

## Parks and Recreation Board (PARB) Cemetery Working Group

### Commonly Used Acronyms

**(CIP) Capital Improvements Program** - A roadmap that provides direction and guidance for the City of Austin on carefully planning and managing its capital and infrastructure assets. Identifying capital projects and their anticipated funding sources assists in the planning and scheduling of finances for projects and the manpower needed to plan, design, and construct the projects. The CIP promotes coordination of capital projects that are from different program areas but are similar in scope or in the same geographical area of improvement.

**(RFP) Request for Proposal** – Describes a requirement and encourages vendors to “propose” a solution or answer to the stated needs. This method is used to acquire goods or services when a clearly defined requirement cannot be acquired based on lowest price.

**(RFINT) Request for Interest** – This solicitation method is used to identify interested and qualified vendors. All interested and qualified vendors are added to the City award document. However, there is no guarantee on such an award that the City will ever use a selected firm to provide desired goods or services.

**(CIMS) Cemetery Information Management System** – A form of computer software created specifically to assist cemetery administration in managing daily activities by electronically tracking plot ownership, interments, and marker information. The software uses industry-standard tools to create databases and cemetery maps.

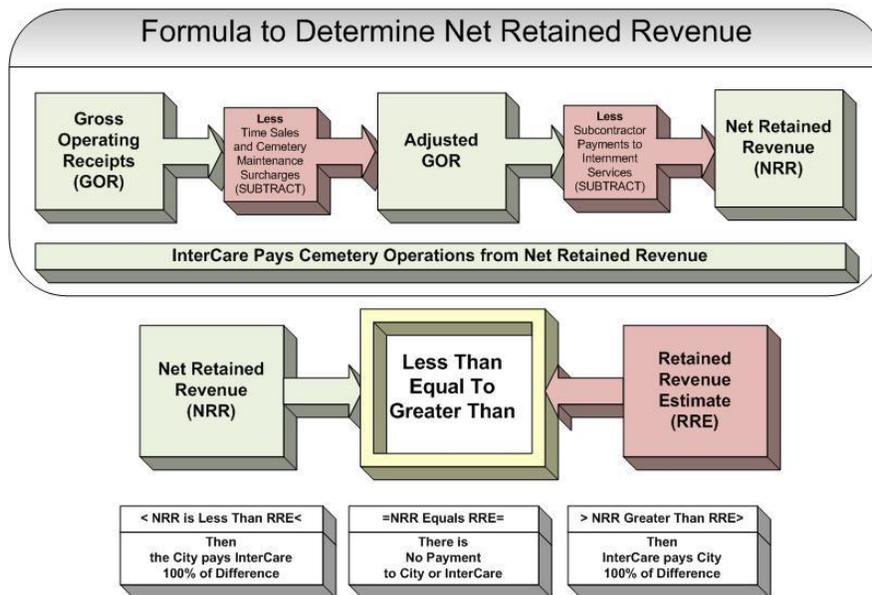
**(SOW) Statement of Work** – A written description used in the acquisition of supplies or services. These requirements state the purpose, objectives and describe the requirements in a manner which promotes full and open competition to the maximum extent possible along with applicable statutes, rules, regulations and procedures. Requirements are stated in terms of activities and functions to be performed, the performance required, deliverables, schedule/timeline, period of performance, acceptance criteria, including the essential physical characteristics of the requirement.

**(MOU) Memorandum of Understanding** – A document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement. An MOU may be used as a confirmation of agreed upon terms when an oral agreement has not been reduced to a formal contract. It may also be a contract used to set forth the basic principles and guidelines under which the parties will work together to accomplish their goals.

**(CC) City Council** - Legislative body that governs a city, town, municipality or local government area.

**(AMP) Austin Memorial Park Cemetery** – Municipal Cemetery purchased by The City of Austin in 1941 and located at 2800 Hancock Dr., Austin Memorial Park Cemetery covers 86 acres.

## City of Austin Cemeteries Payment to Contractor or City



**(GOR) Gross Operating Receipts** – Cash revenues generated by the operation of municipal cemeteries.

**(Adjusted GOR) Adjusted Gross Operating Receipts** – Cash revenues generated by operation of the municipal cemeteries less time sales and cemetery maintenance surcharges.

$$\text{AGOR} = \text{GOR} - \text{time sales} + \text{cemetery maintenance surcharges}$$

**(SCP) Subcontractor Payments** – Payment Contractor makes to subcontractor calculated as a percentage of the sum receipts for each contract year for services related to interment activities. The SCP is set at 80% beginning October 1, 2005 and will be annually negotiated. The percentage rate shall not be less than 80% nor greater than 93% during the initial term.

**(NRR) Net Retained Revenue** – Amount derived by subtracting subcontractor payments from adjusted gross operating receipts.

$$\text{NRR} = \text{AGOR} - \text{SCP}$$

**(RRE) Retained Revenue Estimate** - Negotiated forecast of Net Retained Revenue developed by the Contractor and approved by the City, determined for the ensuing 12 months.

- If (NRR) Net Retained Revenue is less than (RRE) Retained Revenue Estimate **NRR < REE** then the city pays InterCare 100% of the difference.
- If (NRR) Net Retained Revenue is equal to (RRE) Retained Revenue Estimate **NRR = REE** there is no payment to City or InterCare.
- If (NRR) Net Retained Revenue is greater than (RRE) Retained Revenue Estimate **NRR > REE** then InterCare pays City 100% of the difference.