

CHAPTER II: DEFINITIONS

A. 1098-T INFORMATION

A generic reference to the information that eligible educational institutions are required to provide to the student and, if applicable, taxpayers and to the IRS, pursuant to Internal Revenue Code (IRC) Section 6050S “Returns Relating to Higher Education Tuition and Related Expenses” of the TRA.

B. 1098-T SUPPLEMENTAL NOTICE

The statement to be furnished by eligible educational institutions, as required by subsection (d) of IRC Section 6050S “Returns Relating to Higher Education Tuition and Related Expenses” of the TRA, along with supplemental information—both generic and student-specific—that the University plans to include with the statement.

C. AGREEMENT

A legally binding contract executed by the vendor and the University to render the services referenced in this RFP.

D. AUTHORIZED INDIVIDUAL

An individual who is authorized to access and, if appropriate, update information in a given TRA record. Such individuals can be students, taxpayers, or from the University’s or the vendor’s staff. It is the vendor’s responsibility to determine who is an authorized individual and to authenticate the identity of that individual before any information from the TRA record is disclosed to the individual.

E. BASIC SERVICE

Refers to a particular service, as described in Chapter IV “Basic Services” of this RFP, that the University either requires or desires to have the bidder provide and the cost of which is included in the prices quoted by the bidder on the “Schedule of Fees for Basic Services (Price Sheet 1). The term “Basic Service” includes all of the specifications pertaining to a given service.

The distinction as to which “Basic Services” are required from those that are desired is made by the use of the word “shall” (for required) or “should” (for desired) when used in the context of describing the vendor’s performance; refer to the definitions of “Shall” and “Should” in this Chapter for more information.

F. BIDDER

Refers to a prospective vendor who plans to or does submit a proposal in response to this RFP.

G. CAMPUS

A generic reference to one of the nine campuses of the University; also includes EAP. Each campus has multiple sources (or programs) of student records, has a unique Employer Identification Number (EIN), and meets the TRA definition of “eligible educational institution.”

H. CAMPUS PROGRAM

Refers to one of five main sources of student records at a campus. All programs at a given campus share the same EIN. The five programs include the following:

1. Main Campus - enrolls undergraduate and graduate/professional students whose course work leads to a degree. Multiple offices at the main campus may be involved with a given student record, such as the Registrar’s Office, the Student Accounts Receivable Office, the Student Information Systems Office, and the Financial Aid Office (the actual names of these offices vary from campus to campus).
2. Summer Session - enrolls students in a special summer session that offers intensive courses suitable for degree-seeking students. Students who enroll in Summer Session do not have to be enrolled with the main campus, but information about students enrolled in Summer Session may be integrated with the student records maintained by the Main Campus.
3. University Extension - typically enrolls students in at least one course in general subject areas, job skills improvement, and/or a program leading to a certificate. The focus of University Extension courses is to enhance professional growth and skills through certificate programs. Students who enroll in University Extension courses generally are not enrolled with the main campus, as University Extension tends to serve a different population of students than the main campus.
4. Professional School Continuing Education Program– enrolls students who have obtained their graduate professional degree, are practicing in their respective professional fields, and need to take continuing education classes in order to maintain their professional license.
5. EAP- enrolls students during their participation in international academic programs sponsored by EAP at host universities abroad. EAP will report its

students under UCB's EIN, and thus will be an additional campus source of student records for UCB. However, EAP students will be a different population of students than those on which UCB reports to the vendor.

I. CAMPUS SOURCE(S)

In the context of providing data, refers to the University office(s) that provide(s) input files to the vendor. For most campuses, there will be fewer campus sources than campus programs. For instance, demographic records for main campus and summer session students will likely be integrated into a single data stream, or file; thus, the demographic records for those two campus programs will come from the same campus source, though the individual demographic records will be linked to the campus program from which the data originated.

J. CAMPUS-SUPPLIED ADDRESS

Refers to the address that was reported to the vendor by the campus, as opposed to the student, as the student's TRA address.

K. DEVIATION (IN THE CONTEXT OF A BASIC SERVICE)

Any aspect or feature of the bidder's proffered service that is not identical to the University's Basic Service specifications (refer to Chapter III, Section L, Item 5. b. of the RFP).

L. EAP

Education Abroad Program.

M. E-MAIL

Electronic mail.

N. EIN

Employer Identification Number. A unique identification number, issued to employers by the IRS.

O. ELIGIBLE EDUCATIONAL INSTITUTION

An eligible educational institution, as defined in TRA.

P. ENHANCEMENT (IN THE CONTEXT OF A BASIC SERVICE)

An augmentation or an improvement, as determined by the University, of a Basic Service that exceeds one or more aspects of the University's specifications, offers a benefit to the University or its students, and the cost of the enhancement is included in the prices quoted on the "Schedule of Fees for Basic Services" (Price Sheet 1).

Q. FTP

File Transfer Protocol. A protocol used for transferring data files using the Internet.

R. HIGHER EDUCATION CREDITS

A generic term to refer to either the Hope Scholarship Credit or the Lifetime Learning Credit.

S. HOPE SCHOLARSHIP CREDIT

One of the two higher education credits, created by the TRA, for which eligible educational institutions must provide 1098-T information to students, taxpayers, and the IRS. The other higher education credit is the Lifetime Learning Credit.

T. IRS

Internal Revenue Service.

U. IRS FORM 1098-T

The return that Eligible Educational Institutions are to file with the IRS, as required by Section IRC 6050S "Returns Relating to Higher Education Tuition and Related Expenses" of the TRA.

V. LIFETIME LEARNING CREDIT

One of the two higher education credits, created by the TRA, for which eligible educational institutions must provide 1098-T information to students, taxpayers, and the IRS. The other higher education credit is the Hope Scholarship Credit.

W. MUTUALLY AGREED UPON

Means that the vendor and the University have reached agreement on an issue.

X. OFFICE OF THE PRESIDENT

Except as otherwise noted, refers to the office of Student Financial Support of the Office of the President.

Y. PHONE SERVICE

Refers to the answering of calls from the University's public by the vendor's staff who are specially trained for this purpose.

Z. POST-IRS REPORTING

Means that the IRS Form 1098-T already has been filed with the IRS.

AA. QUALIFIED BIDDERS

Companies that meet the qualification requirements and plan to submit or have submitted a bid proposal in response to this RFP.

BB. QUALIFIED TUITION AND RELATED EXPENSES

Qualified tuition and related expenses, as defined in TRA.

CC. RFP

Request for Proposal for Taxpayer Relief Act Services.

DD. SECURE WEB ENVIRONMENT

Means that the vendor will take steps to protect the data during transmission on the Internet, e.g., between the student and the vendor's Web site, and to protect the data stored in the vendor's system from unauthorized access, employing such safeguards as data encryption and network "fire walls."

EE. SHALL (WHEN USED IN THE CONTEXT OF DESCRIBING THE VENDOR'S PERFORMANCE)

The University requires that the bidder comply fully; failure on the part of the bidder to comply, including, but not limited to, failure to comply with the RFP instructions or with a required Basic Service, will render the bidder's proposal nonresponsive, and the bidder will be disqualified from further consideration.

FF. SHOULD (WHEN USED IN THE CONTEXT OF DESCRIBING THE VENDOR'S PERFORMANCE)

The University requests that the bidder comply. With regard to a desired Basic Service, failure on the part of the bidder to comply fully will not necessarily render the bidder's proposal nonresponsive; the ramifications to the University as a result of the bidder's failure to comply fully will be considered when the vendor's proposal is evaluated as to responsiveness to the University's needs and when "base" points are awarded (refer to Chapter III, Section Q "Basis of Award).

GG. SSN

Refers to the Social Security Number or Taxpayer Identification Number, whichever the individual has.

HH. STUDENT

Refers to a student who is currently enrolled (current student) or was enrolled (former student) by the campus and for whom the vendor has a TRA record. In the context of disclosing or allowing access and update capabilities to personally identifiable information from the TRA record by a student, assumes that the vendor as authenticated the identity of the individual as the student to whom the TRA record applies.

II. STUDENT I.D. NUMBER

A ten-digit campus assigned alpha/numeric identifier, used to identify a particular student in the campus's local system; this number can be different than the student's SSN. Each campus program at a given campus may assign a different Student I.D. Number.

JJ. STUDENT-SUPPLIED ADDRESS

Refers to the address that was reported to the vendor by the student, as opposed to the campus, as the TRA address. The student may have informed the vendor of the address by calling the vendor, by completing a form or other written document, or by using the vendor's interactive Web site and entering the information directly.

KK. TAXPAYER

The person claiming the student as a dependent for tax purposes and on whom the vendor has information, e.g., name, SSN, and address. In the context of disclosing or allowing access and update capabilities to personally identifiable information from a

TRA record by a taxpayer, assumes that the student has authorized the disclosure of information to that individual and that the vendor has authenticated the identity of the individual as the taxpayer.

LL. TRA

Taxpayer Relief Act of 1997.

MM. TRA ADDRESS

Refers to the address, either for the student or the taxpayer, in the TRA record to which the vendor will send the 1098-T Supplemental Notice.

NN. TRA RECORD

The student record the vendor creates, based initially on data reported to the vendor by the campus. Includes any associated taxpayer information and any additional information the vendor, the student, or the campus may add or update to the record.

OO. TRA REPORTING REQUIREMENTS

Refers to the reporting requirements, imposed by the TRA upon eligible educational institutions, with regard to the higher education tax credits.

PP. UNIVERSITY (IN THE CONTEXT OF THIS RFP)

The University of California, legally known as “The Regents of the University of California,” is comprised of nine campuses and the Office of the President (refer to Appendix 1 for approximate location of each campus in the State of California); plans are currently underway to open a tenth campus—University of California, Merced—in the year 2005. The nine campuses are as follows:

1. University of California, Berkeley (UCB)
2. University of California, Davis (UCD)
3. University of California, Irvine (UCI)
4. University of California, Los Angeles (UCLA)
5. University of California, Riverside (UCR)
6. University of California, San Diego (UCSD)
7. University of California, San Francisco (UCSF)

8. University of California, Santa Barbara (UCSB)
9. University of California, Santa Cruz (UCSC)

QQ. UNIVERSITY'S PUBLIC

Refers primarily to the University's students and their families but can include others from the general public.

RR. UNIVERSITY'S STAFF

Employees of the University. In the context of allowing the University's staff access and update capabilities to personally identifiable information from TRA records, assumes that the vendor has determined that such individuals are authorized to have such access and update capabilities and has restricted their access and update capabilities as appropriate.

SS. VENDOR

Refers to the qualified bidder with whom the University awards the opportunity to negotiate, successfully negotiates the final terms of a contract, and is obligated to perform the services pursuant to the Agreement.

TT. VENDOR'S STAFF

Employees of the vendor or of subcontractors of the vendor. In the context of allowing the vendor's staff access and update capabilities to personally identifiable information from TRA records, assumes that the vendor has determined that such individuals are authorized to have such access and update capabilities and has restricted their access and update capabilities as appropriate.

UU. WEB SITE

The generic reference to the site on the World Wide Web that the vendor maintains pursuant to the specifications of the Agreement. Includes, but is not limited to, the site where the interactive Web-based services are located.