

ATTACHMENT H – DEFINITIONS

Revised 12/19/2016 Addendum 1

With the exception of terms identified herein, the defined terms in Chapters 60A-1, 74-1 and 74-2, Florida Administrative Code (F.A.C.) apply, and are found at:

<http://www.flrules.org/Gateway/reference.asp?No=Ref-06494>.

A

Acceptance Criteria: Pre-defined performance requirements and essential conditions that Deliverables are measured against before they are considered complete and acceptable.

Acceptance: A written notification from the Department to the Contractor that a Deliverable has been reviewed and is judged by the Department to meet its Acceptance Criteria.

Accounts Payable Subsidiary File: A supporting general ledger account that provides limited financial and payee information regarding the Agency's Accounts Payable liabilities balances.

Accounts Receivable (AR) Customer File: A file containing limited customer/ payer information used for receivable transactions.

Accounts Receivable Subsidiary File: A supporting general ledger account that provides limited financial and payer information regarding the Agency's Accounts Receivable balances.

Accounts Receivable/Billing to Receipt (ARB): The process area focusing on billing and receiving payments.

Action Plan: A corrective action plan requested by the Department from the Contractor pursuant to Section 19.3 ("Action Plans and Step-In Rights") of the Contract.

Affiliate: With respect to any legal person or entity, any other person or entity Controlling, Controlled by or under common Control with such person or entity.

Agency Business System: A system owned and managed by an agency, which interfaces with FLAIR and/or assists agencies in the performance of financial management functions.

Agency for State Technology (AST): The Agency established in 2014 by the Florida Legislature to oversee the State's essential technology projects and house Florida's Chief Information Officer. Website: <http://www.ast.myflorida.com/index.asp>.

Agency: As the context requires, means an, authority, council, committee, department, division, bureau, board, section, or entity of government that uses or interacts with FLAIR and/or CMS.

Applicable Law: Any legislation, statute, regulation, ordinance, rule, judgment, order, decree, ruling, or other requirement enacted, promulgated, or imposed by any governmental authority or judicial or regulatory body (including any self-regulatory body) at any level (e.g., municipal,

county, provincial, state or national) that is applicable to or enforceable against a party or governs its activities under or in connection with this Contract.

Archive: A component of CMS used by Treasury to serve as a data repository allowing users to access and report on data from certain components of CMS.

Aspire Project: The 2002 project designed to replace the accounting and cash management subsystems that ultimately suffered insurmountable challenges and was suspended in 2007.

Asset Requisition to Disposal (A2D): The process area focusing on recording, depreciating, and reporting on assets.

Available Balance File: A file maintaining information on the current fund cash, release, organization cash, and allotment balances.

B

Background IP: Any Intellectual Property created by or for a party prior to the Contract Effective Date [or created subsequently by or for a party outside and independent of the Contract (*i.e.*, created by personnel other than those involved in performance of the Contract)]

Bank Accounts: A component of CMS used by Treasury to account for all Treasury assets by account including bank and investment transactions and balances.

Bank Administration Institute (BAI) File: A file format for performing electronic cash management balance reporting.

Best and Final Offer (BAFO): A revised, final Reply that the State may request from a Respondent(s) following initial Contract negotiations.

Budget Preparation to Reversion (BUD): The process area focusing on the budget management life cycle from request to reversion.

Business Day: Includes Monday through Friday, inclusive, except for holidays declared and observed by the Department.

Business Function Testing: The start-to-finish global testing of an entire business function. Business Function Testing tests business function cycles of the simulating real-life usage as closely as possible, and is based on the lifecycle of the core functions that the business function is expected to perform.

Business Hours: 8 AM to 5 PM on all Business Days.

Business Process Standardization (BPS): The Florida PALM Project Track responsible for developing and executing business process standardization activities.

Business Requirements: The functional and technical requirements for the Solution.

C

Calendar Day: All days, including weekends and holidays.

Cash Management System (CMS): A collection of Treasury-operated, separate systems that support the Treasury's responsibilities of monitoring cash levels and activities in State bank accounts, for keeping detailed records of cash transactions and investments for State agencies, and paying of warrants and other disbursements issued by the CFO.

Cash Receipts & Clearing Fund File: An auxiliary file that temporarily maintains records for cash receipt transactions.

Cash-In Flows to Out-Flows (CSH): The process area focusing on verifying deposits, reconciliation, tracking receipts and warrants, and cash reporting.

Central FLAIR: Performs the CFO's responsibilities for statewide cash and budget control; creation and audit of State payments; warrant and electronic funds management; and Form 1099 reporting responsibilities. It is a cash basis accounting system and does not have a comprehensive general ledger.

Certificates of Deposit: A component of CMS used by Treasury to account for Treasury's Certificate of Deposit Program.

Certificate: An electronic document used to prove ownership of a public key.

Chart of Accounts: Made up of master data elements, both state standard and Agency unique codes, which are organized and used to report how an Agency records assets, liabilities, equities, fund balances, revenues, and expenditures.

Chief Financial Officer (CFO): The Chief Financial Officer of Florida.

Commercial Exploitation License: A perpetual, non-exclusive, right and license to Use and commercially exploit the licensed subject matter, without any duty of accounting to the Department unless otherwise expressly provided in this Contract, in a form that does not contain any identifiable reference or connection to the Department or other State agencies and does not contain any State Data.

Commercial Off the Shelf (COTS): Software or hardware that is commercially made and available for sale, lease, or license to the general public and that requires little or no unique modifications to meet the needs of the procuring party. **Commercially Reasonable Efforts:** Taking such steps and performing in such a manner as a well-managed business would undertake where it was acting in a determined, prudent and reasonable manner to achieve a particular result for its own benefit.

Compensating Systems: Applications developed outside of the State's accounting system to support financial functions. Also referred to as Agency Business Systems.

Comprehensive Annual Financial Report (CAFR): A set of government financial statements comprising the financial report of a State, municipal, or other governmental entity that complies with the accounting requirements promulgated by the Governmental Accounting Standards Board. Florida's CAFR is available at: <http://www.myfloridacfo.com/Division/AA/Reports/>.

Confidential Information: Information in the possession or under the control of the State or the Contractor that is exempt from public disclosure pursuant to Chapter 119, F.S., or to any other applicable provision of State or federal law that serves to exempt information from public disclosure.

Configurations: Adaptations made to COTS software and custom software, generally through setting table- and data-driven parameters rather than through programming code,.

Configured Software: ERP or third party application software that has been (1) configured to meet State requirements in accordance with a design approved by the State and (2) system tested by the Contractor, with all discovered defects corrected.

Consolidated Revolving Accounts (CRA): A component of CMS used by Treasury and Agencies to account for all Agency participant banking activities associated with the CRA.

Contract Amendment: A request for modification to the Contract.

Contract Title File: A file containing limited information on the Contract.

Contract: The Technology System Contract by and between the Department and the Contractor for the performance of the Project, consisting of the General Terms and Conditions and the corresponding attachments thereto, including this Attachment H.

Contractor Authorized Representative: An individual designated by the Contractor as an individual having the authority to officially represent the Contractor in its dealings with the Department and other Eligible Entities with respect to this Contract.

Contractor Staff: Any and all personnel furnished or engaged by or on behalf of the Contractor to perform any part of the Services, including employees and independent contractors of the Contractor and its Subcontractors.

Contractor Tools: Any materials, systems, software, equipment, business processes, or business methods that are owned or licensed by the Contractor (or a Subcontractor) and form part of their service delivery infrastructure or which are otherwise used by the Contractor or a Subcontractor to perform Services under the Contract (e.g., a ticketing system or software testing suite).

Contractor: The business entity to which this Contract has been awarded and entered into by the Department.

Control (and its derivative forms, including Controlling and Controlled by): Possessing, directly or indirectly, the power to direct or cause the direction of the management policies or operations of an entity or person, whether by contract, or other objective criteria.

Cost Reply: Cost forms, schedules and other materials prepared by the Respondent in accordance with the ITN instructions submitted in a separately sealed package.

Cure Period: The period of time associated with a Deliverable, during which the Contractor is correcting deficiencies of a Deliverable identified by the Department.

Custom IP: Intellectual Property originally developed or customized specially for the Department or other Eligible Entity pursuant to this Contract, including custom and customized training materials and reports.

D

DecisionDirector® (DD2): The functionality of the DecisionDirector® tool: (1) whereby Respondents to the Florida PALM ITN will respond to the requirements (general, technical, and functional) that are part of the Florida PALM ITN, and (2) that will be used to review, validate, evaluate, and score each Respondent's Reply to the requirements.

Deliverable License A non-exclusive, perpetual, irrevocable, fully paid-up, world-wide, transferable and sub-licensable (through multiple levels of sub-licensees) right and license to Use (or have Used on the Department's or other Eligible Entity's behalf) a Deliverable as part of the Solution, in any form or media (whether now known or later developed), any Contractor- or third-party-owned Intellectual Property that is embedded or incorporated in a Deliverable and is not subject to a software license agreement executed by the Department or other Eligible Entity.

Deliverable Supplement License: a non-exclusive, world-wide, fully paid-up, transferable and sub-licensable (through multiple levels of sub-licensees) right and license to Use (or have Used on the Department's or other Eligible Entity's behalf) a Deliverable Supplement in any form or media (whether now known or later developed) in furtherance of the permitted use and enjoyment of any Deliverable.

Deliverable Supplement: any Work Product or Supplier Tool the use of which by or on behalf of the Department or other Eligible Entity (or their authorized users) is either necessary for or enhances their permitted use and enjoyment of a Deliverable.

Deliverable: Any tangible outcome which may be specified in this Contract, Statement of Work, strategy, or plan document. Deliverables are classified as documents, services, technology implementations, events, or qualified and quantified benefits. All results, items and/or materials representing goods and Services, provided, prepared and delivered or to be delivered to the Department in the course of performance under this Contract of the Services by the Contractor. Deliverables are sub-categorized as either Solution Deliverables (which are akin to major Project milestones) or Project Deliverables.

Department Contract Manager: The Department's Project Team member responsible for management of the Contract. The Department's Contract Manager will verify completeness and quality of activities and tools, and provide validation that the resulting work products support the business objectives and goals of the Department. Further, the Department's Contract Manager is to provide oversight to the Project Management processes as well as quality assurance of the deliverables and work products produced at various stages of the Project.

Department of Financial Services (Department or DFS): The Agency overseen by the Chief Financial Officer that also administratively houses the Offices of Financial Regulation and Insurance Regulation. Website: <http://www.myfloridacfo.com/>. The Department may be referred to as “Buyer” or “Customer” in a PUR Form attachment.

Departmental FLAIR: Provides general ledger reporting for Agencies. The Agencies have flexibility in managing budgets; recording expenditures and revenues; performing project, grant, and contract accounting; and maintaining property records. Departmental FLAIR is designed so that a financial transaction is recorded by making one entry. Overnight, Departmental FLAIR produces the offsetting accounting entry necessary to complete the transaction.

Design Specification: A detailed description that defines how all requirements identified in the ITN and augmented during requirements confirmation will be met.

Design, Development and Implementation Phase 1 (DDI Phase 1): The Project Phase focused on core processes such as general ledger, payment processing, and budget and cash controls as defined in the FLAIR Study.

Design, Development and Implementation Phase 2 (DDI Phase 2): The Project Phase focused on expanding ERP functionality based on the processes completed in DDI Phase 1 as defined in the FLAIR Study.

Dis-Investments: A component of CMS used by Treasury and Agencies to capture amounts to be liquidated from invested trust funds.

Division of Accounting and Auditing (A&A): The division within the Florida Department of Financial Services responsible for safeguarding public assets, settling the State’s financial obligations, reporting financial information, and improving accountability of the State. A&A is the functional owner of FLAIR.

Division of the Treasury: The owner of CMS, a division within the Department that performs the cash management and investing activities for the State.

Documentation: All user manuals, operating manuals, technical manuals and any other instructions, specifications, documents and materials, in any form or media, that describe the functionality, installation, testing, operation, use, maintenance, support and technical and other components, features, and requirements of the Solution.

E

Effective Date: The last date this Contract is signed by both parties.

Eligible Entity: The entities who are employers of Eligible Users, and any other organization with authority to access the system.

Eligible User: Any person or entity authorized by the Department pursuant to rule to purchase from state term contracts or to use the online procurement system.

Encumbrance Subsidiary File: A supporting general ledger account that provides limited financial and payee information regarding the Agency's outstanding encumbrance balances.

End-User: A person within an agency (not in a functional or technical support role within DFS) with assigned access to the financial management solution.

Enterprise Resource Planning (ERP): Systems that integrate internal and external management information across an entire organization: finance/accounting, purchasing, human resources, payroll, customer relationship management, etc. ERP systems automate this activity with an integrated software application. The purpose of ERP is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders.

Executive Steering Committee (ESC): The 15-member Florida PALM Project governance body that has the overall responsibility for ensuring that the Project to replace FLAIR and CMS meets its primary business objectives. The Chief Financial Officer or Executive Sponsor serves as the Chair of the ESC.

Expansion File: Auxiliary files containing short-cut keys used to reduce the amount of amount of input for transactions and increase the accuracy of data input.

F

Financial Management Solution (Solution): A system that allows the State to organize, define, and standardize its financial management business processes and that complies with 215.90-215.96 F.S.

Firm Fixed Price: The cost of services to be paid according to the Contract (quarterly, per deliverable, etc.), with upgrades and pre-defined support services included at no extra charge, Contract price includes all prices for services, software, and Labor Rates.

Fiscal Year (FY): July 1st of one year to June 30th of the next calendar year.

FLAIR Account Code: Comprised of 29 numeric characters from eight master data elements which is required on all transactions to record an Agency's receipt of moneys and disbursement of appropriated funds.

Florida Accountability Contract Tracking System (FACTS): A statewide web based contract reporting application, as provided by Section 215.985, F.S., that allows users the ability to search for contracts by agency, vendor or service type.

Florida Financial Management Information System (FFMIS): The accounting, budgeting, cash management, human resources and procurement subsystems of the State of Florida established by section 215.93, F.S. There are five subsystems: Cash Management System (CMS), Florida Accounting Information Resource (FLAIR), Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS), MyFloridaMarketPlace (MFMP), and People First (PF).

Florida PALM Project (Project): The Project with the vision of implementing a statewide financial management system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it adopts a true enterprise-wide Solution. PALM is an acronym for Planning, Accounting, and Ledger Management.

Force Majeure Events: Unforeseeable circumstances outside the control of, and that occur other than due to the negligence or fault of, the Contractor, its Subcontractors, and their respective suppliers, that prevent or disrupt the Contractor from fulfilling the Contract. See section 24 of PUR 1000.

Full Time Equivalent (FTE): An individual employed on a full time (40 hours per week) basis.

Fund Accounting: A component of CMS used by Treasury to perform accounting functions for invested trust funds and Special Purpose Investment Accounts (SPIA) and to allocate investment earnings to the General Revenue Fund, trust funds, and SPIA.

G

General Appropriations Act (GAA): Legislation that provides funding for the annual period beginning July 1 and ending June 30 to pay salaries, capital outlay, and other specified purposes of various agencies of State government.

General Ledger Master Balance File: A file containing numerous account balances (e.g. Month to Date, Quarter to Date, Year to Date, Life to Date, Prior Month, Prior Year) for all master data elements used. The field is updated nightly based on entries recorded by Agencies.

General Revenue Fund: A fund of all moneys received by the State of Florida from every source, except for moneys authorized by law to be deposited into Trust Funds and the Budget Stabilization Fund.

Grant Application to Closeout (GAC): The process area focusing on establishing, managing, and reporting on grants.

Grant Information File: A file containing limited information on a grant.

Grant Master Balance File: A separate general ledger containing financial transactions using the Grant Number.

I

Implementation Service(s): The requested services for the Software and System Integrator (SSI) to deploy the Florida PALM Financial Management Solution.

Information Systems Design Methodology (ISDM): A formally documented methodology outlining specifically defined stages/phases in the systems development lifecycle associated with all systems development efforts.

Information Warehouse: A data repository allowing users to access and report on Central FLAIR Information and most Departmental FLAIR and Payroll information. Also contains selected information from the CMS components.

Integration Testing: The test phase that will test the overall integration of a Prepared Software Deliverable with previously delivered software Deliverables with which it interfaces. Integration Testing focuses on integration of all software Deliverable components, including but not limited to printing, reports, batch system, online system, remote system access, tapes, security and external interfaces.

Intellectual Property Rights: All or any of the following: (a) patents, patent disclosures and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith; (c) copyrights and copyrightable works (including computer programs), mask works and rights in data and databases; (d) trade secrets, know: how and other confidential information; and (e) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection provided by applicable law in any jurisdiction throughout the world.

Intellectual Property: Any tangible or intangible material or thing in which Intellectual Property Rights subsist.

Interim Revised Reply (IRR): Any information that the Respondent provides during negotiations that becomes part of the Respondent's Reply.

Investment Accounting: A component of CMS used by Treasury to account for all the investments made by the Treasury (internal and external portfolios) and to calculate interest amounts to be allocated.

Invitation to Negotiate (ITN): A solicitation used by an Agency which is intended to determine the best method for achieving a specific goal or solving a particular problem and identifies one or more responsive vendors with which the Agency may negotiate in order to receive the best value.

K

Key Staff: Contractor Staff whose continuity in their assigned roles and participation in the Project that are key to its success- e.g., Executive Sponsor(s), Project Manager(s), Functional Leads by functional area, Technical Leads by technical area, and Organizational Change Management Leads.

L

Labor Rates: A time and materials payment arrangement for unanticipated scope changes that require additional assistance.

Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS): A system that serves as the statewide appropriations and budgeting system owned and maintained by the Executive Office of the Governor. LAS/PBS is part of the FFMIS.

License: An agreement governing the use or redistribution of software.

M

Major Risk: A risk with a high probability and important or critical impact as defined in the Pre-DDI Project Management Plan.

Malware: Program code or programming instructions intentionally designed to disrupt, disable, harm, interfere with or otherwise adversely affect computer programs, data files or operations; or other code typically described as malicious code or a virus, or by similar terms, including Trojan horse, worm, and backdoor.

Mandatory Minimum Qualifications: Requirements that the Department has established with respect to Replies to be submitted by Respondents.

Master Data Element: The style and organization of the Chart of Accounts used to describe and account for the State's financial events.

Masterfile: Used by DFS, a Microsoft Access database loaded with data from the Statewide Financial Statements Function within Departmental FLAIR. Data contains up to date trial balances and adjustments for Agencies and is used to populate the Working Trial Balance (WTB).

Mental Impressions: The Staff of each Party (and its affiliated entities) may use and employ any generalized ideas, concepts, know-how, methods, techniques, or skills gained or learned by them during the course of performing their respective tasks under the Contract.

N

Non-Appropriation: A legislative act in which funds to enable the Department or to effect continued payment under this Contract are not appropriated or otherwise made available.

Non-Routine Business Functions: Certain business functions of the Solution are operated in production at a frequency that will not allow such functions to be executed during the applicable Warranty period, such as statutory and regulatory reports and certain quarterly or annual tasks.

O

Office of Information Technology (OIT): The division within the Florida Department of Financial Services that plans, manages, and operates the DFS information technology resources. OIT is the technical owner of all Department applications including FLAIR and CMS.

Operating Environment: Collectively, the IT infrastructure owned or operated by or for the Department or other Eligible Entity that is used to host and/or operate the Solution or State systems or databases that exchange data with the Solution or otherwise interface with it, including all associated hardware, equipment, software, platforms, communications networks and connectivity, facilities, and other components.

Organizational Change Management (OCM) Track: Organizational Change Management. The Florida PALM Project track responsible for leading, delivering, and supporting the execution of organizational change management and workforce transition strategies, tools, programs, curriculum, training, and plans. This is one of four Project tracks.

P

Party or Parties: One or both parties to the Contract, unless the context requires otherwise.

Payroll Hire to Separation (PAY): The process area focusing on the financial transactions related to accounting for employee salary and benefits costs.

Payroll: Processes payroll payment requests to include the calculation of payroll taxes and deductions, maintains employee pay records, and supports the taxation accounting processes; as well as reporting for all branches of State government.

Performance Measure: The ongoing monitoring and reporting of program accomplishments, particularly progress towards pre-established goals. Performance measures may address the type or level of program activities conducted (process), the direct products and services delivered by a program (outputs), and/or the results of those products and services (outcomes).

Performance Standards: Specific measurement indicators assigned to Contract tasks representing timeliness and quality of task output.

Personally Identifiable Information (PII): Any information that, either individually or when combined with other information, could be used to distinguish or trace an individual's identity, such as their name, address, telephone number, social security number, date and place of birth, mother's maiden name, account information, and/or biometric records, including information regarding an individual's education, financial transactions, medical history, criminal history and employment history, including all information given protected status under any privacy law.

Pre-Design, Development, and Implementation (Pre-DDI): The Florida PALM Project phase focusing on project planning, business process standardization, and procurement of a Software and System Integrator.

Primary Financial Software Product: General Ledger and Accounts Payable, at a minimum.

Process Areas: A grouping of functions that represent the State's current financial processes.

Procurement to Payment (P2P): The Process Area focusing on purchasing and paying for goods and services.

Project Deliverable: Key project documents and software deliveries, and documentation of supporting activities.

Project Development to Closeout (PJT): The Process Area focusing on establishing, managing, and reporting on projects.

Project Information File: A file containing limited information on the Project.

Project License: a non-exclusive, world-wide, fully paid-up, transferable and sub-licensable (through multiple levels of sub-licensees) right and license to Use (or have Used on the Department's or other Eligible Entity's behalf) the licensed subject matter during the Contract's term for the purpose of receiving and using the Services and otherwise participating in the Project.

Project Management Body of Knowledge® (PMBOK): guidelines for managing individual projects and defines project management related concepts. It also describes the project management life cycle and its related processes, as well as the project life cycle.

Project Management Office (PMO) Track: The Florida PALM Project Track responsible for developing and executing project management strategies for all Project phases.

Project Management Plan (PMP): A formal, approved document used to manage Project execution. The PMP documents the actions necessary to define, prepare, integrate and coordinate the various planning activities. The PMP defines how the project is executed, monitored and controlled, and closed.

Project Team: The group of Florida Department of Financial Services employees and Contractors dedicated to the Florida PALM Project.

Property Function: Relates to two separate Property functions (FA – Accounting Function and FC – Custodian Function) which allow Agencies to record and track their assets in Departmental FLAIR. Both fields must be recorded in the Property Master File for property records to be considered as complete.

Property Master File: A file containing an Agency's asset information for purchased or donated property intended to provide information for custody and financial reporting.

Public Records Law: Chapter 119, F.S., section 24(a) of Article I of the Florida Constitution, or other applicable state or federal law.

Public Records: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

Q

Quality Assurance (QA): The standards, procedures, and planned systematic activities (e.g., training, project tools, and project support staff) necessary to ensure quality standards and procedures are adhered to and products or services meet Contract and quality requirements.

Quality Assurance Testing: Testing performed by the Contractor that confirms that the Prepared Software Deliverable conforms in all respects to the Design Specification and that the Deliverable has been created in a workmanlike and professional manner. Quality Assurance Testing includes without limitation system testing, integration testing, volume/stress testing, business function testing, and regression testing.

R

Record to Report (R2R): The process area focusing on establishing ledger coding and record keeping through financial reporting.

Regression Testing: The continual re-testing of previously tested Prepared Software Deliverables to ensure that such Prepared Software Deliverables continue to operate correctly. Regression Testing is necessary to test components that may be affected by a change to another component.

Reply Opening: A date and time on which Responses will be opened at the location indicated on the Timeline. Respondents may, but are not required to, attend. The Buyer may choose not to announce prices or release other materials pursuant to section 119.071(1)(b), F. S. Any person requiring a special accommodation because of a disability should contact the Procurement Officer at least five (5) workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Buyer by using the Florida Relay Service at (800) 955-8771 (TDD).

Reply: The materials submitted as a response to the Florida PALM ITN solicitation. A Reply may be referred to as a Response in a PUR Form attachment. See also the definitions for Technical Reply, Cost/Price Reply, and DD2 Reply.

Requirements Traceability Matrix (RTM): A tool that correlates requirements to system functionality throughout the project life cycle (i.e., design, testing, and implementation).

Respondent: The entity that submits materials to the Department in accordance with the ITN.

Review Period or Review Cycle: A period of time associated with a Deliverable and specified during which the Department is examining the Deliverable and determining if it is acceptable.

Revolving Fund Subsidiary File: A file maintaining limited financial information for non-reimbursed revolving fund disbursements.

S

Scope: Describes at a high level what will and will not be included as part of the Project. Scope defines the Project's overall boundaries and provides a common understanding of the Project for the stakeholders and the Project Team. It is further defined by the Solution Requirements, Deliverables, schedule, and supporting information contained in the Statement of Work.

Service Delivery Center: Any non-State facility at or from which the Contractor or any Subcontractor performs or delivers any Services.

Service Level Agreement (SLA): A formal, negotiated section of the Contract that defines (or attempts to define) in quantitative (and perhaps qualitative) terms the contracted-for standards of performance to be achieved in providing the Services.

Services: All of the services, functions, equipment, software and other products and materials (including Deliverables) to be performed or provided by the Contractor and any of its Subcontractors under this Contract, as such services are described in the Contract, and as such services evolve, are enhanced and change over the Contract Term, as described in Attachment G – SSI Contract, and including any services or functions not specifically described in this Contract that are reasonably required for the proper performance and provision of the services. The term services also include any unspecified service that is inherent to the proper delivery of a specified service.

Shared Data: Any data or information of or concerning the State or the Department that either is created or generated by a Contractor in the performance of the Contractor's obligations under the Contract, including third party service and product Contracts in accordance with payment card industry rules.

Software and System Integrator (SSI): The Contractor selected through the procurement process to implement the State's new Financial Management Solution.

Software Vendor: The manufacturer and provider of ERP or other COTS software proposed for use by the State as part of the Solution. The Software Vendor is the entity that manufactures or licenses to applicable software and provides maintenance and support services for it.

Software-as-a-Service (SaaS): A name for a subscription-based hosted service that makes the functions and features of software applications available to authorized users via internet access for a particular period of time in exchange for an agreed upon fee paid for each period of use.

Solution (Financial Management Solution): Collectively, the new integrated system, including all of its components and elements, that is the principal object of the procurement and Project– which system is intended to replace the four main components of the Florida Accounting Information Resource (FLAIR) subsystem, those being central FLAIR, departmental FLAIR, payroll, information warehouse and the cash management and accounting management components of the Cash Management System (CMS).

Solution Deliverable: Documentation of any major or significant Project milestone or event that is designated as a Solution Deliverable in the Contract. Solution Deliverables are used to signify important critical path or other major accomplishments of the Project.

Solution Requirements: The State's business, functional, technical, and/or performance requirements and specifications for the Solution, whether documented by State personnel or representatives without the assistance of Contractor Personnel or documented by Contract Personnel working alone or jointly with State personnel or representatives.

Special Purpose Investment Accounts (SPIA): A component of CMS used by Treasury and SPIA participants to capture participant transfers in and out of SPIA.

Standard Business Process Model: The document that describes each Process Area in detail and that includes the Standard Business Process Workflows.

Standard Business Process Workflow: A standardized flow diagram (such as a Visio).

State Accounts: A component of CMS used by Treasury to account for all Treasury assets by fund type.

State Data: Any data or information of or concerning the Department or any other State Agency or instrumentality or any of their respective Staff or constituents that is provided to or obtained by the Contractor, a Subcontractor, any Contractor Staff, or by any of their suppliers in connection with the negotiation and execution of the Contract or performance of the Services and the Contractor's other obligations under the Contract, including any such data and information that either (i) is created, generated, collected or processed by Contractor Personnel in connection with the performance of the Contractor's obligations under the Contract, including data processing input and output, Service Level measurements, asset information, reports, third party service and product agreements, and the Contractor's charges to the Department under the Contract, or (ii) resides in or is accessed through the State's Operating Environment or the Contractor's Service Delivery Environment; as well as any data and information based on or derived from any of the foregoing.

State Material: Any material that is owned or licensed by the State, including any material that contains State Data, State Confidential Information and/or the State's Intellectual Property.

State: The state of Florida.

Statement of Work (SOW): Detailed description of services and/or products to be provided as part of a resulting Contract; an attachment to the Contract. Also, any subsequent Contract Changes affecting the scope of work as may be negotiated and agreed to by the State.

Statement on Standards for Attestation Engagements (SSAE) No. 16, Reporting on Controls at a Service Organization: Authoritative guidance for reporting on service organizations set forth by the American Institute of Certified Public Accountants. Service Auditor's Report contains valuable information regarding the service organization's controls and the effectiveness of those controls. In the case of a Type II report, the user organization receives a detailed description of the service organization's controls and an independent

assessment of whether the controls were placed in operation, suitably designed, and operating effectively.

Strategy: A method of achieving a particular goal, usually over a long period of time. For the Florida PALM Project, a strategy may include detailed plans for achieving success and the most efficient use of resources.

Subcontractor Agreement: A negotiated and legally binding arrangement(s) between an individual or business contracting with the Contractor to perform part of the Services.

Subcontractor: A company to which the Contractor delegates performance of a portion of the Services, but does not include independent (1099) contractors engaged by the Contractor solely in a staff augmentation role.

System and Data Strategy (SDS) Track: The Florida PALM Project track responsible for developing and executing technical strategies for the new enterprise resource planning system. This is one of four Project tracks.

System Testing: All of the testing of a software Deliverable to be conducted by the Contractor prior to turning over the Deliverable to the Department for Acceptance.

T

Technical Reply: Materials prepared by the Respondent in accordance with the ITN instructions that do not include the cost forms, cost schedules and other cost-related materials.

Title File: A file containing data codes made up of state standard and Agency unique codes.

Track: Work streams that are staffed to simultaneously support the Project.

Transparency Florida: The Transparency Florida Act, section 215.985, F.S.

Treasury Management (TRM): The process focusing on the Treasury functions required to manage and maintain custody of cash and investment resources.

U

Unauthorized Removal: The Contractor's removal of any Key Staff from their assigned roles or the Project without the prior written consent of the Department.

Unit Testing: Using test conditions provided in the detailed specification to test the logic of a Prepared Software Deliverable component. During Unit Testing, additional test conditions may be defined to help ensure that all logic paths are tested, and test data is created to test the software as needed.

Use: Use, execute, display, copy, perform, interface, integrate, test, distribute copies of, maintain, modify, enhance, and create derivative works of the subject materials.

User Acceptance Testing (UAT): The testing of prepared software to be carried out by the Department with the support and assistance of the Contractor to determine whether the software should be Accepted by the Department.

V

Vendor – Employee File: A file set up for employees for non-salary payments; typically travel related expenses.

Vendor – Statewide File: A centralized file for vendor and payee information used by all Agencies for procurement through payment transactions.

Vendor Bid System (VBS): The State internet-based vendor information system at http://myflorida.com/apps/vbs/vbs_main_menu.

W

Warrant Processing: A component of CMS used by Treasury to verify and pay warrants and to support reconciliation of Central FLAIR warrant records to the bank records.

Work Product: any material or other work of authorship produced by Contractor Staff in the course of performing the Services that is not specifically produced as a Deliverable. A Work Product may or may not be a Deliverable Supplement.

Working Trial Balance: Data from the Masterfile populates data into the Working Trial Balance (WTB), another Microsoft Access database. The data is used by DFS in the preparation of the State's Comprehensive Annual Financial Report (CAFR).