

**Department of Financial Services**  
**Functional Requirements for Contract Reporting System**  
**Phase One**  
**Data Conversion**

**Background**

As stated in the Functional Requirements for the Contract Reporting System Phase One Metadata document, access to the FLAIR Contract Subsystem, CFO Non-Competitive Solicitation of Commodities and Services Reporting web base application and State Contract Management System will be terminated once the new Contract Reporting System is activated. However, existing data in these systems that can be used in the new system will be provide to Agencies for a one time data cleansing and conversion into the new system.

**Functional Requirements**

1. There must be a one time data cleansing and conversion of existing data from the following system in to the Contract Reporting System:
  - Departmental FLAIR Contract Subsystem
  - CFO Non-Competitive Solicitation of Commodities and Services Reporting web base application
  - State Contract Management System
  
2. At the time of data extraction only data that will be used in the Contract Reporting System, as identified in the tables below, must be extracted from the various systems and combined into an Excel format file per agency using the following criteria:
  - a. For the State Contract Management System Disbursement Contract Database and State Contract Management System Concessions Contract Database;
    - i. Record's END\_DATE must be equal to or greater than February 29, 2012
    - ii. Record must be in active status
  - b. For the CFO Non-Competitive Solicitation of Commodities and Services Reporting Initial Add Database;
    - i. Record's CTRT\_END\_DT must be equal to or greater than February 29, 2012
    - ii. Record must be in active status
  - c. For the CFO Non-Competitive Solicitation of Commodities and Services Reporting Amendment Database;
    - i. The record's OLO\_CODE and RCRD\_ID must be included in the CFO Non-Competitive Solicitation of Commodities and Services Reporting Initial Add Database data extract file.
  - d. For the Departmental FLAIR Contract Information File;
    - i. Record's Ending must be equal to or greater than February 29, 2012 or all zeros.
    - ii. Record must be in active status
  - e. For the Departmental FLAIR Contract Amendment File and Departmental FLAIR Contract to Account Code Correlation File;

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- i. The record's OLO and Contract ID must be included in the Departmental FLAIR Contract Information File data extract file.
3. Data extracted from the various systems must undergo data cleaning by the agencies to ensure that all the required data for active contracts is present and that previously agency unique data values are updated to state standard values for the specified fields referenced in the code validation table.
4. Once the agencies have completed their cleansing and updating, the data must be uploaded to the Statewide Contract Reporting System.
5. Agencies will be responsible for submitting data in a format specified by the Department.
6. Agencies will be responsible for resolving and resubmitting any records that fail edits.
7. The system will provide a separate file containing all the record that failed the edits and failure reason.
8. As agencies completed the conversion of their Departmental FLAIR Contract to Account Code Correlation to Statewide Contract Reporting System Contract's Budgetary Amount Account Code or update the Statewide Contract Reporting System batch upload Contract's Budgetary Amount Account Code fields the Departmental FLAIR Contract Account Code Correlation verification switch will be enabled so that FLAIR contract disbursements must pass the Account Code Correlation edit before payment.

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**Conversion Timeline**

February 29, 2012

FLAIR Add/Update  
 Access (on-line or batch)  
 to  
 Contract information File  
 Contract Amendment File  
 Contract to Account  
 Correlation File &  
 Contract Title File  
 Will be Suspended.

Agencies can schedule the loading of their cleansed and updated data to Statewide  
Contract Reporting Website every Friday through the end of March

March 9, 2012

March 16, 2012

March 23, 2012

March 30, 2012

March 1, 2012

Statewide Contract  
 Reporting Website  
 Operational for  
 Agency use

March 4, 2012

Agencies provided file extracts of  
 FLAIR Contract Subsystem Files  
 Statewide Contract Management  
 System Files  
 And  
 CFO None Competitive Solicitation of  
 Commodities and Services Reporting  
 Files  
 For data cleansing and updating

Agencies will be able to add and update Contract  
 data in FLAIR during this period via the website

April 2, 2012

Statewide Contract  
 Reporting website  
 Data available to  
 the Public

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**Data Elements from State Contract Management System to be Extracted**

**Data Elements from State Contract Management System Disbursement Contract Database**

<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
OLO_CODE	100	Alphanumeric	Map to FLAIR Agency Identifier (OLO)
CONTRACT_NUMBER	150	Alphanumeric	Map to Agency Assigned Contract Identifier
PROJECT_PROGRAM_TITLE	300	Alphanumeric	Map to Contract's Long Title
CONTRACT_TYPE	100	Alphanumeric	Map to Contract's Type
STATUS	1	Alphanumeric	Map to Contract's Status
COMMODITY_TYPE	100	Alphanumeric	Map to Contract's Commodity/ Service Type
BEGINNING_DATE	8	MMDDYYYY	Map to Contract's Beginning Date
END_DATE	8	MMDDYYYY	Map to Contract's Original Ending Date
TOTAL_COST	13.2	Numeric	Map to Contract's Accumulated Amended Amount
RECUR_TOTAL	13.2	Numeric	Map to Contract's Recurring Budgetary Accumulated Amended Amount
NON_RECUR_TOTAL	13.2	Numeric	Map to Contract's Non-Recurring Budgetary Accumulated Amended Amount
COMPENSATION_TYPE	1000	Alphanumeric	Map to Contract's Method of Payment

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Data Element	Length	Format	Comments
PROCURE_METHOD	400	Alphanumeric	Map to Contract's Method of Procurement
PURPOSE_DELIVERABLE	2,000	Alphanumeric	Map to Contract's Major Deliverables
LAW_STATUTORY_CITATION	200	Alphanumeric	Map to Contract's Statutory Authority
ADMIN_COST_PERCENT	200	Alphanumeric	Map to Administrative Cost Percentage
IS_PERIODIC_INCREASE	200	Alphanumeric	Map to Provide for Periodic Increase
EXP_CONTRACT_INCREASE	1000	Alphanumeric	Map to Periodic Increase Percentage
Q_3	1000	Alphanumeric	Map to Business Case Study Done
Q_7	1000	Alphanumeric	Map to Was the Contracted Functions Previously Done by the State
Q_10	1000	Alphanumeric	Map to Legal Challenges to Procurement
Q_10_EXP	4,000	Alphanumeric	Map to Legal Challenge Description
Q_20	1000	Alphanumeric	Map to Was the Contracted Functions Considered for Insourcing back to the State
OCA_PROJECT_ID	4,000	Alphanumeric	Map to OCA

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**Data Elements from State Contract Management System Concessions Contract Database**

<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
OLO_CODE	100	Alphanumeric	Map to FLAIR Agency Identifier (OLO)
CONTRACT_NUMBER	150	Alphanumeric	Map to Agency Assigned Contract Identifier
PROJECT_PROGRAM_TITLE	300	Alphanumeric	Map to Contract's Long Title
CONTRACT_TYPE	100	Alphanumeric	Map to Contract's Type
STATUS	1	Alphanumeric	Map to Contract's Status
COMMODITY_TYPE	100	Alphanumeric	Map to Contract's Commodity/ Service Type
BEGINNING_DATE	8	MMDDYYYY	Map to Contract's Beginning Date
END_DATE	8	MMDDYYYY	Map to Contract's Original Ending Date
TOTAL_COST	13.2	Numeric	Map to Contract's Revenues Year-to-Date
COMPENSATION_TYPE	1000	Alphanumeric	Map to Contract's Method of Payment
PROCURE_METHOD	400	Alphanumeric	Map to Contract's Method of Procurement
PURPOSE_DELIVERABLE	2,000	Alphanumeric	Map to Contract's Major Deliverables
LAW_STATUTORY_CITATION	200	Alphanumeric	Map to Contract's Statutory Authority
ADMIN_COST_PERCENT	200	Alphanumeric	Map to Administrative Cost Percentage
IS_PERIODIC_INCREASE	200	Alphanumeric	Map to Provide for Periodic Increase

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<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
EXP_CONTRACT_INCREASE	1000	Alphanumeric	Map to Periodic Increase Percentage
Q_3	1000	Alphanumeric	Map to Business Case Study Done
Q_7	1000	Alphanumeric	Map to Was the Contracted Functions Previously Done by the State
Q_10	1000	Alphanumeric	Map to Legal Challenges to Procurement
Q_10_EXP	4,000	Alphanumeric	Map to Legal Challenge Description
Q_20	1000	Alphanumeric	Map to Was the Contracted Functions Considered for Insourcing back to the State
Q_41	1000	Alphanumeric	Map to Capital Improvement Description
Q_42	1000	Alphanumeric	Map to Value of Capital Improvements
Q_43	1000	Alphanumeric	Map to Value of Unamortized Capital Improvements
OCA_PROJECT_ID	4,000	Alphanumeric	Map to OCA

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**Data Elements from CFO Non-Competitive Solicitation of Commodities and Services Reporting System to be Extracted**

**Data Elements from CFO Non-Competitive Solicitation of Commodities and Services Reporting Initial Add Database**

<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
OLO_CODE	6	Alphanumeric	Map to FLAIR Agency Identifier (OLO)
CTRT_FLAIR_ID	5	Alphanumeric	Map to FLAIR Contract Identifier (Contract Number)
RCRD_ID	25	Alphanumeric	Map to Agency Assigned Contract Identifier
CTRT_BEG_DT	8	MMDDYYYY	Map to Contract's Beginning Date
CTRT_END_DT	8	MMDDYYYY	Map to Contract's Original Ending Date
CTRT_AMT	13.2	Numeric	Map to Contract's Original Amount
MTPY_CD	1	Alphanumeric	Map to Contract's Method of Payment
EXMP_TYPE_CD	5	Alphanumeric	Map to Contract's Competitive Solicitation Exemption
JUST_TXT	1000	Alphanumeric	Map to Contract's Exemption Explanation
CTRT_SERV_TXT	200	Alphanumeric	Map to Contract's Major Deliverables
PRSN_AGCY_CNCT_NM	60	Alphanumeric	Map to Agency Contract Manager Name
TEL_AGCY_CNCT_NBR	10	Alphanumeric	Map to Agency Contract Manager Phone Number
VNDR_NM	35	Alphanumeric	Map to Contract's Vendor Name
CFDA_CD	6	Alphanumeric	Map to Contract's CFDA Code



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Data Element	Length	Format	Comments
CSFA_CD	5	Alphanumeric	Map to Contract's CSFA Code
STAT_RCRD_CD	1	Alphanumeric	Map to Record Status

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**Data Elements from CFO Non-Competitive Solicitation of Commodities and Services Reporting Amendment Database**

<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
OLO_CODE	6	Alphanumeric	Map to FLAIR Agency Identifier (OLO)
CTRTR_FLAIR_ID	5	Alphanumeric	Map to FLAIR Contract Identifier (Contract Number)
RCRD_ID	25	Alphanumeric	Map to Agency Assigned Contract Identifier
AMND_AMT	13.2	Numeric	Map to Change Amount
AMND_DT	8	MMDDYYYY	Map to Change Date Executed
AMND_SEQ_NBR	4	Alphanumeric	Map to Amendment, Extension, or Renewal Number
STAT_RCRD_CD	1	Alphanumeric	Map to Record Status

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**Data Elements from Departmental FLAIR Contract Sub-System to be Extracted**

**Data Elements from Departmental FLAIR Contract Information File**

<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
OLO	6	Alphanumeric	Map to FLAIR Agency Identifier (OLO)
Contract ID	5	Alphanumeric	Map to FLAIR Contract Identifier (Contract Number)
Short Title	10	Alphanumeric	Map to Contract's Short Title
Long Title	60	Alphanumeric	Map to Contract's Long Title
Contractor's Vendor ID	21	Alphanumeric	Map To Contract's Vendor Id. There may be 5 occurrences per record.
Method of Procurement	1	Alphanumeric	Map To Contract's Method of Procurement
Method of Payment	1	Alphanumeric	Map To Contract's Method of Payment
Date Executed	8	MMDDYYYY	Map to Contract's Date of Execution
Beginning Date	8	MMDDYYYY	Map to Contract's Beginning Date
Ending Date	8	MMDDYYYY	Map to Contract's Original Ending Date
Original Amount	13.2	Numeric	Map to Contract's Original Amount
Service Type	6	Alphanumeric	Map to Contract's Commodity/ Service Type
Contract Type	2	Alphanumeric	Map to Contract's Type

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<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
Contract Status	2	Alphanumeric	Map to Contract's Status. The data will be the last occurrence.
CFDA Code	6	Alphanumeric	Map to Contract's CFDA Code
CSFA Code	5	Alphanumeric	Map to Contract's CSFA Code
Recipient Type	1	Alphanumeric	Map to Contract's Recipient Type
Amended Amount	13.2	Numeric	Map to Contract's Accumulated Amended Amount
Record Status	1	Alphanumeric	Map to Record Status

**Data Elements from Departmental FLAIR Contract Amendment File**

<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
OLO	6	Alphanumeric	Map to FLAIR Agency Identifier (OLO)
Contract ID	5	Alphanumeric	Map to FLAIR Contract Identifier (Contract Number)
Ending Date	8	MMDDYYYY	Map to New Ending Date
Amount	13.2	Numeric	Map to Change Amount
Amendment Number	4	Alphanumeric	Map to Amendment, Extension, or Renewal Number
Account Code	27	Alphanumeric	Map to Change Amount Account Code

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<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
Contract Status	2	Alphanumeric	Map to Contract's Status
Description	45	Alphanumeric	Map to Change Description
Record Status	1	Alphanumeric	Map to Record Status

**Data Elements from Departmental FLAIR Contract to Account Code Correlation File**

<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>
OLO	6	Alphanumeric	Map to FLAIR Agency Identifier (OLO)
Contract ID	5	Alphanumeric	Map to FLAIR Contract Identifier (Contract Number)
Account Code	27	Alphanumeric	Map to Contract's Budgetary Amount Account Code
Record Status	1	Alphanumeric	Map to Record Status

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Document revision control:

<b>Name</b>	<b>Action</b>	<b>Date</b>
Bill DuBose	Initial Draft	10/17/11
Bill DuBose	Revised based on comments from TN	10/21/11
Bill DuBose	Revised based on comments from CS	10/24/11
Christina Smith		10/25/11
Bill DuBose		12/27/12
Bill DuBose		1/9/12