpose of interest to a larger group of persons. A convention does not mean the coming together of agency or interagency personnel. (Source: Green Book, p. H-4).

Cost Analysis - The evaluation of cost data for the purpose of establishing estimates of costs to be incurred, prices to be paid, costs to be reimbursed or costs actually incurred. (Source: FCC AMB 05-0102)

Cost Data - Factual information concerning the cost of labor, material, overhead and other cost components which are expected to be incurred or which actually have been incurred by the contractor in performing the contract. (Source: FCC AMB 05-0102)

Cost Objective - A function, financial goal contract or any other work unit for which provision is made to accumulate and measure the cost of processes, products, jobs, capitalized projects and similar items against. (Source: FCC AMB 05-0102)

Cost Reimbursement Contract - A contract under which a contractor is reimbursed for actual costs which are allowable and allocable in accordance with costs principles and fees defined in the contract. (Source: FCC AMB 05-0102)

Cost sharing or matching - that portion of project or program costs not borne by the Federal Government. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Cost sharing or matching - the value of the third party in-kind contributions and the portion of the costs of a grant project not borne by the grantor organization (Source: EDGAR 34 C.F.R. § 80).

Data - Recorded information, regardless of form or characteristics. (Source: FCC AMB 05-0102)

Date of completion - the date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which Federal sponsorship ends. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Debarment - The disqualification of a person (or contractor) to receive and submit invitation for bids, requests for proposals or the award of a contract. Individuals (or contractors) will be debarred for committing a public entity crime or for providing consistently poor service. Vendors will be debarred for a period not less than two (2) years that fail to execute a contract, where they are low bidder and no bid bond was required. The debarment period is commensurate with the seriousness of the offense of failure/inadequacy of performance. (287.042 (1) (b) FS) (Source: FCC AMB 05-0102)

Designee - A duly authorized representative of a person holding a superior position. (Source: FCC AMB 05-0102)

Disallowed costs - those charges to an award that the Secretary determines to be unallowable, in accordance with the applicable Federal cost principles or other terms and conditions contained in the award. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Discretionary Costs - Those costs that arise from periodic, usually yearly, appropriation decisions that directly reflect top-management policies. Also called managed costs and programmed costs. (*Source*: FCC APM 04-103)

Donations - Sources of funds that can come from a variety of persons and organizations and, if they are intended for the overall maintenance of the organization sponsoring the program and not for a specific program function, they are most likely not program income. Donations that are not required of all program participants would not be considered program income unless the donations are made specifically to support the federal program.

Employee - Any individual drawing a salary from the College and any non-salaried individual performing personal services for the College. (*Source*: FCC AMB 05-0102)

Encumbrance - The act of reserving (encumbering) budget funds for a specific procurement. Purchase orders must be encumbered on line as the final procedure prior to being released for mailing to contractors. (*Source*: FCC AMB 05-0102)

Equipment - tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. (*Source*: EDGAR 34 C.F.R. § 74.2, 77.1 and OMB Circular A-110(A)(2))

Established Catalog Price - The price included in a catalog, price list, schedule or other form that:

- is regularly maintained by a manufacturer or contractor;
- is either published or otherwise available for inspection by customers; and
- states prices at which sales are currently or were last made to a significant number of buyers constituting the general buying public for the supplies or services involved. (*Source*: FCC AMB 05-0102)

Excess property - property under the control of any Federal awarding agency that, as determined by the head thereof, is no longer required for its needs or the discharge of its responsibilities. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Excess Supplies - Any supply other than expendable supplies, having a remaining useful life but which is no longer required by the user in possession of the supply (also see Surplus Property). (*Source*: FCC AMB 05-0102)

Exempt property - tangible personal property acquired in whole or in part with Federal funds, where the Secretary has statutory authority to vest title in the recipient without further obligation to the Federal Government. An example of exempt property authority is contained in the Federal Grant and Cooperative Agreement Act (31 U.S.C. 6306) for property acquired under an award to conduct basic or applied research by a non-profit institution of higher education or non-profit organization whose principal purpose is conducting scientific research. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Expendable Supplies - All tangible supplies other than non-expendable supplies. (*Source*: FCC AMB 05-0102)

Facilities and administrative (F&A) costs, for the purpose of Circular A-21, means costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. F&A costs are synonymous with "indirect" costs, as previously used in this Circular and as currently used in Appendices A and B. The F&A cost categories are described in Section F.1. (Source: OMB Circular A-21, Attachment B)

False misrepresentation - is punishable as a second degree felony and 36 months debarment. (237.094 FS) (Source: FCC AMB 05-0102)

Federal awarding agency - the Federal agency that provides an award to the recipient. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Federal funds authorized - the total amount of Federal funds obligated by the Federal Government for use by the recipient. This amount may include any authorized carryover of unobligated funds from prior funding periods when permitted by ED regulations or ED implementing instructions. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Federal share - of real property, equipment, or supplies means that percentage of the property's acquisition costs and any improvement expenditures paid with Federal funds. (Source: EDGAR 34 C.F.R. § 74.2)

Feedback - The data (performance reports and cost analyses) supplied by an accounting system for purposes of investigation, evaluation, and follow-up. (Source: FCC APM 04-103)

Fees - Sources of funds that are applied to all program participants. Under certain circumstances funds generated by fees may be considered program income and thus must be treated as such.

Fiscal Year - The College's fiscal year, for accounting purposes, begins on July 1 and ends on June 30 in the next calendar year. (Source: FCC AMB 05-0102)

Fixed Cost - A cost, which, for a given period of time and range of activity called the relevant range, does not change in total but becomes progressively smaller on a per-unit basis as volume increases. Forecast - In budgeting, a projection of what costs and revenues should be. (Source: FCC APM 04-103)

F.O.B. - Literally means "free on board." The vendor places the goods on a ship, car, truck or other conveyance. (Source: FCC AMB 05-0102)

F.O.B. Destination/Title - Without evidence to the contrary, all freight cost are absorbed by the vendor, passing legal title and risk of loss to the College at the time the goods arrive at the destination point. (Source: FCC AMB 05-0102)

F.O.B Shipping Point - Without evidence to the contrary, all freight cost is to be paid by the College passing legal title and risk of loss to the College at the time the goods are placed on the means of transportation. The words "origin" and "factory" have the same meaning as "shipping point." (Source: FCC AMB 05-0102)

Forecast - In budgeting, a projection of what costs and revenues should be. (Source: FCC APM 04-103)

Functional Authority - The right to command action laterally and downward with regard to a specific function or specialty. (Source: FCC APM 04-103)

Funding period - the period of time when Federal funding is available for obligation by the recipient. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

General Education Provisions Act (GEPA) - a compilation of general provisions concerning education. These provisions apply to any program administered by the Secretary of Education.

General Services Administration (GSA) Schedules - An indefinite quantity contract issued by the General Services Administration of the United States government. Board Rules authorize the use of GSA schedules as pricing guides without further competitive bidding being required for purchases less than \$15,000. State purchasing guidelines recommend the use of GSA pricing schedules for purchases less than \$15,000 which would require normal administrative approval. (Source: FCC AMB 05-0102)

Governmental Body - Any department, commission, council, board, bureau, committee, institution, legislative body, agency, government corporation or other establishment or official of the executive or legislative branch of the state. (Source: FCC AMB 05-0102)

Grant - an award of financial assistance in the form of money, or property in lieu of money, by a grantor organization to an eligible grantee. The term does not include technical assistance which provides services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Also, the term does not include assistance, such as a fellowship or other lump sum award, which the grantee is not required to account for. (Source: EDGAR 34 C.F.R. § 77.1, 80.3).

Grant - The furnishing by the federal government and/or state of Florida or private corporation(s) of assistance, whether financial or otherwise, to any person/governmental body 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 procurement contract. (Source: FCC AMB 05-0102)

Grant Period - period which funds have been awarded. (Source: EDGAR 34 C.F.R. § 77.1)

Grantee - the legal entity (other than a Government subject to EDGAR 34 C.F.R. Part 80) to which a grant is awarded and which is accountable to the Federal Government for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the award document. For example, a grant award document may name as the grantee one school or campus of a university. In this case, the granting agency usually intends, or actually intends, that the named component assume primary or sole responsibility for administering the grant-assisted project or program. Nevertheless, the naming of a component of a legal entity as the grantee in a grant award document shall not be construed as relieving the whole legal entity from accountability to the Federal Government for the use of the funds provided. (This definition is not intended to affect the eligibility provision of grant programs in which eligibility is limited to organizations which may be only components of a legal entity.) The term "grantee" does not include any secondary recipients such as subgrantees, contractors, etc., who may receive funds from a grantee pursuant to a grant. (Source: EDGAR 34 C.F.R. § 77.1).

Grant Award Notice - a written document that notifies the grantee and others that a grant is awarded, specifies the terms and conditions of the grant, and provides a legal basis for the obligation of grant funds. The notice usually includes the amount and effective date of the grant (period of obligation); accounting classification numbers; certifying official's signature; and terms and conditions of the grant. The terms

and conditions incorporate by reference the legislative authority and regulations; the grant application and any amendments; applicable policy statements, manuals, and handbooks; and any special conditions (*Federal Grants Management Handbook*, September 1988, Section 240, Tab 200).

Grant program - those activities and operations of the grantee which are necessary to carry out the purposes of the grant, including any portion of the program financed by the grantee (OMB Circular A-87).

Hazardous Chemicals - Materials deemed hazardous by the Federal Environmental Protection Agency (EPA), State Department of Environmental Regulation (DER) and the College's environmental safety/health coordinator which have a material safety data sheet (MSDS). Such chemicals shall be purchased under controlled procedures. (*Source*: FCC AMB 05-0102)

Indefinite Quantity Contract - A form of contract for a specified period of time which contains listings of supplies or services and fixed prices or fixed discounts against which purchase orders can be written. An indefinite quantity contract does not in itself involve the encumbrance of funds; it merely provides a vehicle against which funded purchase orders can be quickly issued during the contract period. College "annual" contracts, state contracts and GSA schedules are forms of indefinite-quantity contracts. The term annual contract may be a misnomer in that some College indefinite quantity contracts are for periods of less than a year or greater than a year for particular reasons. (*Source*: FCC AMB 05-0102)

Intangible property and debt instruments – means, but is not limited to, trademarks, copyrights, patents and patent applications and such property as loans, notes and other debt instruments, lease agreements, stock, and other instruments of property ownership, whether considered tangible or intangible. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Invitation To Bid - All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in the definition titled "competitive sealed bidding." (*Source*: FCC AMB 05-0102)

Internal Check - The coordinated methods and measures in an organization designed to check the accuracy and validity of organization data and to safeguard assets. This definition represents parts (c) and (d) of the definition of internal control, a more inclusive concept. (*Source*: FCC APM 04-103)

Internal Control - The coordinated methods and measures in an organization designed to: (a) promote efficiency; (b) encourage adherence to prescribed management plans and policies; (c) check the accuracy and validity of organization data; and (d) safeguard assets. (*Source*: FCC APM 04-103)

K.D.(Knocked Down) - Equipment supplied unassembled. (*Source*: FCC AMB 05-0102)

Late Bids - Bids received after the exact time and date of bid opening shall be returned to the bidder "unopened". (*Source*: FCC AMB 05-0102)

Local government - a county, municipality, city, town, township, local public authority,

Maintenance of effort (MOE) - a provision common to many federal education authorizing statutes. This provision states, in general, that a grantee (usually an LEA) may receive grant funds under a particular federal program for any fiscal year only if either the combined fiscal effort per student or the aggregate expenditures of the LEA with respect to the provision of free public education by the LEA for the preceding fiscal year was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second preceding fiscal year. According to this provision, when an LEA has not

maintained effort, the state agency must reduce the amount of the allocation of funds under the grant program in any fiscal year in the exact proportion to which the LEA fails to meet the requirement by falling below 90 percent of both the combined fiscal effort per student and aggregate expenditures (using the measure most favorable to the LEA) (example of MOE requirement: P. L. 103-382, Title XIV, Section 14501). Grantees should carefully review the applicable program statute and regulations to determine if the maintenance of effort requirement applies and to ensure they are in full compliance with such requirements. **NEED?**

Major functions of an institution refers to instruction, organized research, other sponsored activities and other institutional activities as defined below:

- a. ***Instruction*** means the teaching and training activities of an institution. Except for research training as provided in subsection b, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division. Also considered part of this major function are departmental research, and, where agreed to, university research.
 - (1) ***Sponsored instruction and training*** means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principles, this activity may be considered a major function even though an institution's accounting treatment may include it in the instruction function.
 - (2) ***Departmental research*** means research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. Departmental research, for purposes of this document, is not considered as a major function, but as a part of the instruction function of the institution.
- b. ***Organized research*** means all research and development activities of an institution that are separately budgeted and accounted for. It includes:
 - (1) ***Sponsored research*** means all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.
 - (2) ***University research*** means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. University research, for purposes of this document, shall be combined with sponsored research under the function of organized research.
- c. ***Other sponsored activities*** means programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects, and community service programs. However, when any of these activities are undertaken by the institution without outside support, they may be classified as other institutional activities.
- d. ***Other institutional activities*** means all activities of an institution except:
 - (1) instruction, departmental research, organized research, and other sponsored activities, as defined above;
 - (2) F&A cost activities identified in Section F; and
 - (3) specialized service facilities described in Section J.44. Other institutional activities include operation of residence halls, dining halls, hospitals and clinics, student unions, intercollegiate athletics, bookstores, faculty housing, student apartments, guest houses, chapels, theaters, public museums, and other similar auxiliary enterprises. This definition also includes any other categories of activities, costs of which are "unallowable" to sponsored agreements, unless otherwise indicated in the agreements.

(Source: Circular A-21 (B))

Management by Exception - The practice, by the executive, of focusing his attention mainly on significant deviations from expected results. It might also be called management by variance. (Source: FCC APM 04-103)

Master Budget - The budget document which consolidates the organization's overall plans. (Source: FCC APM 04-103)

Materials Manager - The person holding the position of Collegewide process owner of property and receiving and supervises the central stores/central mail staff. (Source: FCC AMB 05-0102)

May - Denotes the permissive. (Source: FCC AMB 05-0102)

Minor Equipment - All moveable property, the original cost/value of which is less than \$749.99 but not less than \$200 and the normal expected life of which is one year or more (see capital equipment). (Source: FCC AMB 05-0102)

Minor Remodeling - minor alterations in a previously completed building. The term also includes the extension of utility lines, such as water and electricity, from points beyond the confines of the space in which the minor remodeling is undertaken but within the confines of the previously completed building. The term does not include building construction, structural alterations to buildings, building maintenance, or repairs. (Source: EDGAR 34 C.F.R. § 77.1)

Most Economical Class of Transportation - The class having the lowest fare that is available. (Source: Green Book, p. H-4).

Most Economical Method of Travel - The mode of transportation (state owned vehicle, privately owned vehicle, common carrier, etc.) designated by an agency head in accordance with criteria prescribed by Section 112.061, Florida Statutes. (Source: Green Book, p. H-4).

M.B.E. (Minority Business Enterprise) - Contractors with greater than 51 percent ownership and control by a disadvantaged minority (i.e., ethnic minority or woman, (as defined by Florida statutes)(287.012 FS). (Source: FCC AMB 05-0102)

M.P.R. (Maximum Price Regulations) - Regulations issued by the State Purchasing Commission that establish maximum prices for certain commodities which may not be exceeded by state agencies.(i.e. GSA contracts, court reporter services, and legal services) (Source: FCC AMB 05-0102)

M.S.D.S. (Material Safety Data Sheet) - Federal EPA mandated technical disclosure sheet that must be provided by contractors to customers who purchase hazardous chemicals to make employees and the community aware of the hazardous content, storage provisions, safety equipment required and health hazard of such chemical(s). (Source: FCC AMB 05-0102)

Nonprofit - as applied to an agency, organization, or institution, one that it is owned and operated by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity. (Source: EDGAR 34 C.F.R. § 77.1)

Nonpublic - as applied to an agency, organization, or institution, one that is nonprofit and is not under federal or public supervision or control. (Source: EDGAR 34 C.F.R. § 77.1)

Non-Expendable Supplies (Non-Consumable Supplies) - All tangible supplies having an original acquisition cost of more than \$200 per unit and a useful life of more than one year and certain specified supplies not meeting the foregoing criteria (see property). (*Source*: FCC AMB 05-0102)

Non-Appropriation - No contract/Purchase Order shall be awarded that commits the State of Florida beyond each year's fiscal year end. Contracts shall state "continuation subject to annual sufficient state of Florida appropriation. Per 287.0582 and 255.2502 FS, contracts can be automatically renewable again as long as they contain this exact phrase. (Per 287.064 FS) (*Source*: FCC AMB 05-0102)

Obligations - the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period (*Source*: EDGAR 34 C.F.R. § 80).

Obligations - the amounts of orders placed, contracts and grants awarded, services received, and similar transactions during a given period that require payment by the recipient during the same or a future period. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Officer or Public Officer - An individual who in the performance of his or her official duties is vested by law with sovereign powers of government and who is either elected by the people, or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor. (*Source*: Green Book, p. H-4).

OMB Circulars (Grants Management) - The federal Office of Management and Budget (OMB) establishes government-wide grants management policies and guidelines through circulars and common rules. These policies are adopted by each federal grant making agency and inserted into their federal regulations.

On-line Department Requisitions - Department requisitions input by users in the College's computerized requisition/purchasing system. Each requisition requires the commitment of available budget funds and requires specific budget administrator approval(s) on line before purchase action/encumbrance can begin. (*Source*: FCC AMB 05-0102)

Organization Chart - A drawing of lines of authority and responsibility in an organization. (*Source*: FCC APM 04-103)

Other Personal Services (OPS)/Independent Contractor Agreements - Contracts for the use of personal services. Those made out to a person shall use OPS contracts and be processed/approved through the budget office and paid by Disbursement Request for single payment invoices or blanket Purchase Order for multiple payment invoices. All agreements with a company are to utilize on-line department requisitions and be paid by a purchase order. All contracts/agreements initially or cumulatively totaling more than the amount as specified in section #287.017 for category level four shall be pre-approved by the District Board of Trustees. (Also see APM #03-0504) (*Source*: FCC AMB 05-0102)

Outlays or expenditures - charges made to the project or program. They may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of cash disbursements for direct charges for goods and services, the amount of indirect expense charged, the value of third party in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net

increase (or decrease) in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subrecipients and other payees, and other amounts becoming owed under programs for which no current services or performance are required. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Payment Terms -

NET -- The net amount is to be paid immediately.

NET (#) DAYS -- The net amount is to be paid within the number of days specified.

NET 10TH PROX. -- The net amount is to be paid by the 10th day of the month following the month in which the acceptable material and invoice are received.

2% 10 DAYS/NET 30 DAYS (2/10.N/30) -- 2 percent of the invoice total shall be deducted if payment is made within 10 days from the date of receipt of a correct invoice or receipt of acceptable material, whichever date is later; otherwise, the net amount is to be paid within 30 days.

(*Source*: FCC AMB 05-0102)

Performance Bond - A document issued by a bonding/surety company that guarantees 100 percent performance of the successful bidder. These bonds are required by statute for construction projects greater than \$200,000 (\$100,000 at FCCJ). The College may require performance bonds on project less than \$100,000 as appropriate. In the event the successful bidder (contractor) defaults on its performance, the bonding company must pay any extra expenses incurred in completion of the contract to meet the bid specifications. These bonds, per 255.05 FS, must be recorded in the public records of the county. (*Source*: FCC AMB 05-0102)

Performance Deposit - A performance deposit, in form, is similar to a performance bond. As an alternate to a performance bond, it is required only from the successful bidder after the public bid opening and the deposit must be furnished before the College will issue a Purchase Order or otherwise enter into a contract with the bidder. Like a bid deposit, it is refundable, after satisfactory completion of the project. (*Source*: FCC AMB 05-0102)

Performance Report - The comparison of actual results with budgeted allowances. (*Source*: FCC APM 04-103)

Person - Any business, individual, union, committee, club or other organization/group of individuals. (*Source*: FCC AMB 05-0102)

Personal property - property of any kind except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities. (*Source*: EDGAR 34 C.F.R. § 74.2, 77.1 and OMB Circular A-110(A)(2))

Point of Origin - The geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination. (*Source*: Green Book, p. H-4).

PPD (Prepaid) - Used to signify that transportation charges will be paid by the vendor at the point of shipment. (*Source*: FCC AMB 05-0102)

Price Analysis - The evaluation of price data without analysis of the separate cost components and profit which may assist in arriving at prices to be paid and costs to be reimbursed. (*Source*: FCC AMB 05-0102)

Price Data - Factual information concerning prices for supplies, services or construction substantially identical to those being procured. (*Source*: FCC AMB 05-0102)

Prior approval - written approval by an authorized official evidencing prior consent. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Prior approval - documentation evidencing consent prior to incurring a specific cost. (Source: EDGAR 34 C.F.R. § 80.3)

Private - as applied to an agency, organization, or institution, one that is not under federal or public supervision or control. (Source: EDGAR 34 C.F.R. § 77.1)

Process Owner - That person who holds the position responsible for facilitating Collegewide meetings regarding a process (i.e., purchasing) for the purpose of identifying process improvements, providing training and identifying/reviewing process measurements. (Source: FCC AMB 05-0102)

Procurement - The buying, purchasing, renting, leasing or otherwise obtaining any supplies, services or construction. It also includes all functions that pertain to the obtaining of any College procurement, including description of requirements, assisting in development of specifications, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. (Source: FCC AMB 05-0102)

Procurement Card (PCARD) - College employees who are empowered by their budget administrator and attend formalized training, passing an exam and signing a PCARD agreement can be considered to carry a PCARD. A PCARD is a State of Florida visa credit card with unique electronic controls that commits an obligation of the College. It is the preferred method to purchase goods and services below \$2,500, not including capital equipment, hazardous chemicals, or other items defined in the PCARD desktop instructional manual. (Source: FCC AMB 05-0102)

Procurement Officer - Any person authorized by the College, (i.e., Associate Vice President of Purchasing and Business Services) in accordance with procedures prescribed by rules and regulations, to enter into and administer contracts and make written determinations and findings with respect thereto. The term also includes an authorized representative/designee acting within the limits of authority. (Source: FCC AMB 05-0102)

Program income - gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award (see exclusions in Sec. 74.24(e) and (h)). Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in ED regulations or the terms and conditions of the award, program income does not include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Project - the activity described in an application. (Source: EDGAR 34 C.F.R. § 77.1)

Project costs - all allowable costs, as established in the applicable Federal cost principles, incurred by a recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Project period - the period established in the award document during which Federal sponsorship begins and ends. (Source: EDGAR 34 C.F.R. § 74.2, 77.1 and OMB Circular A-110(A)(2))

Property - unless otherwise stated, real property, equipment, intangible property and debt instruments. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Property - All College-owned, tangible personal property of a non-expendable (non-consumable) nature. (see capital equipment, minor equipment, services, and supplies). (Source: FCC AMB 05-0102)

Protest - Bidders shall file a "Notice of Protest" within 72 hours of posting the College recommended/intended award/bid tabulation sheet. Bidders shall file, within ten days of filing a "Notice of Protest", a formal written protest with a \$5000 (or 1 percent of the intended award) protest bond or check, including reference to the specific statutes alleged to be violated. Failure to timely file a Notice of Protest, a written protest or delivery of the \$5000 or 1 percent protest bond shall be a waiver of proceedings (per 120.53 (5) FS). Non-bidders (i.e., suppliers/subcontractors) do not have standing to protest the bid process, (pursuant to (Fort Howard Co. v. Dept of Management Services, 624 so 2d 783) and the applicable provisions of chapter 120.53 FS). (Source: FCC AMB 05-0102)

Public Bid - Sealed prices submitted by/for opening at a specified time for public reading, when requirements for supplies and services are publicly advertised in accordance with the requirements of the Florida Statutes. (Source: FCC AMB 05-0102)

Public Notice - Announcement of the invitation for bid is to be given prior to the date set forth therein for the opening of bids. Such notice may include use of the Vendor Bid System (VBS), or publication in a local newspaper of general circulation. The public notice is to also note when bids are to be publicly opened as defined in 287.57 FS as 21 days for RFP's and 28 days for RFQ's and as defined in SBE 6A-2.016 (2) (255.0516 FS) and 14-21 days for construction greater than \$200,000. (Source: FCC AMB 05-0102)

Purchasing Category - As defined in section #287.017 Florida Statutes, the current purchase category threshold limits are:

Category One	\$15,000
Category two	\$25,000
Category four	\$150,000
Category five	\$250,000 (Source: FCC AMB 05-0102)

Purchase Description - Specifications used to describe supplies, services or construction to be procured. (Source: FCC AMB 05-0102)

Purchase Order - The document used to formalize a purchase transaction with a vendor and encumber funds for the procurement. (Also see 05-0102 "competitive sealed proposal(s) (287.57 FS)). (Source: FCC AMB 05-0102)

Purchasing Manager - The person holding the position of Collegewide process owner of Purchasing and supervises/manages the purchasing department. (Source: FCC AMB 05-0102)

Real property means land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment. (Source: EDGAR 34 C.F.R. § 74.2, 77.1 and OMB Circular A-110(A)(2))

Reallocation (Reapportionment) - Allocation of the costs of operating the service departments to the various production departments in proportion to the relative benefits or services received by each production department. (Source: FCC APM 04-103)

Recipient - an organization receiving financial assistance directly from ED to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals, and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers. The term may include commercial organizations, foreign or international organizations (such as agencies of the United Nations) which are recipients, subrecipients, or contractors or subcontractors of recipients or subrecipients at the discretion of the Secretary. The term does not include government-owned contractor-operated facilities or research centers providing continued support for mission-oriented, large-scale programs that are government-owned or controlled, or are designated as federally-funded research and development centers. (*Source*: EDGAR 34 C.F.R. § 74.2, 77.1 and OMB Circular A-110(A)(2))

Request for Proposals (RFP) - All documents, whether attached or incorporated by reference, utilized for soliciting proposals (as defined in section #287.012 (16) Florida Statutes) when the anticipated total cost will be \$2,500 or more. It must be determined that the procurement cannot be best made under competitive sealed bidding procedures. (Also see APM 05-0102 competitive sealed proposals (287.57 FS)). (*Source*: FCC AMB 05-0102)

Request for Qualifications (RFQ) - Solicitation process used to select professional services (i.e., architects) in accordance with Florida Statute 287.055. (*Source*: FCC AMB 05-0102)

Request for Quotations - The document (either mailed or faxed) utilized for soliciting quotations when the anticipated total cost will not exceed \$24,999.99. (*Source*: FCC AMB 05-0102)

Requisition - On-line department requisition whereby a user requests that a contract be obtained for a specified need and may include, but is not limited to, the technical description of the requested item, desired or required delivery schedule, transportation, criteria for evaluation of bidders or prospective bidders, suggested sources of supply, warranty desired, and any written determination and finding required used to support commitment of funds for the procurement. Each on-line requisition is paperless and requires specific on-line approval(s) from a budget administrator prior to purchasing action being taken. (*Source*: FCC AMB 05-0102)

Research and development - all research activities, both basic and applied, and all development activities that are supported at universities, colleges, and other non-profit institutions. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. The term "research" also includes activities involving the training of individuals in research techniques where these activities utilize the same facilities as other research and development activities and where these activities are not included in the instruction function. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Responsible Bidder (or Offerer) - A person/contractor who has complied with all required submittals of a solicitation (i.e., bid is signed) and has the capability to fully perform the contract requirements and has the integrity/reliability which will assure good faith performance. (*Source*: FCC AMB 05-0102)

Responsibility Accounting - A system of accounting that recognizes various responsibility centers throughout the organization and that reflects the plans and actions of each of these centers by allocating particular revenues and costs to the one having the pertinent responsibility. Also called profitability accounting and activity accounting. (*Source*: FCC APM 04-103)

Return on Investment (rate of return) - The most widely used single measure of a firm's operating efficiency. It is the ratio of net income to invested capital or asset turnover times margin on sales. (Source: FCC APM 04-103)

Service Departments - Those departments that exist solely to aid the production departments by rendering specialized assistance with certain phases of the work. (Source: FCC APM 04-103)

Services - The furnishing of labor, time, effort or rental/lease of supplies/materials by a contractor. This term shall not include employment agreements, collective bargaining agreements or the delivery of specific end products other than reports which are merely incidental to the required service. (Source: FCC AMB 05-0102)

Shall - Denotes the imperative. (Source: FCC AMB 05-0102)

Small awards - a grant or cooperative agreement not exceeding the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$25,000). (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

SNAPS - State negotiated agreement price schedules. Issued by the state department of management services, this indefinite quantity services contract defines negotiated discounts available for College use as long as each purchase is less than \$25,000 and each fiscal year's cumulative purchases from a SNAPS contractor is less than category four (currently \$150,000). (Source: FCC AMB 05-0102)

Specification - Any technical or purchase description or other description of the physical or functional characteristics or of the nature of a supply, service or construction item. It may include a description of any requirement for inspecting, testing or preparing a supply, service or construction item for delivery. (Source: FCC AMB 05-0102)

Sponsored agreement, for purposes of Circular A-21, means any grant, contract, or other agreement between the institution and the Federal Government. (Source: OMB Circular A-21)

State Contract - An indefinite quantity contract issued by the state of Florida, Department of Management Services. Use of State Contracts by State Agencies is mandatory; by other local governments and community colleges on an optional basis. Board Rules 6Hx7-5.1 and SBE 6A-14.0734 authorize the use of State Contracts without restriction. (Source: FCC AMB 05-0102)

Subaward - an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "award" as defined in this section. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Subgrant - an award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee. The term includes financial assistance when provided by contractual legal agreement, but does not include procurement purchases, nor does it include any form of assistance which is excluded from the definition of grant under Section 80.3. (Source: EDGAR 34 C.F.R. § 80.3)

Subgrantee - the legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of funds provided. (Source: EDGAR 34 C.F.R. § 80.3)

Subrecipient - means the legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided. The term may include foreign or international organizations (such as agencies of the United Nations) at the discretion of the Secretary. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Supplies - all personal property excluding equipment, intangible property, and debt instruments as defined in this section, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement ("subject inventions"), as defined in 37 C.F.R. Part 401-
-Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements. (Source: EDGAR 34 C.F.R. § 74.2, 77.1 and OMB Circular A-110(A)(2))

Supplies (Material) - All property, including but not limited to equipment, consumable supplies and printing, excluding land or a tangible permanent interest in land or leases/rental on real or tangible property (see capital equipment, minor equipment, services). (Source: FCC AMB 05-0102)

Surplus Supplies - All supplies, other than expended consumable supplies, no longer having any use to the College. This includes obsolete but usable, consumable supplies that have completed their useful life cycle. The term material may be considered as interchangeable with supplies. (Source: FCC AMB 05-0102)

Surplus Property - Equipment/furniture declared surplus, or obsolete to the College's needs, originally costing greater than \$750 are referred to as surplus capital/property items. Disposal of property, of which the expected return is greater than \$100 shall require public advertising, soliciting at least three (3) bids, by online auction or by public auction. Surplus property per Florida Statutes can be transferred from one state of Florida not for profit (i.e., FCCJ) to another State of Florida public/private not for profit agency. (274.06 FS). Note: Property with "a net book value" in excess of \$5000 shall require Board approval prior to declaring the property surplus/obsolete and available for disposal or transfer to another state of Florida public/private not for profit agency. (217. FS) (Source: FCC AMB 05-0102)

Suspension - The disqualification of a person (or vendor) to receive and submit invitations for bids or requests for proposals, or the award of a contract by the College for a temporary period pending the completion of an investigation and any legal proceedings that may ensue because a person is suspected (with probable cause) of engaging in criminal, fraudulent or seriously improper conduct, or failure or inadequacy of performance on College contracts which may lead to debarment. (Source: FCC AMB 05-0102)

Suspension - an action by the Secretary that temporarily withdraws Federal sponsorship under an award, pending corrective action by the recipient or pending a decision to terminate the award by the Secretary. Suspension of an award is a separate action from suspension under 34 C.F.R. Part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug- Free Workplace (Grants)). (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Termination - the cancellation of Federal sponsorship, in whole or in part, under an agreement at any time prior to the date of completion. (Source: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Terms of a grant or subgrant - all the requirements of a grant or subgrant, whether in statute, regulations, or the award document. (Source: EDGAR 34 C.F.R. § 80.3)

Third party in-kind contributions - the value of non-cash contributions provided by non-Federal third parties. Third party in-kind contributions may be in the form of real property, equipment, supplies and

other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Transfer Price - The price charged by one segment of an organization for a product or service, which it supplies to another segment of the same organization. (*Source*: FCC APM 04-103)

Travel Day - A period of 24 hours (midnight to midnight) consisting of four quarters of six hours each. (*Source*: Green Book, p. H-4).

Travel Expense - Necessary expenses while traveling; actual expenses while traveling; the usual, ordinary, and incidental expenditures necessarily incurred by the traveler. (*Source*: Green Book, p. H-4).

Travel Period - A period of time between the time of departure and time of return. (*Source*: Green Book, p. H-4).

Traveler - Public officer, public employee, or authorized person, when performing authorized travel. (*Source*: Green Book, p. H-4).

Two-Step Sealed Bidding - A request for qualifications issued to request the submission of unpriced technical proposals (also called RFI, request for information) where it is considered impractical to initially prepare a purchase description to support an award based on price, the request should be followed by an invitation for bid or RFP which can be limited to those proposers whose technical proposals meet the requirements set forth in the first invitation. (*Source*: FCC AMB 05-0102)

Unauthorized Purchase - Any purchase made by a College employee who does not have signature authority to purchase on behalf of the College or, in the case of those employees having purchase authority, when the purchase is made outside their authority pursuant to Board Rule 6Hx7-5.1. (*Source*: FCC AMB 05-0102)

Unit Price Prevails - When a bidder has made a mathematical error in multiplying a bid's unit price times the bid's order quantity, the College will hold the bidder accountable on its unit price and recalculate its subtotal extension correctly. (*Source*: FCC AMB 05-0102)

Unliquidated obligations - for financial reports prepared on a cash basis means the amount of obligations incurred by the recipient that have not been paid. For reports prepared on an accrued expenditure basis, they represent the amount of obligations incurred by the recipient for which an outlay has not been recorded. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

Unobligated balance - the portion of the funds authorized by the Secretary that has not been obligated by the recipient and is determined by deducting the cumulative obligations from the cumulative funds authorized. (*Source*: EDGAR 34 C.F.R. § 74.2)

Unrecovered indirect cost - the difference between the amount awarded and the amount which could have been awarded under the recipient's approved negotiated indirect cost rate. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))

User - Any department of the College, which utilizes any supplies, services or construction purchased under this Code. (*Source*: FCC AMB 05-0102)

Variable Cost - A cost which is uniform per unit, but which fluctuates in total in direct proportion to changes in the related total activity or volume. (*Source*: FCC APM 04-103)

Vendor - Any person, supplier, contractor or company that provides supplies or services to the College (see contractor). (*Source*: FCC AMB 05-0102)

Vendor Bid System (VBS) - A State of Florida web based advertisement system that allows the College to scan to memory bidding documents and allows 24 hour/day access for potential suppliers using the internet to print for themselves a list of all bids available and/or copies of bid specification sheets. (*Source*: FCC AMB 05-0102)

W.B.E. (Woman Business Enterprise) - Firms with greater than 51 percent ownership and control by a woman (287.012 FS) (*Source*: FCC AMB 05-0102)

Working capital advance - a procedure whereby funds are advanced to the recipient to cover its estimated disbursement needs for a given initial period. (*Source*: EDGAR 34 C.F.R. § 74.2 and OMB Circular A-110(A)(2))