

## ABBREVIATIONS AND ACRONYMS

The following abbreviations and acronyms are used in this Manual:

<b>ADA</b>	Americans with Disabilities Act
<b>AOC</b>	Administrative Office of the Courts <sup>1</sup>
<b>CARI</b>	California Alliance of Rehabilitation Industries
<b>CCC</b>	Contractor Certification Clauses
<b>CRC</b>	California Rules of Court
<b>CRP</b>	Community Rehabilitation Program
<b>CSCR</b>	California State Contracts Register
<b>DGS</b>	Department of General Services
<b>DVBE</b>	Disabled Veteran Business Enterprise
<b>GC</b>	Government Code
<b>HCRC</b>	Habeas Corpus Resource Center
<b>IA</b>	Interagency Agreement
<b>IBA</b>	Intra-branch Agreement
<b>IFB</b>	Invitation for Bids
<b>IGC</b>	Intergovernmental Contract
<b>IT</b>	Information Technology
<b>JBCL</b>	California Judicial Branch Contract Law
<b>JBE</b>	Judicial Branch Entity
<b>LPA</b>	Leveraged Procurement Agreement
<b>MB</b>	Microbusiness
<b>MOU</b>	Memorandum(a) of Understanding
<b>MVC</b>	Military and Veterans Code
<b>NASPO</b>	National Association of State Procurement Officials
<b>NCB</b>	Non-Competitively Bid
<b>OSDS</b>	Office of Small Business and Disabled Veteran Business Enterprise Services
<b>PCC</b>	Public Contract Code
<b>PCO</b>	Procurement and Contracting Officer
<b>PO</b>	Purchase Order
<b>RFI</b>	Request for Interest

<sup>1</sup> The names “Administrative Office of the Courts” and “AOC” have been retired. Please refer to CRC 10.81(b) for further information.

<b>RFO</b>	Request for Offer
<b>RFP</b>	Request for Proposals
<b>RFQ</b>	Request for Quote
<b>SABRC</b>	State Agency Buy Recycled Campaign
<b>SAM</b>	State Administrative Manual
<b>SB</b>	Small Business
<b>SCM</b>	State Contracting Manual
<b>SCR</b>	Special category non-competitively bid contract request
<b>SOW</b>	Statement of Work
<b>TCAS</b>	Trial Court Administrative Services office
<b>TCFPPM</b>	Trial Court Financial Policies and Procedures Manual
<b>U.S.</b>	United States or federal
<b>WSCA</b>	Western States Contracting Alliance