# ABBREVIATIONS AND ACRONYMS

The following abbreviations and acronyms are used in this Manual:

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

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

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