



# Glossary Terms

Terms used in these web pages shall be given their common and ordinary meaning except where otherwise declared or clearly apparent from the context. Additionally, the following definitions shall apply.

1	<b>AE Roster</b>	Files (maintained by PCSS) of Architect & Engineers' qualifications for specific types of work.
2	<b>Addenda or Addendum</b>	Refers to documents issued by the County that change or modify the terms of a Solicitation. The term "Addenda" is also commonly referred to by the Federal Government as an "amendment".
3	<b>Affidavit and Certificate of Compliance</b>	A state of compliance with KCC 12.16, Non- Discrimination and Affirmative Action in Employment.
4	<b>Apparent Low Bidder</b>	The firm which offers the lowest price in response to a call for bids.
5	<b>Authorization to Negotiate</b>	Memo which grants the Implementing Agency authorization to conduct negotiations with the top-ranked firm. (See also Selection Summary)
6	<b>Authorized Personnel</b>	Those employees given signature authority for certification of payment by the respective elected official, departmental director, agency head or division manager.
7	<b>Award</b>	Selection of the lowest responsible bid which meets all specification.
8	<b>BDCC</b>	Business Development and Contract Compliance Section
9	<b>Bid</b>	An offer to provide materials, equipment, supplies, or Services, in response to a Solicitation for Bids or Proposals issued by the County. KCC 4.16.010. A Bid is the written response to an Invitation to Bid ("ITB"). A Proposal is the written response to a Request for Proposals (RFP).
10	<b>Bid Acceptance Period</b>	Means the specified number of days the Bidder agrees to hold its Bid price firm so that the County may accept the Bid within the specified time period
11	<b>Bid Evaluation Conference</b>	A conference (usually with apparent low bidder) to gather information on unusually high or low bids, or to gain other information needed to clarify outstanding issues.
12	<b>Bid Guarantee</b>	A form of security, usually a bond, that serves to assure that the bidder will not withdraw a bid within the period specified for acceptance, and that the firm will execute a written contract and furnish required bonds within the time specified on the bid.

13	<b>Bid Tabulation Sheet</b>	Document that lists firms and their bid prices.
14	<b>Bidder</b>	Firm competing for a construction contract.
15	<b>Bidder (Goods/Services)</b>	Means any person, firm or corporation that formally submits a Bid, Proposal or offer to provide Goods or Services to the County in response to a Solicitation for Bids or Proposals issued by the County. KCC 4.16.010.
16	<b>Bidder Qualifications</b>	Information used in determining whether a bidder is responsible. The information may contain references, identification of key personnel and key contractors, the firm's certifications if any, identification of any pending claims or litigation, safety records, or other pertinent information.
17	<b>Bidding Document</b>	A document that contains the Division 0, and technical specifications. Also referred to as the CD's, these are the complete specifications, including Division 0, Tech Specs and Drawings on which contractors submit their bids.
18	<b>Bidding Schedule</b>	A form used by a contractor to submit a bid. The form contains all of the elements the contractor is required to bid on. Also referred to as Section 00300 of Division 0.
19	<b>Blanket Purchase Order</b>	A contract awarded by Procurement & Contract Services to fill anticipated repetitive needs for non-specific quantities and/or specific quantities on a routine basis, at established prices.
20	<b>Board of Ethics</b>	A board established by King County Code to ensure proper implementation of the Ethics Code and to investigate and report on conflicts of interest.
21	<b>Boilerplate</b>	A standard format for a document.
22	<b>BRED</b>	Business Relations & Economic Development
23	<b>Capital Item "Fixed Assets"</b>	Inventoriable item that has an expected lifetime that is longer than one year and the cost is \$1,000.00 or more, including freight and sales tax.
24	<b>Certificate of Insurance</b>	A Certificate submitted by the contractor/consultant verifying that its insurance coverage complies with the insurance requirements of the contract.
25	<b>CFR</b>	Means the Code of Federal Regulations
26	<b>Change Order</b>	A legal document used to modify the terms of a purchase order.
27	<b>Clarification</b>	Communication with an Offeror for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in a Proposal
28	<b>Competition</b>	A condition where two or more firms are able to compete for a contract.

29	<b>Competitive Bidding</b>	Two more bids or proposals submitted for the same item or services by responsible bidders.
30	<b>Competitive Process</b>	Bidding or proposals fair and open competition that is open to all firms.
31	<b>Competitive Range or Short List</b>	The group of Proposers with which the County will conduct Discussions and invite to submit a revised Proposal. All proposals that have a reasonable chance of receiving award shall remain in the Competitive Range or Short List.
32	<b>Conflict of Interest</b>	A clash between the public interest and the private pecuniary interest of the individual concerned. (Black's Law Dictionary)
33	<b>Consultant Disclosure Form</b>	A form a consultant is required to submit on all contracts over \$2,500. This form is submitted to the Board of Ethics to determine whether there are any code of ethics or conflict of interest issues.
34	<b>Contract</b>	A deliberate agreement in legal format between two or more competent parties, upon consideration, to do or abstain from doing some legal act. (Black's Law Dictionary)
35	<b>Contract Execution</b>	The act, after the Bidder signed the Contract, by King County in signing the Contract. It is with the signature of King County that the Contract is actually executed and binding and at no time prior to such act.
36	<b>Contract Number</b>	A number issued by PCSS, for either a consultant or a construction solicitation.
37	<b>Contract Specialist</b>	Person within PCSS who provides consulting, information, resources, and assistance in carrying out the procurement process.
38	<b>Contractor</b>	Means the individual or firm that agrees to provide the goods or perform the services.
39	<b>Cost Price Analysis</b>	An analysis of the cost proposed by the selected consultant. This can include analysis of labor hours, overhead, profit levels, material prices, salary levels, and "Other Direct Costs" (ODCs) of the prime firm, and subconsultants (if any).
40	<b>Counterpart</b>	An original signed contract agreement.
41	<b>County</b>	Means King County.
42	<b>Deficiency</b>	Any part of a Proposal that fails to satisfy the County's requirements. A Deficiency may be technical, management, contractual, or cost
43	<b>Direct Voucher</b>	Means direct authorization for payment of procured goods/services without a purchase order/contract issued by Procurement and Contract Services.

44	<b>Discussions</b>	Means any oral or written communication between a procurement official and a potential Offeror (other than communication conducted for the purpose of minor Clarification) whether or not initiated by the procurement official, that (1) involves information essential for determining the acceptability of a Proposal, or (2) provides the Offeror an opportunity to revise or modify its Proposal.
45	<b>Division 0</b>	Part of the Construction Contract Documents. Division 0 contains an invitation to bid and instructions to bidders, bid form, bid bond, contract form, performance and payment bond, and general terms and conditions.
46	<b>Division 0 Preparation (DOP) Form</b>	A form completed by the Project Representative (PR) containing information used to complete a Division 0. Also referred to as DOP.
47	<b>Document Holders List</b>	A list of all firms that were sent a Solicitation Document. Sometimes known as Bidders List.
48	<b>EAC &amp; EAS</b>	Executive Audit Committee and Executive Audit Services
49	<b>Encumbrance</b>	A reservation/commitment of budgeted funds.
50	<b>Exemption</b>	Means those purchases exempt from use of County purchase order or contract.
51	<b>Emergency</b>	A situation in which a natural disaster or crisis in public health or order exists; or where the restoration of usefulness of public property has been destroyed or delay in restoring that usefulness will result in financial loss to the County.
52	<b>Engineer's Estimate</b>	Project cost estimate developed by the IA's project staff or consultants.
53	<b>Evaluation Forms</b>	Forms used to evaluate RFP submittals; the forms include evaluation criteria and weights (if applicable).
54	<b>Execution</b>	The act, after the Bidder signed the Contract, by King County in signing the Contract. It is with the signature of King County that the Contract is actually executed and binding and at no time prior to such act.
55	<b>Experience Factor</b>	A rating calculated by the department of Labor, based on the contractor's claims history on accidents payable from the state fund.
56	<b>FBOD</b>	Finance & Business Operations Division
57	<b>Goods</b>	Refers to all tangible items, including specifically manufactured items, which are movable at the time of identification other than money, and investment securities.
58	<b>Grant Funds</b>	Means any money, or property in lieu of money, paid or furnished by Federal, State, or local government under

programs that provide financial assistance through grant or contractual agreement.

59	<b>IA</b>	Implementing Agency
60	<b>Illegal Purchase</b>	Any procurement action taken to obligate the county for goods or services without following required purchasing procedures.
61	<b>Insurance Requirements Form</b>	A form sent by the PR to Risk Management, which they use to communicate insurance and indemnity requirements for a project.
62	<b>Invitation to BID "ITB"</b>	Refers to a document containing specifications for Goods or Services which the County is seeking and is available to all Bidders who may be able to supply the Goods or Services. Award goes to the lowest Responsive Responsible Bidder. CON 7-2-1 (AP) 5.4 An ITB is used in Sealed Bid procurement and is synonymous with the often-used term "Invitation for Bid" or "IFB".
63	<b>Invoice</b>	A request or bill for payment of item(s) shipped and/or services rendered with a detailed accounting of all charges and total amount due.
64	<b>KCC</b>	Means King County Code.
65	<b>Maintenance Agreement</b>	A contract for repair or service of specific equipment, building equipment (ie, elevators, furnaces) or non-consumable supply items.
66	<b>Minimum Requirements</b>	Basic needs identified by the department user.
67	<b>Non-Professional Services</b>	Consulting services where the primary purpose of the service is to provide a report, a study, and intellectual goods. Examples of Non-Professional or Technical Services are audits, training materials, and manuals.
68	<b>NOS</b>	Notice of Selection
69	<b>Notice to Proceed (NTP)</b>	Letter sent to the selected firm, notifying them to begin work.
70	<b>ODCs</b>	Other Direct Costs
71	<b>PAO</b>	Prosecuting Attorney's Office
72	<b>Payment and Performance Bond</b>	A bond that serves to assure payment to all persons supplying labor or materials in the work provided for in a contract and performance of all contractual obligations.
73	<b>PCO</b>	Project Controls Officer
74	<b>PCSS</b>	Procurement and Contract Services Section of the Finance & Business Operations Division, Department of Executive

Services, King County.

75	<b>Personnel Inventory Report (PIR)</b>	A form that lists employment data for businesses located in King County.
76	<b>Plan Centers</b>	Centers (specific locations) in which contain copies of Solicitation Documents available for public review.
77	<b>Pre-Bid (or Pre-Proposal) Conference</b>	A meeting with the Project Representative (PR) and prospective bidders or proposers during the solicitation period.
78	<b>Pre-qualified Vendor</b>	Means a vendor who has submitted to King County a Personnel Inventory Form and Affidavit of Compliance that they are an equal opportunity employer as required by KCC, Chapter 12.16.
79	<b>Procurement</b>	The process of acquiring construction and consulting services.
80	<b>Procurement File</b>	File maintained by PCSS that contains all information pertinent to the procurement.
81	<b>Procurement Strategy</b>	The approach and structure of the procurement process.
82	<b>Professional Services</b>	Mean those Services provided by independent Contractors: (1) Within the scope of architecture, accounting, engineering, landscape architecture, law, financial or administrative studies, feasibility studies of a scientific or technical nature, management advisory services and special project management for a defined period of time or result, or other practice that requires specialized knowledge, advanced education or professional licensing or certification; and (2) Where the primary service provided is mental or intellectual, involving the consistent exercise of judgment and discretion or the provision of specialized skills. KCC 4.16.010.
83	<b>Project Representative (PR)</b>	Person within the Implementing Agency responsible for procuring the contracting or consulting firm and managing the project.
84	<b>Proposal</b>	An offer submitted to the County to enter into a contract.
85	<b>Proposer/ Bidder Protests</b>	Prior to contract execution, objections to selection process.
86	<b>Public Bid Opening</b>	Sealed bids are opened in a meeting that is open to the general public.
87	<b>Purchase Order</b>	A document which authorizes the delivery of specific merchandise or the rendering of certain services and the making of a charge for them.
88	<b>Proposers</b>	Professional and/or Technical experts (consultants or firms) who prepare and submit proposals for work solicited by the county.
89	<b>RCW</b>	Refers to the Revised Code of Washington.

90	<b>Request for Proposal (RFP)</b>	A solicitation document issued to consulting firms. The document includes project information, submittal information and requirements, etc.
91	<b>Request for Information (RFI)</b>	An RFI is a market research tool used to assist the County to determine product capabilities and/or clarify business requirements.
92	<b>Request for Quotation (RFQ)</b>	Refers to a written or oral request to provide a price or quote to supply specified Goods or perform specified Services.
93	<b>Requisition</b>	A formal request from an agency requesting for the procurement process to begin; includes information relevant to a proposed purchase
94	<b>Responsible or Responsibility</b>	A Bidder who, at the time of Contract award, possesses the ability to perform successfully and a willingness to comply with the terms and conditions of a proposed Contract. A determination of Responsibility may be affected by new information up to the time of Contract award and may include such matters as Contractor integrity, compliance with public policy, past performance record, financial and technical resources.
95	<b>Responsive or Responsiveness</b>	Refers to an unequivocal offer or Bid to perform or provide exactly what the County has specified in the ITB, so that acceptance of the Bid will bind the Bidder to meet the County's requirements in all material respects. A Bid must be Responsive at the time of Bid opening and determined by looking at the face of the Bid.
96	<b>Responsible Bidder</b>	A person who has the capability in all respects to perform fully the contract requirements and has the integrity and reliability which will assure good faith performance.
97	<b>Responsive Bid</b>	A construction bid that submits all requested information in the required format on time.
98	<b>Restrictive Bidding</b>	Bidding which restricts fair and open competition for a contract.
99	<b>Risk Management</b>	The King County Agency that sets insurance requirements for all County Contracts.
100	<b>Rolling Stock</b>	Means revenue-producing buses, vans, cars, railcars, locomotives, and trolley cars and buses. KCC 4.16.010
101	<b>Scope of Work (SOW)</b>	A specific description of the work to be performed. This description may include tasks, specifications, quantities, schedule, time and place of services & quality requirements.
102	<b>Selection Panel (SP)</b>	Committee that performs interviews (if applicable) & makes the final selection of a consulting firm.
103	<b>Selection Summary</b>	A memo summarizing the selection process, and why firms were included or excluded, which when countersigned by PCSS

		authorizes the IA to negotiate with top-ranked firm.
104	<b>Send</b>	Sending can be by any method you choose, whether it is by e-mail, mail or facsimile.
105	<b>Services</b>	The furnishing of labor, time, or effort by a Contractor, not involving the delivery of Tangible Personal Property, other than reports, which are merely incidental to the required performance. KCC 4.16.010. Examples of Services include but are not limited to maintenance and repair, janitorial, auto repairs, moving services, software implementation, and inspection services. The term Services as used throughout this manual does not include "Professional or Technical Services" and "Non-Professional and Technical Services".
106	<b>Short List</b>	A list of finalist firms, selected from all proposers.
107	<b>Signature Authority</b>	Authority delegated by the Executive allowing specified individuals to legally bind the county as related to contracts.
108	<b>Small Works Roster</b>	Multiple construction discipline lists, maintained by PCSS, of contractors willing to bid on small construction projects.
109	<b>Sole Source</b>	The only source know to be able to perform a contract.
110	<b>Solicitation</b>	A document seeking Proposal or Sealed Bids. A Solicitation will be used in both Sealed Bid and negotiated procurements.
111	<b>Solicitation Document</b>	Document containing information on the project and requesting a response from bidders or proposers.
112	<b>Specification</b>	A clear and accurate description of the technical requirements for material, a product, or a service, including how it will be determined if the requirements are met.
113	<b>Standard Terms and Conditions</b>	A preprinted set of instructions and information that need to be considered by bidders and which are standard for all bids.
114	<b>Statement of Qualifications (SOQ)</b>	A list of qualifications submitted by firms, for inclusion on the County's A&E Roster.
115	<b>Subcontract, Sub-Consultant Availability Analysis</b>	Form completed by the PR which identifies subcontractor and subconsultant opportunities specifically for a project. This opportunities are then approved by BDCC and incorporated into the bid solicitation documents.
116	<b>Tangible Personal Property</b>	Means equipment, supplies, materials, Goods, and Rolling Stock. KCC 4.16.010.
117	<b>Technical Review Committee (TRC)</b>	The committee that reviews the technical qualifications of Proposers.
118	<b>Technical Services</b>	Consulting services where the primary purpose of the service is to provide a report, a study, and intellectual goods. Examples

of Non-Professional or Technical Services are audits, training materials, and manuals.

119	<b>Top-Ranked Firm</b>	Firm which scores the most points during the evaluation process.
120	<b>Total Cost Estimate</b>	An estimate of the total cost of a project.
121	<b>User Agency "UA"</b>	Department or agency that has identified a need for the Goods or Services and is seeking to procure Goods or Services to satisfy its need.
122	<b>Vendor</b>	The individual or firm that agrees to provide the goods or perform the services.
123	<b>Waiver</b>	A procurement process which waives the normal competitive process.

**Note: Appendix A of King County Executive Procedure CON-13 has additional defined terminology.**