

Attachment XII: Glossary

General Terms Used in the RFP

The “Proposer” refers to any entity submitting a proposal to this Request for Proposals (“RFP”). Other abbreviations used throughout this RFP include:

Term	Definition
BOS, Board	Board of Supervisors
BOS-Admin	Board of Supervisors’ Administrative Services Division
BOS-IT	Board of Supervisors’ Information Technology Division
BOS-Leg; Leg Division	Board of Supervisors’ Legislative Services Division
BOS-Ops	Board of Supervisors’ Operations Division
CCSF/City	The City and County of San Francisco
COB	The Office of the Clerk of the Board
Contractor/Consultant	The Proposer awarded a contract for services subsequent to this RFP
C-Pages	Communications pages. Correspondence such as letters, emails, and faxes that are received by the Clerk's Office and address the Board of Supervisors as a whole. Publicly available and published weekly.
CTA	Clerk to Act. An official request from a member(s) of the Board of Supervisors to the Clerk of the Board to act or take a specific action on their behalf.
Disaster Recovery	Policies and procedures to enable the recovery or continuation of vital technology infrastructure and systems supporting critical business functions following a natural or human-induced disaster.
Documentation	A set of documents provided on paper or online. Examples include user guides, white papers, on-line help, and quick- reference guides.
HRC	Human Rights Commission
LMS	Legislative Management System
LBE	Local Business Enterprise (LBE). A business that is certified by the Contract Monitoring Division as an LBE under the San Francisco Administrative Code Chapter 14B. Businesses meeting the criteria specified in Chapter 14B can be certified as Micro, Small, or SBA LBEs in designated categories of work. The purpose of San Francisco’s LBE Ordinance is to assist small businesses when competing for the award of City contracts. When applicable, the LBE Ordinance provides small CMD-certified businesses with subcontracting opportunities, bid discounts, and various other forms of assistance through a series of legislatively defined programs.

MCO	Minimum Compensation Ordinance (MCO). Chapter 12P of the San Francisco Administrative Code, generally requires City contractors that provide services and tenants at the San Francisco Airport to provide to their covered employees: (1) no less than the MCO hourly wage in effect; (2) 12 paid days off per year (or cash equivalent); and (3) 10 days off without pay per year. The Minimum Compensation Ordinance rate is adjusted on January 1 each year.
Project Team	The City's employees involved in the System implementation, including functional, Business Intelligence and reporting, and technical sub-teams.
Proposal	A Proposer's submission in response to this RFP.
Proposer, Respondent	Any entity or entities submitting a response to this RFP.
RFP	Request for Proposals
Subject Matter Expert	A person who is an authority in a particular area or topic.
System	Represents the entire suite of software, licenses, custom programming, and all services needed to meet the City's requirements as described in RFP Section 2 – Scope of Work, for a City-wide financial management system replacement.
Working Day	Any day that is not a Saturday, Sunday, or City-recognized holiday.