NORTHBRIDGE TRANSIT AUTHORITY

Appendix D — Glossary of Terms

Fleet Telematics and Depot Records Modernization

Solicitation	RFP-2026-0417
Project	Fleet Telematics and Depot Records Modernization
Issued by	Northbridge Transit Authority, Office of Procurement
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This document is fictional and was generated for software demonstration and end-to-end testing. It is not a real solicitation, no real vendor is named, and no submission is requested. All names, addresses, prices and events are invented.

1 Glossary of Terms

Terms used in this solicitation and its appendices. Definitions apply only to this procurement and do not modify the Authority's standard contract terms.

Term	Definition
Addendum	A written change to the solicitation issued before the proposal deadline.
Bid Bond	A surety instrument equal to five percent of the Bid Price, submitted with the proposal.
Bidder	An entity that submits a proposal in response to the solicitation.
Certificate of Insurance	Evidence of the insurance required before contract execution.
Contract Administrator	The Authority's designated representative for contract administration.
Cutover	The point at which a migrated record set becomes the system of record.
Discovery	The phase in which volumes, systems and constraints are confirmed.
Form 3A	The Bidder Information form required with the proposal and Bid Bond.
Form 3B	The References and Experience form required with the technical volume.
Form 5	The MWBE Participation Form submitted with the technical volume.
Index	Metadata that maps a record to its source file and page range.
Linear foot	A shelving measure used to estimate paper records volume.

Definitions are provided for convenience. If a definition conflicts with the solicitation body, the solicitation body controls.

Term	Definition
MWBE	Minority- and Women-Owned Business Enterprise.
Non-responsive	A proposal that fails a mandatory requirement and is not evaluated.
Offline mode	Operation that continues without network connectivity and reconciles later.
Performance Bond	A bond guaranteeing completion of the contract work.
Pilot	A limited deployment used to validate approach before full rollout.
Proposal	The Bidder's technical and price submission in response to the solicitation.

Term	Definition
Records series	A group of records filed and retained together under one schedule.
Reconciliation	Comparison of source record counts to indexed record counts.
Retention schedule	The rule that states how long a records series is kept.
Shortlist	The subset of Bidders invited to demonstrate their solution.
Synthetic data	Invented data used for demonstration and testing, not real records.
Transition	The period between award and steady-state operation.

Term	Definition
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