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Procurement System Improvement Project (PSIP)

GLobal Acquisition System (GLAS) DICTIONARY

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GLAS Acronyms

Acronyms	Full Text	AKA	Description
#			
632A; 632B			Section 632(a) and Section 632 (b) of the Foreign Assistance Act of 1961, as amended (FAA), authorizes agencies "carrying out functions under" the FAA to use the services of other agencies to do so. (See Interagency Agreement)
A			
A/AID	Office of the Administrator	USAID Administrator	This office formulates and executes U.S. foreign and economic development assistance policies and programs subject to the foreign policy guidance of the President, the Secretary of State, and the National Security Council.
AAAP	Advanced Acquisition and Assistance Plan	Advanced Plan	Posting on USAID website outlining overall acquisition and assistance awards planned for the year.
AAPD	Acquisition and Assistance Policy Directives		USAID directives that contain policy for acquisition and assistance.
ACWP*	Actual Cost of Work Performed		Actual cost of the effort needed to accomplish work as it relates to the Earned Value Management System (EVMS).
ADS	Automated Directive System		The ADS is a standardized system comprising (1) USAID internal regulations, including policy directives and required procedures; (2) external regulations applicable to USAID; and (3) non-mandatory guidance to help employees interpret and properly apply internal and external mandatory guidance
AFR	Africa Bureau		USAID Regional Bureau that designs, implements, and evaluates regional and country strategies and programs within Africa.
AID	Agency for International Development	USAID	Abbreviated acronym describing USAID.
AIDAR	Agency for International Development Acquisition Regulations		USAID specific acquisition regulations that supplement the Federal Acquisition Regulations (FARs).

Acronyms	Full Text	AKA	Description
ANE	Asia and Near East Bureau		USAID Regional bureau that designs, implements, and evaluates regional and country strategies and programs within 26 countries and territories in Asia, the Middle East, and North Africa.
API*	Application Program Interface		A set of high-level routines offered in one system that allows invocation of its functions or access to its data by external or third-party software.
APP	Advance Procurement Plan	Planning	GLAS procurement phase that assists with defining agency strategic goals and objectives and provides the ability to track each one by capturing relevant data. The GLAS user is able to link requisitions to Advanced Procurement Plans (APPs), providing an interactive procurement timeline to ensure prompt action and supporting documents to each plan.
B			
B&A	Budget and Acquisitions		USAID division within the Office of the Inspector General (OIG).
BAC*	Budget at Completion		Projected budget remaining at the completion of a project.
BAH	Booz Allen Hamilton		Contractor supporting the USAID Program Management Office (PMO) Principal Resource for Information Management Enterprise-Wide (PRIME) 3.1 contract.
BCWP*	Budgeted Cost of Work Performed		The “earned value” achieved when a task is accomplished or a milestone is achieved. A measure associated with EVMS.
BCWS*	Budgeted Cost of Work Scheduled		The amount of effort required to accomplish a task or achieve a milestone. A measure associated with EVMS. Also known as “planned value.”
BOE	Business Objects Enterprise		Commercially available software product that provides the capability to create and run standard reports using a variety of parameters.
BOE*	Basis of Estimate		The measure or model that is used to calculate the effort needed to accomplish work for a set of tasks or a project.
BOM*	Bill of Materials		A detailed list of items and costs needed to procure equipment or software to support a project.

Acronyms	Full Text	AKA	Description
BPA	Blanket Purchase Agreement		A simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. BPAs are designed to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase, invoice, and payment documents.
BST*	Business System Tests		Formal test to ensure that all business functionality requirements are satisfied.
BTC	Bureau Transition Coordinator		Key representative in a Bureau whose role is to liaison between the Bureaus and their respective Operating Units.
BTEC	Business Transformation Executive Committee		Provides agency wide leadership for initiatives and investments to transform USAID business systems and organizational performance.
C			
CBJ	Congressional Budget Justification		USAID's submission of its budget justification to the Congress for appropriation which occurs each fiscal year. The CBJ reflects the Administration's program and budget request for bilateral foreign economic assistance appropriations.
CCB*	Configuration Control Board		A committee responsible for reviewing, assessing, and recommending changes to be made to software systems for future releases of the controlled systems. The PSIP project uses a CCB for any project, system, or requirements changes.
CCR	Central Contractor Registration		The primary U.S. Government repository for contractor information required for the conduct of business with the U.S. Government. All federal contractors and grantees are required to register with the CCR. CCR assigns a unique DUNS number to each vendor. Organizations with multiple sites doing business with the U.S. Government are assigned multiple DUNS numbers.
CFO	Chief Financial Officer		The individual responsible for overseeing the financial activities of the agency; this includes signing checks, monitoring cash flow, and financial planning.

Acronyms	Full Text	AKA	Description
CFR	Code of Federal Regulations		The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the U.S. Government.
CGI	CGI-Federal		Software development company that created Momentum, the financial management system of record used by USAID (also known as Phoenix).
CIC	Customer Information Center	Help Desk/Customer Support Facility	Centralized facility that supports the operations of a system. Oftentimes related to a Help Desk or a Customer Support Facility.
CIO	Chief Information Officer		The official officer in charge of information processing in an organization, such as automated systems design, development and data center operations.
CM*	Configuration Management	Change Control	A discipline to ensure that the configuration of an item and its components is known and documented, and that any changes are controlled and tracked.
CMP*	Configuration Management Plan		Plan that describes the processes to be used to control and manage all project deliverables, to include the software.
CO	Contracting Officer		A person within the agency who has a warrant and is authorized to obligate funds and approve awards. The CO has the authority to enter into, administer, and terminate contracts. The CO role within GLAS is responsible for obligating funds through electronic approval, approving awards, and assigning the Buyer/Negotiator (this role may not be assigned to a user who has the Program Manger role).
COOP	Continuity of Operations Plan	Back-up and Disaster Recovery Plan	A contingency action plan which provides the capability for a Department or Agency to continue operations during a crisis which renders the organization's headquarters unusable.
CONOPS	Concept of Operations		A document that describes how users will interface and use a system.
COTR	Contracting Officer's Technical Representative		A person designated by the CO to assist in the technical monitoring or administration of a contract.

Acronyms	Full Text	AKA	Description
COTS	Commercial Off-The-Shelf		A term for software or hardware products that are ready-made and available for sale to the general public. CompuSearch's PRISM product is an example of a COTS software package. The software has been developed but requires setup and configuration before it can be used at USAID to support all procurement processing.
CR *	Change Request		Form used to request a change or improvement to a system.
CRB	Contract Review Board		Office of Acquisition and Assistance (OAA) board that reviews and approves solicitations, competitive range determinations, and contracts. Contracts over \$10 million must be reviewed by the CRB before the solicitation and award process.
CTO	Cognizant Technical Officer		The individual who performs functions that are designated by the Contracting or Agreement Officer, or is specifically designated by policy or regulation as part of contract or assistance administration. In other parts of the U.S. Government, the synonymous term is usually Contracting Officer's Technical Representative (COTR). Within GLAS, the CTO role creates APPs, and administers, monitors, and performs vendor performance evaluations.
CTP*	Comprehensive Test Plan		A document that describes how GLAS will be tested, the test cases that will be used to test specific functionality, and the means by which each of the requirements will be satisfied.
CV*	Cost Variance		The difference between the budgeted costs and the actual costs of a project.
D			
DAA	Deputy Assistant Administrator		The senior management official who has the authority to authorize processing (accredit) an automated information system (major application or general support system) and accept the risk associated with the system.
DBA	Database Administrator		Person responsible for the planning, implementation, configuration, and administration of relational database management systems.

Acronyms	Full Text	AKA	Description
DCHA	Democracy, Conflict, and Humanitarian Assistance		USAID Pillar Bureau that promotes the opportunities for people adversely affected by poverty, conflict, natural disasters, and a breakdown of good governance. DCHA implements solutions that link humanitarian efforts with long-term development goals.
DCN*	Document Control Number		A numbering system used to uniquely identify deliverable documents.
DEVNET*			A computer network that is separate from the production computer network and is used for software development and testing.
DMZ*	De-Militarized Zone		A small subnet that “sits” between a trusted internal network, such as a private local area network, and trusted external network, such as the Internet. Typically, the DMZ contains devices accessible to Internet traffic, such as web servers, file servers, and e-mail servers. The term comes from military use, meaning the buffer area between two enemies.
DO	Delivery Order	Task Order	A contract for supplies that does not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of supplies during the period of the contract.
DoS	Department of State	The State Department	Cabinet-level department with a mission to create a more secure, democratic, and prosperous world for the benefit of the American people and the international community.
DRD	Detailed Requirements Document		Document that specifies the system requirements for implementing a project/system, including both functional requirements and non-functional requirements. It defines the desired system outcome of the configuration, customization, and integration activities that will result in the development of the solution.

Acronyms	Full Text	AKA	Description
DUNS	Data Universal Numbering System		The unique identifier that is used to retain information on all companies and people that have awards with the U.S. Government. In accordance with the FAR, all vendors doing business with the agency (where the anticipated Total Estimated Cost is over \$25K) must have a DUNS number; this includes foreign businesses and individuals.
DW	Data Warehouse		A database designed to support decision making in the agency. Data from the production databases are copied to the data warehouse to provide aggregation from multiple sources, summary data for easier reporting, and allow queries to be performed without disturbing the performance or the stability of the production systems.
E			
E&E	Europe & Eurasia Bureau		USAID Regional Bureau that designs, implements, and evaluates regional and country strategies and programs within Europe, the former Soviet Union, and Central Asia.
EAC*	Estimate at Completion		The estimated project costs to be expended at the completion of the effort.
EAI*	Enterprise Application Integration		Combines the functionality of an enterprise's existing applications, commercial packaged applications, and new code by means of common middleware. EAI is emerging as a key IT technology.
ECP*	Engineering Change Proposal		A document that contains a description and cost of an engineering effort needed to improve or add functionality to a system like GLAS. The ECP usually results from requests of the CCB.
EGAT	Bureau for Economic Growth, Agriculture, and Trade		USAID Pillar Bureau that provides technical advice and support to the Regional Bureaus and field Missions on design, implementation, and evaluation of Mission technical strategies and programs.
EIS	Executive Information System		USAID's system for reporting enterprise wide data that is collected from various systems throughout the agency.

Acronyms	Full Text	AKA	Description
ELITE®	Enterprise Life-cycle Integration and Technology Engineering		SRA's formal systems engineering and development life-cycle methodology used to implement systems.
EOP	Office of Equal Opportunity Programs		USAID office responsible for providing centralized leadership, coordination, monitoring, evaluation, and reporting of agency-wide equal employment opportunity and affirmative employment activities, trends, accomplishments, and areas that need improvement.
EPMS*	Enterprise Project Management System		Web-based version of MS Project that allows cross-project collaboration of the schedule by all team members.
ERD*	Entity Relationship Diagram		A graphical representation of data structures, such as tables, in a database, and the relationships between those data structures.
ETC*	Estimate To Complete		The estimated project costs needed to complete the project.
ETL*	Extract, Transform, and Load		An automated process utilized to move data from normally one data source, but could be two or more, to target database in conjunction with data warehousing efforts.
EVMS*	Earned Value Management System		System used to calculate the progress of a project and to determine the cost and schedule variance. The primary measures are the BCWP, BCWS, and ACWP.
EXO	Executive Officer		A term used by some agencies to identify the officer charged with responsibilities for administrative and program support activities. For USAID, a representative located at an overseas Mission that directs management services and logistic support operations for programs. An EXO has contract authority up to \$100K (\$250K for personal service contracts).
F			
FAQs	Frequently Asked Questions		A compilation of answers to the most commonly asked questions on a particular subject.

Acronyms	Full Text	AKA	Description
FAR	Federal Acquisition Regulation		The primary document containing the uniform policies and procedures for all executive agencies for acquisition of supplies and services with appropriate funds. It is issued as Chapter 1 of Title 48, Code of Federal Regulations (CFR).
FedBizOpps	Federal Business Opportunities	www.FedBizOpps.gov	Single point-of-entry for U.S. Government procurement opportunities over \$25,000. U.S. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. GLAS has the ability to invoke the FedBizOpps website, automatically exchange data with FedBizOpps, and pre-populate the solicitation synopsis on the website.
FEDSIM	Federal Systems Integration and Management Center		A program of the General Services Administration (GSA) Office of Information Technology Integration (ITI) providing client services on a fee-for-service basis.
FM	Financial Management		USAID Office with a mission to establish and maintain sound financial management practices that advance USAID's mission, goals and objectives. The Phoenix system (Momentum Financials) is used to manage the Agency's financial transactions.
FPDS-NG	Federal Procurement Data System – Next Generation		A self-service tool that allows public access to the spending patterns of the U.S. Government. Document information must be submitted to FPDS-NG upon completion of awards greater than \$2,500. GLAS will exchange data with FPDS-NG by invoking the FPDS-NG website and pre-populating basic data (e.g., document number, DUNS) on the website. The remaining data must be entered by the user.
FS	Field Support		The USAID process by which Missions and other technical operating units acquire specific commodities or services through provision of funds to the Global Bureau for use in contract and grant mechanisms.
FS-AID	Field Support – Agency for International Development		The Field Support system automates the field support process by linking the data in the field support database to USAID's Phoenix accounting system.

Acronyms	Full Text	AKA	Description
FSN	Foreign Service National		Employee of USAID who is a citizen of the host country where a USAID Mission is located.
FTE*	Full-Time Equivalent	Full-Time Employee	A concept used for estimating costs associated with a project. An FTE represents a single individual of a certain labor category.
FY	Fiscal Year		A 12 month period for which an organization, such as a government or corporation, plans the use of its funds. For the U.S. Government, an FY runs from October 1 of one year to September 30 of the following year.
G			
GC	General Counsel	Legal Advisor, Regional Legal Advisor	The Legal Offices for USAID.
GDA	Global Development Alliance		An office within USAID that coordinates an alliance with a private sector via grants or cooperative agreements.
GFE	Government-Furnished Equipment		Equipment that is owned by the U.S. Government but used by a contractor for official government use.
GFI	Government-Furnished Information		Information or data provided to a contractor by the U.S. Government for official use.
GH	Global Health		USAID Pillar Bureau that provides technical advice and support to the Regional Bureaus and field Missions on design, implementation, and evaluation of Mission technical strategies and programs.
GLAS	GLobal Acquisition System	PRISM	The name selected for USAID's implementation of the Compuseach PRISM automated acquisition product to support the Procurement System Improvement Project (PSIP).
GPEA	Government Paperwork Elimination Act		A Federal Act that describes the requirements for agencies to submit information electronically and to maintain records electronically, when practicable.
H			
HTML*	HyperText Markup Language		An industry standard coding language used to create a web user interface. HTML is most commonly used for internet/web development.

Acronyms	Full Text	AKA	Description
I			
IAA	Inter-Agency Agreement		Any agreement between two Federal agencies by which one agency buys goods or services from the other, including but not limited to an agreement under the authority of FAA section 632(b), the Economy Act, the Government Management Reform Act or similar legislation, or by which one agency transfers or allocates funds to another under the authority of FAA section 632(a).
IATO	Interim Approval to Operate		Determination applied when a system does not meet the requirements stated in the System Security Authorization Agreement (SSAA), but mission criticality mandates the system become operational. The IATO is a temporary approval that may be issued for no more than a one-year period.
IE	Internet Explorer		The Microsoft desktop browser that is used to access web-based solutions. GLAS will utilize the IE browser.
IMP*	Integrated Master Plan		The overall project plan for the PSIP effort. Contains all the activities needed to achieve the initial production capability for PSIP.
IPT	Integrated Product Team		Sub-teams of PSIP are comprised of representatives across organizations, established to resolve project issues (e.g., Policy, Helpdesk, Reporting, Data Migration, etc.).
IQC	Indefinite Quantity Contract		Provides for an indefinite quantity, within stated limits, of supplies or services during a fixed period. The U.S. Government places orders for individual requirements. The contract must require the U.S. Government to order and the contractor to furnish at least a stated minimum quantity of supplies or services. In addition, if ordered, the contractor must furnish any additional quantities, not to exceed the stated maximum. Quantity limits may be stated as number of units or as dollar values.
IRM	Information Resource Management		An office within USAID that is responsible for the planning, acquisition, management, maintenance, and policy formulation of all information resources and telecommunications operations within USAID.

Acronyms	Full Text	AKA	Description
IT	Information Technology		General term used to describe any equipment or interconnected system or subsystem of equipment that is used to produce, manipulate, store, communicate, or disseminate information.
IV&V*	Independent Verification and Validation		A separate team used to independently assess that all project deliverables were submitted, all tests were performed, and all contract requirements were satisfied.
J			
JAMS	Joint Assistance Management System		A joint effort between the Department of State (Dos) and USAID to share resources and equipment for the implementation of an assistance/grants management system.
JFMS	Joint Financial Management System		A joint effort between DoS and USAID to share resources and equipment for the implementation of a financial management system based on Momentum Financials.
JFOC	Justification for other than Full and Open Competition	Sole Source Justification	A document that is required if an agency issues an award without full and open competition.
JMC	Joint Management Council		Prioritizes joint management opportunities between DoS and USAID referenced in the DoS USAID FY 2004 – 2009 Strategic Plan, as well as other joint initiatives, and guides the implementation and oversees execution of resulting policies and programs.
K			
KPI*	Key Performance Indicators		A metric used to assess the performance (response time or throughput) of application software.
KVI*	Key Volume Indicators		A metric used to assess the storage capacity of a system.
L			
LAC	Bureau for Latin America and the Caribbean		USAID Regional Bureau that designs, implements, and evaluates regional and country strategies and programs within Latin America and the Caribbean.
LAN	Local Area Network		Communications network to support local connectivity between user desktops and application/database servers.

Acronyms	Full Text	AKA	Description
LOE*	Level of Effort		A predetermined fixed level of qualified personnel over time to accomplish assigned tasks or operations. The LOE of an effort is not always "fixed" but may vary according to the progress of an activity or exigencies of the project.
LPA	Bureau for Legislative and Public Affairs		Bureau that serves as the central point of contact with Congress and other agencies (on legislative matters) on all forms of media, the international development community, and the American public regarding the USAID international development programs and policies.
M			
M	Management		USAID Bureau responsible for human and information resources management, acquisition and assistance, financial management and administrative services functions.
MAARD	Modified Acquisition and Assistance Request Document	Request/Requisition	Form initially developed to facilitate data entry of the requisition into the New Management System A&A (NMS A&A). Missions use the document to record a commitment into the Mission's financial system. It is the instrument by which a procurement or assistance request is forwarded to the Contracting Officer.
MAS	Multiple Award Setup	Multiple Award Schedules, Shared Ceiling	GLAS functionality used to accommodate USAID's shared ceiling by supporting the tracking of multi-vendor contracts that can be associated to a contract or solicitation.
MIPR	Military Interdepartmental Purchase Request		Used by the Department of Defense (DoD) as a request for material, supplies, or services. Can be an inter or intra agency request.
MS	Microsoft		Company that develops and markets standard business productivity software, e.g., word processing, databases, and spreadsheets.
MSR*	Monthly Status Report		A contract deliverable that provides project cost and schedule status.

Acronyms	Full Text	AKA	Description
MOU	Memorandum of Understanding		Document that sets forth an agreement between two or more parties. It may be used to cover a range of topics including results to be achieved, activities to be implemented, and the respective roles and responsibilities of each party. An MOU is not used for obligating funds, however, it may be used to confirm an agreement with a host government on a program that USAID will fund directly through an obligating instrument signed with other parties.
N			
NEP	New Entry Professional		Entry level professional USAID employee trainee.
NGO	Non-Government Organization		Any non-governmental organization or entity, whether non-profit or profit-making, receiving or providing USAID-funded assistance under an assistance instrument or contract.
NICRA	Negotiated Indirect Cost Rate Agreement		Indirect costs are costs that cannot be directly identified with a single contract or grant. The indirect costs are applied equitably across all of the business activities of the organization, according to the benefits each gains from them.
NMS	New Management System		A set of computer systems that are linked and attempt to capture all data necessary to manage USAID's business at the original source. The system includes data necessary to manage USAID's activities, and data required to initiate, award, and manage procurement actions, budget information, and all accounting data. All USAID activities except security and acquisition and assistance were turned off at the end of CY 2000. The remaining pieces of the system will be replaced with GLAS.
NMS A&A	New Management System Acquisition & Assistance	NMS, A&A	The legacy system for procurement and assistance actions that is currently in use at USAID/Washington (USAID/W). This system will be replaced by JAMS and GLAS.
O			
O&M	Operations and Maintenance		The stage or phase of a project when the system "goes live" into production and becomes the system of record.

Acronyms	Full Text	AKA	Description
OAA	Office of Acquisition and Assistance		USAID office that supports acquisition and assistance actions.
OCM	Organizational Change Management		Work stream team in charge of preparing USAID for a system implementation. Activities include managing user expectations, communicating project status, organizing user groups, and developing and distributing project literature.
ODC*	Other Direct Costs		Miscellaneous costs to support a project (e.g., supplies).
ODS*	Operational Data Store		An optimized reporting database designed to support the operational needs of the systems for which it collects data (e.g., GLAS, Phoenix). This consolidated data will allow for efficient cross-system reporting.
OE	Operating Expenses		Costs necessary for office or agency operations.
OFAC	Office of Foreign Assets Control		Office within the Department of Treasury that administers and enforces economic and trade sanctions against targeted foreign countries and terrorists.
OFDA	Office of U.S. Foreign Disaster Assistance		Office within USAID responsible for facilitating and coordinating U.S. Government emergency assistance overseas. OFDA provides humanitarian assistance to save lives, alleviate human suffering, and reduce the social and economic impact of humanitarian emergencies worldwide.
OIG	Office of the Inspector General	IG	USAID office that conducts audits and reviews of both information systems and organizations within the agency.
OLTP*	Online Transactional Processing		Generic term used for an information system that creates transactions to be processed interactively. Distinguishes the system from batch processing.
OMB	Office of Management and Budget		White House office that decides and approves appropriations to Federal agencies.
OMS	Overseas Management Support		USAID office within the Administrative Services Office of the Management Bureau that supports the overseas Executive Officers.

Acronyms	Full Text	AKA	Description
OR	Obligation Recorder	Contracting Manager	GLAS user role that enters, updates, and approves an IAA contract and/or IAA obligation within the system (acts like a Contracting Officer). The Obligation Recorder should have the same functionality as the Contracting Officer, but without a type of warrant.
OSDBU/MRC	Office of Small and Disadvantaged Business Utilization/ Minority Resource Center		OSDBU/MRC is the initial point of contact at USAID for U.S. small businesses, small disadvantaged businesses, women-owned small businesses, HUBZone small businesses and service-disabled Veteran-owned small businesses. OSDBU/MRC is a small business advocacy and advisory office with the responsibility for ensuring that these enterprises receive access to USAID programs.
P			
PA	Preparedness Assessment		A process initiative to collect critical information in order to properly configure USAID's new procurement system, GLAS according to the requirements and specifications of USAID.
PALT	Procurement Action Lead Time		The number of days each milestone step should be completed within GLAS.
P-Cards	Purchase Cards		The Purchase Card is a streamlined procurement method that saves time and administrative costs. It empowers non-procurement employees with the authority to make official purchases within their limited delegated authority and is the preferred method to purchase and pay for micro-purchases.
PDF	Portable Document Format		A universal file format that enables secure and reliable distribution and exchange of electronic documents and forms around the world. It preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it. The files can be shared, viewed, and printed by anyone with Adobe Reader software.
PIID	Procurement Instrument Identifier		The unique identifier for each contract, agreement or order submitted to FPDS-NG.

Acronyms	Full Text	AKA	Description
PM	Program Manager	Budget Authority, Controller, Financial Management Specialist, Team Lead, Strategic Objective Team Leader	USAID role responsible for approving the funds in GLAS through electronic approval. Each Bureau is able to assign the person(s) responsible for this task and this role cannot be assigned to a user who has the Contracting Officer role. Within GLAS, the Program Manger role is responsible for verifying the Buyer in the requisition (Buyer Assignment) and approving and releasing the requisition (approving the commitment of funds).
PMB*	Performance Management Baseline		The cost and schedule baseline of a project by which the performance measurements are determined.
PMO	Program Management Office		Provides the organizational structure, methodology, processes, tools, people, communications, change management, and training necessary for business transformation initiatives in the agency. Instills a level of confidence in USAID's ability to manage projects/initiatives to successful conclusions. Uses proven best practices in project and portfolio management to implement business benefits at reasonable costs and acceptable schedules.
POC	Point of Contact		Primary individual responsible for a particular activity or action item.
POC	Proof of Concept	Sandbox Environment	A non-production environment containing basic software configuration that enables USAID users to use GLAS and validate configuration decisions and become more comfortable using the software.
PPC	Bureau for Policy and Program Coordination		Office within USAID that handles budget formulation and allocation, strategic planning, policy development, and donor coordination, among other things.
PPM	Program, Policy, and Management		An office within the DCHA Bureau that provides budget and finance, administrative and management, and program and policy leadership in service to an integrated Bureau-wide agenda.
PQAO*	Project Quality Assurance Official		The individual responsible for reviewing and certifying the quality of a contract deliverable. The PQAO is independent of the project organization.

Acronyms	Full Text	AKA	Description
PR	Purchase Request	Request/ Requisition	A request for goods or services that can be used for acquisition or assistance actions.
PRIME*	Principle Resource for Information Management Enterprise-Wide		A federal IT and communications services contract used to support the existing and future USAID information systems and associated infrastructure. PRIME 2.2 and PRIME 3.1 are two examples of contracts under this contract vehicle.
PRISM	Purchase Request Information System	GLobal Acquisition System (GLAS)	Compusearch's COTS package purchased to support PSIP. The fully configured system is referred to as GLAS at USAID.
ProDoc	Professional Document System		A module used in USAID's current procurement system for acquisition and assistance document generation.
PSC	Personal Services Contract		PSCs are characterized by the employer-employee relationship that exists between the U.S. Government and the contractor. The contractor is treated like the civil service staff, frequently performing the same or similar work. USAID hires PSCs to work in a variety of fields both in USAID/W and in USAID Missions worldwide. The four primary types of PSCs used within USAID are: Off Shore United States PSC, Local Hire United States PSC, Foreign Service National (FSN) PSC, and Third Country National (TCN) PSC.
PSIP	Procurement System Improvement Project		The project name for implementation of GLAS, which will automate the entire USAID acquisitions process, from planning to closeout of awards.
Q			
QA*	Quality Assurance		Process by which project contract deliverables are independently reviewed to assure that high quality is achieved on each project.
QAP*	Quality Assurance Plan		Plan that describes the process to be used by the PQAO in reviewing the project deliverables.
R			
RFI	Request for Information		A standard business process used to collect written information about the capabilities of various suppliers. It usually follows a format that can be used for comparative purposes.

Acronyms	Full Text	AKA	Description
RFP	Request for Proposal		A formal request to a vendor to submit a proposal to provide a product or service. A document prepared by a potential user of products and/or services to solicit information from a provider regarding that provider's products, capabilities, prices, and services.
RFQ	Request for Quotation	RFP (Request for Proposal)	See RFP; may involve a final price quotation request for a precise set of requirements.
RMP*	Risk Management Plan		The plan that describes the process used to identify, assess, track, and mitigate project risks.
RRB	Ronald Reagan Building		Location of USAID Headquarters in Washington, D.C.
RTM*	Requirements Traceability Matrix		A matrix that captures all the system requirements and indicates how requirements map to design components and test cases.
S			
SAN*	Storage Area Network		A specialized high-speed network that provides access to high performance and highly available storage subsystems by interconnecting different data storage devices with associated data servers.
SBC*	Server Based Computing	Citrix	A method of executing software to support access using the Internet from non-standard environments, i.e., home-based access. The USAID SBC uses the CITRIX server environment.
SCR*	Software Change Request		A form used by a user or developer to formally request a modification to an existing system or to request an enhancement for a future release of the software.
SEC	Office of Security		Office that provides security services to protect USAID personnel and facilities, safeguard national security information, and promote and preserve personal integrity.
SF	Standard Form		Designation for a standard U.S. Government form.

Acronyms	Full Text	AKA	Description
SME	Subject Matter Expert		An individual selected to evaluate candidates and establish the candidate's relative merit for promotion to the targeted position. He or she must be competent in the technical areas of the position.
SO	Strategic Objective		The most ambitious result that an agency operational unit, along with its partners, can materially affect, and for which it is willing to be held accountable within the time period of the strategic objective. Strategic objectives set out the context of specific USAID activities, as well as the standards for their success.
SOAG	Strategic Objective Agreement	Bilateral Agreement	A formal agreement that "reserves" (obligates) funds between USAID and the host government or other parties, such as regional organizations created by foreign governments. It sets forth a mutually agreed upon understanding of the timeframe, results expected to be achieved, means of measuring those results, resources, responsibilities, and contributions of participating entities for achieving a clearly defined SO.
SOP	Standard Operating Procedure		A description of a repeatable process by which a system or a system subset will be used to accomplish work.
SOW	Statement of Work		Outlines work details to be performed that are associated with a contract.
SQL*	Structured Query Language		An automated query language that is a widely adopted industry standard. SQL is used to retrieve, insert, update, and delete information from underlying databases.
SRA	SRA International, Inc.	Systems Research & Applications Corporation	The PRIME 2.2 contractor implementing PSIP. SRA provides systems integration, consulting, and electronic commerce services and solutions to clients in business and U.S. and local government.
SSL*	Secure Socket Layer		A security protocol that provides communication privacy and protects the confidentiality and security of data. It enables client and server applications to communicate in a way that is designed to prevent eavesdropping, tampering, and message forgery.

Acronyms	Full Text	AKA	Description
SV*	Schedule Variance		The deviation from the integrated master schedule usually reported on a monthly basis.
T			
T&C	Terms and Conditions		Language that is included in an award to document the legal requirements of an award document.
TA	Transfer Authorization		The USAID Food for Peace program term for "Cooperative Agreement."
TCP/IP*	Transmission Control Protocol/Internet Protocol		The basic communication language of the Internet.
TBD	To Be Determined		The abbreviation used for items that have not yet been announced/confirmed/determined/released.
TBP	To Be Published		The abbreviation used for publications that have not yet been finalized/approved/ released.
TCN	Third Country National		An individual who is 1) neither a U.S. citizen nor a permanent legal resident alien of the United States nor a host-country citizen, and 2) eligible for return travel to the home country or country of recruitment at U.S. Government expense.
TEB	Technical Evaluation Board		Person/office/group that performs technical evaluation of proposals and has reviewer access within GLAS.
TEC	Total Estimated Cost		The anticipated total dollar amount on an award.
TIN	Tax Identification Number		The Social Security Number (SSN) of an individual or the Employer Identification Number (EIN) of a business, fiduciary or other organization.
TO	Task Order		A contract for services that does not procure or specify a firm quantity of services (other than a minimum or maximum quantity) and that provides for the issuance of orders for the performance of tasks during the period of the contract.

Acronyms	Full Text	AKA	Description
TSI	Telecommunications and Systems Infrastructure		Office within Information Resources Management (IRM) that provides USAID customers with high-quality, dependable, cost-effective systems and network support.
U			
UAT	User Acceptance Test		Formal test that is used to assess the readiness of a system prior to going into production. The tests are usually conducted by the user community and not the contractor development team.
USAID	United States Agency for International Development	AID	Independent federal agency that supports long-term and equitable economic growth and advances U.S. foreign policy objectives by supporting economic growth, agriculture and trade, global health, democracy, conflict prevention, and humanitarian assistance.
USAID/W	USAID Washington		Refers to all USAID offices located in Washington, D.C.
UVTRR*	User Verification Test Readiness Review		A milestone that signifies that the system is ready and the plans are in place to conduct the User Acceptance Test.
V			
VAC*	Variance at Completion		The projected deviation from cost or schedule at the completion of a project.
VPN*	Virtual Private Network		A private network that is configured within a public network (a carrier's network or the Internet) to take advantage of the economies of scale and management facilities of large networks. VPNs are widely used by enterprises to create wide area networks (WANs) that span large geographic areas, to provide site-to-site connections to branch offices and to allow mobile users to dial up their company local area networks (LANs).
VSAT*	Very Small Aperture Terminal		A type of satellite-based communications network that offers wireless connection, like all satellite networks, but uses smaller antenna dishes (as small as .8 meters, and no larger than 2.5 to 3 meters).
W			

Acronyms	Full Text	AKA	Description
WAN*	Wide Area Network		The communications network used to transfer data over a large geographic area.
WBS*	Work Breakdown Structure	Project Plan	The structure used to organize work activities, budget costs, and apply them to a schedule in order to complete a project and satisfy requirements.
X			
XML*	eXtensible Markup Language		A standard that allows for the creation of easily accessed files, including complex objects. These files identify every data element with a "tag" that describes that element.

GLAS Glossary

Term	AKA	Description
A		
Acquisition		The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the U.S. Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.
Activity		A set of actions through which inputs such as commodities, technical assistance, and training are mobilized to produce specific outputs such as vaccinations given, schools built, and micro-enterprise loans issued. Activities are undertaken to achieve "strategic," "special," or "strategic support" objectives that have been formally approved and notified to Congress.
Amendment		Process in GLAS used to change or modify a released document.
Approver	Releaser	GLAS user role who reviews procurement documents and has the authority to approve them. This user is a combination of several previously defined GLAS user roles (Requestor, CTO, Program Manager, OSD BU Advisor, CO, Buyer, and OR).

Term	AKA	Description
Award		GLAS procurement phase that allows for the creation of several types of awards, including Large Award Contracts (e.g., IQC, Fixed Price, Time and Materials), Simplified Acquisitions, Delivery/Task Orders, Interagency Agreements, Purchase Orders, Multiple Award Schedules, Shared Ceiling, Blanket Purchase Agreements (BPAs), BPA Calls, Purchase Card Orders, and Military Interdepartmental Purchase Requests (MIPRs). The GLAS user has the ability to award records, attach forms and documents, and update milestone plans. Contract Specialists that prepare awards may route them for approvals triggering obligation of funds. Submission of award data to FPDS-NG is accomplished via an integrated system interface.
B		
Bookmark		Saved webpage URLs that directly open a webpage rather than typing in a URL or navigating through menus or site maps. Microsoft's Internet Explorer refers to bookmarks as "favorites."
Buyer	Negotiator, Contract Specialist	Acquisition role that is responsible for preparing solicitations, synopses, and award packages, as well as posting solicitation notices and synopses and award notices to FedBizOpps. A Buyer also handles contract negotiations.
C		
Clause Template		A functionality in GLAS that allows the user to select clause templates based on the acquisition they are creating. These clause templates include the minimum FAR or AIDAR requirements for that acquisition type.
Commitment		An administrative reservation of funds in anticipation of their obligation.
Compusearch		Software development company specializing in federal procurement products. Compusearch works as a sub-contractor to SRA to implement and configure Compusearch's PRISM product for GLAS based on the requirements of USAID.
Configuration		General-purpose computer term that refers to the setup of a computer system and describes the total combination of hardware components that make up a computer system and the software settings that allow various hardware components to communicate with one another. GLAS is configured based on USAID's business requirements.
Contract		A mutually binding legal instrument in which the principal purpose is the acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of the U.S. Government, or in the case of a host country contract, the host government agency that is a principal, signatory party to the instrument.

Term	AKA	Description
Contractor		A non-government organization or individual acting as an agent of USAID and carrying out a scope of work specified by USAID.
Cooperative Agreement		A legal instrument used where the principal purpose is the transfer of money, property, services or anything of value to the recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and where substantial involvement by USAID is anticipated.
Crystal Reports		A core software package that provides USAID with ad-hoc reporting capabilities. It is configured to include a significant number of core reports utilizing the PRISM Oracle Reporting Database. Crystal Reports provides the ability to produce interactive views of A&A data for answering Congressional or senior management questions.
Customization		A change or modification to Compusearch's source code/program to meet USAID's business requirement within GLAS. This can be a costly and time-consuming process. Additionally, customization for system upgrades is not supported by Compusearch.
D		
Data Migration Design & Development*		The process by which an analysis is performed to determine the most efficient way to transfer data from the legacy systems to GLAS. The design process outlines the approach, whereas development is the technical solution to perform the migration.
Data Warehouse		Allows any valid user to perform complete multidimensional analysis of critical business information without affecting the performance of the GLAS operational systems. For example, after viewing acquisitions by region, the user can see acquisitions by region over time to better understand fluctuations. The user can drill down further to analyze information by region, and/or field office, over smaller periods of time. The GLAS Data Warehouse allows the user to easily view just the data they want, exactly how they want it, for immediate analysis.
Deobligation		The process of removing unneeded funds from an obligating instrument. This step is typically done upon completion of activities when unliquidated obligations might have become excessive or might no longer be needed for the original purpose. Deobligations are also referred to as the cancellation or downward adjustment of a previously recorded obligation.
Deployment		The release of the system to the field for user testing and eventually, production use.
Document		An automated GLAS document includes all attachments and clauses that make up a solicitation, request, RFP, etc.

Term	AKA	Description
E		
Earmarked Funding		Funding specified by Congress for a particular purpose or a particular recipient.
F		
Focus Group		Groups comprised of users with contractor support to assist in organizing meetings to facilitate information exchange as part of OCM efforts. The purpose is to discuss acquisition and assistance related processes, to offer comments and suggestions on the new system, and to provide other relevant information to the system implementation effort.
G		
Gap Analysis*		Examines the agency requirements against the proposed solution (software or otherwise), and determines the extent to which the proposed solution meets the requirements. Any gaps in meeting the requirements are categorized and prioritized based on how they impact the agency's needs and then scheduled for closure through software enhancements, reports, business process changes, and other solutions.
H		
Harvest*		Change and Configuration Management software that tracks complex, enterprise-wide development activities. Harvest helps synchronize development team activities on heterogeneous platforms, across the enterprise and throughout the entire application development life cycle.
I		
Implementation	Rollout	The process of putting a planned system into action and the stage of systems development in which hardware and software are acquired, developed, and installed; the system is tested and documented; people are trained to operate and use the system; and an organization converts to the use of a newly developed system. GLAS will be deployed to all procurement users at USAID in Washington, D.C., and the overseas Missions.
Interface Design and Development		The process by which an analysis is performed to determine the necessary systems that need to interface to GLAS. The design phase includes documenting the interfaces and the mappings that need to occur between the two systems. The development phase is the programming effort that will allow for the transmission of data from one system to another.
Intranet		A private network belonging to USAID, which is separate from the Internet and accessible only by internal staff.
J		

Term	AKA	Description
Java*		Industry standard coding language that is used to create web-based systems.
JIRA*		Project management application used for software issue/defect tracking.
M		
Mission Director		Senior executive who is responsible for all activities related to their Mission.
N		
Negotiator	Contract Specialist, Buyer (within GLAS)	Acquisition role that is responsible for preparing solicitations, synopses, and award packages, as well as for posting solicitation notices, synopses, and award notices to FedBizOpps. A Negotiator also handles contract negotiations.
Network		A group of computers and associated devices connected by communications facilities (both hardware and software) to share information and peripheral devices, such as printers and modems.
O		
Obligation		A term of appropriations law that means some action that creates a definite commitment, which creates a legal liability of the government for the payment of funds for specific goods or services ordered or received. It includes a range of transactions, e.g., contracts, grants, loans, guarantees, wages, and travel.
Office of Evaluation		Component of the USAID OAA Procurement Office.
Operating Unit		An agency field Mission or Washington office or higher level organizational unit that expends program or operating expense funds to achieve a strategic or special objective, and that has a clearly defined set of responsibilities focused on the development and execution of a strategic plan. Operating units are used for AAP.
P		
Phoenix		USAID core financial management system of record. It has the capability to track expenditures against awards.

Term	AKA	Description
Pillar Bureaus		Pillar Bureaus provide leadership and innovation in their respective fields. The three Pillar Bureaus are Economic Growth, Agriculture and Trade (EGAT); Democracy, Conflict, and Humanitarian Assistance (DCHA); and Global Health (GH). The activities funded by the Pillar Bureaus are primarily intended to maximize program dollars available to Operating Units in the field. Pillar Bureaus concentrate on program activities that support Operating Units in the field.
Production Pilot		Partial system implementation to an initial set of users. GLAS will be piloted in Washington, D.C. and overseas Missions.
Program		A coordinated set of USAID-financed activities directed toward specific goals. For example, maternal and child health, nutrition, education and family planning activities designed to promote the spacing of children, may comprise a program to reduce infant deaths.
Project		A structured undertaking (often involving considerable money, personnel and equipment) of limited duration that is developed through various bureaucratic, analytical, and approval processes in order to achieve a tangible objective (e.g., a school construction project, an adult literacy project). A project should be considered as one of several types of activities that contribute to a given result or set of results.
R		
Record		A GLAS record is composed of field information that makes up a solicitation, request, RFP, etc.
Release		An execution process in GLAS that pushes a document (that has been finalized and approved) to the next stage (i.e., from requisition to solicitation).
Requestor	Program Analyst	A person who has rights to create and modify a request. Within GLAS, the Requestor role has the ability to create and self-approve the APP, prepare request packages, attach all documentation (Statement of Work (SOW), Budget, etc.), edit/modify (check in and check out) all documentation, and draft pending commitments. The Requestor is the only GLAS role that can create a request.
Requisition		GLAS procurement phase that follows USAID's business process to identify requirements, compose requisitions, amend requisitions, and obtain appropriate approvals and commit funds. GLAS offers additional features such as the 'EZ Req' (for quick and minimal data entry) templates to facilitate required document and milestone plan attachments, and procurement action tracking.

Term	AKA	Description
Reviewer	Courtesy Copy Reviewer, View	GLAS user who reviews procurement documents. The View role is designed for those employees who do not play a direct role in the agency's procurement process, but who will need to view requests and procurement information and provide comments, etc. This access is limited to read-only. This user role is a combination of several previously defined roles (Requestor, CTO, Program Manager, OSDBU Advisor, CO, Buyer, and OR).
Rollout*	Deployment	The process of putting a planned system into action and the stage of systems development in which hardware and software are acquired, developed, and installed; the system is tested and documented; people are trained to operate and use the system; and an organization converts to the use of a newly developed system. GLAS will be deployed to all procurement users at USAID in Washington, D.C., and the overseas Missions.
S		
Sandbox*		A practice operating environment for users to experiment with the system.
Shared Ceiling		A typical non-shared ceiling situation is comprised of an Indefinite Quantity Contract (IQC) with a ceiling limit called the Total Estimated Cost (TEC). Multiple Delivery Order/Task Order (DO/TO) can be executed against the IQC as long as the IQC TEC is not exceeded. In a shared ceiling situation, multiple IQCs reference a specified amount fund ceiling. The total amount of their DOs is limited by that amount, not the TEC of the IQC.
Site Administrator		A GLAS user role that has the ability to grant user access, assign user roles, configure and manage GLAS tables, field labels, etc., for a GLAS site.
Solicitation		<p>This is the term used by the U.S. Government to refer to the assorted means by which offers or proposals are sought for government requirements and programs. Requests for Proposals (RFPs), Invitations for Bids (IFBs), Tenders, Requests for Applications (RFAs), Annual Program Statements (APSs), and Requests for Quotes (RFQs) are all examples of types of government solicitations.</p> <p>Within GLAS, it is the procurement phase that allows the user the ability to create the Request for Quotation (RFQ) document for Simplified Acquisitions and the Request for Proposal (RFP). The GLAS user also has the ability to create and maintain the vendor's bidding list, obtain required approvals, post solicitations to FedBizOpps, execute and distribute the RFQ/RFP, evaluate written or oral quotations, evaluate proposals for the RFQ/RFP, and select a vendor for award.</p>

Term	AKA	Description
Solicitation Document		GLAS document that includes the assembly of key solicitation documents (includes clauses, forms, attachments, etc.).
Solicitation Record		GLAS data surrounding the solicitation to create forms.
Strategic Plan		A document used to describe and obtain approval for one or more Strategic Objectives or Special Objectives to be implemented by an Operating Unit. Approved Operating Unit Strategic Plans represent an Agency-wide commitment to a set of objectives and Intermediate Results (IRs) to be accomplished by an Operating Unit.
System Administrator		A GLAS user role that has the authority to set up and manage the system-wide generic program definitions and submission templates.
T		
Training		A learning activity taking place in the U.S., a third country, or in-country in a setting predominantly intended for teaching or imparting certain knowledge and information to the participants with formally designated instructors or lead persons, learning objectives, and outcomes, conducted fulltime or intermittently.
U		
User Validation Test*	UVT	Following U.S. Government approval, the project team conducts this evaluation which encompasses the entire GLAS System Test. UVT includes the following test classes: functional testing, interface testing, user documentation, and performance testing. This test is based on the contractor-prepared, Government-approved Comprehensive Test Plan and is conducted for the benefit of Government representatives. The test is performed by a joint team of Government and contractor personnel and is designed to exercise all GLAS functions and provide convincing evidence that GLAS is acceptable for use in a production capacity.
Users		Anyone responsible for complying with operating procedures or technical documentation in utilizing a system throughout its life cycle.
V		
Validate		A GLAS process that identifies errors made in the requisition process.
W		
Warrant		A Certificate of Appointment (SF-1402) used to re-delegate purchasing authority. All warrants issued shall be available for examination by the public or USAID personnel.

<i>Term</i>	<i>AKA</i>	<i>Description</i>
webMethods*		webMethods is an Enterprise Application Integration (EAI) tool used for the development of interfaces. The webMethods Integration Platform provides USAID with a tool that has a graphical environment for defining and configuring application and system-level integration operations.

For more information on USAID terms and definitions, please refer to the following website links.

<http://inside.usaid.gov/ADS/glossary.doc>

<http://inside.usaid.gov/acronyms.html>