

# Jargon and Acronym Buster

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One of the barriers to understanding procurement processes is the use of **technical terminology**, or 'jargon'. We hope that this document's explanation of commonly used jargon and acronyms will help simplify the process. For further definitions, including those specific to a particular contract, you will need to check its **Terms and Conditions** document, which will be available in the **tender pack**.

Please use the alphabet buttons above to skip to the letter you want.

## A

### AIS

#### Accessible Information Standard

This standard sets out a specific and consistent approach to providing information in a manner that supports the needs of patients, service users, carers and parents with a disability, impairment or sensory loss. From 2016 it became the law that NHS and adult social care services comply with the AIS. For further details, see [Mencap's website](#).

### ALP

**Arm's Length Principle.** This describes the idea that parties involved in procurement are independent and on equal footing. It is used to make sure that an agreement will stand up to legal scrutiny, even though the parties involved may have shared interests or be too closely related to be considered independent.

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## B

### Best Value

The idea underpins all Council expenditure. It emphasises that councils should consider overall value, including social value, when considering potential service providers. Central government revised their [Best Value Statutory Guidance](#) in 2015, and whilst this is only one aspect of Best Value, this provides a code of good practice for local authorities.

### Bidders Event

Also known as a market event, this is a formal event held by the Council once a tender has been made public. It is used to give bidders more information about a contract. It is also an opportunity for bidders to ask some questions. Due to the Council's duty of transparency during procurement, any information given during this event is also published on [Southampton Supply Portal](#).

### Budget

The amount a project is expected to cost

## Blanket Order

See [‘call-offs’](#).

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## C

### Call-offs

Also known as a blanket order, this is a purchase order made with a supplier or service provider to allow multiple delivery dates over a period of time.

### Canvassing

The deliberate initiation of direct contact with individuals to ask for votes or opinions, commonly used during political campaigns. A statement of non-collusion and non-canvassing must be signed during the tender process.

### CCG

**Clinical Commissioning Group.** This NHS body is responsible for planning and commissioning healthcare services for their local area. Locally, this is Southampton City Council Clinical Commissioning Group (SCCCCG).

### CCT

**Compulsive Competitive Tendering.** The requirement that VCSE, public and private sector organisations be allowed to bid in competition for the delivery of services.

### Clawback Clause

A contractual clause included in most contract and grant agreements detailing how organisations can be required to pay back money received from the Council. For example, this could be used in the event of a breach of contract or illegal activities. In grant agreements it also includes unspent funds at the end of a project.

### Collusion

An agreement between two or more parties, sometimes illegal but always secretive, to limit open competition by deceiving, misleading or defrauding others of their legal rights, typically resulting in an unfair market advantage.

### Commissioning

The process by which public bodies identify services which they need to provide for local people and the resources available to provide them.

### Community Chest

The Council’s small grants scheme providing grants of between £100 and £2,500 to small, volunteer led community groups.

### Compact

An agreement between the government or local government and third sector organisations in England, which recognises their shared values and principles, and provides guidelines for how both parties should work together. [Southampton’s local Compact](#) is led by

Southampton Connect, a partnership board involving public, private and voluntary sector organisations.

### **Confidential Information**

This means, subject to exemptions and in line with the [Freedom of Information Act](#), information, data and material of any nature, held in any form or medium, which any party may get when providing a contracted service or in connection to the contract.

### **CRB**

**Criminal Records Bureau** (replaced by DBS in 2013)

### **Current Check**

A Criminal Records Bureau (CRB) or Disclosure Barring Service (DBS) check commissioned by the service provider and completed before, but no more than 12 months before, the employment of a volunteer or member or staff. In 2013, DBS replaced CRB checks; however, some members of staff who have remained with the same employer may still have CRB checks.

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## **D**

### **DBS**

#### **Disclosure Barring Service**

This service helps to prevent unsuitable people from working with vulnerable groups of people. It was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). Visit this [government website](#) for further information.

### **DWP**

**Department for Work and Pensions**

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## **E**

### **Economic operators**

A business or other organisation which supplies goods, works or services. This term is used in public procurement to mean suppliers, contractors or service providers.

### **EHC**

**Emergency Health Care.** Medical treatment, health or advice that is needed urgently.

### **EIA**

**Equality Impact Assessments** (the Council uses ESIAs)

### **Engagement event**

Held early in the procurement procedure and before the tender process begins, this informal event, or series of events, is used by the Council to discuss with potential service providers and service users to get feedback on how services could be commissioned.

### **ESIA**

**Equality and Safety Impact Assessments.** These are the specific impact assessments developed by the Council to assess any proposals that affect residents. It enables the Council to understand how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people's needs. It also includes an assessment of the community safety impact to comply with section 17 of the [Crime and Disorder Act](#).

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## **F**

### **Financial appendix**

This is a document that needs to be completed when applying for some large grants, detailing actual and estimated figures of a potential service provider's income and expenditure for the duration of a grant. This is similar to a pricing schedule, which must be completed when bidding for a contract.

### **Financial envelope**

The largest possible amount a service could cost.

### **Framework**

An agreement with a supplier to establish the terms governing the contract awarded. A framework can be put into place with one or more providers to enable orders for services without running lengthy full tendering exercises repeatedly. They are usually based on large volume buying.

### **Full cost recovery**

Ensuring your organisation recovers the full cost of delivering a service or project. This aims to cover the whole cost of projects or services, including a relevant percentage of core costs (such as rent, utilities, management and administration).

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## **G**

### **Gifts 'in kind'**

Non-monetary contributions such as reduced rent, seconded staff and use of facilities or equipment. This can also take the form of a charitable donation where instead of giving money to buy necessary goods and services, the goods and services themselves are given, for example, free legal advice. Also known as support in kind.

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## H

### High-value transaction

Transaction for supplies, services or works, valued over £100,000. If the value exceeds the [Official Journal of the European Union \(OJEU\) thresholds](#), then a formal tender process will be conducted and advertised in the OJEU. All high-value contract opportunities are advertised on the [Council's Contracts Finder](#). Due to the higher risk associated with high value, organisation requirements and contract monitoring will be stricter.

### HRA

**Housing Revenue Account.** A restricted budget in the Council that can only be spent on services for the Council's housing tenants.

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## I

### ICU

**Integrated Commissioning Unit.** The name given to the team jointly run by Southampton City Council and NHS Southampton City CCG, who are responsible for jointly planning and buying health and care services. The ICU's vision is to work together to make the best of resources to commission sustainable, high quality services which meet the needs of local people now and in the future.

### Intermediate-value transaction

Transaction for supplies, services or works between £1,000 and £99,999. In comparison with High-value transactions, a lighter-touch procurement process is used. The Council's Procurement Services Team will seek at least three written quotations from capable providers, unless the contract is valued at less than £25,000. For contracts valued over £25,000, the request for a quote will be advertised on the [Council's Contracts Finder](#).

### ITT

**Invitation to Tender.** This is a document provided by the Council as part of a single stage tender pack. It serves as official notice that the tender period has begun. For more information, please see the Single Stage Tender Pack Documents information module.

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## J

### JCB

**Joint Commissioning Board.** A board which manages the Integrated Commissioning Unit, and commissions health and social care in Southampton. It encourages collaborative planning, ensures that objectives have been achieved and monitors the progress of the ICU.

Meetings, agendas and papers are publically available on the [Council's website](#).

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## K

### KPI

**Key Performance Indicator.** A method of monitoring and evaluating the service provider's provision of contracted services.

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## L

### LADO

#### **Local Authority Designated Officer**

A Council officer who works with all organisations on safeguarding children matters.

#### **Local offer**

A local authority's publication of all the provisions they expect to be available across education, health and social care for children and young people who have special education needs (SEN) or are disabled, including those who do not have emergency healthcare (EHC) plans. Southampton City Council's local offer can be found on [Southampton's Information Directory](#).

#### **Low-value transaction**

Transaction for supplies, services or works, up to £999. These are usually procured as a 'spot purchase' based on one quote and are often one-off items or purchases.

### LSAB

**Local Safeguarding Adults Board.** A group of partner organisations who work together to improve the safety and wellbeing of adults at risk of harm in Southampton, in line with the Care Act 2014. For further information, visit the [LSAB website](#).

### LSCB

**Local Safeguarding Children Board.** This board aims to co-ordinate local work to safeguard and promote the welfare of children and ensure the effectiveness of that work. For further information, visit the [LSCB website](#).

### LTR

**Light Touch Regime.** A more relaxed set of rules for the procurement of services considered less important to the European Single Market than others. [Public Contracts Regulations 2015](#), Schedule 3, lists the services that LTR applies to.

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## M

### **Management information**

Financial and non-financial data demonstrating the impact which a service provider's services are having on service users. This is used to assess the service provider's performance when delivering the service.

### **MASH**

**Multi Agency Safeguarding Hub.** This brings together professionals from a range of agencies to provide triage and multi-agency assessment of safeguarding concerns with regards to vulnerable children and adults. For more information, including contact details, visit the [MASH website](#).

### **MECC**

**Making Every Contact Count.** This model encourages organisations and their staff to have 'healthy conversations', and learn how to spot opportunities to talk to people about their wellbeing, to maximise the opportunity to promote change.

### **MSQs**

**Method Statement Questions.** Questions asked by the Council as part of the tender process to understand how an organisation plans on providing the contracted service. Responses to the MSQs form part of the contract and will be used as the basis on which the contract is monitored. MSQs will be provided in a contract's tender pack. For more information on the documents that need to be completed by bidders, see the 'Tender Pack Documents' information module.

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## P

### **Personal data**

This has the same meaning as described under the [Data Protection Act](#), which states that this is data relating to a living individual who is or can be identified either from the data or in combination with other data in, or likely to be in, the possession of the data controller. The way that the Council uses personal data is governed by the General Data Protection Regulation (GDPR). See also, [privacy notice](#).

### **PQQ**

**Pre-Qualification Questionnaire.** This is an initial set of pre-qualifying questions that is used to determine whether potential bidders have the required technical ability to be invited to tender for the contract.

### **Price**

The sum payable by Southampton City Council to the service provider for the provision of services.

### **Pricing schedule**

A document which the service provider must complete which details the Price and what sum will be paid at what time throughout the contract's duration. It must include a breakdown of corporate, office, overhead and service costs. It is similar to a grant application's financial appendix, but focuses on service costs rather than the entire organisation's costs.

### **Privacy notice or policy**

A statement that provides information on how an organisation handles personal data. All providers should have a privacy notice or policy that is available to their service users. The [Council's privacy policy](#) is available on our website.

### **Provider**

See [service provider](#).

### **PRS**

**Performance Requirements Summary.** This document provided by the Council details each area of the service provision which will be monitored, as well as the documents or other evidence to be examined, and how transactions will be selected for review.

### **PSC**

**Persons of Significant Control.** Someone who owns or controls a company. This person would either hold more than 25% of shares or voting rights in a company, have the right to appoint or remove the majority of the board of directors or otherwise exercise significant influence or control.

### **Purchase order**

A document issued by the Council to the service provider once a contract has been awarded, or a quote has been accepted if the value is under £1,000. It details the types, quantities and agreed prices for the provision of services.

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## **S**

### **SCC**

**Southampton City Council**

### **Scope of service**

A description of the service that will be provided, including who is eligible to use the service.

### **Service provider**

An organisation commissioned to provide a service for the Council as part of a contract, frequently referred to as the 'provider'. This could be a voluntary organisation, social enterprise, private sector organisation or even another statutory agency.

### **Service specification**

This document states the services to be carried out by the provider when the contract has been awarded. For more information about documents provided by the Council during the tender process, see the 'Tender Pack Documents' information module.

### **Service user**

Any individual who benefits from the provision of services. From time to time, the Council may tell providers of specific people who should use the service. Organisations might also use the terms 'client', 'customer' or 'member'.

### **SID**

[Southampton Information Directory](#). An online single information resource provided by Southampton City Council. It contains Southampton's Local Offer and information on topics including childcare, Sure Start children's centres and adult carers.

### **SME**

The category of micro, small and medium-sized enterprises.

### **Social value**

[The Public Services \(Social Value\) Act of 2013](#) requires commissioners awarding contracts to consider how they can get wider social, economic and environmental benefits, to get more value for money out of procurement.

### **Sub-contract**

Any agreement or arrangement between the service provider and a third party to which the service provider agrees to source the provision of any of the services from that third party in connection with the service provider's delivery of the services agreed in their contract with the Council.

### **Supply Southampton Portal**

An online database where organisations can manage their tenders and communicate any questions which they may have about a contract with the Council during the tender process. After providers register, this is a simple and secure online method to manage their tenders. Any and all questions for the Council during the tender process must be submitted through the [Portal](#) because the Council's policy of transparency means that any answers or information provided by the Council during the tender process must be visible to all bidders.

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## **T**

### **TUPE**

[Transfer of Undertakings \(Protection of Employment\) Regulations](#)

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## Sources

Southampton City Council, [MASH – protecting children](#)

Southampton City Council, [Southampton Local Safeguarding Adults Board](#)

Southampton City Council, [Supply Southampton portal](#)

Southampton Connect, [Southampton’s Local Compact](#)

SID, [Southampton Information Directory](#)

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Gov.uk, [Social Value Act: information and resources](#)

Legislation.gov.uk, [Audit Commission Act, 1998](#)

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[Local Safeguarding Adults Board Website](#)

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Mencap, [About Accessible Information Standard](#)

OJEC, [Official Journal of the European Union Procurement Thresholds](#)