

Terms used in procurement can be quite complex and occasionally perplexing to comprehend. For this reason, SC SFAA provides a list of key terms and abbreviations in procurement. This list pertains to commonly used acronyms, words, and phrases associated with South Carolina procurement and is not inclusive of every acronym, word, or phrase used within this program or in other government procurement programs. General definitions are provided for reference only. This guide is meant for general usage only and should not be relied upon as anything other than a study aid.

<b>ADA</b>	Americans with Disabilities Act	Federal legislation passed in 1990 that prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.
<b>AG</b>	Attorney General	Office of the South Carolina Attorney General. The Attorney General serves as South Carolina’s Chief Prosecutor, Chief Legal Officer, and Chief Securities Officer.
<b>ANSI</b>	American National Standards Institute	The American National Standards Institute oversees standards and conformity assessment activities in the United States.
<b>ARO</b>	After Receipt of Order	ARO stands for After Receipt of Order and further helps to clarify delivery and payment terms by specifically stating when the payment timeline begins.
<b>ASTM</b>	American Society for Testing and Materials	ASTM International is a globally recognized leader in the development and delivery of voluntary consensus standards. Today, over 12,000 ASTM standards are used around the world to improve product quality, enhance health and safety, strengthen market access and trade, and build consumer confidence.
<b>BAFO</b>	Best and Final Offer	Under S.C. Code § 11-35-1530(8)(c), the procurement officer may change the request for proposals and allow responsive offerors to make “best and final offers,” which are then re-evaluated and ranked.
<b>BATNA</b>	Best Alternative to a Negotiated Agreement	The fallback or backstop position if the negotiation fails to result in an agreement/no deal is agreed.
<b>BD</b>	Business Day	A day that is neither a Saturday, Sunday, nor a state or federal holiday. A business day runs from midnight to midnight. S.C. Code § 11-35-310(4).
<b>BLS</b>	Bureau of Labor Statistics	A federal agency of the U.S. Labor Department that tracks all aspects of the labor market such as employment projections, unemployment numbers, employee compensation reports, and a host of other labor related information.

<b>BPA</b>	Blanket Purchase Agreement	A blanket purchase agreement is a simplified method of filling repetitive needs for small quantities of miscellaneous supplies, services, or information technology by establishing “charge accounts” with qualified sources of supply. Blanket purchase agreements are designed to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase documents. R. 19-445.2100E(1)
<b>Cloud</b>	Cloud Computing	The practice of using a network of remote servers hosted on the internet to store, manage, and process data, rather than using a local server or a personal computer.
<b>CMAR/ CM@R</b>	Construction Manager at Risk	A business that has been awarded a separate contract with the governmental body to provide both construction management services and construction using the construction management at-risk project delivery method. A contract with a construction manager at-risk may be executed before completion of design. S.C. Code § 11-35-2910(3)
<b>CO</b>	Change Order	Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract. S.C. Code § 11-35-310(5)
<b>COB</b>	Close of Business	The end of the business day.
<b>CN</b>	Competitive Negotiations	A source-selection method under § 11-35-1535, which is most appropriate for complex, major acquisitions.
<b>COD</b>	Cash on Delivery	A requirement for full payment for goods and services at time of receipt.
<b>COI</b>	Certificate of Insurance	A certificate of insurance (COI) is a document, generally generated by the insurance company, certifying that the contractor is insured..
<b>COLA</b>	Cost of Living Adjustment	A cost-of-living adjustment (COLA) is an increase made to ensure that individual purchasing power, typically applicable with Social Security and Supplemental Security Income, to counteract the effects of rising prices in the economy.
<b>CONUS</b>	Continental United States	The 48 contiguous States, and the District of Columbia.
<b>COTS</b>	Commercial Off-The- Shelf Products	Supplies, other than printing, or information resources: that is a commercial product, as defined herein, that is sold in substantial quantities in the commercial marketplace; and is offered to the State, without modification, in the same form in which it is sold in the commercial marketplace. It does not include agricultural products, petroleum products, and other items customarily sold in bulk. S.C. Code § 11-35-1410(2)
<b>CPCM</b>	Certified Professional Contract Manager	A certification issued to qualified individuals by the National Contract Management Association.

<b>CPI</b>	Consumer Price Index	A measure of changes in the average price of consumer goods and services. A price index constructed monthly by the U.S. Bureau of Labor Statistics that provides a statistical measure of the average change in prices in a fixed market basket of goods and services. It is frequently called a cost-of-living index.
<b>CPO</b>	Chief Procurement Officer	The head procurement officer for information technology, (b)the state engineer and head procurement officer for areas of construction, architectural and engineering, construction management, and land surveying services, and (c) the head procurement officer for the materials management office for all other procurements.
<b>CPPB</b>	Certified Professional Public Buyer	A designation offered by the Universal Public Procurement Certification Council to procurement professionals responsible for performing essential functions within the procurement cycle, but may or may not have management or supervisory responsibilities, who have demonstrated prescribed levels of professional competency in the field of public procurement.
<b>CPPO</b>	Certified Public Procurement Officer	A designation offered by the Universal Public Procurement Certification Council to procurement professionals in leadership and management positions who have demonstrated prescribed levels of professional competency in the field of public procurement.
<b>D &amp; B</b>	Dun and Bradstreet	Dun & Bradstreet offers information on commercial credit as well as reports on businesses. A determination of responsibility often involves receiving a Dun & Bradstreet report on the vendor.
<b>DB or D-B</b>	Design-Build	A project delivery method in which the governmental body enters into a single contract for design and construction of an infrastructure facility. S.C. Code § 11-35-2910(7)
<b>DBB or D-B-B</b>	Design-Bid-Build	A project delivery method in which the governmental body sequentially awards separate contracts, the first for architectural and engineering services to design an infrastructure facility and the second for construction of the infrastructure facility according to the design. S.C. Code § 11-35-2910(6)
<b>DBOM or D-B-O-M</b>	Design-Build- Operate-Maintain	A project delivery method in which the governmental body enters into a single contract for design, construction, maintenance, and operation of an infrastructure facility over a contractually defined period. All or a portion of the money required to pay for the services provided by the contractor during the contract period are either appropriated by the State before the award of the contract or secured by the State through fare, toll, or user charges. S.C. Code § 11-35-2910(9)

<b>DBFOM or D-B-F-O-M</b>	Design-Build-Finance-Operate-Maintain	A project delivery method in which the governmental body enters into a single contract for design, construction, finance, maintenance, and operation of an infrastructure facility over a contractually defined period. Money appropriated by the State is not used to pay for a part of the services provided by the contractor during the contract period. S.C. Code § 11-35-2910(8)
<b>DQ</b>	Disqualification	A fact or condition that disqualifies a person or company to receive invitation for bids, requests for proposals, or award of a contract from the State for a specified period of time. See S.C. Code § 11-35-310(14) - Debarment
<b>DPS</b>	Division of Procurement Services	Is a division of State Fiscal Accountability Authority (SFAA).
<b>EIN</b>	Employer Identification Number	The number assigned to a business unit or individual for purposes of withholding tax. (Also known as: FEIN - Federal Employer Identification Number)
<b>EULA</b>	End User License Agreement	End User License Agreement ("EULA") means any license agreement or other commercial agreement, regardless of how designated, pertaining to the right to use any Software, including, but not limited to, any such agreement proposed prior to or after execution of this Agreement, and including without limitation any such agreement that either is affixed to (e.g., shrink-wrap), imbedded in (e.g., clickwrap), or in any way accompanies the Software upon delivery. The term "EULA" does not include any contract awarded by or on behalf of a Licensee as a result of a formal solicitation (e.g., invitation for bids or request for proposals) issued by or on behalf of a licensee. The term "EULA" does not include a contract to the extent it governs software maintenance as defined in ISO/IEC 14764:2006.
<b>ERP</b>	Enterprise Resource Planning	A business process software system that manages multiple management systems. May include finance, accounting, human resources, purchasing, inventory control, and other activities.
<b>FAA</b>	Federal Aviation Administration	Federal Aviation Administration: the division of the Department of Transportation that inspects and rates civilian aircraft and pilots, enforces the rules of air safety, and installs and maintains air-navigation and traffic-control facilities.
<b>FAR</b>	Federal Acquisition Regulation	A set of principles that governs the purchase of goods and services by U.S. federal government executive agencies.
<b>FEIN</b>	Federal Employer Identification Number	In government entities, the 9-digit number assigned for purposes of withholding tax; used by many purchasing organizations as a supplier identification number.

FOB	Free on Board	<p>FOB, Free on Board, is a transportation term that indicates that the price for goods includes delivery at the Seller’s expense to a specified point and no further. The FOB term is used with an identified physical location to determine 1) the responsibility and basis for payment of freight charges, and 2) the point at which title for the shipment passes from Seller to Buyer.</p>
		<i>(See Table E1 for explanation)</i>
FOIA	Freedom of Information Act	<p>A set of laws governing the public disclosure of government documents. See S.C. Code §§ 30-4-10 to -165</p>
FY	Fiscal Year	<p>The accounting period that covers the previous 12-month period. State of South Carolina Fiscal Year (FY) is from July 1 through June 30<sup>th</sup>.</p>
GP	Green Purchasing	<p>Purchasing a product that has a lesser or reduced negative effect or increased positive effect on human health and the environment, when compared with competing products that serve the same purpose. Incorporating EPP in the procurement process considers raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes sourcing recyclable products, recycled products, reusable products, and products that conserve energy or natural resources.</p>
GSA	U.S. General Services Administration	<p>GSA provides workplaces by constructing, managing, and preserving government buildings and by leasing and managing commercial real estate. GSA's acquisition solutions offer private sector professional services, equipment, supplies, and IT to government organizations and the military. GSA also promotes management best practices and efficient government operations through the development of governmentwide policies.</p>
IaaS	Infrastructure as a Service	<p>In this most basic cloud service model, cloud providers offer computers – as physical or more often as virtual machines – raw (block) storage, firewalls , load balancers, and networks. IaaS providers supply these resources on demand from their large pools installed in data centers. Local area networks including IP addresses are part of the offer. For the wide area connectivity, the Internet can be used or in carrier clouds dedicated virtual private networks can be configured.</p>
IDQ	Indefinite Delivery / Indefinite Quantity	<p>ID/IQ is a type of contract in which the time of delivery is unspecified in the original contract, but determined by the procurement professional during contract performance.</p>

<b>IFB</b>	Invitation for Bid	A written or published solicitation issued by an authorized procurement officer for bids to contract for the procurement or disposal of stated supplies, services, information technology, or construction, which will ordinarily result in the award of the contract to the responsible bidder making the lowest responsive bid. S.C. Code § 11-35-310(21)
<b>IP</b>	Intellectual Property	Includes inventions, patents, copyrights, trade secrets, trademarks, technical data, industrial designs that are generally protected and proprietary.
<b>IT</b>	Information Technology	Information resources, telecommunications and information services. S.C. Code § 11-35-310(1)
<b>JIT</b>	Just in Time	A scheduling system that minimizes inventory by having material arrive just as it is about to be put in use.
<b>LCC</b>	Life Cycle Costing	The total cost of ownership over the lifespan of the asset. An analysis technique that takes into account operating, maintenance, the time value of money, disposal, and other associated costs of ownership as well as the residual value of the item.
<b>LC</b>	Life Cycle	From cradle to grave, a life cycle takes all phases of product ownership into consideration.
<b>LEED</b>	Leadership in Energy and Environmental Design	A voluntary green building certification recognized world-wide that provides independent, third-party verification that a community or building is sustainable and environmentally friendly in its design, construction, and operation.
<b>LLC</b>	Limited Liability Corporation	A statutorily authorized company characterized by limited liability, management by members or managers, and limitations on ownership transfer.
<b>LLR</b>	Department of Labor	The United States Department of Labor is a cabinet-level department of the U.S. federal government, responsible for occupational safety and health, wage and hour standards, unemployment benefits, reemployment services, and occasionally, economic statistics.
<b>LLP</b>	Limited Liability Partnership	A partnership in which a partner is not liable for a negligent act committed by another partner or by an employee not under the partner's supervision.
<b>MBE</b>	Minority-Owned Business Enterprise	Firms certified as at least 51% owned and controlled by socially and economically disadvantaged individuals.
<b>MMO</b>	Materials Management Office	Materials Management Office of the State of South Carolina.
<b>MOU</b>	Memorandum of Understanding	A non-binding statement detailing the preliminary understanding of parties who plan to enter into a contract or other agreement; a noncommittal writing preliminary to a contract.

<b>MPC</b>	Model Procurement Code	Developed by the American Bar Association (ABA) and adopted in 1979. A collection of statutory principles and policies that provides guidance to public policy managers who wish to responsibly manage public procurement. State and larger local governments have individually codified the ABA MPC into procurement law and policy to effectively guide their procurement departments. The code was updated in 2000 and contains enhancements in the following areas: Electronic Commerce, Cooperative Purchasing, Flexibility in Purchasing Methods and Processes for Delivery of Infrastructure Facilities and Services. Also called the Model Procurement Code. South Carolina’s Consolidated Procurement Code was modeled after the MPC.
<b>MSLP</b>	Manufacturer’s Suggested List Price	A price list published in some form by the manufacturer and available to and recognized by the trade. The term does not include a price list prepared especially for a given offer.
<b>MSRP</b>	Manufacturer’s Suggested Retail Price	The published price which the manufacturer recommends be charged for the product in a retail or commercial setting. MSRP is often used when dealing with a supply chain that is Manufacturer – Wholesaler – Retailer. MSLP and MSRP are often used interchangeably.
<b>NASPO</b>	National Association of State Procurement Officials	NASPO is a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. It is made up of the directors of the central purchasing offices in each of the 50 states, the District of Columbia, and the territories of the United States. NASPO is an organization that helps its members achieve success as public procurement leaders through the promotion of best practices, education, professional development, research, and innovative procurement strategies.
<b>NIGP</b>	National Institute of Governmental Purchasing	National Institute of Government Purchasing (NIGP) is a nonprofit, educational, and technical assistance corporation of public purchasing agencies and activities at the federal, state, and local levels of government. It develops, supports and promotes the public procurement profession through educational and research programs, professional support, technical services, and advocacy initiatives.
<b>NIGP-CPP</b>	Certified Procurement Professional	NIGP's Certified Procurement Professional designation (NIGP-CPP) targets current and aspiring leaders in the public procurement profession. It is the only certification that is anchored in the Public Procurement Competency Framework.

<b>NIST</b>	National Institute of Standards and Technology	A physical science laboratory in the U.S. whose mission is to foster innovation and build confidence in quantitative biology and biomaterial measurements across government and industry in support of the bio- economy. ( <a href="https://csrc.nist.gov/publications/sp">https://csrc.nist.gov/publications/sp</a> )
<b>NTE</b>	Not-To-Exceed Price	The price listed on the published Contract price list. Contractor and/or Reseller cannot quote or sell a Product for more than the NTE Price.
<b>OEM</b>	Original Equipment Manufacturer	The company that produces parts, material, or equipment or the authorized reseller of such parts, material, or equipment.
<b>OSHA</b>	Occupational Safety and Health Administration	A division within the U.S. Department of Labor that was created by the OSHA Act of 1970. OSHA’s mission is to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance.
<b>PaaS</b>	Platform as a Service	In the PaaS model, cloud providers deliver a <a href="#">computing platform</a> and/or <a href="#">solution stack</a> typically including operating system, programming language execution environment, database, and web server. Application developers can develop and run their software solutions on a cloud platform without the cost and complexity of buying and managing the underlying hardware and software layers. With some PaaS offers, the underlying compute and storage resources scale automatically to match application demand such that the cloud user does not have to allocate resources manually.
<b>PANEL</b>	Procurement Review Panel	The South Carolina Procurement Review Panel is responsible for providing an administrative review of formal protests of decisions arising from the solicitation and award of contracts, the debarment or suspension of a person from consideration for award of a contract; a decision concerning the resolution of a contract or breach of contract controversy; or any other decision, policy, or procedure arising from or concerning the expenditure of state funds for the procurement of any supplies, services, or construction procurement in accordance with the provisions of the Consolidated Procurement Code. See S.C. Code § 11-35-4410

<p><b>Procurement</b></p>	<p>Buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, information technology, or construction. It also includes all functions that pertain to the obtaining of any supply, service, information technology, or construction, including description of requirements, selection, and solicitation of sources, preparation and award of contracts, and all phases of contract administration. S.C. Code § 11-35-310(25)..</p>
<p><b>Procurement Officer</b></p>	<p>Any person duly authorized by the appropriate chief procurement officer or the head of the purchasing agency to enter into and administer contracts and make written determinations and findings with respect thereto. The term also includes an authorized representative of the governmental body within the scope of his authority. S.C. Code § 11-35-310 (26)</p>
<p><b>PO</b> Purchase Order</p>	<p>A document authorizing a seller to deliver goods with payment to be made later.</p>
<p><b>PPI</b> Producer Price Index</p>	<p>A measurement tool, compiled by the U.S. Bureau of Labor Statistics, that measures the average change in selling prices during a specific time period compared to prices charged in a base year by domestic producers of goods and services. (See also PI and CPI.)</p>
<p><b>PI</b> Price Index</p>	<p>A ratio expressing the relationship between the price of a commodity at a given point in time to its price during a specified base period. (See also PPI and CPI.)</p>
<p><b>PR</b> Purchase Request</p>	<p>Document, within SFAA DPS, initiating a procurement. Using this document, a number is assigned to the procurement for tracking purposes. As the procurement proceeds, the assigned number becomes the identifying number of the solicitation and the award number if the procurement results in a contract.</p> <p>(This will be in the form of a shopping cart request in SCEIS.)</p>
<p><b>QA</b> Quality Assurance</p>	<p>1. Assuring that quality performance criteria contained within the contract is provided during contract delivery. A contract administration process that assures technical performance that conforms to the quality performance criteria. 2. Specific to technology, a planned and systematic pattern of all actions necessary to provide adequate confidence that the product optimally fulfills customers’ expectations. When a new technology product is introduced, it may involve an alpha and beta testing. Faults are identified and fixed before the product is released commercially.</p>

<b>QPL</b>	Qualified Products List	A list of products identified by manufacturers' names and model numbers that are the only items that meet the minimum specifications as determined by the using entity. These products are used when quality is such a critical factor and testing so lengthy or expensive that the entity wants to stay with proven products.
<b>RFI</b>	Request for Information	A non-binding method whereby a jurisdiction publishes via newspaper, Internet, or direct mail its need for input from interested parties for an upcoming solicitation.
<b>RFP</b>	Request for Proposals	A written or published solicitation issued by an authorized procurement officer for proposals to provide supplies, services, information technology, or construction which ordinarily results in the award of the contract to the responsible offeror making the proposal determined to be most advantageous to the State. S.C. Code § 11-35-310(30)
<b>RFQ</b>	Request for Qualifications	A document issued to prospective bidders or offerors which must contain, at a minimum, a description of the scope of work to be solicited by the invitation for bids or request for proposals, the deadline for submission of information, and how prospective bidders may apply for consideration. The request must require information concerning the prospective bidders' product specifications, qualifications, experience, and ability to perform the requirements of the contract. S.C. Code §§ 11-35-1520(11), -1530(4), -1535(C), and -3024(2)(c)(i).
<b>RFQ</b>	Request for Quotations	A request is sent to suppliers along with a description of the commodity or services needed and the supplier is asked to respond with price and other information by a predetermined date.
<b>ROI</b>	Return on Investment	A calculation used to determine the amount of return on an entity's proposed investment or assets, relative to the value of that investment or asset.
<b>RON</b>	Record of Negotiation	A Record of Negotiation reflects the negotiated changes to a solicitation or proposal, or both.
<b>SaaS</b>	Software as a Service	A software distribution model in which a cloud provider hosts application software and makes it available to end users over the internet. The cloud users do not manage the cloud infrastructure and platform on which the application is running. This eliminates the need to install and run the application on the cloud user's own computers simplifying maintenance and support.

<b>SBA</b>	Small Business Administration	An independent agency of the Federal Government that offers managerial and financial assistance to small businesses. The SBA mission is to maintain and strengthen the nation's economy by aiding, counseling, and assisting the interests of small businesses. (U.S. Small Business Administration)
<b>SFAA</b>	State Fiscal Accountability Authority	The State Fiscal Accountability Authority provides central administrative support services to state agencies and local governments in the areas of insurance, through the Insurance Reserve Fund, procurement, through the Procurement Services Division, and engineering, through the State Engineer's office.
<b>SKU</b>	Stock Keeping Unit	A unique code used for inventory purposes that may be comprised of numbers and letters that identify the attributes of each product, e.g., size, color, and manufacturer.
<b>SLA</b>	Service Level Agreement	An agreement between a buyer and a seller or between departments within an entity that defines the level and quality of service that is to be provided.
<b>SMBCC</b>	SC Division of Small and Minority Business Contracting and Certification	The S.C. Division of Small and Minority Business Contracting and Certification (SMBCC) was created by executive Order in October 1979. Enabling legislation was passed and the program was placed into law as outlined in <a href="#">Article 21, Section 11-35-5010</a> of the Code of Laws of South Carolina, 1981.
<b>TAA</b>	Trade Agreements Act	The Trade Agreements Act of 1979 enacted July 26, 1979, codified at 19 U.S.C. ch. 13, is an Act of Congress that governs trade agreements negotiated between the United States and other countries under the Trade Act of 1974.
<b>SOW</b>	Statement of Work	A written description in the contract detailing much of the performance expectations and deliverables between the contracting parties.
<b>TC</b>	Term Contract	Contracts established by the chief procurement officer for specific supplies, services, or information technology for a specified time and for which it is mandatory that all governmental bodies procure their requirements during its term. As provided in the solicitation, if a governmental body is offered the same supplies, services, or information technology at a price that is at least ten percent less than the term contract price, it may purchase from the vendor offering the lower price after first offering the vendor holding the term contract the option to meet the lower price. S.C. Code § 11-35-310 (37)

<b>T&amp;M</b>	Time & Materials	<p>A contract which provides for contractor payment based on a direct labor, hourly rate that includes benefits, payroll taxes, overhead, and contractor profit and for the cost of materials and equipment used in performance of the contact. The use of these contracts must be approved by the appropriate chief procurement officer. See S.C. Code § 11-35-2010(1).</p> <p>Limitation on T &amp; M Section 11-35-2010 (1) - Limitations, "Subject to the limitations of this section, any type of contract that will promote the best interests of the State may be used, except that the use of a cost-plus-a-percentage-of- cost contract must be approved by the appropriate chief procurement officer.</p>
<b>TCO</b>	Total Cost of Ownership	<p>A calculation used to determine the overall cost of a good or service throughout its life cycle by adding to the initial purchase price all fixed and variable costs to own and operate that good or service, minus any residual value, if any.</p>
<b>TL</b>	Truckload	<p>A quantity of freight to which truckload rates apply; indicates full truckload as opposed to LT (Less than Truckload) shipment. Motor carriers will charge less per Cwt if a shipper is moving full truckloads (TL).</p>
<b>TW</b>	Tank Wagon	<p>Single chassis truck that delivers product (generally fuel) into storage tanks, usually less than 5500 gallons or residential type deliveries.</p>
<b>UCC</b>	Uniform Commercial Code	<p>A uniform commercial code adopted by all 50 states including South Carolina. The UCC determines rights and obligations on the basis of fairness and reasonableness in the light of accepted business practices. Article 2, entitled "Sale of Goods" is the most important part of the UCC for procurement professionals. Absent a specific state or federal statute or administrative regulation, Article 2 will govern a contract for the sale of goods.</p>
<b>UL</b>	Underwriter's Laboratory	<p>A global independent safety science company dedicated to promoting safe living and working environments.</p>
<b>UPC</b>	Universal Product Code	<p>The twelve-character bar code that uniquely identifies a company's product.</p>

<b>UPPCC</b>	Universal Public Procurement Certification Council	An independent entity formed to govern and administer the Certified Public Procurement Officer (CPPO) and the Certified Professional Public Buyer (CPPB) certification programs. This non-profit organization was jointly established by the National Institute of Governmental Purchasing, Inc. (NIGP) and the National Association of State Procurement Officials (NASPO) in 1978. The UPPCC is composed of members from the California Association of Public Procurement Officers (CAPPO), Florida Association of Public Procurement Officers (FAPPO), National Association of Educational Procurement (NAEP), and the National Procurement Institute (NPI). The UPPCC is responsible for establishing, monitoring, and revising program requirements as well as developing and approving content for the certification examinations.
<b>WBE</b>	Women-Owned Business Enterprise	A Woman-Owned Business Enterprise (WBE) is a firm certified to be at least 51% owned and controlled by socially and economically disadvantaged individuals.
<b>YTD</b>	Year-to-date	A period starting at the beginning of the current fiscal year and ending at the current date.

**Ex. 1**

**FOB Origin** means that title to the merchandise passes at time and place of pick-up.

**FOB Destination** means that title to the merchandise passes at time and place of delivery.

<p><b>FOB Origin</b>            Buyer — Pays freight charges            Buyer — Bears freight charges            Buyer — Owns goods in transit            Buyer — Files claims (if any)</p>	<p><b>FOB Destination</b>            Seller — Pays freight charges            Seller — Bears freight charges            Seller — Owns goods in transit            Seller — Files claims (if any)</p>
<p><b>FOB Origin,            Freight Collect</b>            Buyer— Pays freight charges            Buyer — Bears freight charges            Buyer — Owns goods in transit            Buyer — Files claims (if any)</p>	<p><b>FOB Destination,            Freight Collect</b>            Buyer — Pays freight charges            Buyer — Bears freight charges            Seller — Owns goods in transit            Seller — Files claims (if any)</p>
<p><b>FOB Origin, Freight Prepaid</b>            Seller — Pays freight charges            Seller — Bears freight charges            Buyer — Owns goods in transit            Buyer — Files claims (if any)</p>	<p><b>FOB Destination,            Freight Collect &amp; Allow</b>            Buyer — Pays freight charges            Seller — Bears freight charges            Seller — Owns goods in transit            Seller — Files claims (if any)</p>
<p><b>FOB Origin,            Freight Prepaid &amp; Add</b>            Seller — Pays freight charges            Buyer — Bears freight charges            Buyer — Owns goods in transit            Buyer — Files claims (if any)</p>	<p><b>FOB Destination, Freight Prepaid</b>            Seller — Pays freight charges            Seller — Bears freight charges            Seller — Owns goods in transit            Seller — Files claims (if any)</p>

**SOURCES:**

- **Gartner Information Technology**
  - [https://www.gartner.com/en/information-technology/glossary/infrastructure-as-a-service-iaas#:~:text=Infrastructure%20as%20a%20service%20\(laaS\)%20is%20a%20standardized%2C%20highly,time%20and%20metered%20by%20use.](https://www.gartner.com/en/information-technology/glossary/infrastructure-as-a-service-iaas#:~:text=Infrastructure%20as%20a%20service%20(laaS)%20is%20a%20standardized%2C%20highly,time%20and%20metered%20by%20use.)
- **State of New York:**
  - <https://ogs.ny.gov/procurement/acronyms-used-procurement>
- **South Carolina Consolidated Procurement Code**
  - <https://www.scstatehouse.gov/code/t11c035.php>
- **South Carolina Regulations**
  - <https://www.scstatehouse.gov/codereqs/Chapter%2019.pdf>
- **NIGP Dictionary**
  - <https://www.nigp.org/dictionary-of-terms?letter=c>
- **Wikipedia**
  - [www.wikipedia.com](http://www.wikipedia.com)