

OSP ALP Manual, Appendix B – Procurement Acronyms

ACRONYMS	MEANING
AG	The Office of Minnesota A ttorney G eneral
ALP	A uthority for L ocal P urchase
AMS	A cquisition M anagement S pecialist (OSP Buyers)
ARO	A fter R eceipt of O der
BPA	B lanket P urchase A greement
BPC	B lanket P urchase C ontract
BPO	B lanket P urchase O der
CPV	C ooperative P urchasing V enture
CRO	C ontract R elease O der
DEED	Minnesota D epartment of E mployment and E conomic D evelopment
DHS	Minnesota D epartment of H uman S ervices
DPO	D epartment P urchase O der
ED	E conomically D isadvantaged
EPP	E nvironmentally P referable P rocurement
FOB	“ F ree o n B oard” or “ F reight o n B oard” (Point at which the title for shipped goods passes from the seller to the buyer)
FPO	F ield P urchase O der
FSS	F ederal S upply S chedule
FY	F iscal Y ear (July 1-June 30)
GSA	G eneral S ervices A dministration (US Government Agency)
IT	I nformation T echnology
MAPS	M innesota A ccounting and P rocurement S ystem (The purchasing system prior to SWIFT)
MINNCOR	M innesota Department of C orrections Industry Program
MMD	M aterials M anagement D ivision – now known as Office of State Procurement (OSP)
MnDOT	M innesota D epartment of T ransportation

MNIT Services	Minnesota Information Technology Services (Previously Office of Enterprise Technology-OET)
MOU	Memorandum of Understanding
NASPO	National Association of State Procurement Officials
OEM	Original Equipment Manufacturer
OLA	Office of Legislative Auditor
OMR	Open Market Requisition
OSP	Office of State Procurement (formerly Materials Management Division)
OSP Acquisitions Manager	Luke Jannett 651-201-2446 or Luke.Jannett@state.mn.us Department of Administration, Office of State Procurement
RECS	Real Estate and Construction Services
RFB	Request for Bid
RFP	Request for Proposal
SSJ	Single Source Justification
SSO	Single Source Order
SWIFT	Statewide Integrated Financial Tools
T&C	Terms and Conditions
TG	Targeted Group
UCC	Uniform Commercial Code
UNSPSC	United Nations Standard Product and Services Code (a commodity classification system in SWIFT)
VO	Veteran-Owned
WTO	World Trade Organization