

SECTION 24: DEFINITION OF TERMS

Addendum – an addition or change in the prepared specifications for which an invitation has already been mailed for formal written quotations, formal proposals, informal written quotations or informal written proposals.

Board of County Commissioners – (BOCC) The governing body of the County with final decision making authority.

Contract – a solemn agreement between parties, usually written, with binding legal and moral force; usually exchanging goods or services for money or other consideration.

Direct Voucher – a mechanism by which payment may be made without requiring a purchase order to be issued. In *most* cases, if no tangible goods or services are being received, a direct voucher may be used to pay the invoice.

Emergency Purchase – an unforeseen situation in which there is a breakdown of County service and there is an urgent need to restore such service, in order to avoid serious and adverse consequences affecting the life, health, welfare, or property of the citizens of Lee County.

Exempt Purchase – purchases which are exempt from quoting requirements because blanket Board approval has already been obtained.

Formal Level – current formal dollar level is \$100,000.00.

Formal Written Quotation - method used for the purchase of items or services when cost is over formal level.

Functional Authority – authority over all day-to-day operations within the authorized person’s jurisdiction.

Governmental Entity – any political subdivision such as City, County, School Board, Port Authority, etc. with authority to govern members of the public.

Informal Hearing – a meeting called, attended by and presided over by the members of the Dispute Committee.

Informal Quotation – written or other method, which may be used, for the purchase of items or services when cost is below formal level.

Miscellaneous Obligation – the ordering and/or receipt of goods or services prior to the issuance of a purchase order; a prepurchase.

Miscellaneous Transaction – certain transactions, which are unique in nature, and therefore, cannot be handled through competitive bargaining and negotiations.

Negotiation – method used if less than two responsive bids or proposals for commodity or contractual service purchases are received; the department or division may negotiate a contract on the best terms and conditions.

One Step Quote Process – this process is normally used for purchases anticipated to be of formal level and the award is made to the lowest responsive, responsible bidder meeting specifications.

Piggyback - procurement method used which allows one governmental entity to take advantage of competitive pricing received by another governmental entity when both governmental entities have procedures, which allow this action.

Pre-bid Conference - meeting held with prospective bidders prior to solicitation of quotes/proposals, to recognize state of the art limits, technical aspects, specifications, and standards relative to the subject, and to elicit expertise and quoter's interest. All questions and abnormalities concerning the project should be discussed.

Prepurchase – any goods or services ordered or received prior to the issuance of a Purchase Order.

Price Estimate – a price given by a vendor for an item or service meeting specifications given them. This is not necessarily a firm quote.

Purchase Order – the actual ordering of items or services. This is the point at which funds are encumbered on the County's financial records. This is the official purchase of an item or service and should state all terms and conditions of the proposed transaction.

Requisition – a request for the purchase of items or services, not an authorization to purchase.

Sealed Proposal – a Procurement method established around general guidelines or a description of need for a service rather than a firm specification written in detail. This method is used when no fixed criteria exists.

Sole Source Purchase - a product or service that is available from only a single source or supplier and such determination is documented.

Specifications – a concise statement of a set of requirements to be satisfied by a product, material or process; indicating whenever appropriate the procedures to determine whether the requirements are satisfied. A specification may be a standard, a part of a standard, or independent of a standard.

State of Local Emergency – a situation involving possible adverse consequences affecting the life, health, welfare or property of the citizens of Lee County. This must be declared by the Board of Lee County Commissioners and/or their designee in accordance with Lee County Ordinance No. 87-1.

Tabulation – the recording of quotes and quote data submitted in response to a specific invitation for purposes of comparison analysis, and recordkeeping.

Two Step Quote Process – this process is used when there is a need to qualify vendors/bidders in the first step; those who meet our qualifications to provide the commodity or perform the service in the first step will then go onto to the second step of awarded to the lowest responsive, responsible bidder meeting specifications.

Waiver - a process whereby a government Procurement office may procure items without formal bidding/quoting procedures because of the uniqueness of circumstances related to that procurement action.

One World® - a registered trademark of Oracle Corporation