GLOSSARY

This glossary provides definitions of key terms used throughout the Manual.

Acceptance Testing – The testing of goods or services to determine compliance with contract requirements (e.g., acceptance criteria and specifications).

ADA Coordinator – The JBE officer or employee who is available to respond to questions or concerns during the procurement process regarding reasonable accommodation for disability.

Approving Authority – For each type of JBE, the person identified in the following table:

JBE	Approving Authority
Supreme Court	Clerk of the Supreme Court
Courts of Appeal	Administrative Presiding Justice
Superior Courts	Presiding Judge
HCRC	Executive Director
Judicial Council	Administrative Director

Artificial Intelligence or AI – See definition in chapter 2, section 2.4 of this Manual.

Bid – A response to a competitive solicitation issued by a JBE. (The term “Bid” is used in this manual regardless of the Solicitation Document used by the JBE. Thus, a response to an RFQ, IFB, or RFP is referred to as a “Bid” even though industry practice may involve use of different terms such as “quote” or “proposal.”)

Bid Closing Time – The date and time at which Bids are due for a particular solicitation.

Bidder – Any person or entity that submits a response to a competitive solicitation issued by a JBE, regardless of the Solicitation Document used by the JBE (e.g., RFQ, IFB, or RFP).

Buyer – The JBE officer or employee who performs day-to-day purchasing and contracting activities.

Certificate of Insurance – A document that provides evidence that an insurance policy has been underwritten and that includes a statement of the policy coverage; see chapter 8, section 8.2.D.

Contract Administrator – See definition in chapter 11, section 11.3 of this Manual.

Court Day – A business day of the applicable JBE.

DVBE – A business certified by the California Department of General Services as a "disabled veteran business enterprise," as that term is defined in MVC 999.

Evaluation Team – A group responsible for evaluating Bids. See chapter 4, section 4.4.A of this Manual for additional information.

Generative Artificial Intelligence or GenAI - See definition in chapter 2, section 2.4 of this Manual.

Intra-branch Agreement (IBA) – A type of contract between judicial branch entities; see chapter 8, section 8.2.D of this Manual.

Invitation for Bid (IFB) – An invitation for bid; a type of Solicitation Document used in the procurement of non-IT goods and non-IT services.

Joint Legislative Budget Committee (JLBC) – A committee of the California State Senate with membership from both houses created to make recommendations to the Legislature and its houses on various matters including the California state budget, revenues and expenditures, and organization and functions of the State of California.

Judicial Branch Contract Law (JBCL) – Part 2.5 of the PCC; PCC 19201–19210.

Judicial Branch Entity (JBE) – A superior court, appellate court, the Judicial Council, or the Habeas Corpus Resource Center (HCRC).

Leveraged Procurement – A type of procurement described in chapter 6, section 6.1 of this Manual.

Leveraged Procurement Agreement (LPA) – See definition in chapter 6, section 6.1 of this Manual.

Local Contracting Manual – A manual adopted by a JBE governing its procurement and contracting activities, as required by PCC 19206.

Memorandum of Understanding (MOU) – A type of intergovernmental agreement; see chapter 8, section 8.2.D of this Manual.

Microbusiness – A type of Small Business.

Payee Data Record – A form of document used primarily in connection with tax withholding.

Phoenix Statewide Financial System – The financial system maintained by the Judicial Council for recording and processing various financial activities of the 58 superior courts, including recording transactions in the general ledger, recording purchasing activities, and processing payments for goods and services.

Progress Payment – A partial payment following the completion of a deliverable, milestone, or stage of progress under a contract.

Prospective Bidder – A person or entity who supplies non-IT goods, non-IT services, or IT goods and services relevant to a competitive solicitation conducted by a JBE, but who has not yet submitted a Bid.

Protester – A person or entity who has submitted a protest in connection with a competitive solicitation conducted by a JBE.

Purchase Order (PO) – A typical purchase document, as described in chapter 8 of this Manual.

Request for Interest (RFI) – A document issued by a JBE to separate those Prospective Bidders who intend to participate in an upcoming solicitation from those who have no interest in participating.

Request for Offer (RFO) – A request made by a JBE to a potential LPA Vendor for a specific response or offer from the Vendor to clarify or confirm the terms of the JBE's procurement under the LPA.

Request for Proposal (RFP) – A type of Solicitation Document used in the procurement of non-IT services and IT goods and services.

Request for Quote (RFQ) – A type of Solicitation Document used in certain low-value or low-risk procurements.

Responsible Bidder – A Bidder that possesses the required experience, facilities, and financial resources and is fully capable of performing the relevant contract.

Responsive Bid – A Bid that complies with the requirements of the Solicitation Document and the terms and conditions of the proposed contract without material deviation.

Small Business – A business certified by the California Department of General Services as a "small business" or a "microbusiness," as those terms are defined in GC 14837.

Solicitation Document – A document created by a JBE for seeking Bids from persons or entities interested in providing the non-IT goods, non-IT services, or IT goods and

services being procured by the JBE. The term Solicitation Document includes RFQs, IFBs, and RFPs.

State Auditor – The State of California's independent external auditor that provides independent and nonpartisan assessments of California government's financial and operational activities in compliance with generally accepted government auditing standards.

Statement of Work (SOW) – A detailed description or reference to the object of a contract (e.g., goods, services, information technology).

Vendor – A person or entity with whom a JBE has entered into a contract for the provision of non-IT goods, non-IT services, or IT goods and services.