Department of Financial Services
Functional Requirements for Statewide Contract Reporting System
Phase One
Querying Requirements

Background

As stated in the Functional Requirements for the Contract Reporting System Phase One Metadata document the System will initially provide ad-hock On-Line data querying, display, exporting, and printing of displayed data. Due to the March 1st deadline there will not be predefined reports built at this time. Such predefined reports will be developed after completion of Phase 3 of the Contract Reporting System project.

Functional Requirements

1. Contract Reporting System must provide three security levels for On-Line data querying:
   - Public Access must not include Contract’s Vendor ID, Vendor Address Information and Contract Manager Contact Information,
   - Agencies Access must be restricted to their agency, and
   - Statewide Access to all data for the Legislative and CFO Staff.

2. Contract Reporting System must provide:
   - Contract data for a specific agency, a specific vendor, or a specific commodity/service type, or a specific agency contract number in columnar format for downloading to Excel,
   - Data querying assistance such as drop down pick lists for standard data code values,
   - Display of query retrieved data in organized meaningful format,
   - Exporting of query retrieved data into Excel format,
   - Printing of query retrieved data, and
   - Downloading of all contract data will only be upon special request.

3. Query Screen must consist of:
   - Vendor Name,
   - Commodity/Service Type,
   - Agency Identifier,
   - Agency Contract Number,
   - Contract Beginning Date and Contract Ending Date Range, and
   - Contract Amended Value Range

   a) Must be able to query by:
      - Vendor Name alone must retrieve all contract data for that vendor,
      - Commodity /Service Type alone must retrieve all contract data for that type,
      - Agency Identifier alone must retrieve all contract data for that agency, and
      - Combination of Agency Identifier and Agency Contract Number must retrieve only that contract’s data (combination is required because there is a possibility that an Agency Contract Number is not unique in the system),
Download capabilities will be limited to only queries by Vendor Name, by Commodity/Service Type, by Agency Identifier, or a specific Agency contract number within the specified Contract Beginning Date and Contract Ending Date Range, and Contract Amended Value Range.

b) Must be able to query using combinations;
- Vendor Name and Commodity/Service Type,
- Vendor Name and Agency Identifier,
- Commodity/Service Type and Agency Identifier
- Vendor Name, Commodity/Service Type, and Agency Identifier,
- Vendor Name, Commodity/Service Type, Agency Identifier and Contract Beginning Date and Contract Ending Date Range,
- Vendor Name, Commodity/Service Type, Agency Identifier and Contract Amended Value Range
- Vendor Name, Commodity/Service Type, Agency Identifier, Contract Beginning Date and Contract Ending Date Range and Contract Amended Value Range
- Vendor Name and Contract Beginning Date and Contract Ending Date Range
- Vendor Name and Contract Amended Value Range
- Vendor Name, Beginning Date and Ending Date Range and Contract Amended Value Range,
- Vendor Name, Commodity/Service Type and Contract Beginning Date and Contract Ending Date Range
- Vendor Name, Commodity/Service Type and Contract Amended Value Range
- Vendor Name, Commodity/Service Type, Contract Beginning Date and Contract Ending Date Range and Contract Amended Value Range
- Commodity/Service Type and Contract Beginning Date and Contract Ending Date Range
- Commodity/Service Type and Contract Amended Value Range
- Commodity/Service Type, Agency Identifier and Contract Beginning Date and Contract Ending Date Range
- Commodity/Service Type, Agency Identifier and Contract Amended Value Range
- Commodity/Service Type, Agency Identifier, Contract Beginning Date and Contract Ending Date Range and Contract Amended Value Range
- Commodity/Service Type, Agency Identifier
- Commodity/Service Type, Contract's Long Title
- Commodity/Service Type, Contract's Statutory Authority
- Contract's Statutory Authority with link to Procurement Information

4. Query displays must display agency basic contract data in a viewable format with hyperlinks to more detail data displays (e.g., additional windows).

a) Basic Contract Data Display
   - FLAIR Agency Identifier
   - FLAIR Contract Identifier (Contract Number)
   - Agency Assigned Contract Identifier (Contract Number)
   - Contract's Long Title
   - Contract’s Statutory Authority with link to Procurement Information
Department of Financial Services
Functional Requirements for Statewide Contract Reporting System
Phase One
Querying Requirements

- Contract’s Status
- Contract’s Vendor Name with links to Vendor Information (Not available to the Public)
- Contract Type
- Contract’s Date of Execution
- Contract’s Beginning Date
- Contract’s Original Ending Date
- Contract’s New Ending Date
- Contract’s Original Amount with link to Budgetary Information
- Contract’s Accumulated Amended Amount with links to Change Information
- Total Contract Amount
- Provides for Administrative Cost (Y/N)
- Administrative Cost Percentage
- Provides for Periodic Increase (Y/N)
- Periodic Increase Percentage
- General Comments Regarding the Contract
- Contract’s Expenditures Year-To-Date with links to Expenditure Details
- Agency Contract Manager Name with link to Manager Contact Information (Not available to the Public)
- Link to Deliverable Information
- Link to Financial Aid Information, if applicable
- Link to Outsourcing and Capital Improvement Information
- Link to Record History (Not Available to the Public)

b) Deliverable Information Display (As many rows as necessary)

- Contract’s Commodity/Service Type
- Contract’s Major Deliverable
- Contract’s Major Deliverable Prices
- Contract’s Non-Price Justification, if applicable
- Contract’s Method of Payment
- Contract’s Performance Metrics
- Contract’s Financial Consequences
- Contract’s Source Documentation Page Reference

c) Procurement Information Display

- Contract’s Method of Procurement (Code)
- State Term Contract Identifier, if applicable
- Agency Source Number, if applicable
- Contract’s Exemption Explanation, if applicable
- Business Case Study Done
- Business Case Date
- Legal Challenges to Procurement
Department of Financial Services
Functional Requirements for Statewide Contract Reporting System
Phase One
Querying Requirements

- Legal Challenge Description

d) **Vendor Information Display (not available to public)**
   - Vendor’s Street Address
   - Vendor’s City
   - Vendor’s State
   - Vendor’s Country
   - Vendor’s Identification Number

e) **Budgetary Information Display (as many rows as necessary)**
   - Contract’s Original Amount
   - Contract’s Recurring Budgetary Amount
   - Contract’s Recurring Budgetary Amount Account Code
   - Contract’s Recurring Other Cost Accumulator(OCA)/Grant ID/ Project ID
   - Contract’s Recurring Budgetary Amount Fiscal Year Effective Date
   - Contract’s Recurring Budgetary Calculated Fiscal Year Indicator
   - Contract’s Non-Recurring Budgetary Amount
   - Contract’s Non-Recurring Budgetary Amount Account Code
   - Contract’s Non-Recurring Other Cost Accumulator(OCA)/Grant ID/ Project ID
   - Contract’s Non-Recurring Budgetary Amount Fiscal Year Effective Date
   - Contract’s Non-Recurring Budgetary Calculated Fiscal Year Indicator

f) **Change Information Display (as many rows as necessary)**
   - Contract Change Type (Code - Amendment, Extension, or Renewal)
   - Agency Amendment Identifier
   - Change Description
   - Change Date Executed
   - Effective Date of Amendment
   - Change Amount

g) **Expenditure Detail Display**
   To be determined as part of Phase Two.

h) **Manager Contact Information Display (not available to the public)**
   - Agency Contract Manager’s Phone Number
   - Agency Contract’s E-mail Address
Degartment of Financial Services
Functional Requirements for Statewide Contract Reporting System
Phase One
Querying Requirements

i) Grant/State Financial Assistance Information Display (as many rows as necessary)
   - Contract’s CFDA Code, if applicable
   - Contract’s CSFA Code, if applicable
   - Contract’s Recipient Type

j) Outsourcing and Capital Improvement information
   - Was the Contracted Functions Previously Done by the State (Y/N)
   - Was the Contracted Functions Considered for Insourcing back to the State (Y/N)
   - Did the Vendor Make Capital Improvements on State Property (Y/N)
   - Capital Improvement Description
   - Value of Capital Improvements
   - Value of Unamortized Capital Improvements

k) Record History Display (as many rows as necessary, not available to the public)
   - Record Status
   - Date Added
   - Date Updated
   - User ID of User Adding or Updating data.

Document revision control:

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill DuBose</td>
<td>Initial Draft</td>
<td>10/19/11</td>
</tr>
<tr>
<td>Bill DuBose</td>
<td>Revised based on Comments from SC</td>
<td>10/24/11</td>
</tr>
<tr>
<td>Christina Smith</td>
<td></td>
<td>10/25/11</td>
</tr>
<tr>
<td>Bill DuBose</td>
<td>Revised for the 12 Change Requests</td>
<td>12/27/11</td>
</tr>
<tr>
<td>Bill DuBose</td>
<td></td>
<td>01/09/12</td>
</tr>
</tbody>
</table>