

ATTACHMENT “C”

Glossary

Term	Definition
Addenda	Notices of changes to the ITN.
Adopted Work Program	The Adopted Work Program is the version of the Department’s Five-Year Work Program (Capital Program of Projects) that has passed through the Legislature and the Executive Office of the Governor for approval and adoption by the Department’s Secretary. The first year of the Adopted Work Program is the current year and the year in which we have approved budget and authorization to commit/expend funds, execute and award contracts, and start work. This first year will also contain any approved roll forward and/or certified forward projects. The approved budget (legislative authorization) will not be available for roll-forward projects until after October 1.
Agency	The Florida Department of Transportation.
Authorized User	Any person(s) who has permission to use Department computing resources pertaining to their specific job requirements.
Azure ESB	The Microsoft cloud-based Enterprise Service Bus product.
Balanced Financial Plan	A plan, required by Florida Statute that matches projected cash outflows and receipts to ensure the Department’s allocation of transportation dollars is fully funded by current and future transportation revenues.
Best Value	As defined in Section 287.012(4), F.S., means the highest overall value to the state based on objective factors that include price, quality, design, and workmanship and value-added concepts.
Budget Category	Commonly referred to as appropriation category or revenue source code; a six-digit, multi-purpose code that can either sub-define an appropriation made to the budget entity or define a revenue source.
Budget Entity	The organizational division used to request and distribute FDOT’s budget authority. Budget Entities are assigned in the Appropriations Act.
Budgeting District	Budgeting District indicates where the spending authority (budget) for the programmed funds is located.
Business Day	Days in which the Department conducts routine business. This is typically Monday through Friday from 8 a.m. to 5 p.m. local time, excluding evenings, weekends, and Department observed state holidays.

Term	Definition
Business Rules	A rule of a business, company, or corporation. It is a rule that defines or constrains some aspect of business and always resolves to either true or false. Business rules are intended to assert business structure or to control or influence the behavior of the business.
Candidate Project / Candidate File	The establishment of a Financial Project or Unique project identifier. The candidate version of the unique project identifier (item segment/financial project number) allows for the initial creation of the unique project identifier with minimal project characteristics completed. In the candidate project version you can edit and add project characteristics without program impacts/consequences. The candidate project can be progressed into a Tentative Project during the Department's update cycle by assigning specific project attributes (such as phase, funding, and fiscal year) and changing the project version from candidate to tentative.
Certification Forward (CF)	The process through which any balance of building and grounds fixed capital outlay and Work Program fixed capital outlay appropriations, which are not disbursed, contracted to be expended, or bids have been let, is certified by the head of the affected state agency to the Executive Office of the Governor. The request will show in detail the commitment of such obligations to be advanced to the next fiscal year. (Section 216.301, F.S. and Section 339.135 (6)(c), F.S.) The obligations that are certified forward will retain the original budget year of the appropriation.
Commercial Off-the Shelf Solution (COTS)	Third party hardware or software that can be implemented with minimal customization through configuration versus customer programming.
Commitments	The dollar value of requested goods and/or services that is a legal duty of payment when the goods and/or services are received and approved. A commitment is also referred to as an obligation.
Confidential Material	Any materials a respondent asserts to be exempted from public disclosure under Chapter 119, Florida Statutes.
Configuration Management	A systematic approach to maintaining the integrity of a software system through evaluation, coordinating, approving (or not approving), and implementing changes to a system component or artifact (software, hardware, documentation, etc.).
Contingency Boxes	Contingency items established in each budget category to cover supplemental agreements, overruns, and litigation that can occur on projects.
Contract	It is a legally binding agreement between the Department and two or more parties setting forth financial terms and obligations. A contract may also include supplemental agreements, purchase orders, and grant agreements.

Term	Definition
Contract Document	The Department's "Standard Written Agreement." The terms and conditions contained therein will become an integral part of the contract resulting from this solicitation. In submitting a reply, the vendor agrees to be legally bound by these terms and conditions.
Core Capabilities Matrix	A tool used to link the proposed solution's features to the Department's Core Capabilities.
Core ERP	The standard components of an Enterprise Resource Planning solution that are used to automate business processes through configuration of out of the box components, without customization.
COTS	Commercial off-the-shelf (third party hardware or software).
Data Cleansing	Detecting and mitigating (or removing) corrupt or inaccurate records from a database, record set, or table.
Data Conversion	Translating data from one format to another.
Data Migration	Transferring data between storage types, locations, or formats. For example, migrating mainframe data to a new RDBMS.
Data Validation	A process in which data is checked against validation rules, requirements, and constraints to ensure that the data is correct and meaningful.
Day in the Life of a Project	A high-level process flow/story line depicting the key functionality/activities related to financial management business processes related to the FDOT projects.
Day in the Life of the Program of Projects	A high-level process flow/story line depicting the key functionality/activities related to financial management business processes related to the Work Program.
DBPR	Department of Business and Professional Regulation.
DDI	Design, development, and implementation.
Defect	A failure of the WPPI Solution to conform in all material respects to the applicable requirements specified in the Department approved requirements specification deliverable.
Deliverable	Any document deliverable, software deliverable, or service that the vendor is required to provide the state under the Contract.
DevOps	Development Operations - continuous improvement of the solution over time, to include new development, modules, and product capabilities.
Enterprise Architect (EA)	Sparx Enterprise Architect - An enterprise tool the Department has selected to document business processes, collect requirements, develop test scripts, manage traceability, and (potentially) manage software development (customizations).
Enterprise Service Bus (ESB)	An integration architecture allowing communication between providers and users of services across a common communication bus.

Term	Definition
E-Verify	The U.S. Department of Homeland Security's E-Verify system. Used to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract.
FHWA	Federal Highway Administration
Financial Management (FM) Suite of Components	Four subsystems that will be replaced with the Solution: Work Program Administration (WPA) system, the Federal Authorization Management System (FAMS), the Federal Program Management (FPM) system, and the Project Cost Management (PCM) system.
Financial Project	A unique identification number for a project. Also known as "FM number," "Project ID number, or "FPID"
Fiscal Year	FDOT operates on a fiscal year from July 1 through June 30.
FLAIR	Florida Accounting and Information Resource. FLAIR is the State of Florida's accounting system.
Florida Department of Financial Services (DFS) W-9 INITIATIVE	State of Florida vendors must register and complete an electronic Substitute Form W-9. Department of Financial Services' (DFS) can process orders and payments only for vendors with a valid W-9 on file that has passed IRS Tax Identification Number Matching.
Florida Department of Transportation (FDOT)	The agency issuing this ITN, the Department.
Florida Relay Service	A service provided to residents in the State of Florida who are Deaf, Hard of Hearing, Deaf/Blind, or Speech Disabled that connects them to standard (voice) telephone users.
Florida Vendor Bid System	The Vendor Bid System (VBS) is the official online repository for all state bids. Stay informed about upcoming advertisements, grants, competitive solicitations, single source, public meetings, and agency decisions.
Functional Requirements	Statements describing what the system should do.
Fund Allocation	Fund allocations are a projection of funding available for transportation infrastructure needs and improvements based on projected revenues and cash flow projections of proposed contractual obligations for the Department's capital program of projects. They are used to track the use of a specific revenue source or an aggregation of revenue sources (such as multiple federal transportation acts worth of funding from the same federal program). They are also used to separate revenue sources into the various uses required by law.
Fund Resource Management	The management of the broad set of revenue sources specific to transportation that the Department must manage (over 300 unique funding designations).

Term	Definition
Funds Approval	A statement, as required by Section 339.135(6)(a), F.S., from the Comptroller of the Department of Transportation that funds are available prior to entering into any contract or other binding commitment of funds. The Department uses the encumbrance transaction in the State of Florida’s accounting system to manage the funds approvals.
Funds Authorization	Authorization of individual project (or project phase) funding required to begin the delivery of the Work Program. For federally funded projects, FHWA must approve project specific authorization requests before contracts for construction or maintenance projects can be advertised. For projects funded with local funds, these funds must be on deposit with the Department prior to advertisement. Remaining unauthorized phases are manually authorized by Office of Work Program and Budget staff.
Funds/Budget/Cash Interdependencies	Unlike many other DOTs that are not Cash Flow Agencies, all FDOT projects require three financial components: funds, budget, and cash. This requires a high degree of coordination between business processes and software systems to manage project funds, budget impacts, and the various cash flow characteristics.
Gantt Chart	A type of bar chart used to depict a project schedule.
General Services Administration Excluded Parties List	The Excluded Parties List System (EPLS) - a database that formerly maintained by the General Services Administration (GSA). It identified suppliers and vendors excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. The EPLS also issued any administrative and statutory exclusions across the entire government, and individuals barred from entering the United States. The System for Award Management (SAM) replaced it in November 2012.
Geographic District	Geographic district indicates the district that the project is physically located in. (Occasionally, projects will be physically located in one district, but managed by a neighboring district that is producing a job that extends beyond its own county lines).
Hosting	Housing, serving, and maintaining files for one or more business applications or Web sites.
Hosting “Stack”	The combination of services and components included in hosting offerings, including, but not limited to: network, storage, servers, virtualization, O/S, middleware, runtime, data, application, and security.
Indirect Cost Allocation Plan (ICAP)	A plan (including fringe benefit distribution), to determine the indirect rates that will be applied to the transportation project’s direct expenditures in the upcoming state fiscal year.

Term	Definition
ITN	Invitation to Negotiate; the Agency's Solicitation No. ITN-DOT-17/18-9005-BS.
ITN Checklist	A guideline, only, to assist Vendors in the preparation of their ITN response. Included are some important matters that the vendor should check. This checklist is just a guideline, and is not intended to include all matters required by the ITN.
LAS/PBS	The Legislative Appropriations System/Policy and Budgeting Subsystem.
Law and Rule	Florida statutes and Florida Administrative code, respectively.
Legacy Environment	The current suite of applications and tools used to manage the Work Program.
Liquidated Damages	A remedy of liquidated damages against the Vendor, in the amount of \$15,000.00 per day for each calendar day after the designated completion date that the Vendor fails to complete the services.
Managing District	Indicates the district that is administratively responsible for executing a project.
MBE	Minority Business Enterprise, certified by the Florida Office of Supplier Diversity.
MFMP Transaction Fee	Rule 60A-1 of the Florida Administrative Code (F.A.C.), allows the State of Florida to collect a Transaction Fee for procurement transactions to provide funding for MyFloridaMarketPlace (seven-tenths of one percent (.70%) of the payment issued).
Microsoft Azure	A set of integrated cloud services that developers and IT professionals can use to build, deploy, and manage applications.
Minority Business Enterprise	A business that is at least 51% owned by minority individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by those minority group members.
MyFloridaMarketPlace	The State of Florida electronic procurement system.
Negotiations Committee	A committee who will conduct negotiations with the Vendor(s), composed of at least three (3) persons who collectively have experience and knowledge in contract procurement and in the program area for which the commodities and/or contractual services are sought.
Obligation	The dollar value of requested goods and/or services that is a legal duty of payment when the goods and/or services are received and approved. An obligation is also referred to as a commitment.

Term	Definition
Obligation Authority	Limit placed on federal-aid highway and highway safety construction programs to act as a ceiling on the apportioned contract authority that can be obligated by the states within a specified time period, usually the federal fiscal year, October 1 through September 30. This limit is regardless of the year in which the funds were originally apportioned and is imposed by the Federal Highway Administration in order to control the highway program spending in response to economic and budgetary conditions.
Operations and Maintenance	Modification of a software system after delivery to improve performance, correct defects, or otherwise maintain the system.
Oral Presentations/Interviews	A meeting or series of meetings used to present the vendor's approach and improve understanding about the Department's needs and expectations with questions and answers at the end of the vendor's oral technical presentation.
Organizational Change Management (OCM)	A planned, systematic approach to prepare for, manage through, and reinforce change brought about by business process, system, and organizational structure changes in an organization.
Parallel Testing	Testing of multiple system components or applications at the same time.
Parties	Persons or entities holding obligations or receiving benefits of a legally binding agreement (contract).
Performance Bond	A bond guaranteeing fulfillment of a contract.
Phase Gate	A process in which project phases are separated by decision points, at which time specific criteria are applied to determine a go no-go decision regarding proceeding to the next phase.
PMBOK	PMI's Project Management Body of Knowledge, standards for Project management.
Preliminary Price Proposal	An initial offer put forward by a vendor for the work and deliverables described in their proposal for consideration by the State.
Prime Vendor	The primary or lead vendor in the situation where a vendor is partnering with one or more other vendors (subcontractors) for the proposed Solution. The Prime Vendor will serve as the "single point of contact" for all communications for the proposed Solutions and be accountable for the proposed integrated solution. A Prime Vendor may partner with other sub-vendors (subcontractors) as needed. However, for each response to this ITN, the response should represent an integrated solutions approach to serve the overall needs of FDOT as described within this ITN.

Term	Definition
Program Component	An aggregation of generally related objectives which, because of their special character, related workload and interrelated output, can logically be considered an entity for purposes of organization, management, accounting, reporting, and budgeting.
Program Number	Program Number is a two-digit alphanumeric code used to crosswalk estimates to specific budget categories or classifies generic phase usage.
Program Planning Workshop	An annual meeting of FDOT leadership to establish investment policies and these policies (which reflect executive-level decisions on how the Department will satisfy its governing statutes) are translated into funding allocations and investment and infrastructure targets.
Project Director	The Department's staff member(s), provider(s), or consultant(s) with overall responsibility and authority to oversee the contractual services being performed by the vendor for the Department as described in the Contract agreement.
Project ID number	A unique project identification number for a project. Also known as "Financial Project Identification Number (FPIN)" or the "FM Number."
Project Management Body of Knowledge (PMBOK®)	A library of project management skills, tools and standards used by the Project Management Institute to measure and certify Project Management Professionals.
Project Management Institute (PMI)	A body that certifies Project Management Professionals.
Project Management Plan	<p>PMP - The PMP is a formally approved Plan (or set of Plans) that are used to manage the execution of a project. It includes the processes and actions required to define, implement, integrate, and orchestrate project management activities according to standards such as PMI's PMBOK, and is used to define how the project will be executed, monitored and controlled, and closed. The PMP may include (but is not limited to) plans to manage the following:</p> <ul style="list-style-type: none"> Project Integration Management Project Scope Management Project Time Management Project Cost Management Project Quality Management Project Human Resource Management Project Communications Management Project Risk Management Project Procurement Management Project Stakeholder Management
Project Management Professional Project Manager	PMP - Project Management Professional certification from PMI.

Term	Definition
PUR 1000	General Conditions
PUR 1001	Instructions to Respondents
Purchase Order Terms and Conditions	State of Florida’s standardized Purchase Order Terms and Conditions, which can be found at the Department of Management Services website.
Release Management	A process for planning, scheduling, controlling, deploying, and testing software releases in order to deliver new functionality to production while ensuring that existing applications and functionality are protected.
Respondent	An entity providing a proposal in response to this ITN.
Roll Forward	A budgetary process to allow qualifying projects with an uncommitted or un-expended balance on June 30th of the current year to become a part of the roll - forward to the next fiscal year of the adopted work program. Spending authority (budget) associated with the phases is advanced through the budget amendment process and will not be available until after approval from the Legislative Budget Commission. The adopted work program will contain any approved roll-forward project phases.
Schedule IV-B Business Case	The Schedule IV-B is used to present supporting documentation for Information Technology (IT) project requests by providing more detailed information on IT projects than is included in the D-3A issue narrative. The resulting document builds on analyses and information collected by the agency during the initial definition and planning stages.
Scope of Services	Details of the desired commodity/services, information, and items to be furnished by the Vendor are described in Exhibit “A”, Scope of Services/Specifications.
Scrutinized Companies List	Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or companies that are engaged in a boycott of Israel.
Selection Committee	The Selection Committee will make final selection or make a determination to continue review of responses and Negotiations.

Term	Definition
Services-based Patterns and Technologies	An approach to software design/implementation in which discrete functionality or services can be exposed to other applications remotely, and can be utilized and updated independently over a network. A "service-oriented architecture" is vendor, product, and technology agnostic, and is generally presented as a "black box" to users of the service because it can consist of many other services.
Short-List	A down-selected list of vendors moving forward after the first round of proposal evaluations.
Software as a Service (SaaS)	A software distribution model in which applications are hosted by a third-party provider and are made available to customers over the Internet.
State	The State of Florida.
Subcontract	An agreement entered into for provision of services on behalf of the prime vendor as related to this ITN.
Subcontractor	Any entity contracting with the Prime vendor to perform services or to fulfill any of the requirements requested in this ITN or any entity that is a subsidiary of the Prime vendor that performs the services or fulfills the requirements requested in this ITN.
System Integrator	A person or company specializing in building technology solutions combining software, hardware, and other technology products from multiple suppliers.
Target	Program-wide measures to determine if investment priorities and product priorities are satisfied when fund allocations are applied to specific projects. Can be classified as financial or infrastructure targets.
Task Work Orders (TWO's)	Authorization to perform work.
Team	In the context of the ITN, the Vendor and its subcontractors.
Technical Proposal	The component of the Vendor's response articulating Company Qualifications, and capability, experience and methodologies for delivering on Functional Requirements, Technical Requirements, and Value-added Services.
Technical Requirements	Non-functional system requirements related to system performance, responsiveness, availability, etc.
Technical Review Committee	A team composed of at least three (3) persons who collectively have experience and knowledge in contract procurement and in the program area for which the commodities and/or contractual services are sought, who will be involved in the technical review of the Vendor proposals.

Term	Definition
Tentative Work Program	The Tentative Work Program is the version of the Department's Five-Year Work Program (Capital Program of Projects) that is created during the update cycle. This version takes the last four years of the Adopted Work Program, adds on a new fifth year, and allows for edits to all years. This version will ultimately be passed through the Legislature and the Executive Office of the Governor for approval to become the Adopted version on July 1st.
Test Cases / Oral Presentations	Oral technical presentations are non-public meetings with short-listed vendors who provide an oral technical presentation of their firm's capabilities and approach to the Scope of Services and also improve their understanding about the Department's needs and expectations with questions and answers at the end of the oral technical presentation.
Transportation Modes	Including, but not limited to: roads, bridges, airports, seaports, rail systems, spaceports, bus transit, and bicycle and pedestrian features.
Transportation System	In programming projects, the transportation system reflects the facility involved in the project. For example, a highway project that provides access to an airport would be programmed with a highway transportation system, e.g., Intrastate State Highway. Multimodal would be used for those projects that lie within the boundaries of a multimodal facility e.g., the Miami Intermodal Center.
TRC	Technical Review Committee
Turnover/Disentanglement	The process that will be used to transition the Solution from the Vendor to the Department at the end of the contract term, or at the end of any subsequent terms.
Value-Added Services	Innovative, sustainable, practical, demonstrated services to be provided by the Vendor, in addition to the requested services.
VBS	Florida Vendor Bid System
Vendor(s)	In the context of the ITN, the firm that will serve as the prime to provide services defined in the ITN.
Work Mix	Work mix describes the type of work to be accomplished at the completion of the item segment.
Work Program	The Department's \$40 billion, five-year capital program of projects.
Work Program Integration Initiative (WP II)	Work Program Integration Initiative - multi-year transformative project to reengineer Work Program business processes and leverage new technology to improve the way revenue is converted into infrastructure by the Florida Department of Transportation.

WP II Acronyms and Glossary