

One Washington Glossary

A consolidated list of key terms

Last updated: November 2021



One Washington Program Glossary

TERM	DEFINITION
Account	A fiscal and accounting entity with a self-balancing set of general ledger codes in which cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, are recorded and segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. For reporting purposes, the state identifies major accounts, and administratively combines all remaining accounts into roll-up funds. Most accounts are set up in state law to isolate specific activities.
Account code	The three-character alpha/numeric code assigned by OFM to identify each account. (See the Fund Reference Manual.)
Accrual basis	The basis of accounting whereby revenues are recognized when they are earned and measurable regardless of when collected, and expenses are recorded on a matching basis when incurred. All proprietary and fiduciary funds use the accrual basis of accounting.
Accrued expenditures	Expenditures that meet the appropriate recognition criteria of the account type involved but have not been paid. Accrued expenditures are expected to be paid in a subsequent accounting period.
Accrued liabilities	Liabilities reflecting the obligation to pay for goods or services that have been incurred or received but not paid for by the end of the accounting period. Accrued liabilities related to refunds of revenue are offset to the revenue originally recorded.

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Accrued revenues	Revenues that meet the appropriate recognition criteria of the fund type involved, but are not realized until a subsequent accounting period. Also refers to Accrual Basis and Modified Accrual Basis.
Acquisition	See: Purchase
Acquisition (capital budget)	This type of project includes the acquisition of land, structures, and buildings. These are fixed assets that have no relationship to the addition or improvement to, or the repair or replacement of, existing fixed assets. Examples of an acquisition are purchase of a tract of land or purchase of a building.
Activity	An activity is something an organization does to accomplish its goals and objectives. An activity consumes resources and produces a product, service or result. One way to define activities is to consider how agency employees describe their jobs. What do you do? For whom? Why is it valuable? For the Activity Inventory, an agency's work should be broken down into its discrete functions or services.
Activity (capital budget)	A written or graphic instrument issued by the architect before execution of the construction contract that modifies or interprets the bidding documents by additions, deletions, clarifications, or corrections.

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Advisory Committee (AC)	One Washington holds seven advisory committees; one for each process area, overseen by the process owner, and one for OCM, overseen by the OCM Director. Members are comprised of agency leadership and process SMEs.
Agency	<u>Any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in RCW 28B.10.016, and correctional and other types of institutions.</u>
Agency advocate	These positions are part of the One Washington OCM Team and coordinate with and support agencies' OCM efforts.
Agency Budget System (ABS)	ABS is the state's new software solution system that allows agencies to develop, share and electronically submit their biennial and supplemental budget requests. ABS supports multiple budget versions to assist agencies in developing operating and transportation budget requests. ABS was launched June 11, 2018, and replaced the aging Budget Development System (BDS).
Agency Change Agents (ACA)	Mainly for large/medium agencies, these are individuals within each agency that support the Agency POC with OCM-specific activities (e.g., provide feedback on communications, facilitate and manage training, etc.).

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Agency FMP Mapping Workbooks	The functional team is planning for five (5) rounds of FDM mappings with agencies starting in July and ending in November. Throughout this process, agencies will have the opportunity to make updates and adjustments to their agency workbooks.
Agency readiness	Refers to an agency's capacity (availability of time and resources) and capability to support and adopt the upcoming transformation. People, process, and technology are the core elements used to assess and measure agency readiness over time. Agency Readiness is a component of OCM.
Agency Sponsor (AS)	A senior leader within each agency that actively and visibly supports One Washington efforts by attaching their name to communications and being the "leadership face" of One Washington to all employees (one sponsor per agency).
Agency Steering Committee (ASC)	Mainly for large/medium agencies, this is an advisory group made up of senior leaders within the agency who provide guidance and advice on One Washington activities in place of or in addition to an Agency Support Team (AST).
Agency Support Team (AST)	Encompasses all One Washington-related roles within each agency (includes Agency Lead, Agency Sponsor, Agency Change Agents, SMEs, and Agency Steering Committee).
Agency Support Team Lead (AST Lead)	The main point of contact for each agency (one per agency) who organizes, coordinates, and tracks resources and the completion of program activities. Leads facilitate communications between the agency and the One Washington Team.
Agency Support Team Sponsor (AST Sponsor)	A senior leader within the agency who is accountable for the One Washington business transformation within the agency and provides the resources necessary to complete program activities.
Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)	Business must be: A for-profit business. A small business according to the U.S. Small Business Administration. Eligible owner(s) must: Be a U.S. Citizen or permanent resident. Own at least 51% of the business. Control managerial and day-to-day operations. Be female, African American, Hispanic American, Native American, Asian-Pacific American, or Subcontinent Asian American. (Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis.) Have personal net worth of less than \$1.32 M.

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Allocation	Spending authority assigned to an agency from a lump-sum appropriation that is designated for expenditure by specific governmental units and/or for specific purposes, activities, or objects. For example, the Legislature may provide a lump-sum appropriation to OFM for allocation to agencies on an as-needed basis, or according to specified criteria.
Allotment	An agency's plan of estimated expenditures, revenues, cash disbursements, and cash receipts for each month of the biennium.
Alternate financing	Proposals that cover a wide range of financial contracts that call for the development or use of space by state agencies through a contractual arrangement with a developer or financing entity. The sale of debt obligations, Certificates of Participation (COPs) through the State Treasurer may be involved, or financing may be offered by a private developer. Title to the property involved may transfer to the state either upon exercise of an option or at the termination of the contract.
Alternative analysis	Involves identifying different ways of meeting the functional requirements of the program including various construction solutions to a problem or whether to lease, buy, build, or use some other financing techniques. This requires using approaches such as cost-benefit or life-cycle costing analysis to determine comparable costs of alternatives.
Alternative public works	Refers to public works processes authorized under RCW 39.10 and includes General Contractor/Construction Manager (GC/CM) and Design-Build. To use these procedures, the project must meet the criteria (including project size) stipulated in RCW 39.10.

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Amendments	A formal or official change made to a contract that adds, removes, or updates parts of the agreement such as performance period, pricing, scope adjustments, adds or removes products or services.
Apparent Successful Bidder (ASB)	The lowest responsive and responsible Bidder as determined by the bid evaluation process and prior to Bidder negotiations.
Appropriation	A legal authorization to make expenditures and incur obligations for specific purposes from a specific account over a specific time period. Appropriations typically limit expenditures to a specific amount and purpose within a fiscal year or biennial timeframe. Only the Legislature can make appropriations in Washington State.
Architect/Engineer (A/E)	A party to a contract to provide professional architectural and/or engineering design services to an agency or institution.
Artwork allowance	The cost of artwork for original construction of any building excluding storage sheds, warehouses, or buildings of a temporary nature, as provided in RCW 43.17.200. Universities and colleges must compute artwork allowances on the cost of original construction and on the cost of major renovation or remodeling work exceeding \$200,000, as provided in RCW 28B.10.027.
Assignee	Allows for identifying and reporting on financial activity and balances for which the individual is responsible. Defaults from another element such as the Grant (referred to below).

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TERM	DEFINITION
Automated Clearing House (ACH)	Electronic payments commonly referred to as direct deposit and automatic debit. ACH is a low cost, safe and green payment method utilized by most state agencies to take advantage of economies of scale by processing transactions in batches rather than sending each payment separately.
Award	This is a phase within the contract life cycle. Activities include; the Competitive Solicitation procurement process; negotiating (where permissible) with successful bidders; and contract execution.
Base bid	An offer to do construction work for payment, the acceptance of which constitutes a contract between the contractor who made the bid (the bidder) and the agency or institution who accepted it exclusive of adjustments for additive alternates. Also know as a proposal or a tender; often called a prime bid when made by a construction company that hopes to become the prime contractor, or a sub-bid when made by a company that hopes to become a subcontractor.
Basic design services	Architectural/Engineering (A/E) Basic Design Services consist of those services described in the Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects in Washington State. These design services include normal architectural, structural, mechanical, electrical and civil engineering services for the project. See: Form C-100 (2014) Section B2.
Bid	An offer, proposal, or quote for goods or services in response to a solicitation issued for goods or services by an agency.

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TERM	DEFINITION
Bidder	An entity who submits a bid in response to a solicitation issued for goods or services by an agency of Washington state government.
Biennialization	Converting expenditures that occurred for only part of a biennium into the amount needed for a full biennium of implementation.
Biennium	A two-year fiscal period. The Washington state biennium runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
Bond	A debt instrument issued through a formal legal procedure and secured either by the pledge of specific properties or revenues or by the general credit of the state. Examples include bid bond, performance and payment bond. See: Form C-100 (2014) Section G.
Bow wave	Any additional cost (or savings) that occurs in the future because a budget item in the current biennium is not fully funded or is one-time.

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TERM	DEFINITION
Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period of time or purpose and the proposed means of financing them.
Budget control & execution	The ability to define an agency's plan of estimated expenditures, revenues, cash disbursements, and cash receipts for each month of the biennium.
Budget Development System (BDS)	An enterprise application developed as a tool to assist agencies in building all components of the decision package and submitting operating and transportation budget requests online. The new Agency Budget System (ABS) replaced BDS in June of 2018.
Budget drivers	Caseload, economic, or demographic factors that have a significant effect on the state budget. Examples include inflation rate changes and state population changes in certain age groups.
Budget Evaluation Study Team Study (BEST)	Review of a project's predesign study by an independent qualified multi-disciplined team using the value engineering methodology.
Budget notes	A legislative fiscal staff publication that summarizes the budget passed by the state Legislature. This publication is usually distributed a few months after the end of the legislative session. Budget notes provide guidance but are not legally binding.
Budgetary control	The establishment of budgets and the continuous comparison between actual and budgeted results.

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Budgeted accounts	Accounts that are subject to the appropriation and/or allotment process.
Budgeted fund	A fund whose expenditures are subject to appropriation if held in the state treasury or subject to allotment if held outside the state treasury.
Business Intelligence (BI)	A tool to transform business data into meaningful and useful information.
Business Function	The five (5) major business areas that will be supported by the ERP solution (i.e., Finance, Procurement, H/R, Payroll, and Budget).
Business owner (or ‘process owner’)	Individuals who provide functional expertise in the five core process areas, lead their respective One Washington advisory committees, and lead communities of practice amongst employees in their process area.
Business Processes	The high-level categorized that describe major business workflows that were included on the Readiness Spreadsheet (e.g., Accounts Receivable (A/R), Accounts Payable (A/P), Contracting, Recruiting, etc.).
Business Transformation Board (BTB)	The BTB is an element of the One Washington Governance body that consists of agency subject matter experts who share the goal of informing program decision-making with their business and operational expertise.
Buyer	See: Purchaser

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TERM	DEFINITION
Capital addition	An addition expands or extends an existing fixed asset. An example of an addition would be the construction of a new wing for a correctional institution. New construction attached to an existing structure as an extension is an addition. Generally, additions involve alterations within existing buildings to make connections.
Capital assets	Tangible or intangible assets held and used in state operations which have a service life of more than one year and meet the state's capitalization policy. Capital assets of the state include land, infrastructure, improvements to land, buildings, leasehold improvements, vehicles, furnishings, equipment, collections and all other tangible and intangible assets that are used in state operations.
Capital budget and ten-year capital plan	The long-term financing and expenditure plan for acquisition, construction, or improvement of capital assets such as land and buildings, and for programs that accomplish facility improvements. The capital budget is included in an appropriation bill for a specific biennium; the Ten-Year Capital Plan is proposed by the Governor but not enacted into law.
Capital budget preparation	Creation of the long-term financing and expenditure pan for acquisition, construction, or improvement of capital assets such as land and buildings, and for programs that accomplish facility improvements. The capital budget is included in an appropriation bill for a specific biennium; the Ten-Year Capital Plan is proposed by the Governor but not enacted into law.
Capital Budgeting System (CBS)	An enterprise application that allows development and submittal of agency capital budget requests online.
Capital outlays	Expenditures for the acquisition of, addition to, or major repair of fixed assets intended to benefit future periods. In the operating budget, this label typically refers to equipment.

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Carry-forward level	A projected expenditure level created by calculating the biennialized cost of decisions already recognized in appropriations by the Legislature. These adjustments include workload and service changes directed by the Legislature and deletion of costs considered nonrecurring.
Cash disbursements	Cash disbursements are any moneys (e.g., checks, cash, warrants, credit or debit card amounts, or Electronic Fund Transfers (EFTs)) paid by the state during a period regardless of when the related obligations are incurred.
Cash receipts	Cash receipts are any moneys (e.g., checks, cash, warrants, credit or debit card amounts, or EFTs) received by the state during a period regardless of when the moneys are earned.
Certificate of Participation (COP)	Alternative financing method authorized by the Legislature and administered by the State Treasurer. (COPs for equipment do not require legislative authorization.) A COP typically has a revenue stream to pay the debt service for the capital project.
Certified Minority Owned Business (CMOB)	Proof of minority status. Each minority owner of a business applying for certification who is visibly identifiable as a minority shall submit with the MWBE application form a photograph or copy of documentation containing the owner's photograph. Each minority owner who is not visibly identifiable as a minority shall submit a copy of his or her birth certificate, tribal enrollment papers, or other document which shows that the owner meets the definition of "minority" as set forth in these rules. The final determination will be in the sole discretion of the office. Business must be able to independently perform the services necessary to fulfill the contract. Business must be: A for-profit business. A small business according to the U.S. Small Business Administration. Eligible owner(s) must: Be a U.S. Citizen or permanent resident. Own at least 51% of the business. Control managerial and day-to-day operations. Be female, African American, Hispanic American, Native American, Asian-Pacific American, or Subcontinent Asian American. Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis.

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Certified Veteran's Owned Business (CVOB)	"Veteran" includes every person, who at the time he or she seeks the benefits of RCW 46.18.212, 46.18.235, 72.36.030, 41.04.010, 73.04.090, 73.08.010, 73.08.070, 73.08.080, or 43.180.250, has received an honorable discharge or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the following capacities: As a member in any branch of the armed forces of the United States, including the national guard and armed forces reserves, and has fulfilled his or her initial military service obligation; As a member of the women's air forces service pilots; As a member of the armed forces reserves, national guard, or coast guard, and has been called into federal service by a presidential select reserve call-up for at least 180 cumulative days; As a civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946; As a member of the Philippine armed forces/scouts during the period of armed conflict from December 7, 1941, through August 15, 1945; or A United States documented merchant mariner with service aboard an oceangoing vessel operated by the department of defense, or its agents, from both June 25, 1950, through July 27, 1953, in Korean territorial waters and from August 5, 1964, through May 7, 1975, in Vietnam territorial waters, and who received a military commendation. To qualify as a veteran owned business, the veteran or service-member must control and own at least 51 percent of the business and the business must be legally operating in the state of Washington. (Control means the authority or ability to direct, regulate or influence day-to-day operations. If business is a 50/50 split or to learn more about becoming a certified veteran owned business.
Certified Women Owned Business (CWOB)	Proof of woman's status. Each woman owner of a business applying for certification shall submit with the application form a copy of her birth certificate, valid driver's license, or other document which shows that the owner is a woman. The final determination will be in the sole discretion of the office. Business must be able to independently perform the services necessary to fulfill the contract. Business must be A for-profit business. A small business according to the U.S. Small Business Administration. Eligible owner(s) must: Be a U.S. Citizen or permanent resident. Own at least 51% of the business. Control managerial and day-to-day operations. Be female, African American, Hispanic American, Native American, Asian-Pacific American, or Subcontinent Asian American. Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis.
Change order	A written authorization provided to a contractor approving a change from the original plans, specifications, or other contract documents, as well as a change in the cost. With the proper signatures, a change order is considered a legal document.

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Chart of Accounts (COA)	A chart of accounts (COA) is a financial organizational tool that provides a complete listing of every account in an accounting system. An account is a unique record for each type of asset, liability, equity, revenue and expense.
Classification & Compensation Jobs (CCJobs)	An application used by OFM State HR to manage salary schedule and job class specifications. Interfaces with HRMS and facilitates backend transfer of salary schedule & job class data to other systems (SPS & CIM).
Click-through agreement	A legally binding electronic agreement with terms of service to be accepted with caution by the user in the middle of an installation process requiring the clicking of acceptance on-screen to proceed.
Client services (purchases)	Client Service Contracts are for services provided directly to agency clients by contractors, including but not limited to, medical and dental services, employment and training programs, residential care, education and subsidized housing. Clients are those individuals whom the agency has statutory responsibility to serve, protect or oversee. Clients are the targeted individuals in the public that an agency is responsible to serve.
Client-specific procurement processes (i.e., DSHS/L&I)	<p>Client Purchases – Client Service Contracts are for services provided directly to agency clients by contractors, including but not limited to, medical and dental services, employment and training programs, residential care, education and subsidized housing. Clients are those individuals whom the agency has statutory responsibility to serve, protect or oversee. Clients are the targeted individuals in the public that an agency is responsible to serve.</p> <p><u>Injured Worker Providers</u> – Client services provided by a network of doctors or other providers that L&I or DSHS has approved by the agency that meet standards similar to those used by health insurance providers.</p>
Cloud	As opposed to systems maintained on-premise, the Cloud is a network of remote, internet-based systems hosted on the internet used to store and process data.

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TERM	DEFINITION
Collective bargaining	A mutual obligation of the state and of employees' exclusive bargaining representatives to meet at reasonable times and bargain in good faith to reach agreement on wages, hours, and other terms and conditions of employment as defined in RCW 41.80.
Commissioning and training	The process for achieving, verifying, and documenting that the performance of a building and its various systems meet design intent together with the owner and occupants' operational needs. The process extends through all phases of a project, from initial concept to occupancy and operation, and includes the training of maintenance personnel.
Commodity management	The National Institute of Governmental Purchasing (NIGP) commodity code is a coding taxonomy used primarily to classify products and services procured by state and local governments in North America are a universal taxonomy for identifying commodities and services in procurement systems. It is available as a 3-digit class code, a 5-digit class-item code, a 7-digit class-item-group code, and a detailed 11-digit code. Vendors can register for the commodity codes that best fit the goods or services they provide. Customers can search and procure for goods or services by looking up specific commodity codes.
Community of Practice (CoP)	A group of people who share a professional interest or common desire to learn more about a particular subject area or develop a certain skillset; in the context of One Washington, these mainly exist for OCM and the five core process areas, and can exist within or across agencies.
Company code	This is the State of Washington including all agencies, higher education and other entities. The Company Code has one tax ID number.
Compensation Impact Model (CIM)	An application used by the Office of Financial Management (OFM) to estimate costs of collective bargaining & budget proposals, as well as the effect on state agency budgets due to changes in salary and benefit costs.
Compensation Impact Model - Agency Interface (CIMA)	An application used by Higher Education institutions to prepare data for use in the Compensation Impact Model.
Competitive procurement (RFx)	Competitive solicitation; document formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria. Includes process such as: creating RFx; posting RFx; receiving bids; bid evaluation; contract negotiations; award notification to bidders; debrief/protests; and contract execution.

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TERM	DEFINITION
Competitive solicitation	A documented and formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria.
Complaint (procurement)	Written notification from a vendor raising issues or concerns with the solicitation requirements and/or evaluation process in regard to an open competitive procurement.
Complaint response	The soliciting agency's written response to a Complaint.
Constructability review	The cost for an independent consultant or contractor to determine if a unique or unusual project can physically be built as designed. This is to reduce construction change orders and claims. This review should be conducted at 75 percent completion of the construction documents.
Construction document phase	The phase of the A/E's services in which the architect prepares the construction documents from the approved design development documents and assists the agency/institution in preparation of the bidding documents.
Construction management (CM)	A contractual arrangement in which an owner employs an agent-consultant called a construction manager to coordinate and manage all of the construction trades. This additional management expertise is usually used on larger, more complex construction projects. However, an owner on a smaller project may retain a construction manager for that person's construction expertise to act as the representative for the owner on the project.

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Consultant	An independent individual or entity contracting with an agency to perform a professional service or render an opinion or recommendation according to the consultant's methods and without being subject to the control of the agency except as to the result of the work. The agency monitors progress under the contract and authorizes payment.
Contingency	The need for cost contingency is generated by a lack of information, at a particular point in time, for the task being estimated. Appropriate contingency amounts are dependent on the degree of risk present and the extent of the technical challenge surrounding the task. The design contingency legitimately covers uncertainties in a project and should be reduced through each phase of the design. Construction contingencies should be limited to 5 percent on new construction and 10 percent on remodeling work. Contingencies should not be considered as opportunities for extra work or to change original budget decisions.
Contract (procurement)	A contract is a promise that is a legally enforceable agreement between two or more parties.
Contract documents	The drawings, specifications, conditions, agreement, and other documents prepared by the designer that illustrate and describe the work of the construction contract and the terms and conditions under which it shall be done and paid.
Contract management	Entire lifecycle from conception to end life of a contract. Includes development, tracking, monitoring and updating contracts throughout their lifecycle to proactively manage supplier and user adherence to negotiated terms and conditions.
Contractor	<p>The firm, its employees and affiliated agents. Contractor also includes any firm, provider, organization, individual, or other entity performing the business activities of the agency. It will also include any subcontractor retained by Contractor as permitted under the terms of the Contract. (OCIO)</p> <p>"Contractor" means an individual or entity awarded a contract with an agency to perform a service or provide goods.</p>

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Control account	An account in the general ledger in which the aggregate of all debit and credit postings to a number of related accounts (called the subsidiary accounts) are recorded. For example, the Accounts Receivable account is a control account supported by the aggregate of the individual customer subsidiary accounts.
Convenience contracts	A contract for specific goods or services that is solicited and established by the agency in accordance with procurement laws and rules on behalf of and for use by a specific agency or group of agencies as needed from time to time, not available for general use and may only be used as specified by the agency.
Conversion Mappings	The technical field-to-field mapping for both centrally owned and Agency-specific systems that require conversions for data to be migrated into the Workday system. The data conversion team is working on updated Master Extract Specification to support these conversion mappings.
Corrective maintenance	Unscheduled repair or replacement of equipment, systems, or components of facilities that requires immediate action to restore service or repair problems that will interrupt building service or agency activities. This work is normally funded from the operating budget.
Cost Allocations Mappings	To import files into staging database, which will be mapped to Workday values and perform calculations in support cost allocations.
Cost benefit analysis	An analysis in which consequences of the investment are measured in or converted to economic terms and qualitative benefits.
Cost center	Identifies financial responsibility & management for business units. It typically includes a multiple level hierarchy to an agency wide view.
Cost estimate	The sum established by the agency/institution as available for the entire project, including the construction budget, acquisition costs, furnishings and equipment, compensation for professional services and all contingencies. The cost estimate is used to develop capital project budgets.

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Cost estimating	An element of basic services in an architect/engineer (A/E) agreement that includes an estimate of construction cost from quantity surveys and unit costs of building elements for the project. Cost estimates shall include the elements of work to complete the project, all costs and fees and taxes necessary to complete the work, plus appropriate construction estimating contingencies to cover unidentified costs necessary to complete the project. Interactive cost estimating is additional work beyond basic services in which additional design alternatives are estimated. Independent cost estimating, if needed, covers cost estimates by an independent third party contracted with the owner and used to validate cost estimates prepared by the A/E.
Crosswalk	The actual usage of the mappings in support of technical requirements. The mappings provide the information to build a 'crosswalk' that can be used to systematically convert COA data to FDM data and FDM data back to COA data, where possible. Reverse crosswalks can be problematic if multiple COA data elements are being used to derive a single FDM data element, or multiple values for a single COA element are mapping to a single FDM data element value. The ability to recreate that reverse mapping is not possible if multiple Legacy COA element values are mapped to a single FMD value.
Customer (procurement)	A person or agency that buys goods or services directly, based on delegated authority or through utilization of DES services.
Dashboard	A visually intuitive and easy to understand graphical representation of key performance indicator shown on a single screen.
Data cleansing	Data cleansing typically refers to a set of activities that ensures all data in a system is standardized. This will be necessary to move data from old systems (AFRS, HRMS, etc.) into a new ERP.
Data Universal Numbering System Number (DUNS)	Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis. Assigned and maintained solely by D&B, this unique nine-digit identification number has been assigned to over 100 million businesses worldwide. A D-U-N-S® Number remains with the company location to which it has been assigned even if it closes or goes out-of-business. D-U-N-S® Number also "unlocks" a wealth of value-added data associated with that entity, including the business name, physical and mailing addresses, tradestyles ("doing business as"), principal names, financial, payment experiences, industry classifications (SICs and NAICS), socio-economic status, government data. The D-U-N-S® Number also links members of corporate family trees worldwide.
Debt limit	Washington State's legal restriction (RCW 39.42.132) on the amount that can be paid for debt service on bonds, notes, or other borrowed money. The Washington State Constitution (Article 8, Section 1(b)) mandates that payments of principal and interest in any fiscal year cannot exceed 9 percent of the arithmetic mean of general state revenues for the three preceding fiscal years. This debt limit of 9 percent of revenues is to be reduced in downward steps to 8 percent by July 1, 2034.

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Debt service fund	A fund type established to account for the accumulation of resources for, and the payment of, general long-term obligation principal and interest.
Dedicated accounts	Accounts set up by law to receive revenue from a specific source and to be spent for a specific purpose.
Deferred maintenance	A backlog of activities that agencies deem necessary to bring facilities into good repair. Deferred maintenance is generally work that is left undone due to the lack of resources or perceived lower priority than projects funded. Failure to perform deferred work may result in the progressive deterioration of the facility condition or performance, and if not addressed, will significantly increase restoration cost. Deferred maintenance backlog reduction plans must be submitted with the capital budget request.
Department of Enterprise Services	The Washington state Department of Enterprise Services, an agency.
Design build	An alternative contracting method of project delivery subject to provisions in RCW 39.10 in which the agency/institution contracts directly with a single entity that is responsible for both design and construction services for a construction project.

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Design development phase	The phase of the A/E's services in which the consultant prepares the design development documents, from the approved schematic design studies, for submission to the agency/institution for approval.
Design service contingency	Includes an allowance for uncertainty in scoping and pricing additional services, covers variability in estimating reimbursables, includes design fees for owner directed changes and includes design fees for changes during construction that are beyond the scope of basic services and are not a result of errors or omissions by the A/E. The total amount for design services contingency ranges from 5 to 10 percent of total consultant services cost depending on the complexity of the project.
Design/code plan check	The cost for design document plan check that is performed by the International Conference of Building Officials (ICBO) only when required by local code officials. This requirement should be identified in the permit review process.
Design/Implementation	The period after the System Integrator (SI) has been selected (and starts on the project), and validated where the system design, configuration, testing, training, and deployment activities occur.
Designer	A party to a contract to provide professional design services to an owner, often an architect or a professional engineer. Also, one (individual or corporate) who performs the design function in construction, as a package deal, a turnkey project, or a development management project.
Direct buy	An established dollar threshold in which agencies may acquire goods and services directly from a vendor without requiring a competitive process. In the absence of an existing qualified master contract, agencies are authorized to purchase goods and services up to a cost of \$10,000 (excluding sales tax) directly from a vendor and without competition. In addition, agencies are authorized to purchase goods and services up to a cost of \$13,000 (excluding sales tax) directly from a vendor and without competition if the purchase is being made from a microbusiness, mini-business, or small business as those terms are defined by RCW 39.26.010 (19), (20) and (21).

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TERM	DEFINITION
Direct debit	Method to make a payment directly from a bank account using an Automated Clearing House (ACH).
Directors' reviews	An application used to track requests for director review of job classification assignment to a position.
Disadvantaged Business Enterprises	Business must be: A for-profit business. A small business according to the U.S. Small Business Administration. Eligible owner(s) must: Be a U.S. Citizen or permanent resident. Own at least 51% of the business. Control managerial and day-to-day operations. Be female, African American, Hispanic American, Native American, Asian-Pacific American, or Subcontinent Asian American. (Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis.) Have personal net worth of less than \$1.32 M.
Disposition	The final settlement of a matter as to whether your agency will retire or retain a computer system/application.
Economic life	Economic life in the context of cost/benefit analysis refers to the span of years necessary to compare similar costs of operating and maintaining alternative solutions. It may not equate to the time required to fully depreciate the structure. The economic life span should be the same for each alternative for a project. The period of time, extending from the date of installation to the date of retirement for the intended service, over which a prudent owner expects to retain the property in order to obtain a minimum cost.
Efficiency measure	A measure that shows the relationship between inputs (dollars or FTEs) to output or outcome.

One Washington Program Glossary

TERM	DEFINITION
eMarket Center	The shopping experience for the users to include search engine, price lists, punch out catalog, hosted catalog.
Emergency	A set of unforeseen circumstances beyond the control of the agency that either: (a) Presents a real, immediate, and extreme threat to the proper performance of essential functions; or (b) May reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.
Emergency procurement	Obtaining goods or services directly from a qualified vendor, without any competition that may otherwise be required, in direct response to an emergency.
Employee self-service	An application used by general government employees to access their earning statements and submit leave. Not all general government agencies use ESS.
Encumbrance	Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated number of expenditures ultimately to result if unperformed contracts in process are completed. An encumbrance is often recorded at the time a purchase order is processed.
End-user	Person or organization that actually uses a product, as opposed to the person or organization that authorizes, orders, procures, or pays for it.

One Washington Program Glossary

TERM	DEFINITION
Energy life cycle cost analysis review	As required by RCW 39.35, the Department of Enterprise Services will review the Energy Conservation Report (ELCCA) for a project. The fee for this review shall not exceed \$2,000 unless mutually agreed to.
Energy service company	An ESCO is an energy service company that contracts with a facility owner or a utility to acquire, design, install, maintain and/or finance energy conservation, cogeneration or renewable energy projects. ESCO's primarily develop, own and operate energy projects with no technical or financial risk to the facility owner or utility. The ESCO can guarantee the energy savings, utility payments, and overall cost of the project.
Enterprise	Encompassing the entire state of Washington as a single organization, rather than separate groups, departments, agencies or functions.
Enterprise Interface Builder (EIB)	The EIB is a standard Workday template developed by the One Washington team that will enable agencies to prepare a bulk data upload for simple inbound integrations. The EIB replaces the current 'Financial Toolbox' and the TALS import template.
Enterprise Resource Planning (ERP)	Enterprise resource planning (ERP) is the integrated management of common business practices across the enterprise and the technology that supports them. A complete ERP system combines data on an organization's main resources and provides decision makers with real time, enterprise information.
Entitlement	A service or grant that, under state or federal law, must be provided to all eligible applicants.

One Washington Program Glossary

TERM	DEFINITION
Equipment	Tangible property other than land, buildings, improvements other than buildings, or infrastructure which is used in operations and with a useful life of more than one year. Examples are furnishings, equipment, and software. Equipment may be attached to a structure for purposes of securing the item, but unless it is permanently attached to or an integral part of the building or structure, it is classified as equipment and not buildings.
Executive Steering Committee (ESC)	The ESC is an element of the One Washington Governance body that is led by the Executive Director of the One Washington Program and includes leadership from highly impacted agencies as well as the governor's office. Their function is to provide strategic direction as the decision-making body of the project in charge of overseeing and facilitating project collaboration.
Expenditure authority	Permission for agencies to disburse moneys or accrue liabilities during specific fiscal periods, up to specified amounts, from specific accounts. Authority is provided by the Legislature, through appropriations or inclusion of nonappropriated account moneys in the legislative budget, and by the executive through allocations, approval of unanticipated receipts, or across-the-board spending reductions.
Expenditure authority code	The three-character code assigned by OFM to identify each legislative or executive authorization to incur expenditures. Agencies are to use only those expenditure authority codes that have been authorized in writing by OFM. The assigned codes are valid only for the biennium for which they are established.
Expenditure authority schedule	A listing prepared by OFM of all dollar appropriations (by agency and account) contained in legislation, along with an assigned code for use in allotment preparation and other accounting requirements.
Expenditure authority type	The designator that identifies the nature of the spending authority, such as state, federal, private/local. See SAAM 75.50.10.

One Washington Program Glossary

TERM	DEFINITION
Expenditures	Decreases in net current financial resources. Expenditures include disbursements and accruals for the current period. Encumbrances are not included.
Facility	A building or other structure with at least one wall and a roof.
Facility improvements	These include initial construction, punch-list items, retrofits, alterations, remodeling, renewals, tenant improvements, renovations, adaptations and code improvements for a facility.
Facility preservation	This is work that improves or restores the operational and service capacity to extend the useful life of a facility but does not significantly affect the programs and services housed within the facility. This work generally differs from ordinary maintenance in the extent and cost of the work undertaken. The distinction between ordinary maintenance and preservation is made for the purpose of segregating these types of projects by funding source, either operating or capital budget.
Fast track	A process in which certain portions of the A/E's design services overlap with construction activities in order to expedite the owner's early occupancy of all or a portion of the project.

One Washington Program Glossary

TERM	DEFINITION
FDM Mappings	Builds off of the Foundation Data Model (FDM) Blueprint deliverable to provide the high-level mappings of Workday FDM dimensions to legacy systems (including examples of proposed FDM dimension naming conventions and initial draft on how to transition to Workday FDM from the state's current AFRS COA).
Federal Small Business Enterprise	Business must be: A for-profit business. A small business according to the U.S. Small Business Administration. Eligible owner(s) must: Be a U.S. Citizen or permanent resident. Own at least 51% of the business. Control managerial and day-to-day operations. Be female, African American, Hispanic American, Native American, Asian-Pacific American, or Subcontinent Asian American. (Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis.) Have personal net worth of less than \$1.32 M.
Fee	A fee is a charge, fixed by law, for the benefit of a service or to cover the cost of a regulatory program or the costs of administering a program for which the fee payer benefits. For example, professional license fees which cover the cost of administering and regulating that category of professions are fees. Other charges that are categorized as fees include tolls and tuition. Fees must be authorized in statute. The Legislature may set the rates in statute or authorize a state agency to set rates using administrative procedures.
Fiduciary funds	Assets held in a trustee or agent capacity for outside parties, including individuals, private organizations and other governments. The three types of fiduciary funds are: Expendable Trust funds, Nonexpendable Trust funds, Pension Trust funds and Agency funds.
Field order	(A17) - A document used by agencies to order, encumber, liquidate, and authorize payment for local purchases. This form is used when an agency has general or specific authority to make the purchase or when the item being purchased falls within the statewide contracts
Fiscal note	A statement of the estimated fiscal impact of proposed legislation. This cost estimate is usually developed by the state agencies affected by the bill, and then approved and communicated to the Legislature by the Office of Financial Management.

One Washington Program Glossary

TERM	DEFINITION
Fiscal year	A 12-month fiscal period used for budget and accounting purposes. The Washington State fiscal year extends from July 1 through the next June 30 and is named for the calendar year in which it ends (e.g., July 1, 2014 - June 30, 2015 is state Fiscal Year 2015). The federal fiscal year runs October 1 through September 30. The city/county fiscal year runs January 1 through December 31.
Fixed assets	A fixed, physically attached, and permanent improvement or real property. Fixed assets are normally those that are capitalized.
Four-way match	A process in accounts payable where the invoice from the vendor is matched against the purchase order, the shipping documents, and the quantity and price tolerance defined, before it is posted. The goal is to highlight any discrepancies in the purchasing process in order to save agencies from overspending or paying for an item that they did not receive.
Full solicitation	A competitive procurement process that identifies business needs, initiates and follows a competition, evaluates and selects or awards the successful vendor(s), executes the resulting contract(s), purchase of the contracted goods or services, manages the resulting contract, and using resulting goods and/or services.
Full-time equivalent	As a unit of measure of state employees: refers to the equivalent of one person working full-time for one year (approximately 2,088 hours of paid staff time). Two persons working half-time also count as one FTE. As a unit of measure of students in K-12 or higher education facilities: refers to the equivalent of one student attending class full-time for one school year (based on fixed hours of attendance, depending on grade level).

One Washington Program Glossary

TERM	DEFINITION
Function	The major functional areas by which agencies are grouped according to general purpose: education, natural resources, human services, governmental operations and transportation.
Functional Crosswalks	The functional team's value-to-value mappings from legacy systems to Workday. <i>Note: Though it's not really all legacy systems, majority focus on AFRS for the relevant chart of account details, which is unlike the conversion mappings include every field that is being converted.</i>
Fund	For state purposes, a fund is referred to as an account. Refer to Account.
Fund balance	The excess of the assets of an account over its liabilities and reserves. For governmental funds, fund balance represents the difference between fund assets (beginning balance and estimated revenues for the period) and fund liabilities (including reserves and appropriations for the period).
Fund type	One of 11 classifications into which all individual accounts can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds and agency funds. See also: Generally Accepted Accounting Principles
Funds	A term that generally refers to moneys or resources.
Future state	Future state describes the ideal, "desired state" of high-functioning systems after the transformation is complete.

One Washington Program Glossary

TERM	DEFINITION
General contractor	The general contractor is a contractor whose business operations require the use of more than two unrelated building trades or crafts whose work the contractor shall superintend or do in whole or in part. A general contractor does not include an individual who does all work personally without employees or other specialty contractors as defined in this glossary. The terms general contractor and builder are synonymous.
General contractor/construction manager (GC/CM)	A GC/CM is a firm with which an agency or institution has selected and negotiated a guaranteed maximum allowable construction cost for a project. A competitive selection process is used through a formal advertisement and competitive bids to provide services during the design phase that may include life-cycle cost design considerations, value engineering, scheduling, cost estimating, constructability, alternative construction options for cost savings, and sequencing of work. The GC/CM acts as the construction manager and general contractor during the construction phase. The GC/CM process is considered an alternative contracting method and is subject to provisions in RCW 39.10.
General fund	A fund established to account for all financial resources and transactions except those required by law to be accounted for in specific dedicated accounts.
General fund accounts	A group of accounts within the state's fund structure. These accounts within the General Fund are a grouping of accounts normally classified as Special Revenue Funds or Capital Projects Funds, but which are considered a part of the total General Fund.
General Fund-State	Refers to the basic account that receives revenue from Washington's sales, property, business and occupation, and other general taxes and is spent for operations such as public schools, social services and corrections.

One Washington Program Glossary

TERM	DEFINITION
General obligation bonds	Statewide bond issues whose repayment is guaranteed by the full faith, credit, and taxing power of the state and that are subject to the state's debt limit. General obligations bonds are the traditional form of government debt financing for major construction projects.
Generally Accepted Accounting Principles (GAAP)	Uniform minimum standards for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application but also detailed practices and procedures.
Geotechnical investigation	The cost to do soils boring, sampling, testing, and prepare recommendations. The soil boring and sampling process, together with associated laboratory tests are necessary to establish subsurface profiles and the relative strengths, compressibility and other characteristics of the various strata encountered within depths likely to have an influence on the design of the project.
Go-live	Go-live is the date on which the new ERP system becomes operational. For the entirety of the One Washington program, there will be several go-lives as different phases replace different systems and processes (i.e. phase 1 will replace AFRS).
Goals	Broad, high-level, issue-oriented statements of an organization's desired future direction or desired state.
Governance	An organizational structure to set the responsibilities and practices exercised by the governing bodies to provide strategic direction, ensure that objectives are achieved, appropriately manage risks and change, and ensure good stewardship of state resources.

One Washington Program Glossary

TERM	DEFINITION
Governmental funds	A fund classification used to account for most typical governmental functions. The acquisition, use, and balance of the state's resources and related current liabilities, unless required to be accounted for in proprietary funds or fiduciary funds, are accounted for in this classification of funds. There are five types of governmental funds: General Fund, Special Revenue funds, Capital Projects funds, Debt Service funds and Permanent funds.
Governmental purposes	As used in the context of use of bond/COP proceeds to pay the costs of facilities expected to be owned or used by, or to make any loan or grant to, a state and local government unit as defined in Treas. Reg. 1.103-1. This includes any state or political subdivision thereof that has been delegated substantial taxing, police, or condemnation power under state law or any instrumentality thereof.
Governor's emergency fund	An appropriation made available to the Governor for unforeseen expenditure requirements in state agencies.
Grant	Awards of financial assistance, including cooperative agreements, in the form of money or property in lieu of money to an eligible grantee. Capital grants are restricted for the acquisition, constructions, or renovation of capital assets associated with a specific program. Operating grants support all or a portion of current operating expenses within a certain program.
Heating, ventilation, and air conditioning balancing	The cost to test and balance designed heating, ventilation and air conditioning systems, including water flows, at the completion of construction.
Hosted catalogue	Supplier catalogs hosted on DES website—master contract portal pages.

One Washington Program Glossary

TERM	DEFINITION
Improvement	A legal term referring to anything erected on and affixed to land (e.g., buildings, roads, fences, and services), which legally becomes part of the land, according to common law and statutory definition.
Incremental budgeting	Any budget development approach that focuses on incremental changes to a previous spending level or other defined expenditure base.
Indirect cost	Costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.
Information Technology (IT)	All electronic technology systems, products and services. Equipment, software, services, and products used in processing information, office automation, and telecommunications (voice, data and/or video).
Information technology portfolio	The planning and management process for information technology resources and investments overseen by the Office of the Chief Information Officer.

One Washington Program Glossary

TERM	DEFINITION
Initial costs	The same as "first cost" or the cost to provide the service or product in today's dollars for a project. Different from life cycle costs, or future costs.
Initiative	When used with other custom worktags, can be used for state level as well as agency specific purposes.
Initiative 601	A law on state budget restrictions approved by voters in the November 1993 general election. Its primary requirements are: an expenditure limit based on inflation and population growth (applicable to state General Fund expenditures only); an emergency reserve account for any GF-S revenues above the expenditure limit; a percentage limit on how much state fees can be raised without legislative approval; and a two-thirds legislative vote requirement on certain state tax increases.
Inspection (on site)	The examination of work completed or in progress to determine its conformance with the requirements of the contract documents.
Integrations Map	An integration component that specifies how values in Workday map to values in an external system. For example, Pay Rate Frequency is a type of map in third-party payroll integrations.
Integrations Mapping/Crosswalks	Each integration requires an integration design and field mapping documentation. The integration team is offering agencies a crosswalk integration option to aid with remediation work of some legacy systems during the implementation timeframe or excessive temporary remediations to bridge gaps between phase 1a and phase 1b functionality. The integration team is providing the crosswalk for legacy AFRS COA to/from Workday FDM. These field mappings will be used by OFM to create updated Data Sharing Agreements (DSA).
Interagency agreements	An agreement between government agencies, entities or departments that defines cooperative work or services to be performed between them. The agreement defines the parties involved, the work performed and the transfer of resources, technologies and funds.
Inter-local agreement	See: Interagency Agreements

One Washington Program Glossary

TERM	DEFINITION
Internal service fund	A fund type used to report activities that provide goods or services to other funds, departments, or agencies of the state on a cost reimbursement basis. Internal service funds are used where the state is the predominate participant in the activity.
Justification	A reason or explanation that defends why your agency should retain a computer system/application.
Key performance indicator	Key performance indicator (KPI) is a measurable value that demonstrates how effectively a company is achieving key business objectives. Organizations use KPIs to evaluate their success at reaching targets.
Leadership in Energy and Environmental Design	LEED® is a green building certification program that recognizes best-in-class building strategies and practices. RCW 39.35D states that all new construction of state-owned buildings over 5,000 square feet and renovations to state-owned buildings when the cost is greater than 50 percent of the assessed value of the building shall be designed and built to a minimum LEED® Silver Standard.
Lean	Lean is a systematic approach to improving value to customers by eliminating waste. The focus is on the customer and the work steps (or "value stream") that create products or services for customers. Lean thinking, tools, and techniques offer an opportunity to streamline business processes to save time, effort and money that can be better used on what customers value most.
Lease	Leases are contracts entered into by the state which provide for the use and purchase of real or personal property and provide for payment by the state through the operating budget. All financing contracts must be approved by the state Finance Committee. A lease must have the approval of OFM if it is for space under development or has an obligation of over \$1 million annually, regardless of the length of the lease obligation.

One Washington Program Glossary

TERM	DEFINITION
Lease purchase and lease development	Lease purchase and lease development agreements are forms of financing contracts that enable a building to be built or substantially remodeled to state specifications by a private developer. In both cases, the developer finances the project and recovers the cost through least payments. By the end of the lease period, the state may exercise the option to purchase at a predetermined price. There is no tax exemption for the developer, and market interest rates prevail. Any funds required to pay the cost of lease-development proposals should be requested through the operating budget. For reference, see RCW 39.94, Financing Contracts.
Ledger account	Asset, liability, equity, revenue and expense accounts. Balance sheet accounts are entered directly on transactions and revenue and expense accounts default from the Spend/Revenue Categories of the Pay Component.
Legacy system	A legacy system is an old method, technology, computer system, or application program of, relating to, or being a previous or outdated computer system yet still in use.
Lesbian, gay, bisexual, and transgender	King County Recognizes self certified LGBTQ Businesses in its contracting in procurement
Life cycle cost analysis	The identification of a total life-cycle cost of a facility project. Life-cycle cost analysis is defined as the programmatic and technical considerations of all cost elements associated with capital facility alternatives under consideration. These cost elements may include any or all of the following: Capital Investment Costs, Lease Costs, Financial Costs, Operations Costs, Maintenance Costs, Alternations Costs, Replacement Costs, Denial of Use Costs, Lost Revenue and Associated Costs.
Life-cycle cost	The total cost of an item to the state over its estimated useful life, including costs of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably be determined, minus the salvage value at the end of its estimated useful life.
Local fund/accounts	Accounts under the control of an agency with cash on deposit in a local bank account and requiring the signature of agency officials on a check for disbursement. Some local funds are on deposit with the State Treasurer as a matter of convenience or statutory requirement.

One Washington Program Glossary

TERM	DEFINITION
Location	Can indicate building and rooms for tracking furniture and equipment or may be used for sales tax calculation.
Long-term leases	Those lease agreements that extend beyond five years (the normal facility lease period). Leases beyond a five-year term will be considered when: the agency has a stable and consistent program to be housed, there is demonstrated economic advantage to the extended term, and the location meets facilities standards established by the Department of Enterprise Services (DES). A lease of up to 10 years may be negotiated by DES after consultation with OFM. A long-term lease of more than 10 years can be negotiated by DES and must be approved by OFM. Any lease over 20 years in duration must have legislative authorization. Contact OFM Facilities Oversight for more information on this subject.
Lowest responsive and responsible bidder	The bidder who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bid documents.
Maintenance level	A projected expenditure level representing the estimated cost of providing currently authorized services in the ensuing biennium. It is calculated using current appropriations, the bow wave of legislative intentions assumed in existing appropriations (costs or savings), and adjustments for trends in entitlement caseload/enrollment and other mandatory expenses. This number establishes a theoretical base from which changes are made to create a new budget.
Major capital projects	Capital projects that cost \$5 million or more, or projects that meet the following criteria: have particularly costly elements, are undertaken on a tight design budget or short design schedule, have significant policy implications to a program, or involve state of the art technology.
Major lease project	A lease project for any facility over 20,000 square feet.

One Washington Program Glossary

TERM	DEFINITION
Mapping	The process of relating current chart of accounts (COA) data elements to the corresponding Workday Foundational Data Model (FDM) data elements, including the valid values contained in each mapped data element. This may also include Legacy non-COA data elements that are being mapped to Workday data elements in the Data Conversion work being done by Agencies.
Market research	An informal organized effort to gather information about target markets or customers to help determine course of action, e.g., RFI.
Master contract	A statewide Contract for goods and/or services competitively awarded by an authorized Agency for use by other entities.
Master contract direct buy	A procurement from a two-tier master contract where the second-tier competition is not required due to the dollar value being below the direct buy threshold.
Master contract procurement	A procurement from a master contract
Matching	Matching is a control procedure used in accounts payable to ensure that the goods being paid for have been previously authorized. Matching determines the relationship between two or more accounting documents in the accounts payable solution: purchase orders (POs), invoices (or credit memos), and receipts. These documents are compared, either manually or through automated processes, to determine whether or not an invoice should be paid and, if so, what amount should be paid.

One Washington Program Glossary

TERM	DEFINITION
Maximum allowable construction cost	A cost that the owner stipulates to the design consultant before design begins. The cost is the owner’s budget for the construction cost of the project and serves as the parameter in which the design consultant agrees that the construction cost of the design will not exceed.
Micro business	"Microbusiness" means any business entity, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) is owned and operated independently from all other businesses; and (b) has a gross revenue of less than one million dollars annually as reported on its federal tax return or on its return filed with the department of revenue.
Mini business	"Mini business" means any business entity, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) is owned and operated independently from all other businesses; and (b) has a gross revenue of less than three million dollars, but one million dollars or more annually as reported on its federal tax return or on its return filed with the department of revenue.
Modified accrual basis	The basis of accounting under which expenditures, whether paid or unpaid, are formally recognized when the liability is incurred against the account, but revenues are recognized only when they become both measurable and available to finance expenditures of the current accounting period. All governmental funds use the modified accrual basis of accounting.
Multi-tenant	Multi-tenancy is an architecture in which a single instance of a software application serves multiple customers. Each customer is called a tenant .

One Washington Program Glossary

TERM	DEFINITION
Near general fund-state	Accounts related to the state General Fund as defined in RCW 43.88.055; includes the Washington Opportunity Pathways Account and Education Legacy Trust Account.
Nonappropriated funds	Moneys that can be expended without legislative appropriation. Only funds in accounts specifically established in state law as being exempt from appropriation fall into this category. Nonappropriated accounts can be either budgeted (and subject to OFM allotment approval) or nonbudgeted.
Nonbudgeted funds	Funds that are not subject to either the appropriation or the allotment process.
Non-fiscal agreements	Agreements that do not include a monetary component or contemplate exchange of money or payment.
Nongovernmental purposes	As used in the context of use of bond/COP proceeds to pay the costs of facilities expected to be owned or used by, or to make any loan or grant to: (a) the federal governmental purposes (including any federal department or agency), (b) any private nonprofit corporation (including any 501(c)(3) organization), and (c) any other private entity, such as a business corporation, partnership, limited liability company, or association. See: governmental purposes.

One Washington Program Glossary

TERM	DEFINITION
Non-responsive	A response to a bid or offer that does not conform to the mandatory or essential requirements contained in the Competitive Solicitation.
Non-State funds	Funds provided by federal and private/local sources.
Normal maintenance	A systematic day-to-day process funded by the annual operating budget to control the deterioration of facilities; e.g., structures, systems, equipment, pavement and grounds. Planned maintenance includes: scheduled repetitive work, such as housekeeping activities, grounds keeping, site maintenance, and certain types of service contracts; and periodic scheduled work (preventive maintenance) that has been planned to provide adjustment, cleaning, minor repair and routine inspection of equipment to reduce service interruptions
Notification List	A list of Vendors used by Purchasers to communicate with Vendors in the context of a Procurement.
Object of expenditure	A common grouping of expenditures made on the basis of homogenous activity, goods or services purchased, or type of resource to be used. Applies to the character of the article purchased or service obtained (rather than the purpose).

One Washington Program Glossary

TERM	DEFINITION
Objectives	Measurable targets that describe specific results a service or program is expected to accomplish within a given time period.
Office of Minority and Women's Owned Business Enterprises	RCW 39.19.010 Intent. The legislature finds that minority and women-owned businesses are significantly under-represented and have been denied equitable competitive opportunities in contracting. It is the intent of this chapter to mitigate societal discrimination and other factors in participating in public works and in providing goods and services and to delineate a policy that an increased level of participation by minority and women-owned and controlled businesses is desirable at all levels of state government. The purpose and intent of this chapter are to provide the maximum practicable opportunity for increased participation by minority and women-owned and controlled businesses in participating in public works and the process by which goods and services are procured by state agencies and educational institutions from the private sector.
Office of Minority and Women's Owned Business Enterprises Certified	Certification of business enterprises. The office shall be the sole authority to perform certification of minority business enterprises, socially and economically disadvantaged business enterprises, and women's business enterprises throughout the state of Washington. Certification by the state office will allow these firms to participate in programs for these enterprises administered by the state of Washington, any city, town, county, special purpose district, public corporation created by the state, municipal corporation, or quasi-municipal corporation within the state of Washington. This statewide certification process will prevent duplication of effort, achieve efficiency, and permit local jurisdictions to further develop, implement, and/or enhance comprehensive systems of monitoring and compliance for contracts issued by their agencies.
Official allotment	The statement of proposed expenditures defined in RCW 43.88.020 and referenced in RCW 43.88.110. This is the original allotment plus a limited number of revisions. The initial allotment can only be modified by legislative changes to the appropriation level, reductions ordered by the Governor due to a cash deficit or approved quarterly adjustments.
On-site representative	This is a full- or part-time employee who represents the owner during construction and serves as a liaison between the architect and contractor on major projects.

One Washington Program Glossary

TERM	DEFINITION
Operating budget	A biennial plan for the revenues and expenditures necessary to support the administrative and service functions of state government.
Operating budget preparation	Creation of a biennial plan for the revenues and expenditures necessary to support the administrative and service functions of state government.
Operations and maintenance costs	The costs of the regular custodial care and repair, annual maintenance contracts, utilities, maintenance contracts, and salaries of facility staff performing O&M tasks. The ordinary costs required for the upkeep of property and the restoration required when assets are damaged but not replaced. Items under O&M include the costs of inspecting and locating trouble areas, cleaning and preventive work, replacement of minor parts, power, labor, and materials. O&M work is required to preserve or restore buildings, grounds, utilities, and equipment to its intended running condition so that it can be effectively used for its intended purpose.
Operations and maintenance manuals	The assembly, tabulation, and indexing of all shop drawings and submittals on all equipment, controls, and systems so that required maintenance and troubleshooting can easily be shown and understood.
Operations and service costs	The costs of the regular custodial care, utilities, refuse and recycling services, parking management, boiler operations, law enforcement and security, property management, visitor information, tour services, fire protection and life-safety services, including salaries of facility staff performing these tasks.
Organizational Change Management (OCM)	Organizational change management (OCM) refers to activities prepare staff for the changes coming with new processes and new technology, help staff impacted understand why it is happening and understand what they can do to prepare for the change.
Other operating costs	Expenditures made for the Personal Services, Goods and Services, Travel, Capital Outlays, Debt Service, Interagency Reimbursements and Intra-Agency Reimbursement objects.

One Washington Program Glossary

TERM	DEFINITION
Outcome measure	A measure of the result of a service provided. This type of measure indicates the impact on the problem or issue the service or program was designed to achieve. Also known as results.
Outline specifications	An abbreviated set of specification requirements normally included early in the design process.
Output measure	An indicator of how much work has been completed. The number of units of a product of service produced or delivered.
Owner	The first party to the construction contract, who pays the contractor (the second party) for the construction work; also, the party who owns the rights to the land upon which the work is done and who, therefore, owns the work; also, the client of a designer, a construction manager, a project manager, or a development manager.
P-card reporting	Purchasing card spend data from purchases associated with state accounts, including information such as: all agencies with p-card accounts, their account holders and their spend details; name of the vendor/supplier purchased from; what was purchased, including reference to contract number (if identified); roll-up (summary) level as well as the ability to drill down (granular detail) for third-party reporting suppliers/purchases.
Pay component	Granular view of payroll earnings and deductions.
Performance bond	A bond issued by a surety company on behalf of a contractor to guarantee an owner proper performance of the construction contract.

One Washington Program Glossary

TERM	DEFINITION
Performance budgeting	The act of considering and making funding choices based on desired outcomes. Performance budgeting focuses on the results to be gained through investment decisions.
Performance measure	A quantitative indicator that can be used to determine whether an agency's programs or services are directly contributing to the achievement or progress toward some objective. Activity performance measures reported in the budget should tell the story of whether the activity is achieving its purpose and contributes to statewide goals. These measures are most likely to be intermediate or immediate outcomes or output measures.
Phased construction	Construction in which design and production more or less overlap, thus shortening project time; usually practiced in construction management projects. See: Fast Track.
Point of Contact (POC)	RETIRED TERM – Previously POCs were the primary liaisons between One Washington and agencies helping to manage agency requests and promote vertical communication within the agency. POCs have now been replaced by Agency Support Team (AST) Leads.
Policy level	Incremental expenditures that may represent revised strategies or substantial differences in program direction and can include proposed program reductions. Examples can include discretionary workload expenditures necessary to address workload not defined as mandatory, new programs or changes in the level or scope of existing programs, or program reductions and other changes.
Political subdivision	Local governments, including counties, cities, special districts, and public benefit non-profit 501(c)3 organizations.

One Washington Program Glossary

TERM	DEFINITION
Positive pay	An automated fraud detection tool offered by most banks. In its simplest form, it is a service that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the agency. All three components of the check must match exactly, or it will not pay.
Post-award	This is a phase within the contract life cycle. Typically, the Agency is administering, monitoring and managing the parties to obtain business objectives in the delivery of the goods and/or services. Activities include; implementation, documentation, contract changes and payment.
Pre-award	This is a phase within the contract life cycle. Typically, the Agency is working with stakeholders to develop the requirements and initiate a solicitation. Activities include; defining the scope, product, or service, vendor, market review, budget, procurement documents and drafting the contract.
Predesign study	A report and process completed at the beginning of a project that clearly and accurately defines the need/problem to be addressed. The predesign study provides an analysis of alternatives and describes the selected alternative in detail with cost estimates. This study is the basis for large stand-alone capital projects.
Predictive maintenance	A refinement to preventive maintenance that integrates scheduled maintenance with system monitoring and analysis (e.g., vibration analysis, thermal/energy analysis) to identify inefficient operation or imminent breakdown. Predictive maintenance ideally reduces the cost of maintaining components that are working adequately.

One Washington Program Glossary

TERM	DEFINITION
Pre-encumbrance	A commitment of budgeted funds that is typically recorded when processing a purchase requisition for goods and services. A pre-encumbrance can be converted into an encumbrance once a purchase order has been generated from the requisition.
Preservation project	Projects that maintain and preserve existing state facilities and assets, and do not significantly change the program use of a facility. Examples would include roof replacement and exterior renovation, utility system upgrade, and repairing streets and parking lots.
Preventive maintenance	A maintenance strategy where inspections are made or actions are taken on a scheduled basis to reduce service interruptions, reduce the premature failure of facilities, systems, and equipment, and continue efficient operations. Actual inspection and maintenance is performed on pre-specified schedules established by manufacturer or facility manager.
Price lists	Supplier pricing hosted on DES website—master contract portal pages for ordering, in absence of a full catalog.
Primary purpose	As used in defining a project type, the identification of the dominant driver behind the project; the area where the impact of not correcting the deficiency is most acute.
Priorities of Government	Washington's adaptation of the "Price of Government" budget approach first developed by Peter Hutchinson and David Osborne. This form of budgeting focuses on statewide results and strategies as the criteria for purchasing decisions.

One Washington Program Glossary

TERM	DEFINITION
Process areas (or business area, functional area)	One Washington's core operations that will be modernized in the transformation (Budget, HR, Payroll, Procurement, Finance).
Process maturity	A process is more mature if it is standardized, automated, and rarely experiences problems. Mature processes are typically easier to migrate than immature ones.
Procurement	The process of obtaining or buying goods and services consistent with RCW 39.26 with the intent to <i>Purchase</i> .
Procurement professional	A state employee possessing the knowledge, skills, and abilities through training and education who is able to develop and draft transactionally relevant procurement and contract documents to support agency operations.
Program	Any of the major activities of an agency expressed as a primary function or organizational unit. Agencies may not alter their program structure without the explicit approval of the Legislature and OFM.
Program measure	General indicators of volume of work performed, services provided or attainment of agency objectives.
Program projects	Projects that are intended to accomplish a program goal such as changing or improving the use of existing space or creating a new facility or asset through construction or purchase. These projects may have a major impact on future operating budgets - such as the construction of a new prison or university branch campus.

One Washington Program Glossary

TERM	DEFINITION
Programming	The work necessary to define the scope of a project, conduct master planning for future work, or delineate the existing conditions. This work may require field measurements or building systems testing and surveys.
Project	Accumulates costs for planned work over a period of time for planned outcome that may be capitalized or expensed. Project types include non-billable, billable, capital and opportunity. Project can be subdivided into sub-projects, phases and tasks.
Project delivery system	Method of how an owner plans to contract a project, i.e., design/bid/ build, design/build, GC/CM, etc.
Proprietary fund	A fund classification used to account for the state's ongoing organizations and activities that are similar to those often found in the private sector. These funds are considered self-supporting in that the services rendered by them are financed through user charges or on a cost reimbursement basis. There are two types of proprietary funds: enterprise funds and internal service funds.
Protest (Procurement)	Written notification from a vendor raising issues or concerns about the evaluation and selection process of a solicitation for which the ASB has been announced.
Proviso	Language in budget bills that places conditions and limitations on the use of appropriations. Example: "Up to \$500,000 of the General Fund-State appropriation is provided solely for five additional inspectors in the food safety program."

One Washington Program Glossary

TERM	DEFINITION
Public benefit non-profit	A 501(c)3 nonprofit corporation that receives state or federal public funds, organized for charitable purposes.
Punch out catalogue	Supplier catalogs hosted directly on supplier websites with a link hosted on DES—master contract portal pages.
Purchase	The Acquisition of goods or services, including the leasing or renting of goods.
Purchase order	(A16) - A document that authorizes the delivery of specified merchandise or the rendering of certain services. This form is used by agencies to encumber, liquidate, and authorize payment for such purchase requisition requests.
Purchase requisition	(A15) - A form used by agencies to request the Department of Enterprise Services, to order materials, supplies, and equipment, or to request an amendment of a previous requisition.
Purchase-to-pay	This includes the policies and procedures for the chain of activities from identifying appropriate buying channels through issuing and managing a purchase order with the supplier, to matching purchase orders with receipt and handoff to accounts payable. It also includes requisition that become purchase orders to suppliers, and submission of paper or electronic invoices. It also includes p-card and blanket purchase order as a buying channel.
Purchaser	An agency that purchases or acquires goods and/or services.

One Washington Program Glossary

TERM	DEFINITION
Real property	Property that is fixed, immovable, and permanent. Real property includes land, structures affixed to the land, property affixed to the structures, and in some cases, trees etc., growing on the land.
Reappropriation	Capital budget appropriation that reauthorizes the unexpended portion of previously appropriated funds. Because capital projects often overlap fiscal periods, it is necessary to reauthorize some expenditure authority to ensure project completion.
Receipts	Unless otherwise qualified, cash received during a fiscal year irrespective of when the monies are earned.
Record drawings	The revised drawings that truly reflect what was constructed including field verification.
Reimbursable expenses	Amounts expended for or on account of the project that, in accordance with the terms of the appropriate agreement, are to be reimbursed by the agency/institution such as telephone charges and travel expenses in accordance with state guidelines.
Remediation	The system modifications necessary to make an agency's computer system/application compatible with Workday using its associated FDM model, worktags, and values.

One Washington Program Glossary

TERM	DEFINITION
Request Authorization	This is the phase or process prior to beginning the contract life cycle when purchasers seek authority, approval or assistance with a procurement or purchase. Typically includes scope, estimated cost, funding source, timeline, proposed solution.
Requisition	Also known as a purchase request. A form used by agencies to request DES to order materials, supplies, and equipment, or to request an amendment of a previous requisition. An internal process to initiate the request and approval process.
Reserve or fund balance	In budget terminology, the difference between budgeted resources and expenditures.
Reserved allotment status	The portion of expenditure authority not expected to be used because of circumstances such as the Governor's across-the-board allotment reductions, technical corrections, or proviso compliance.
Responsive bidder	An entity that has submitted a bid that fully conforms to the requirements stated in the Competitive Solicitation.
Results Washington	Results Washington combines the best aspects of previous performance management and performance budgeting efforts such as Government Management Accountability and Performance (GMAP) and Priorities of Government (POG) with a significantly expanded Lean initiative that will involve all state agencies.

One Washington Program Glossary

TERM	DEFINITION
Retain	To continue using a computer system/application instead of utilizing Workday functionality. <i>Note: A decision to retain a computer system/application may require extensive conversation and integration work.</i>
Retainage	Those portions of cash amounts due to be paid to a contractor for work completed that are held back (retained) by the agency/institution and not paid until some later date; often at substantial completion or at final completion of the work, according to the terms and conditions of the contract and any relevant legal statute; as a security for proper performance of work and fulfillment of contractor's requirements.
Revenues	Cash receipts and receivables of a governmental unit derived from taxes and other sources.
Revenue category	Granular view of revenue for goods and services provided. Defaults from a sales item.
Reversion	Unused appropriation authority. If an agency does not spend all of its appropriation in the timeframe specified by the budget, the authorization to spend that dollar amount expires.
Revised Code of Washington (RCW)	The Revised Code of Washington is the compilation of all permanent state laws now in effect. It is a collection of session laws (enacted by the Legislature and signed by the Governor or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws, such as appropriation acts.
Revolving fund/account	An internal service fund established to carry out a cycle of operations. The amounts expended from the account are restored to the account from earnings from operations or by transfers from other accounts, so that the account is always intact.

One Washington Program Glossary

TERM	DEFINITION
Salary Projection System (SPS)	An application used by general government agencies to estimates the costs of salaries and benefits for budgetary control and allotments. Also used by general government agencies to prepare data for the Compensation Impact Model.
Schedule of values	A schedule breakdown on a month-to-month basis by the contractor to show the intended percentage of completed work by the construction trades. The schedule of values is the basis for the amount of the request for payment by the contractor.
Schematic design phase	The phase of the A/E's services in which the architect consults with the agency/institution to ascertain the requirements of the project and prepares schematic design studies consisting of drawings and other documents illustrating the scale and relationships of the project components for approval by the agency/institution. The A/E also submits a preliminary estimate of construction cost based on current area, volume or other unit costs.
Scope	Scope refers to the extent of the work that will be done based on capacity and funding. For instance, phase 1 of the One Washington program focuses only on finance processes.
Search engine	Electronic tool hosted on DES website to locate/access master contracts via web contract portal pages.
Security Role Mappings	The mapping of security roles, positions, and employees from present security roles in agencies to map employees to security roles through positions.
Self-identified	The City of Seattle recognizes firms who self certify as minority owned or women owned.
Single-tenant	In a single -tenancy architecture, the tenant purchases their own copy of the software, and the software can be customized to meet the specific and needs of that customer.
Shadow system	Shadow system is a term used in information services for any application relied upon for business processes that is not under the jurisdiction of a centralized information systems department and duplicates or replicates the activities of the centralized system. In this case, a shadow system is a system that exists outside the main accounting system.

One Washington Program Glossary

TERM	DEFINITION
Site survey	The process of mapping the boundary, topographic, or utility features of a site, measuring an existing building, or analyzing a building for use of space.
Small business	"Small business" means an in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or (b) Is certified with the office of women and minority business enterprises under chapter 39.19 RCW.
Software as a Service (SaaS)	Software as a service, or SaaS, is a business model in which a third-party provider hosts applications and makes them available to customers via the Internet. An ERP is a type of SaaS.
Sole source	A contractor providing goods or services of such a unique nature or sole availability at the location required that the contractor is clearly and justifiably the only practicable source (best source) to provide the goods or services. Refers to a procurement situation where the goods or services are of such a unique nature or sole availability at the location required that one vendor is clearly and justifiably the only practicable source to provide the goods or services.
Solicitation	See: Competitive Solicitation
Specifications	The major part of a project manual, but excluding the bidding documented, contract agreement, and the conditions of the contract; the written descriptions of items of work that complement the construction drawings.
Spend category	Granular view of expenses for goods and services purchased. Defaults from an expense item.
Stakeholder engagement	Stakeholder engagement is the systematic identification, analysis, planning and implementation of actions designed to influence individuals who may be affected by decisions or who can influence the implementation of decisions.

One Washington Program Glossary

TERM	DEFINITION
Statewide Human Resources Database (SWHR)	A data store with both general government and higher education HR & payroll data. Used to augment data for the Compensation Impact Model, provide data for mandatory federal reporting (new hires, Affordable Care Act, and unemployment eligible/ineligible earnings, as well as business intelligence/data analytics for higher education and general government data.
Strategic plan	A long-term comprehensive plan that represents an integrated set of decisions and actions designed to ensure that the intended goals and objectives of an agency are met. The plan should answer: Where are we today? Where do we want to be? How do we intend to close the gap between where we are and where we want to be?
Strategies	Statements of the methods for achieving goals and objectives. Strategies guide the near-term work and activities that an agency undertakes to achieve specific goals and objectives.
Subcontractor	A party to a subcontract who does trade work for a contractor (the other party), which work included under the prime contract between the same contractor and an owner; one who is defined as a subcontractor by the prime contract.
Subobject	A refined breakdown of object of expenditures relating to particular items or item categories.
Subprocess	A subprocess refers to a specific activity or action within a software that falls under the broader umbrella of a process. For instance, procurement is a process, and purchase-to-pay is a subprocess.

One Washington Program Glossary

TERM	DEFINITION
Subprogram	A general term describing specific activities within an agency program.
Supplemental budget	Any legislative change to the original budget appropriations.
Systems Integration (SI)	The systems integration is the process of migrating the old processes, system functionality, and data into the new Cloud ERP. For One Washington, this will be done by a third-party contractor.
System of Record (SOR)	A system of record (SOR) is an information storage and retrieval system that is the authoritative source for a particular data element. To ensure data integrity, there must be one -- and only one -- system of record for a given piece of information.
Testing	This is a technician's services in acquiring and testing samples of materials used in the project as required in the State Building Code, such as welds, concrete strength or bearing capacity.
Tenant Management Plan	This plan will document mapping of environment to the physical tenant.
The Allotment System (TALS)	This system enables agencies to develop allotment packets online. It supports allotment development, management, review, reporting and monitoring needs for state agencies, OFM and the Legislature.

One Washington Program Glossary

TERM	DEFINITION
Three-way match	A process in accounts payable where the invoice from the vendor is matched against the purchase order and shipping documents before it is posted. The goal is to highlight any discrepancies in the purchasing process in order to save agencies from overspending or paying for an item that they did not receive.
Training (or Learning)	Efforts to support learning and develop capabilities to help individuals adopt a particular skill or type of behavior related to OCM, the new system, or new business processes.
Transportation budget preparation	Creation of a biennial plan for the revenues and expenditures necessary to support the administrative and service functions of (state) transportation agencies including (operations, safety) and the long-term financing and expenditure plan of capital assets.
Treasury funds/accounts	Accounts that have cash on deposit in and under the control of the State Treasurer and are disbursed by means of a warrant of electronic means. Treasury accounts are subject to appropriation unless specifically exempted.
Unallotted allotment status	Expenditure authority not specifically scheduled for expenditure but expected to be allotted at a later time.
Unanticipated receipts	Revenue received which has not been appropriated by the Legislature. The Governor has the authority to approve the allotment of such money within the guidelines of the intent in which they were received and the statutory guidelines of RCW 43.79.270.
Undesignated fund balance	Money, assets or other resources available for appropriation.

One Washington Program Glossary

TERM	DEFINITION
Unifomat	A system for classifying building products and systems by functional subsystem, e.g., substructure, superstructure, exterior closure, etc.
Useful life	An estimate of the total time that an asset is usable and in service.
Value Engineering (VE)	A systematic, orderly approach to defining a facility's required function, verifying the need for the function, and creating alternatives for providing the function at minimum life-cycle cost. Value is the lowest life-cycle cost to achieve the required function. VE is a problem-solving system that emphasizes the reduction of cost while maintaining the required quality and performance of the facility. It is a technique that is applied in addition to the regular design process. It is required on all major projects.
VE participation and implementation	The extra fee to be paid to the A/E for participation in the required value engineering study and includes incremental costs to implement those changes identified by the study and requested by the owner.
Vendor	An entity that provides goods and/or services.
Vendor notification	Washington Electronic Business Solutions (WEBS) allows for vendors to register and be notified for bid opportunities by registering the commodity codes that best match the goods and services they provide. The system allows agencies and other political subdivisions to post solicitations and also allow search within the system for vendor contact information. The system also notifies vendors of apparent successful bidder.

One Washington Program Glossary

TERM	DEFINITION
Washington Workforce Analytics (WWA)	A component of OFM's Enterprise Data Warehouse (EDW) used for supporting HR & Payroll business intelligence & data analytics. The current user interface (web front-end) for WWA is the SAP Business Objects WEBI tool.
Workflow	A workflow is approval routing for a process. When there is an approval needed, the system will send it to the appropriate assigned person to approve before moving onto the next step.
Workforce Readiness	Helps end-users understand how their job is changing and be prepared for new roles and responsibilities – before training.