

Acronym	Expanded Terminology	Definition
AAG	Assistant Attorney General	The Attorney General is the chief legal officer of the State of Maryland. In all matters involving the interests of the State of Maryland, the Attorney General and Assistant Attorney Generals represent the State.
ADPICS	Advance Purchasing Inventory Control System	Established under FMIS to handle the Statewide procurement of goods and services by State agencies. ADPICS records the processing of procurement actions related to competitive sealed bidding, sole source procurements, small procurements, and contracts.
BAFO	Best and Final Offer	A BAFO represents the ultimate offer to be made in a negotiation or bidding process. Parties use the terminology to convey the intention that further negotiation will not be undertaken – the offer may only be accepted or rejected.
BPW	Board of Public Works	The BPW is a three-member administrative body consisting of the Governor, Comptroller, and State Treasurer. All procurement authority in the State is primarily vested in the BPW.
BU	Business Unit	The MDH unit identifies a need to be fulfilled using a procurement method.
CFT	Contract Fulfillment Team	The team that works to facilitate the procurement from initiation through contract execution. This team usually comprises a Contract Monitor, Procurement Officer, Fiscal Representative, OCMG Attorney General and Business Unit staff.
COMAR	Code of Maryland Regulations	Code of Maryland Regulations contains 36 Titles, corresponding to a department or agency. Each regulation is assigned a unique four-part codification number.

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CTS	Contract Tracking System	The CTS was developed to track solicitations and other contracts throughout their full lifecycle from inception and approval through modifications, exercising of options and expiration. CTS is an intranet system and can only be accessed from inside the MDH network or over VPN.
DGS	Department of General Services	The DGS supports State and local government agencies by providing a full spectrum of design and construction, facilities operations, security, procurement, real estate, and surplus property services.
DBM	Department of Budget and Management	The DBM helps the Governor, State agencies, and their employees provide effective, efficient, and fiscally sound government to the citizens of Maryland. It supports agency efforts to achieve results by helping them obtain the fiscal, capital, and personnel resources needed to provide services to Maryland citizens.
DoIT	Maryland Department of Information Technology	DoIT provides vital technology solutions that allow the Executive Branch, State Agencies and Coordinating Offices to provide Marylanders with services that enable them to live and work more safely, efficiently and productively.
eMMA	eMaryland Marketplace Advantage	eMMA is Maryland's online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities.
FMIS	Financial Management Information System	The FMIS is the official accounting system of record for the State of Maryland, comprising accounting, purchasing, inventory, and reporting applications.

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ICPA	Intergovernmental Cooperative Purchasing Agreement	ICPAs are cooperative arrangements between local or State governments and businesses that form a cooperative that generally can provide lower pre-negotiated prices, and efficient delivery of goods and services, more than a single member in the collective can achieve on its own.
IFB	Invitation for Bid	An IFB is used in situations where potential vendors or service providers differ principally on price.
GA	General Assembly	The General Assembly is Maryland's Legislative body and directly represents the electorate.
GOSBA	Governor's Office of Small, Minority & Women Business Affairs	GOSBA is responsible for connecting the small business community to greater economic opportunities in both the public and private sectors, while implementing and monitoring small, minority, women, and veteran preference procurement programs across 70 state agencies.
MBE	Minority Business Enterprise	Minority Business Enterprise Program ensures that socially and economically disadvantaged small business owners are included in the state's procurement and contracting opportunities.
MDH	Maryland Department of Health	The MDH is an agency of the government of Maryland responsible for public health issues, improving the health status of Maryland residents, and ensuring care equity.
OCMP	Office of Contract Management and Procurement	Formerly, the OPASS, the OCMP is the primary division of MDH responsible for processing procurement requests made by MDH business units.
OPASS	Office of Procurement and Support Services	The OPASS was realigned in 2021 to include contract management services and was renamed to OCMP.

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OSP	Office of State Procurement	The OSP was established on October 1, 2019, within the DGS and is the primary procurement unit for all delegated procurements from the BPW except for transportation and transportation-related procurements and otherwise exempt procurements.
DGS PRG	Department of General Services Procurement Review Group	The DGS PRG is a standing group charged with reviewing all procurements, renewal actions, or work/task orders that require goal setting in order to maximize opportunities for Minority Business Enterprise, Veteran-owned Small Business Enterprise participation, and Small Business Reserve designation for State procurement contracts. The DGS PRG resides within the OSP.
RFP	Request for Proposals	An RFP is a business document that announces and provides details about a project, as well as solicits proposals from contractors who will help complete the project.
PO	Procurement Officer	A PO is responsible for assisting Business Units with the procurement of equipment, services, construction, supplies, information technology and other needs which must be obtained through the competitive procurement process, negotiated procurement process and other procurement methods.
POD	Procurement Officer's Determination	Document that justifies the procurement.

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PORFP	Purchase Order Request for Proposals	Master contracting is a procurement method available to a Designated Procurement Unit that provides for the qualification of bidders and offerors for the procurement of services, supplies, or commodities. Awards for work are made through a secondary competition process. A PORFP is one of three forms, as defined for use in a given Master Contract.
PM	Procurement Manager	A Procurement Manager is responsible for planning, coordinating, supervising, and evaluating the work of Procurement Officers.
SBR	Small Business Reserve	The SBR Program provides small businesses with the opportunity to participate as prime contractors by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established, companies.
SS	Sole Source	A Sole Source procurement is one in which only one supplier can provide the commodity, technology, and/or perform the services required.
TORFP	Task Order Request For Proposal	Master contracting is a procurement method available to a Designated Procurement Unit that provides for the qualification of bidders and offerors for the procurement of services, supplies, or commodities. Awards for work are made through a secondary competition process. A TORFP is one of three forms, as defined for use in a given Master Contract.
VSBE	Veteran-Owned Small Business Enterprise Program	Maryland's VSBE Program provides contracting opportunities on state-funded procurements for qualified veteran-owned small businesses.