

Acronym	Acronym Name	Acronym Description
ACCO	Agency Chief Contracting Officer	Chief contracting officer for a city agency, who oversees the coordinating, planning and implementation of contract and procurement activities from pre-solicitation through award and registration
ACGIH	American Conference of Governmental Industrial Hygienists	Professional organization that annually publishes Threshold Limit Values (TLVs), Biological Exposure Indices (BEIs) and Industrial Hygiene guides
ACS	Administration for Children's Services	DDC sponsor agency that protects and promotes safety and well being of New York City's children and families by providing child welfare, juvenile justice, and early care and education services
ADA	American with Disabilities Act	1990 law established by US Congress providing workplace protections and requiring certain design standards to accommodate persons with disabilities
AHERA	Asbestos Hazard Emergency Response Act	Mandates specific training and accreditation for all persons doing inspection, project design, project supervision, and project work involving asbestos in schools, public and commercial buildings.
AIA	American Institute of Architects	Professional association for architects
AIHA	American Industrial Hygiene Association	AIHA is the association for scientists and professionals committed to preserving and ensuring occupational and environmental health and safety (OEHS) in the workplace and community
ANSI	American National Standards Institute	ANSI is a private, not-for-profit organization dedicated to supporting the U.S. voluntary standards and conformity assessment system for numerous products in various industries
ASCE	American Society of Civil Engineers	A professional association for civil engineers
ASME	American Society of Mechanical Engineers	ASME is a not-for-profit professional organization that enables collaboration, knowledge sharing and skill development across all engineering disciplines
BDU	Business Development Unit	A unit within the Office of Diversity and Industry Relations that administers the DDC Mentoring Program and facilitates the development of M/WBEs
BID	Business Improvement District	A Business Improvement District (BID) is a geographical area where local stakeholders oversee and fund the maintenance, improvement, and promotion of their commercial district.
BIM	Building Information Modeling	Building Information Modeling (BIM) is a process for managing a facility through its life-cycle; typically, BIM starts with a three-dimensional model with increasing levels of detail as to the functions it supports.
BIN	Building Identification Number	Unique number assigned by DOB to all buildings in the City
BIS	Buildings Information System	DOB computer application that records applications, permits, inspections, complaints and violations
BMP	Best Management Practices	Use of natural drainage in lieu of storm sewers
BPL	Brooklyn Public Library	DDC sponsor agency and the public library system of the borough of Brooklyn
BSA	Board of Standards and Appeals	The Board of Standards and Appeals (BSA) is an integral part of the City's system for regulating land use, development, and construction and was established as an independent board to grant "relief" from the zoning code.

Acronym	Acronym Name	Acronym Description
BTEA	Building Trades Employers Association	Professional organization for construction trades
CAAA / CAA	1990 Clean Air Act Amendment	1990 Clean Air Act Amendment established a national operating permits program to make the original law more workable, strengthen enforcement to help ensure better compliance with the Act, and curb acid rain, urban smog, toxic air pollution and the hole in the Earth's ozone layer
CADD	Computer Aided Drafting and Design	Computer graphics software used to create architectural and engineering drawings
CB	Community Board	Advisory boards for community planning & coordination of municipal services
CCDs	Consecutive Calendar Day	Sequential calendar days as opposed to business days
CCL	Community Construction Liaison	Community Construction Liaisons work on behalf of DDC as the frontline contact in the community. Their sole responsibilities are to inform neighbors of construction activities and quickly resolve any project-related impacts
CCPO	City Chief Procurement Officer	Head of the Mayor's Office of Contract Services, who is delegated authority by the Mayor to coordinate and oversee the procurement activity of Mayoral agency staff, including Agency Chief Contract Officers (ACCOs)
CD	Council District	The 51 Council Districts throughout the five boroughs are each represented by an elected Council Member
CDRB	Contract Dispute Resolution Board	The Contract Dispute Resolution Board (CDRB) is based at OATH's Trials Division and hears disputes between a City agency and a contractor that arise during the administration of a contract for goods and services or construction
CEC	Consultant Evaluation Committee	Committee that evaluates and selects consultants for projects
CEQR	City Environmental Quality Review Act	A process by which City agencies review proposed discretionary actions to identify the effects those actions may have on the environment
CM	Construction Manager	Consultant firm engaged to manage a DDC project
CO	Change Order	A change to an original contract
COF	Certificate of Fitness	A certificate issued by the FDNY, which certifies that the holder is qualified to perform specified activities that require certain safety precautions
COIB	Conflicts of Interest Board	Ethics Board for the City of New York
CP	Certificate to Proceed	Document issued by the Office of Management and Budget (OMB) to approve funding of capital projects
CPC	City Planning Commission	Commission responsible for the conduct of planning relating to the orderly growth and development of the City
CPI	Capital Project Initiation	Document sent by a client agency to initiate a project in Infrastructure

Acronym	Acronym Name	Acronym Description
CSB	Competitive Sealed Bid	Bid open to the public and awarded to the lowest responsible and responsive bidder
CWA	Clean Water Act	Federal law that regulates discharges of pollutants into the waters of the U.S. and regulating quality standards for surface waters
DASNY	Dormitory Authority of the State of New York	New York State authority that provides construction, financing and allied services to New York State
DBE	Disadvantaged Business Enterprise	A business concern consisting of socially and economically disadvantaged principals
DC	Deputy Commissioner	Management level agency personnel
DCAS	Department of Citywide Administrative Services	DDC sponsor agency that provides value-added and effective shared services to support the operations of New York City government
DCLA	Department of Cultural Affairs	DDC sponsor agency dedicated to supporting and strengthening New York City's vibrant cultural life and ensuring adequate public funding for large and small nonprofits
DCP	Department of City Planning	New York City agency that is instrumental in designing the City's physical and socioeconomic framework
DCWP	Department of Consumer and Worker Protection	NYC agency that enforces key consumer protection, licensing, and workplace laws
DEP	Department of Environment Protection	DDC sponsor agency that provides services that promote the health and wellbeing of all 8.6 million city residents through protecting the environment and water supply
DFTA	Department for the Aging	DDC sponsor agency committed to helping older adults age in their home and communities
DHS	Department of Homeless Services	DDC sponsor agency whose mission is to prevent homelessness when possible, address street homelessness, provide safe temporary shelter, and connect New Yorkers experiencing homelessness to suitable housing
DOB	Department of Buildings	New York City agency that promotes the safety of all people that build, work, and live in New York by enforcing compliance with building regulations
DOC	Department of Corrections	DDC sponsor agency that provides care, custody and control of persons accused of crimes or convicted and sentenced to one year or less of jail time.
DOE	Department of Education	DDC sponsor agency that manages the City's public school system
DOF	Department of Finance	New York City agency that administers the tax and revenue laws of the City fairly
DOH	Department of Health	DDC sponsor agency responsible for public health, issuing birth certificates, conducting inspections for restaurants, and enforcing health codes
DOI	Department of Investigation	New York City law enforcement agency formed to combat fraud, corruption, and any illegal activities of City employees

Acronym	Acronym Name	Acronym Description
DoITT	Department of Information Technology and Telecommunications	New York City agency that oversees the City's use of existing and emerging tech for governmental purposes
DOP	Department of Probation	NYC agency that works with the criminal and juvenile justice systems to create opportunities and pathways to help people stay out of the criminal justice system
DORIS	Department of Records and Information Services	New York City agency that preserves and provides access to the City's historical and contemporary records
DPR	Department of Parks and Recreation	DDC sponsor agency that creates and sustains thriving parks and public spaces for New Yorkers
DSNY	Department of Sanitation	NYC agency responsible for garbage collection, recycling, street cleaning, and snow removal
DSS	Department of Social Services	NYC agency that consists of the Human Resources Administration (HRA) and the Department of Homeless Services (DHS)
EAO	Engineering Audit Office	DDC office that reviews and approves all construction and consultant payments and select change orders
EAS	Environmental Assessment Study	Provides methodologies for determining whether an action has the potential to create a significant adverse impact
ECB	Environmental Control Board	An administrative tribunal that hears cases in which people are charged with violating New York City's quality-of-life laws - the laws that protect the health, safety, and cleanliness of our neighborhoods
EDC	Economic Development Corporation	Nonprofit organization that encourages economic growth in New York City by strengthening the City's competitive position
EIC	Engineer in Charge	Supervising engineer for Infrastructure
EIN	Employee Identification Number	A unique nine-digit number assigned by the Internal Revenue Service to business entities for the identification purposes
EIS	Environmental Impact Statement	Provides a means for agencies to systematically consider an action's significant adverse environmental impacts, alternatives and mitigation
EPA	U.S. Environmental Protection agency	Federal agency charged with protecting human health and with safeguarding the natural environment
FDNY	New York City Fire Department	DDC sponsor agency that provides fire protection, technical rescue, and primary response to all biological, chemical, and radioactive hazards and EMS for all boroughs
FEMA	Federal Emergency Management agency	The federal agency responsible for coordinating the response to a disaster in the United States that overwhelms the resources of local and state authorities
FHWA	Federal Highway Administration	Federal office responsible for funding and overseeing federal participation in roadway construction
FISA	Financial Information Services Agency	FISA is an information technology services center with all the support facilities needed to provide City officials with Citywide financial, payroll and human resources information

Acronym	Acronym Name	Acronym Description
FOIL	Freedom of Information Law	A law giving the public the right to request access to records from New York State or local government
FY	Fiscal Year	The time period of the City's annual budget cycle, which is from July 1 to June 30
GC	General Contractor	Primary contractor on a construction project
GCA	General Contractor's Association	Professional organization for general contractors
GIS	Geographical Information System	Computer Application that maps projects and their location
HAZMAT	Hazardous Materials	Substances in quantities or forms that may pose a reasonable risk to health, property, or the environment
HAZWOPER	Hazardous Waste Operations and Emergency Response	OSHA's Hazardous Waste Operations and Emergency Response standards (in general industry, 29 CFR 1910.120; and construction 29 CFR 1926.65) established health and safety requirements for employers engaged in these operations, as well as responses to emergencies involving releases of hazardous substances
HHC	Health and Hospitals Corporation	NYC integrated healthcare system that includes hospitals, health centers, long-term care/home care and nursing homes
HPD	Housing Preservation and Development	New York City agency that promotes the quality and affordability of the city's housing and the strength and diversity of its many neighborhoods
HRA	Human Resources Administration	DDC sponsor agency that administers the majority of the city's social services programs
HVAC	Heating, Ventilation and Air Conditioning	A construction trade and system that is used to provide heating and cooling services to building
IBO	Independent Budget Office	Publicly funded agency dedicated to enhancing understanding of New York City's budget by providing non-partisan budgetary, economic and policy analysis
IPD	Integrated Project Delivery	Integrated Project Delivery is a collaboration of all parties, systems and practices to optimize and maximize project success that is defined by the American Institute of Architects (AIA)
JHA	Job Hazard Analysis	A technique to identify the dangers of specific tasks in order to reduce the risk of injury to workers.
JOCS	Job Order Contracting System	A procurement method that facilitates construction of certain small and medium sized projects and greatly reduces the construction services startup time. It utilizes standard costing information and unit prices for materials and services
JSA	Job Safety Analysis	Job Safety Analysis is a systematic procedure that breaks each job/task into key training sequences, identifies safety elements of each job/task step and coaches the employee on how to avoid potential safety hazards.
JV	Joint Venture	A joint venture is a legal organization that takes the form of a short term partnership in which the persons jointly undertake a transaction for mutual profit. Generally each person contributes assets and share risks.
KO	Kick-Off	First meeting/event of a project

Acronym	Acronym Name	Acronym Description
LBE	Locally Based Enterprise	A business concern that operates in economically deprived areas of the City or employs economically disadvantaged persons
LEED	Leadership in Energy and Environmental Design	Leadership in Energy and Environmental Design (LEED) is a rating system for the design, construction, and operation of buildings or facilities developed by the U.S. Green Building Council (USGBC) to provide owners and operators a guide for practical measures for sustainable practices
LL	Local Law	Laws passed by a the City Council
LL1	Local Law 1	Local Law 1 of 2013 established citywide participation goals for M/WBEs for standardized, professional, and construction services contracts
LL31	Local Law 31	Local Law 31 requires capital projects for new construction, addition, and substantial reconstruction for City-owned properties to cut energy use by half
LL32	Local Law 32	Local Law 32 relates to the upgrades for the NYC Energy Code. It requires lighting systems meet the energy code by 2025.
LL63	Local Law 63	Local Law 63 of 2011 requires disclosure of when and how various types of contracts affect the City's in-house workforce
LL86	Local Law 86	Local Law 86 of 2005, also known as New York City's Green Building Law, covers work in most major building construction projects that receive funding over certain threshold amounts from the City.
LPC	Landmarks Preservation Commission	New York City agency responsible for protecting the city's architecturally, historically, and culturally significant buildings and sites , and granting landmark and historic district status
M/WBE	Minority and Women-Owned Business Enterprise	A business concern consisting of minority and/or women principals
MBE	Minority-Owned Business Enterprise	A business concern consisting of minority principals
MEP	Mechanical/Engineering/Plumbing	Refers to the aspects of building ,design, and construction
MOCS	Mayor's Office of Contract Services	NYC oversight agency for all city procurement guidelines
MOSAICS	Management Oriented Streets Attribute Information Control System	NYCDOT Information database regarding all street construction activities.
NIGP Code	National Institute of Governmental Procurement Code	NIGP Code is a universal taxonomy for identifying commodities and services in procurement systems. It is available as a 3-digit class code, a 5-digit class-item code, a 7-digit class-item-group code, and a detailed 11-digit code.
NMSC	Non-Material Scope Change	Written modifications or alterations of an initial contract between client and vendor
NOV	Notice of Violation	A formal citation that informs a person of observed violations.
NTP	Notice to Proceed	Document issued to a contractor/consultant advising them to commence work

Acronym	Acronym Name	Acronym Description
NYCDOT	Department of Transportation	DDC sponsor agency responsible for the management of NYC transportation infrastructure
NYCHA	New York City Housing Authority	New York City agency that provides housing for low and moderate income residents in the five boroughs
NYCRR	New York Codes, Rules and Regulations	State agency rules and regulations adopted under the State Administrative Procedure Act (SAPA)
NYPD	New York City Police Department	DDC sponsor agency that is the primary law enforcement and investigation agency within NYC
NYPL	The New York Public Library	DDC sponsor agency, affiliated with academic and professional libraries in the city, with branches in Manhattan, the Bronx, and Staten Island
NYSDEC	New York State Department of Environmental Conservation	State agency that regulates wetlands and discharges to water bodies within New York State
NYSDOT	New York State Department of Transportation	State agency responsible for state funded roadways
OATH	Office of Administrative Trials and Hearings	The city's independent and impartial administrative law court, which conducts hearings for all Mayoral and Non-mayoral City Agencies.
OCA	Office of Court Administration	DDC sponsor agency that is the administrative arm of the court system
OCB	Open Competitive Bid	Procurement method used by the City of New York to procure goods and services
OCME	Office of the Chief Medical Examiner	DDC sponsor agency that serves as the public health and criminal justice system through forensic science
ODIR	Office of Diversity and Industry Relation	The DDC office that develops, implements and monitors innovative policies and procedures to promote compliance with NYC Local Law 1
OEGS	Office of Environmental and Geotechnical Services	Provides Industrial Hygiene, Geotechnical, and Environmental services, Subsurface Investigations, and Environmental Emergency response to DDC construction projects.
OEM	Office of Emergency Management	DDC sponsor agency that is responsible for citywide planning and response for all types of emergencies
OGS	Office of General Services	New York State office issuing contracts for goods and services
OMB	Office of Management and Budget	The City's chief financial agency, which is charged with evaluating the efficiency and cost-effectiveness of City services and proposals
OR	Overrun or Overrun Request	Occurs when actual unit items exceed budgeted estimates
OSHA	Occupational of Safety & Health Administration	United States Department of Labor (DOL) agency, which was created by OSH Act in 1970 to prevent work-related injuries, illnesses, and deaths by issuing and enforcing standards for workplace safety and health.

Acronym	Acronym Name	Acronym Description
PASSPort	Procurement and Sourcing Solutions Portal	PASSPort leverages technology to address long-standing issues and support faster contract approval, more timely registration, and prompt approval of invoices and payment.
PB	Public Buildings	Division in DDC that collaborates with city agencies, architects, and consultants to build public facilities
PE	Professional Engineer	Licensed engineer
PIN	Procurement Identification Number	Number used to identify a solicitation or contract notification
PIP	Payee Information Portal	To do business with the City, vendors must register and create an account in the City's Payee Information Portal (PIP). In PIP, vendors can view financial transactions with the City of New York, register for Electronic Funds Transfer payments and much more.
PLA	Project Labor Agreement	The DDC Project Labor Agreement covers certain Program Work and is limited to rehabilitation and renovation construction contracts. Program Work is defined as all contracts that predominately involve the renovation, repair, alteration, rehabilitation or expansion of an existing City-owned building or structure within the five boroughs of New York
PM	Project Manager	Professional that manages the responsibility of planning and execution of a project
PO	Purchase Order	Document, used for purchases not exceeding \$150,000 (small purchase limits), that details quantities, types, and prices
PPB	Procurement Policy Board	The Board authorized to promote and put into effect rules governing the procurement of goods, services, and construction by the City of New York
PPE	Personal Protective Equipment	Refers to protective clothing, helmets, goggles, or other garment designed to protect the wearer's body or clothing from injury for job-related occupational safety and health purposes.
PQL	Pre-Qualified List	A list consisting of vendors that have been screened and determined to meet the requirements to participate as bidders for specific contracts
PSR	Pre-Solicitation Review	Document required by MOCS to approve professional contract solicitations
QBPL	Queens Borough Public Library	DDC sponsor agency that is the public library system of the borough of Queens
QBS	Quality Based Selection	Selection method for ranking firms based on their technical proposal compared to Request for Proposal (RFP) specifications
RA	Registered Architect	Licensed architect
RC	Requirements Contract	Contracts registered for a "Not to Exceed" amount and a maximum time/duration, where work is assigned through task orders or work orders associated to a specific project
RCNY	Rules of the City of New York	The official compilation of the rules and regulations promulgated by the City's departments and agencies
REI	Resident Engineer Inspector	Consultant that manages infrastructure construction

Acronym	Acronym Name	Acronym Description
RFI	Request for Information	Business standard used to collect written information about the capabilities of suppliers
RFP	Request for Proposals	Solicitation sent to consultants where project requirements are specified and, in addition to cost, other factors such as methods are considered in the award process
RFQ	Request for Qualifications	Solicitation sent to consultants for qualifications to perform general types of work or when project requirements cannot be well specified
RLA	Registered Landscape Architect	Professional landscape architect
SBS	Department of Small Business Services	New York City agency that helps small, minority, and women-owned businesses unlock economic potential to create economic security for all New Yorkers
SCA	School Construction Authority	Authority responsible for building new and renovating existing schools
SEQR	State Environmental Quality Review	Implements Title 6 New York Codes, Rules and Regulations (NYCRR). Part 616 regulation, which states all New York State agencies, units, or local governments must submit an environmental impact assessment for all projects and activities
SHPO	State Historic Preservation Office/Officer	New York State office that guides communities on identifying, evaluating, and reserving their historic, archeological, and cultural resources
SAP	Site Safety Plan	A plan developed by the contractor (for a specific project) they identifies the hazards associated with the project, including specific safety procedures and training appropriate and necessary to complete the project
SSS	Safety & Site Support	DDC's technical support division
STA	Subcontractors Trade Association	Professional organization for subcontractors
STO	Supplemental Task Order	Change order to an existing task order
SWPPP	Storm Water Pollution Protection Plan	A fundamental requirement of stormwater permits that identifies all potential sources of pollution, which may reasonably be expected to affect the quality of storm water discharges from the construction site
TLC	Taxi and Limousine Commission	sponsor agency responsible for licensing and regulating NYC medallion taxi cabs, for-hire vehicles, commuter vans, and paratransit vehicles
TO	Task Order	Scope of work issued against a requirements contract
ULURP	Uniform Land Use Review Procedures	Process administered by City Planning where changes to land use are publicly reviewed
VDC	Virtual Design and Construction	Virtual Design and Construction (VDC) is the use of design models and project information to apply construction processes in a virtual environment to reduce time, cost, and ensure design intent
VENDEX	Vendor Information Exchange System	A former citywide application that maintains background information on vendors, which has been replaced by the Procurement and Sourcing Solutions Portal (PASSPort)

Acronym	Acronym Name	Acronym Description
WBE	Woman-Owned Business Enterprise	A business concern consisting of women principals
WOL	Work Order Letter	Order issued to the consultant/contractor with a not to exceed amount and specified scope of work to be completed within a definite period