

**Department of Financial Services**  
**Functional Requirements for Contract Reporting System**  
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**Background**

The 2010 Legislature enacted Section 46 of Chapter 2010-151, Laws of Florida creating Section 216.0111, Florida Statutes (F.S.), which requires state agencies to report to the Department of Financial Services (DFS), within three working days after executing contracts in excess of the Category II threshold (\$35,000) established in Section 287.017, F.S. that were not awarded by competitive solicitation or purchased from a purchasing agreement or state term contract.

Agency Addressed Memorandum No. 01, 2010-2011, issued on July 2, 2010, identifies the following information regarding these non-competitive solicited agreements that must be reported to DFS.

- Agency name
- Agency site
- Contract/DO/agreement number
- Contract manager name and phone number
- Vendor name
- Term of contract
- Date of contract execution
- Original contract amount
- Amended contract amount and amendment date
- Description of commodities or services procured
- Summary of any time constraints that applied to the procurement
- Justification for not using competitive solicitation
- The statutory exemption or exception claimed
- The contract's payment method
- The Catalog of Federal Domestic Assistance number (if applicable)
- The Catalog of State Financial Assistance number (if applicable).

The 2011 Legislature amended Section 215.985, F.S., making DFS responsible for the development and maintenance of a contract reporting system. Among the information required to be provided or accessed on the system is information and documentation relating to contracts procured by state governmental entities.

The legislation identified specific data the system must include, but need not be limited to:

- Contracting agency
- Procurement method
- Contract beginning and ending dates
- Type of commodity or service
- Purpose of the commodity or service

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- Compensation to be paid
- Compliance information such as:
  - Performance metrics for the service or commodity
  - Contract violations
  - Number of extensions or renewals
  - Statutory authority for providing the service

The contract information must be entered or updated by the agency procurement staff within 30 days of any major change to when a contract or a new contract has been executed. A major change to a contract includes, but is not limited to, a renewal, termination, or extension of the contract or an amendment to the contract.

In addition to data elements mentioned above, the Chief Financial Officer (CFO) has directed that expenditure data and images of the contract documents be linked to the contract information in the contract reporting system.

**Functional Requirements**

The Contract Reporting System's functional requirements are based on the State's standard contract information and functionality required by State law and CFO's directions, as identified in the Background Section of this document for this project phase. The Contract Reporting System will replace the agencies' usage of the Departmental FLAIR Contract Subsystem except for transaction validation (FLAIR Contract ID). The Contract Reporting System will provide the ability to download and upload data for agency business systems.

The remaining phases of the project are:

- a) Phase Two – Recording of contract related General Appropriation information and daily disbursement data.
- b) Phase Three – Linking of contract procurement and documentation images to contract metadata.
- c) Phase Four – Providing for contract compliance reporting by DFS and Auditor General.
- d) Phase Five – Providing for the reporting of grant information and linking document images.
- e) Phase Six – Providing sufficient infrastructure to accept contract information and images from Water Management District, Community College, Universities, School Districts and Counties. This phase also includes the communications on the new reporting requirements and creation of new procedures for compliance monitoring.

Functional requirements for the remaining phases will be developed as the phases begin.

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**Data Elements**

The following required data elements should provide the data necessary to comply with State law, as well as the CFO's requirements.

**Data Elements for Contract Reporting System**

<b>Data Element</b>	<b>Length</b>	<b>Format</b>	<b>Comments</b>	<b>Compliance Requirements for the Contract Reporting System (Required – Yes/No)</b>	<b>Must be Validated Against FLAIR Data (Yes/No)</b>
FLAIR Agency Identifier (OLO) 1:1	6	Alphanumeric	<p>Must be an active OLO on Departmental FLAIR's Title file for use on FLAIR transactions.</p> <p>This data must be sent to FLAIR for new contract (Adds/Updates) and amendments (Adds/Updates) for the FLAIR Contract Subsystem.</p> <p>FLAIR must provide nightly validation data updates.</p> <p>(One to One Relationship)</p>	Yes, by 216.0111, 215.985, F.S and FLAIR	Yes, FLAIR Tile File
Agency Service Area 1:1	5	Alphanumeric	<p>So agencies can record their districts, regions and other location identifiers.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>(One to One Relationship)</p>	No, agency requested	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
FLAIR Contract Identifier (Contract Number) 1:1	5	Alphanumeric	<p>Must be a unique value within OLO on Departmental FLAIR's Title file for use with FLAIR transactions.</p> <p>This data must be sent to FLAIR for new contract (Adds/Updates) and amendments (Adds/Updates) for the FLAIR Contract Subsystem.</p> <p>(One to One Relationship)</p>	Yes, by FLAIR	Yes, FLAIR Tile File
Contract's Short Title 1:1	10	Alphanumeric	<p>This data must be sent to FLAIR to update the FLAIR Title File and FLAIR Contract Information for new contracts as and Add Record, if the associated contract number does not already exist within the OLO or new contract Update Record, contract amendment as an Add/Update Record, if the associated contract number does already exist within the OLO.</p> <p>(One to One Relationship)</p>	Yes, by FLAIR	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Long Title 1:1	60	Alphanumeric	<p>This data must be sent to FLAIR to update the FLAIR Title File and FLAIR Contract Information for new contracts as an Add Record, if the associated contract number does not already exist within the OLO or new contract Update Record, contract amendment as an Add /Update Record, if the associated contract number does already exist within the OLO.</p> <p>(One to One Relationship)</p>	Yes, by FLAIR	No
Agency Assigned Contract Identifier 1:1	50	Alphanumeric	<p>Agency Assigned Contract Identifier is for System display and reporting only.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>MFMP contract and DO field length is 50 characters and can be used by agencies as the agency assigned contract identifier.</p> <p>(One to One Relationship)</p>	Yes, by 216.0111, F.S.	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Type 1:1	2	Alphanumeric	<p>Switch data element to State Standard from Agency Unique.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>State Standard codes will be maintained in the Contract Reporting System.</p> <p>Refer to Statewide Contract Reporting System Code Validation Tables</p> <p>(One to One Relationship)</p>	Yes, by 216.0111, F.S	No
Contract's Status 1:1	2	Alphanumeric	<p>Switch data element to State Standard from Agency Unique.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>State Standard codes will be maintained in the Contract Reporting System. Refer to Appendix Statewide Contract Reporting System Code Validation Tables</p> <p>(One to One Relationship)</p>	Yes, by Legislature and EOG	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Vendor Id M:1	21	Alphanumeric	<p>Number valid on FLAIR's Vendor file, including the appropriate prefix, and must allow for multiple entries for multi-party agreements.</p> <p>For inter-agency agreements the data element must allow for the FLAIR valid 21 digit account code.</p> <p>Must <b>not</b> be displayed to the public.</p> <p>This data must <b>not</b> be sent to FLAIR. FLAIR must provide nightly validation data updates.</p> <p>(Many to One Relationship</p>	Yes, by 216.0111, 215.985, F.S , IRS and FLAIR	<p>Yes, FLAIR Statewide Vendor File for S prefix vendor IDs, FLAIR Account Description File for the inter-agency 21 digit code and FLAIR A/R Client File for C prefix vendor IDs on Revenue Agreement..</p> <p>The Vendor data extract from the Statewide Vendor File in FLAIR should not include Vendor Ids that have been flagged with a “Y” in the confidential field.</p>

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Vendor Name M:1	60	Alphanumeric	<p>Must be <b>retrieved</b> from FLAIR's Vendor file data.</p> <p>Must allow for multiple displays. Must <b>not</b> be sent to FLAIR.</p> <p>FLAIR must provide nightly updates.</p> <p>(Many to One Relationship).</p>	Retrieved from FLAIR Vendor and Account Description files , for CFO	No, Retrieved from FLAIR Vendor, Customer or Account Description file
Contract's Vendor Street Address M:1	60	Alphanumeric	<p>Must be <b>retrieved</b> from FLAIR's Vendor file data.</p> <p>Must allow for multiple displays</p> <p>Must <b>not</b> be displayed to public.</p> <p>Must <b>not</b> be sent to FLAIR.</p> <p>FLAIR must provide nightly updates.</p> <p>(Many to One Relationship).</p>	Retrieved from FLAIR Vendor, Customer or Account Description files For CFO	No, Retrieved from FLAIR Statewide Vendor or Customer file



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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Vendor City M:1	30	Alphanumeric	<p>Must be <b>retrieved</b> from FLAIR's Vendor file data.</p> <p>Must allow for multiple displays Must <b>not</b> be sent to FLAIR.</p> <p>FLAIR must provide nightly data updates.</p> <p>(Many to One Relationship).</p>	Retrieved from FLAIR Vendor, Customer or Account Description files for CFO	No, Retrieved from FLAIR Statewide Vendor or Customer file
Contract's Vendor State M:1	2	Alphanumeric	<p>Must be <b>retrieved</b> from FLAIR's Vendor file data.</p> <p>Must allow for multiple displays.</p> <p>Must <b>not</b> be sent to FLAIR.</p> <p>FLAIR must provide nightly data updates.</p> <p>(Many to One Relationship).</p>	Retrieved from FLAIR Vendor or Customer files for CFO	No, Retrieved from FLAIR Statewide Vendor or Customer file

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract Vendor ZIP-Code M:1	10	Alphanumeric	<p>Must be <b>retrieved</b> from FLAIR's Vendor file data.</p> <p>Must allow for multiple displays Must <b>not</b> be sent to FLAIR.</p> <p>FLAIR must provide nightly data updates.</p> <p>(Many to One Relationship)</p>	Retrieved from FLAIR Vendor or Customer for CFO	No, Retrieved from FLAIR Statewide Vendor or Customer file
Contract Vendor Country M:1	30	Alphanumeric	<p>Must be <b>retrieved</b> from FLAIR's Vendor file data.</p> <p>Must allow for multiple displays.</p> <p>Must <b>not</b> be sent to FLAIR.</p> <p>FLAIR must provide nightly data updates.</p> <p>(Many to One Relationship)</p>	Retrieved from FLAIR Vendor or Customer for CFO	No, Retrieved from FLAIR Statewide Vendor or Customer file
Contract's Date of Execution 1:1	8	MMDDYYYY	<p>Must be valid date.</p> <p>Must <b>not</b> be sent to FLAIR.</p> <p>(One to One Relationship).</p>	Yes, by 216.0111, 215.985, F.S , and FLAIR	No, however must be a valid date.

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Beginning Date 1:1	8	MMDDYYYY	Must be valid date.  Must <b>not</b> be sent to FLAIR.  (One to One Relationship).	Yes by 216.0111, 215.985, F.S , and FLAIR	No, however must be a valid date.
Contract's Original Ending Date 1:1	8	MMDDYYYY	Must be valid date or left blank for open ended contract.  Must <b>not</b> be sent to FLAIR. (One to One Relationship).	No, by 216.0111, 215.985, F.S , and FLAIR	No, however must be a valid date.
Original Contract Amount <del>M</del> :1: 1	13.2	Numeric	Can be Zero for task order type contracts. Defaults to zero.  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship).	Yes, by 216.0111, 215.985, F.S , and FLAIR However Optional for task order type contracts.	No
Contract's Accumulated Amended Amount 1:1	13.2	Numeric	<b>Derived</b> from sum of System's active contract original and amendment amounts per contract.  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	System derived 216.0111, and 215.985, F.S	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Recurring Budgetary Accumulated Amended Amount 1:1	13.2	Numeric	<p><b>Derived</b> from sum of System's active contract recurring amounts per contract.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>See Functional Requirements Note 10.</p> <p>(One to One Relationship).</p>	System derived for Legislature and EOG	No
Contract's Non-Recurring Budgetary Accumulated Amended Amount 1:1	13.2	Numeric	<p><b>Derived</b> from sum of System's active contract non-recurring amounts.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>(One to One Relationship).</p>	System derived, Legislature and EOG	No
Calculated Unfunded Contract Amount 1:1	13.2	Numeric	<p><b>Derived</b> from sum of System's active Contract Amount less Recurring and Non-Recurring Budget Amounts)</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>(One to One Relationship).</p>	System derived, agency requested	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Expenditures Year-To-Date 1:1	13.2	Numeric	<p><b>Derived</b> from FLAIR Expenditure data based on contract's FLAIR CONTRACT ID.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>This data must be received from FLAIR nightly to update the System.</p> <p>(One to One Relationship).</p>	System derived for , CFO, Legislature and EOG	No, FLAIR Generated
Contract's Revenues Year-To-Date 1:1	13.2	Numeric	<p><b>Derived</b> from FLAIR Revenue data based on FLAIR CONTRACT ID.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>This data must be received from FLAIR nightly to update the System.</p> <p>(One to One Relationship).</p>	System Derived for CFO, Legislature and EOG	No, FLAIR Generated
Agency Contract Manager Name 1:1	31	Alphanumeric	<p>This data must <b>not</b> be sent to FLAIR.</p> <p>There will be a onetime conversation of active contract associated Director/Manger File records.</p> <p>(One to One Relationship).</p>	Yes, by 216.0111, F.S	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Agency Contract Manager Phone Number 1:1	10	Alphanumeric	Must <b>not</b> be sent to FLAIR.  Must <b>not</b> be displayed to public.  (One to One Relationship).	Yes, by 216.0111, F.S	No
Agency Contract Manager's e-mail address 1:1	50	Alphanumeric	Must <b>not</b> be sent to FLAIR.  Must <b>not</b> be displayed to public.  (One to One Relationship)	Yes, by EOG	No
Contract's Method of Procurement 1:1	5	Alphanumeric	Switch data element to State Standard from Agency Unique.  Refer to Statewide Contract Reporting System Code Validation Tables  Must <b>not</b> be sent to FLAIR.  State Standard codes will be maintained in the Contract Reporting System.  (One to One Relationship).	Yes, by 216.0111, 215.985, F.S	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
State Term Contract Identifier 1: 1	50	Alphanumeric	Required if Contract's Method of Procurement to equal A, B or D  DMS State Term Contract Number.  Must <b>not</b> be sent to FLAIR.  (One to One Relationship).	Conditioned on Contract's Method of Procurement involving a State Term Contract.  Yes, by Legislature and EOG	No
Agency Source Number 1:1	50	Alphanumeric	Optional, to record agency alternative competitive procurement documentation identification.  Must <b>not</b> be sent to FLAIR.  (One to One Relationship).	No, agency requested	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Exemption Explanation 1:1	1,000	Alphanumeric	<p>Activated for entry if the Contract's Method of Procurement field is populated with a Non-Competitive Procurement Exemption Code.</p> <p>Refer to Statewide Contract Reporting System Code Validation Tables</p> <p>Free form to include purpose of the commodity or service and exemption explanation and summary of any time constraints that applied to the procurement.</p> <p><u>This data must <b>not</b> be sent to FLAIR.</u></p> <p>(One to One Relationship).</p>	Conditional, based on whether an exemption code was used for Method of Procurement for 216.0111, 215.985, F.S	No
Contract's Statutory Authority 1:1	60	Alphanumeric	<p>Free form to record statutory authority for procuring or providing the commodity or service not Chapter 287, F.S. authority.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>(One to One Relationship).</p>	Yes by 215.985, F.S. and EOG	No



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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
General Comments Regarding the Contract 1:1	1,000	Alphanumeric	Free form to record general comments regarding the contract.  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, agency requested	No
Authorized Advance Payment 1:1	1	Alphanumeric	“Y” – Yes /“N” – No Are advance payments authorized for they contract? Defaults to NO.  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, agency requested	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Commodity/ Service Type M:1	6	Alphanumeric	Data Based on DMS Commodity / Contractual Services Catalog that is active on FLAIR's Title file. There must be multiple records so as to accommodate multi-commodity / contractual service type agreements.  This data must <b>not</b> be sent to FLAIR.  (Many to One Relationship)	It is required except when the Non-Price Justification = "Contract Wide Consequences". The value in this case will be 99999 for 216.0111, 215.985, F.S	Yes, FLAIR Title File
Contract's Major Deliverables M:1	1,000	Alphanumeric	Free form to record description for each deliverable.  Each deliverable must be directly related to the scope of work.  Must be able to associated contract's deliverables to specific contract performance metric and financial consequences.  This data must <b>not</b> be sent to FLAIR.  (Many to One Relationship).	It is required except when the Non-Price Justification = "Contract Wide Consequences". The value in this case will be "Entire Contract" , for 215.985, F.S	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Major Deliverable Prices M:1	13.2	Numeric	<p>Price of each Contract Major Deliverable entered for the contract. Need ability to record many separate deliverable prices.</p> <p>Must be able to associated contract's deliverable prices to specific contract deliverable, performance metric and financial consequences.</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>(Many to One Relationship).</p>	<p>Yes by CFO, Legislature and EOG</p> <p>May be zero.</p>	No
Non-Price Justification M:1	150	Alphanumeric	<p>Refer to Statewide Contract Reporting System Code Validation Tables</p> <p>This data must <b>not</b> be sent to FLAIR.</p> <p>(Many to One Relationship).</p>	<p>Conditionally Required</p> <p>Only required if the Contract's Major Deliverable Price is zero</p>	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Method of Payment M:1	1	Alphanumeric	Refer to Statewide Contract Reporting System Code Validation Tables  Must <b>not</b> be sent to FLAIR.  State Standard codes will be maintained in the Contract Reporting System.  This data must <b>not</b> be sent to FLAIR.  (Many to One Relationship).	It is required except when the Non-Price Justification = "Contract Wide Consequences". The value in this case will be "BK", for 216.0111, F.S	No
Contract's Performance Metrics M:1	1,000	Alphanumeric	Free form to record performance metric descriptions and measurements for the service or commodity. Need ability to record many separate performance measures. Must be able to associate contract's performance metric to specific deliverables.  This data must <b>not</b> be sent to FLAIR.  (Many to One Relationship).	Yes for 215.985, F.S  <b>Not</b> Required if the Non-Price Justification = "Contract Wide Consequences"	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Financial Consequences M:1	1,000	Alphanumeric	Free form to record contract Financial Consequences for non-performance. Need ability to record many separate financial consequences. Must be able to associate contract's financial consequences to specific deliverables.  This data must <b>not</b> be sent to FLAIR.  (Many to One Relationship).	Yes, for 215.985, F.S  <b>Not</b> Required if the Non-Price Justification = "Contract Wide Consequences"	No
Source Documentation Page Reference M:1	250	Alphanumeric	Free form to record contract documentation references..  This data must <b>not</b> be sent to FLAIR.  (Many to One Relationship).	No, agency requested	No
Contract Involve State or Federal Financial Aid 1:1	1	Alphanumeric	Must be Y or N Defaults to NO.  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No Default value is No.	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's CFDA Code, if applicable M:1	6	Alphanumeric	<p>CFDA or CSFA Code required if Contract Involve State or Federal Financial Aid value = "Y".</p> <p>CFDA IDs based on FLAIR's Tile file and must be multiple fields so as to accommodate multi-funded agreements. Contracts can have both CFDS and CSFA codes.</p> <p>This data must be sent to FLAIR to update the FLAIR Contract Information for new contracts as and Add Record, if the associated contract number does not already exist within the OLO or as and Update Record, if the associated contract number does already exist within the OLO.</p> <p>FLAIR must provide nightly validation data updates.</p> <p>(Many to One relationship)</p>	Yes if Contract Involves State or Federal Aid equals "Y" for 215.97, F.S.	Yes, FLAIR CFDA Title File.

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's CSFA Code, if applicable M:1	5	Alphanumeric	<p>CFDA or CSFA Code required if Contract Involve State or Federal Financial Aid value = "Y".</p> <p>CSFA IDs based on FLAIR's Tile file and must be multiple fields so as to accommodate multi-funded agreements.</p> <p>Contracts can have both CFDS and CSFA codes.</p> <p>This data must be sent to FLAIR to update the FLAIR Contract Information for new contracts as an Add Record, if the associated contract number does not already exist within the OLO or as an Update Record, if the associated contract number does already exist within the OLO.</p> <p>FLAIR must provide nightly validation data updates.</p> <p>(Many to One Relationship).</p>	Yes if Contract Involves State or Federal Aid equals "Y" for 215.97, F.S.	Yes, FLAIR CSFA Title File

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Recipient Type 1:1	1	Alphanumeric	Required Contract Involve State or Federal Financial Aid value = “Y”.  Based on FLAIR’s Tile file State Standard.  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	Required if CFDA or CSFA codes are entered	Yes, FLAIR Title File
Contract Change Type M:1	1	Alphanumeric	State Standard Codes. (Valid Values; A - Amendment, E-Extension, R - Renewal.  Must <b>not</b> to be sent to FLAIR.  (Many to One Relationship)	Yes, for 215.985, F.S	No
Agency Amendment Reference M:1	8	Alphanumeric	Must <b>not</b> to be sent to FLAIR.  Agency has the ability to assign their own identifier for each contract amendment.  (Many to One Relationship)	Yes	No



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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Change Date Executed M:1	8	MMDDYYYY	Must be valid date.  Must <b>not</b> to be sent to FLAIR.  (Many to One Relationship)	Yes, for 216.0111, 215.985, F.S,	No, however must be valid date
Amendment Effective Date M:1	8	MMDDYYYY	Must be valid date.  (Many to One Relationship)	No, agency requested	No
New Ending Date M:1	8	MMDDYYYY	Must be valid date, required if Change Type equals E or R.  Must <b>not</b> to be sent to FLAIR.  (Many to One Relationship)	Yes, if Change Type equals “E” or “R” for 216.0111, 215.985, F.S,	No, however must be valid date

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Amendment Amount M:1	13.2	Numeric	<p>The amount can be negative, zero or positive.</p> <p>Defaults to zero.</p> <p>These amounts would be added to the Contract’s Accumulated Amended Amount to determine Current Amount of agreement.</p> <p>Must <b>not</b> be sent to FLAIR.</p> <p>(Many to One Relationship)</p>	Optional for 216.0111, 215.985, F.S,	No
Change Description M:1	60	Alphanumeric	<p>Must <b>not</b> be sent to FLAIR.</p> <p>(Many to One Relationship)</p>	Yes for 215.985, F.S	No
Contract’s Budgetary Amount Type M:1	2	Alphanumeric	<p>“RE” = Recurring “NR” = Non-Recurring</p> <p>Must <b>not</b> be sent to FLAIR.</p> <p>(Many to One Relationship)</p>	Yes for 215.985, F.S	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Budgetary Amount M:1	13.2	Numeric	Can be negative, positive or zero. Defaults to zero.  Must <b>not</b> be sent to FLAIR.  (Many to One Relationship)	For Legislature and EOG	No
Contract's Budgetary Amount Account Code M:1	29	Alphanumeric	Required if Amount is not zero.  FLAIR's 29 digit Account Code from which payments are to be made.  Must <b>not</b> be sent to FLAIR.  (Many to One Relationship)	Required field, if Amount is not zero for Legislature and EOG	Yes, FLAIR Account Code Description Files
OCA M:1	60	Alphanumeric	So agencies that use FLAIR OCA, Grant and Project numbers can record their codes for the budget Amounts.  Must <b>not</b> be sent to FLAIR  (Many to One Relationship)	No, agency requested	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Contract's Budgetary Amount Fiscal Year Effective Date M:1	8	MMDDYYYY	Must be valid date if Amount is not zero.  This data must <b>not</b> be sent to FLAIR.  (Many to One Relationship)	Required field, if Change Amount is not zero for Legislature and EOG	No
Calculated Recurring Fiscal Year Indicator M:1	5	Alphanumeric	<b>Calculated</b> form the Effective Date  This data must <b>not</b> be sent to FLAIR.  (Many to One Relationship)	Calculated, agency requested	No
Provides for Administrative Cost 1:1	1	Alphanumeric	To indicate that the agreement provide for Administrative Cost.  “Y”/”N”, defaults to “N”  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, Legislature and EOG	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Administrative Cost Percentage 1:1	6	Alphanumeric	To indicate the percentage of Administrative Cost.  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	Conditional to Provides for Administrative Cost being “Y”, Legislature and EOG	No
Provides for Periodic Increase 1:1	1	Alphanumeric	To indicate that the agreement provides for periodic increase or not.  “Y”/”N”, defaults to “N”  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, Legislature and EOG	No
Periodic Increase Percentage 1:1	6	Alphanumeric	To indicate the percentage of Periodic Increase.  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	Conditional to Provides for Periodic Increase being “Y”, Legislature and EOG	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Business Case Study Done 1:1	1	Alphanumeric	To indicate that a Business Case Study was done or not.  “Y”/”N”, defaults to “N”  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, Legislature and EOG	No
Business Case Date 1:1	8	(MM/DD/YYYY)	To record the date the Business Case was completed.	Conditional to Business Case Study Done being “Y”, Legislature and EOG	
Legal Challenges to Procurement 1:1	1	Alphanumeric	To indicate that there was a legal challenge to the procurement or not.  “Y”/”N”, defaults to “N”  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, Legislature and EOG	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Legal Challenge Description 1:1	1,000	Alphanumeric	To record a brief description of the legal challenge.	Conditional to Legal Challenge to Procurement begin “Y”, Legislature and EOG	No
Was the Contracted Functions Previously Done by the State 1:1	1	Alphanumeric	To indicate that the contract’s functions were previously done by the Sate or not.  <b>“Y”/”N”, defaults to “N”</b>  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, Legislature and EOG	No
Was the Contracted Functions Considered for Insourcing back to the State 1:1	1	Alphanumeric	To indicate that the contract’s functions were Considered for In-sourcing back to the State or not.  <b>“Y”/”N”, defaults to “N”</b>  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, Legislature and EOG	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Did the Vendor Make Capital Improvements on State Property 1:1	1	Alphanumeric	To indicate that the contract’s vendor made capital improvement on State property or not.  “Y”/”N”, defaults to “N”  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	No, Legislature and EOG	No
Capital Improvement Description 1:1	1,000	Alphanumeric	To record a description of the Capital Improvement  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	Conditional to Did the Vendor Make Capital Improvements on State Property being “Y”, Legislature and EOG	No
Value of Capital Improvements 1:1	13.2	Numeric	To record the value of the Capital Improvement  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	Conditional to Did the Vendor Make Capital Improvements on State Property being “Y”, Legislature and EOG	No



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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Value of Unamortized Capital Improvements 1:1	13.2	Numeric	To record the amount of the asset that has not been amortized  This data must <b>not</b> be sent to FLAIR.  (One to One Relationship)	Conditional to Did the Vendor Make Capital Improvements on State Property being “Y”, Legislature and EOG	No
Record Status	1	Alphanumeric	State Standard Codes. (Valid Values A – Active, I – Inactive, D – Deleted or C – Closed).  Record Status will be sent to FLAIR for all new contract records (Adds/Updates) and amendment records (Adds/Updates).	Yes, by FLAIR	No
Date Added	8	MMDDYYYY	Date record is added should be programmatically set to current date  Must <b>not</b> be sent to FLAIR.	System Generated	No

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Data Element	Length	Format	Comments	Compliance Requirements for the Contract Reporting System (Required – Yes/No)	Must be Validated Against FLAIR Data (Yes/No)
Date Updated	8	MMDDYYYY	The date record was last updated should be programmatically set to current date.  Must <b>not</b> be sent to FLAIR.	System Generated	No
User ID of User Adding or Updating data.	Contract Reporting System Security	Alphanumeric	Should be generated based on User ID System security.  Must <b>not</b> be sent to FLAIR.	System Generated	No

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**Functional Requirement Notes**

**1. Existing FLAIR Contract Subsystem**

- a. FLAIR Contract Information File data elements not shown in the Data listing are not included in the System due to FLAIR minimal agency usage.
- b. FLAIR Contract Amendment File data elements not shown in the Data listing are not in the System due to FLAIR minimal agency usage.
- c. FLAIR Contract to Account Correlation File data not shown in the Data listing are not in the System due to FLAIR minimal agency usage.

**2. Security**

Contract Reporting System must provide security so that only authorized users add or modify data associated with their entity. However, system wide inquiry access must be provided to authorize DFS personnel. In addition, the security must provide a means of identifying the user by entity (i.e. State Agency, County, Water Management Districts, etc) and name. In addition, the System must prevent the following data fields from being seen by the public;

- a. Contract's Vendor ID
- b. Contract's Vendor Address
- c. Agency Contract Manager Name
- d. Agency Contract Manager's Phone Number
- e. Agency Contract Manager's Email Address

**3. Data Cleaning and Conversion**

- a. Contract Reporting System must provide a one time data extract for agreements having ending dates of February 29, 2012, or later for cleansing and conversion from the following applications:
  - FLAIR Contract Subsystem
  - CFO Non-Competitive Solicitation of Commodities and Services Reporting web base application
  - State Contract Management System (Senate requested data)Refer to Functional Requirements for Contract Reporting System Phase One Data Conversion
- b. Existing data to be converted from the various systems must undergo data cleansing 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.
- c. Agencies will have the ability to submit a "cleansed" data file in a specific format for one-time conversion to the system.

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**4. Agency Data Upload**

Contract Reporting System must provide a mechanism for State Agencies to upload data electronically, including error handling. Refer to Appendix C Current FLAIR Batch Contract Information File - Add File Layout, Appendix D Current FLAIR Batch Contract Information - Update File Layout.

**5. FLAIR Data Exchanges**

Contract Reporting System must provide appropriate timely data interfaces, including error handling, to and from FLAIR files for the data indicated as being validated using FLAIR data.

**6. On-line Data Entry and Display**

- a. Contract Reporting System must arrange data elements into logical groupings by sections, tabs, or screens for user friendly access, i.e. general contract identification, contract purpose and authority, contract vendors / recipients, contract management, contract accounting, contract disbursements / revenue, contract performance metrics, and contract deliverables.
- b. Contract Reporting System must provide data entry assistance such as drop down pick lists for State Standard data code values.

**7. On-Line Data Querying**

- a. Contract Reporting System must provide initially ad-hock querying, display, exporting, and printing of data.
- b. Contract Reporting System must provide querying assistance such as drop down pick lists for available data values.
- c. Contract Reporting System must provide accessible for querying, displaying and printing contract data for a minimum of ten years (Contract Data History). Data retention, starting with initial data loading, will be ten continuous years. Data exceeding the ten year limit must be archived from production but, readily available analysis.

**8. Linking of FLAIR Budgetary, Expenditure and Revenue Data**

Contract Reporting System must provide functionality for linking of FLAIR contract budgetary, expenditure and revenue data using the FLAIR Contract Identifier (Number).

**9. Recurring and Non-Recurring Budgetary Amounts**

The Legislature is requiring that the Contract Reporting System track the recurring and non-recurring funding sources of contracts, including amendments, extensions or renewals. This information is not available in FLAIR. Therefore, the System must provide the ability for the agencies to enter this information based on information from the State's budgeting system, LAS/PBS.

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**10. Linking of Contract Document Images**

Contract Reporting System must provide functionality for linking of contract and procurement document images to the contract records contained in the System.

**11. State Standard Required Codes and Data**

State Standard Codes must be developed from previously Agency Unique Values for the following data fields:

- Contract Status
- Contract Type
- Method of Payment
- Method of Procurement

Refer to Statewide Contract Reporting System Code Validation Tables

Document revision control:

<b>Name</b>	<b>Action</b>	<b>Date</b>
Bill DuBose	Initial Draft	5/24/11
Christina Smith	Revised	6/7/11
Bill DuBose	Revised for Batch Extract of FLAIR Files for Web Field Data Validation and Batch interfaces from Web application to Departmental FLAIR	6/10/11
Bill DuBose	Revised for Tricia Nettles changes and comments	6/14/11
Christina Smith	Accepted changes and provided to DOT for review	6/15/11
Bill DuBose	Revised base on DOT Meeting comments	6/21/11
Bill Dubose	Revised based on June 27, 2011 Meeting comments	7/6/11
Bill DuBose	Revision based on July 12, 2011 Meeting comments	7/13/11
Bill DuBose	Revised to clearly identify data to validated against FLAIR data and make changes requested by Christina Smith	8/18/11
Bill DuBose	Revise to clearly that the current requirements are only for Phase One of the Six Phase Project	8/30/11
Bill DuBose	Revised for comments received during the 9/2/11 JAD Secession	9/7/11
Bill DuBose	Revised for comments received during the 9/9/11 JAD Secession	9/9/11

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Bill DuBose	Revised for comments received from TN 9/9/11	9/12/11
Bill DuBose	Revised for comments received CS 9/27/11	9/28/11
Bill DuBose	Revised for comments received CS 10/3/11	10/3/11
Bill DuBose	Revised for comments received during 10/4/11 Bureau of Auditing Staff Meeting	10/4/11
Bill DuBose	Revised for comments received during 10/4/11 Bureau of Accounting and FLAIR meeting.	10/4/11
Bill DuBose	Revised for comments received during 10/11/11 Division of Accounting and Auditing Meeting	10/11/11
Bill DuBose	Revised for comments received during 10/12/11 Agency Workshop Meeting	10/13/11
Bill DuBose	Revised for comments and questions from DIS	10/18/11
Bill DuBose	Revised for Impact Statement Comments	10/24/11
Bill DuBose	Revised for Change Orders 1 through 12	12/22/11
Bill DuBose	Revised for Christina's Review Comments	1/5/12