

## DES PROCUREMENT POLICY GLOSSARY SUPPLEMENT

**Effective date:** {DATE}

### Definitions pertinent to the sole source policy:

“Sole source contract” refers to a category of instruments used for sole source acquisitions. It can be in the form of a contract, purchase order, field order, etc.

“Approval” means that all sole source contracting requirements have been met and the contract may go into effect.

“Disapproval” means that all sole source contracting requirements have not been met. Either changes or competition or both may be warranted.

“Collaborative research” means research conducted by an agency or institution of higher education with another public or private entity.

“Minor or administrative change” means revisions to the terms of a contract that do not affect the substantive rights of any party to that contract, such as a contractor's address change, etc. Changes to contract performance or compensation, etc. would be examples of substantive changes.

“Non-State Funds” means funds provided by other than a state source, such as general fund appropriation or other fee generated funds. Contracts funded by non-state funds means contracts where over 50% of the funding comes from non-state sources.

“Professional Development” refers to goods and/or services that enhance an employee’s work performance and/or career development.

“Qualified master contracts” means DES Master Contracts.

“Software Maintenance and Support” means services (maintenance) provided by a Licensor (proprietary owner) of software products to Licensee including, but not limited to, fixes, upgrades and the like to the software code or program. Technical services (support) may be included or sold as a separate offering by the Licensor and are covered under this exemption. This exemption does not apply if there is more than one Owner-designated maintenance and support service provider.