Attachment N
Glossary

Term	Definition
AD	Microsoft Active Directory. The State has begun a project to implement AD as the State's enterprise directory.
AIA	Ted Stevens Anchorage International Airport (AIA). A division of DOT/PF, currently uses a process which generates timesheets for signature and then forwards to payroll staff who enter into AKPAY.
AKPAY	Alaska Statewide Payroll System. The State's current payroll processing system based on the Tesseract software package.
AKSAS	Alaska Statewide Accounting System. The current, custom developed accounting and financial reporting package installed by the State in 1985.
Alaska Bidder Preference	An offeror who qualifies as an Alaska bidder under AS 36.30.170 (b) will receive the Alaska Bidder Preference and, for purposes of the evaluation, the proposed price will be reduced by five percent. This reduction is applied before calculating points for cost. See RFP section 2.15.
Alaska Offeror Preference	An offeror who qualifies as an Alaska bidder under AS 36.30.170 (b) will receive an Alaska Offeror's Preference of 10 percent of the total possible evaluation points, or 1,000 points. See RFP section 2.17.
ALDER	Alaska Data Enterprise Reporting system. A data warehouse project currently nearing completion. It will initially contain legacy data from the statewide accounting system (AKSAS), the statewide payroll system (AKPAY), and the statewide recruitment system (WorkPlace Alaska).
AMHS	Alaska Marine Highway System. A division of the Department of Transportation and Public Facilities consisting of marine vessel employees and supporting shoreside employees. The business rules for Marine employees are unique and complex.
Archive	To decrease file or database size, typically to enhance performance, by copying data to another medium that is not immediately accessible, but which can be accessed through another means or temporarily or permanently restored to the primary data store.
Atlas	A COTS system used by AMHS primarily for dispatching functionality.
Backup	To copy files to a second medium (e.g., disk or tape) as a precaution in case the first medium fails.
Backup and recovery test	A test to verify that a system can be reestablished after a failure. This test involves restoring to a designated point in the processing cycle, where the integrity of the system was assured, as well as reprocessing all transactions that occurred up to the original point of failure.
BAFO	Best and Final Offer. Also refers to the process by which offerors who are susceptible to award may be asked to clarify portions of their proposals. Such clarifications may not materially change the proposal, but will assist the proposal evaluation committee in evaluating the proposal.

Term	Definition
Bargaining Unit	Bargaining Unit, Bargaining Unit Code, BU, and Union Representation are all terms used somewhat interchangeably. See RFP section 4.03 and http://dop.state.ak.us/website/index.cfm?fuseaction=LaborRelations.main for more details. **Association** ... **Acronym** ... **AKA** ... **BU Codes** Alaska Correctional Officers Association ... ACOA ... CO ... GC Alaska Public Employees Association ... APEA ... SU ... SS Alaska State Employees Association ... ASEA ... GGU ... GG,GP,GY,GZ Alaska Vocational Technical Teachers Assoc. ... AVTECTA ... ... TA Confidential Employees Association ... CEA ... ... KK Inlandboatmens Union of the Pacific ... IBU ... ... MM Public Employees Local 71 ... LTC ... ... LL Marine Engineers Beneficial Association ... MEBA ... ... BB Masters, Mates and Pilots ... MM&P ... ... CC Public Safety Employees Association ... PSEA ... ... AA,AP Teachers Association of Mt. Edgecumbe ... TEAME ... ... TM **Non-represented Group** ... **BU Codes** Classified, non-represented ... EE National Guard ... NG Totally or Partially Exempt (Executive Branch) ... XE Judicial Employees ... XJ Legislative Employees ... XL
BI	Buildings Interface. A DOT/PF Internet application located in Fairbanks used for data collection and reporting building maintenance costs.
Biweekly	Every other week, typically occurring on the same day of the week. There may be more than two biweekly days (e.g., Monday) in a month. Different than semi-monthly, which is twice each month.
Concurrent Users	The number of active users (active sessions) of the TAS. Active sessions end after 20 minutes without client activity.
Contractor	The offeror selected as prime as a result of this RFP.
COTS	Commercial Off The Shelf. Refers to licensed software application products as contrasted to a custom system written "in house" or with contractor support.
CRITTS	Cost Recovery Invoicing and Time Tracking System. Being developed by the Department of Environmental Conservation to enable historical information about time spent working on, and time billed to, permits to be captured and used to calculate annual permit fees.
Data Recovery	The salvaging of data lost due to damaged media, processing errors, or other reasons.
Derivative Works	Derivative Works, as it applies to 3.19 Source Code Escrow, consists of any changes made to any portion of the Source Code Escrow Package. Changes shall not be made unless a Release Event has occurred. Derivative Works shall be the sole property of the State.
Disaster Recovery	The ability to recover from the loss of a complete site, whether due to natural disaster or malicious intent. Disaster recovery strategies include replication and backup/restore.

Term	Definition
Disaster Recovery Plan	The disaster recovery plan (DRP) – sometimes referred to as a business continuity plan (BCP) or business process contingency plan (BPCP) – describes how an organization is to deal with potential disasters. Just as a disaster is an event that makes the continuation of normal functions impossible, a disaster recovery plan consists of the precautions taken so the effects of a disaster will be minimized, and the organization will be able to either maintain or quickly resume mission-critical functions. Typically, disaster recovery planning involves an analysis of business processes and continuity needs; it may also include a significant focus on disaster prevention.
DOT/PF	Department of Transportation and Public Facilities.
EFF	Emergency Fire Fighters system. Used by the Department of Natural Resources to input timesheets in Bureau of Land Management dictated format for EFFs who are temporary employees.
Empagio	Owner of the payroll product, of which current time and attendance functionality is a part, licensed by the State of Alaska. See "Tesseract".
Enterprise Directory	The State's current enterprise directory is Sun Directory Server 5.2. A project is in progress to implement Microsoft Active Directory as a replacement.
Escrow Agent	An independent, third-party entity, acceptable to both the State and the contractor, who will receive and secure licensed software and related components, to be released to the State if specified "release events" occur.
ETS	Enterprise Technology Services (ETS) established within the Department of Administration. ETS is responsible for planning and delivering information technology infrastructure and services for all State government programs in Alaska.
EVA	Earned Value Analysis. A way to measure the amount of work actually performed on a project and to forecast a project's cost and date of completion. In a fixed-price contract the budget is fixed. The state uses hours instead of dollars when calculating EVA ratios.
Firm Fixed Price with Adjustments Contract	Provides for a price that is not subject to increase for the development and implementation of the Time and Attendance solution. Adjustment refers to the State's right to exercise a contract extension for post-implementation support and maintenance with cost increases based on the CPI index.
FTP	File Transfer Protocol. A protocol used to transfer data from one computer to another, typically over the internet.
Holidays	State holidays are: New Year's Day, Martin Luther King Day, Presidents' Day, Seward's Day, Memorial Day, Independence Day, Labor Day, Alaska Day, Veterans Day, Thanksgiving Day, and Christmas Day.
Incremental Backup	Making a copy of only the files that have changed since the last backup, instead of backing up every file.
JAD	Joint Application Design. A process through which subject matter experts are intensely involved in defining requirements and usability parameters when designing applications, resulting in systems with a high degree of functionality.
Joint Venture	An entity formed between two or more parties specifically for the purpose of satisfying the deliverables specified in this RFP. If responding to the RFP as a joint venture, one party must be identified as the prime offeror and will be held responsible for delivery of all requirements of this RFP.

Term	Definition
MMS	Highway Maintenance Management System. Used by DOT/PF and allows highway maintenance costs (both equipment time and employee time worked) to be entered from a single system.
NDA	Nondisclosure Agreement. If a potential offeror desires access to information normally only granted to State employees, the potential offeror must sign an NDA (as described in the RFP) to request such access.
Normal Business Hours	8:00 a.m. to 4:30 p.m. AT, Monday through Friday, excluding State of Alaska holidays.
OARS	Officer Activity Reporting System. A subsystem of the Alaska Public Safety Information Network (APSIN) used by the Department of Public Safety to generate time reports for troopers and by management to allocate and manage trooper resources.
Offeror	A vendor who is bidding on the Time and Attendance solution project.
Patch	A system update applied between normal maintenance releases, typically released to address regulatory mandates or system bugs. Implementation of some patches may be optional. Patches are typically included in the next regular maintenance release.
Project Schedule	A document showing planned dates for performing activities and meeting milestones. Using Microsoft Project, a schedule can be depicted graphically for easy interpretation and, used correctly, can be used to identify the critical path for project planning purposes.
Project Work Plan	A document that describes how the project will be completed. It describes the activities required, the sequence of the work, who is assigned to the work, an estimate of how much effort is required, when the work is due, and other information of interest to the project manager, such as identified risks and mitigations. It is not a project schedule.
Proposal	The submission from an offeror in response to this RFP for the Development and Implementation and the Solution Maintenance and Support Stages of the Time and Attendance solution project.
Purge	To decrease file or database size, typically to enhance performance or reduce data storage costs, or if data no longer serves a business use, by permanently deleting data.
Quality Assurance (QA) Consultant	The State plans to contract with a separate vendor to monitor quality assurance of the Time and Attendance solution project.
Semi-monthly	Twice each month, typically occurring on the same dates (e.g., 1st and 16th or 15th and last day of the month). Different than biweekly, which is every other week.
SME	Subject Matter Expert. Individuals with the hands-on knowledge and experience who are most qualified to articulate business requirements.
SOA	State of Alaska.
Software Publisher	A vendor who holds the title to the Time and Attendance software.
Solution	Time and Attendance solution refers to a software development or service type solution.

Term	Definition
SR	Department of Administration, Division of Enterprise Technology Services Service Request system. Used for tracking and reporting on the time and cost of work performed by ETS.
State	The State of Alaska, Department of Administration.
State Fiscal Year	The State of Alaska's fiscal year extends from July 1st through June 30th of the following calendar year.
Subcontractor	Contracted with offeror and has no direct contractual relationship with the State.
T&E	Time and Equipment. A process used by DOT/PF for entering project-charging employee hours worked and equipment usage.
TAS	The Time and Attendance solution, which includes all system elements such as Time and Attendance solution hardware, software, and interfaces.
TEARS	Time Entry and Reporting System. Used by the Department of Fish and Game and Department of Transportation and Public Facilities. Contains business rules for several bargaining units and used mainly by overtime eligible employees.
Tesseract	Current time entry system is part of the payroll package implemented by the State of Alaska. The payroll package is licensed from Empagio, Inc. (www.empagio.com), but is typically referred to by the name of its former owner: Tesseract.
Testing – Unit Integration System Volume Stress Field Regression Acceptance	In general, references to the various types of testing are defined to mean: ▪ Testing of the smallest independent component possible. Generally performed by developers. ▪ Testing of several components that comprise a logical group so interoperability between the multiple components can be verified. Generally performed by developers. ▪ Testing of an entire system as a comprehensive whole. Can be performed by developers or end users. When performed by end users, generally referred to as Acceptance Testing. ▪ Testing that involves large volumes of data, generally approximating production volumes, to verify throughput, data discrepancies, timings, thresholds, etc. Generally performed by developers, but sometimes also part of Acceptance Testing. Sometimes referred to as "performance" testing. ▪ Testing that attempts to simulate worst-case scenarios to verify the system will support concurrent users, handle record locking, etc. Generally performed by developers, but sometimes also part of Acceptance Testing. ▪ Testing in a "real world" environment that includes factors such as multiple users not previously part of the project team, remote locations, low connectivity, etc. Can be performed by developers or end users. When performed by end users, generally is part of Acceptance Testing. ▪ Testing or retesting of appropriate scope to verify that changes made to one area of the system has not adversely impacted another area of the system. Can be performed by developers or end users. ▪ Testing by the customer to verify correct system operation. Before presenting system components for user acceptance testing (UAT), developers certify they have successfully performed other tests as appropriate. Successful tests generally result in formal "acceptance" of the system or portion of the system being tested. Unsuccessful tests generally result redoing one or more of the other tests. UAT sometimes also referred to as Quality Assurance Testing, or QA, but this usage is discouraged because other types of testing are also forms of QA testing.

Term	Definition
TSO/ISPF	Time Sharing Option / Interactive System Productivity Facility. A tool set used on an IBM mainframe.
Warranty	Obligates the contractor to support error remediation for 12 months following final cutover to the new solution. For example, if cutover is phased by department, the warrant period begins following the final department cutover. The warranty period is concurrent with the first of ten years of maintenance.
Workplace Alaska	The State's primary recruitment system. Supported by the Department of Administration, Division of Personnel. A project to replace this system is in progress.