

**Group 72002 Fleet Maintenance Services  
Request For Proposals 23405**

**ATTACHMENT 12: DATA EXPORT REQUIREMENTS**

Data for the Contract shall be exported to OGS, as directed by OGS. Failure to timely provide the OGS data files in accordance with Attachment 12 - Data Export Requirements or related resultant Contract sections shall be considered a breach of Contract, and may result in cancellation of the Contract in accordance with Appendix B, Section 43 Termination. Contractor shall provide OGS with a weekly file that includes transaction data for all Authorized Users (Section A) and for State Agencies (Section B). At a minimum, these transaction files shall include the data inputs identified as "Mandatory" in Section A and Section B.

<b>WORKSHEETS INCLUDED IN THIS WORKBOOK:</b>	
<b>1</b>	Attachment Summary (You are here)
<b>2</b>	A. Authorized User Transaction File
<b>3</b>	B. State Agency AMS File

**Group 72002 Fleet Maintenance Services  
Request For Proposals 23405**

**ATTACHMENT 12: DATA EXPORT REQUIREMENTS**

**SECTION A: AUTHORIZED USER TRANSACTION FILE**

**NOTES:** Upon Contract Award, data for all Authorized Users of the Contract shall be exported to OGS, as directed by OGS Fleet Management. At the written request of OGS or an Authorized User, the Contractor shall export Authorized User data as described in RFP Section for Reporting (Mandatory), Authorized User Data Export. At a minimum, the Contractor shall have the ability to provide the data inputs identified below as "Mandatory." OGS reserves the right to require data collected from Authorized User-owned Automotive Repair Shops, if Internal Shop Management is provided under the contract (see RFP Section for Additional Fleet Maintenance Services (Desired), Internal Shop Management System). Data fields exported to OGS, and a timeframe for implementation shall be mutually agreed upon by OGS and the Contractor upon an Authorized User's utilization of the Internal Shop Management System.

Note: The Contractor shall not be held responsible for providing data that the Authorized User, or third party, if applicable, has not made available to the Contractor. Character lengths listed are considered minimum unless "character length may vary" is stated in the "Description/Comments" column.

#:	Field Name	Field Type	Character Length	Example Data	Description / Comments	Mandatory
<b>Start File Indicator</b>						
1	Record Type	Varchar	1	N/A	Contractor-specified; code that indicates start of file	Yes
2	File Date	Varchar	8	03302015	File run date (date file created); MMDDYYYY format	Yes
3	Client Name	Varchar	20	N/A	Contractor-specified; use to pull in all records tied to the contract (e.g., State of New York or contract number); character length may vary	Yes
<b>Inventory Header</b>						
4	Record Type	Varchar	1	N/A	Contractor-specified; code that indicates change in inventory record	Yes
5	Acct Num	Varchar	4	N/A	Contractor-specified; account number for Authorized User (Agency); character length may vary	Yes
6	VIN	Varchar	17	1FTRX14W67FB58955	Vehicle Identification Number	Yes
7	Contract User Type	Varchar	1	1	Identifies whether account holder is a NYS Agency or other Authorized User (non-NYS Agency); (i.e., "1" for State Agency, "2" for Other).	Yes
8	Account Services for Vehicle	Varchar	1	M	Contractor-specified; code that indicates the Fleet Maintenance Service(s) a Vehicle is currently enrolled in; character length may vary. Note: This will require multiple fields if the Vehicle is enrolled in more than one program. Also, enrollment may change over the life of the contract.	Yes
9	Vehicle Number	Varchar	6	074107	Authorized User-specified Vehicle identification code	Yes
10	Model Year	Varchar	4	2013	Vehicle model year	Yes
11	Make	Varchar	20	Ford	Vehicle make name; character length may vary	Yes
12	Model	Varchar	20	Escort	Vehicle model name; character length may vary	Yes
<b>PO Header</b>						
13	Record Type	Varchar	1	N/A	Contractor-specified; code used to manage transaction	Yes
14	Acct Num	Varchar	4	N/A	Contractor-specified; account number for individual customer/driver; character length may vary	Yes
15	Unit Code	Varchar	6	AB1234	Authorized User-specified Vehicle identification code	Yes
16	PO Number	Varchar	10	N/A	Contractor-specified; purchase order number for the transaction; character length may vary	Yes
17	PO Date	Varchar	8	03022015	Date that the purchase order was issued; MMDDYYYY format	Yes
18	PO Total	Explicit Number (pad right blanks)	9	243.50	Total dollar amount cost of transaction that appears on purchase order	Yes
19	Vendor Code	Varchar	10	N/A	Contractor-specified Automotive Repair Shop identification code; character length may vary	Yes
20	Vendor Name	Varchar	40	John Smith Auto Repair	Automotive Repair Shop name; character length may vary	Yes
21	Vendor Address	Varchar	81	125 Example St	Automotive Repair Shop address (e.g., physical address, mailing address or corporate/national account address); character length may vary. Note: It is not mandatory that address related data (i.e., Street Address, City, State, and Zip Code) be provided in separate fields, but it is preferred.	Yes
22	Vendor City	Varchar	30	Albany	Automotive Repair Shop city; character length may vary	Yes
23	Vendor State	Varchar	2	NY	Automotive Repair Shop state	Yes
24	Vendor Zip	Varchar	5	12204	Automotive Repair Shop ZIP code	Yes
25	Primary Tax ID	Varchar	9	452793768	Automotive Repair Shop FEIN (Federal Employer Identification Number)	Yes
26	Client Authorization	Varchar	25	Prior approval required for repairs over \$500	Information on NYS authorizations required by the Authorized User for Vehicle maintenance and repair costs before work may begin (e.g., designated dollar amount that requires prior approval); character length may vary	No
27	Bill Paid Date	Varchar	8	03302015	Date that Automotive Repair Shop Invoice was paid by the Contractor; MMDDYYYY format	No
28	Event ID	Varchar	20	AB12345	Identification code used to link a maintenance record to a related accident record; character length may vary	Yes
29	Odometer	Explicit Number (pad right blanks)	10	20500	The number indicated on the odometer of a Vehicle, rounded to the nearest mile, at the start of service by an Automotive Repair Shop; character length may vary.	Yes
<b>PO Detail</b>						
30	Record Type	Varchar	1	N/A	Contractor-specified; code that indicates line item details record for the transaction that appears on the purchase order	Yes
31	PO Number	Varchar	10	N/A	Contractor-specified; purchase order number for the transaction; character length may vary	Yes
32	Purchase Type	Varchar	5	Part	Type of purchase (e.g., Part or Labor)	Yes
33	Maintenance Type	Varchar	20	Maintenance Repair	Type of service provided to the Authorized User (e.g., Maintenance Repair, Preventive Maintenance); character length may vary	No
34	Charge Code	Varchar	6	N/A	Contractor-specified; code for each charge that appears on the purchase order; character length may vary	Yes
35	Charge Code Description	Varchar	100	N/A	Contractor-specified; description of the charge code; character length may vary	Yes
36	Repair Code	Varchar	10	13002012	Standard ATA or VMRS code used by Automotive Repair Shop for the maintenance or repair performed on the Vehicle (see below for a list of VMRS codes currently used by the State).	Yes
37	Repair Code Description	Varchar	100	Rear Brake, Shoe & Lining Assembly	ATA-specified description of the VMRS code	Yes
38	Charge Amount	Explicit Number (pad right blanks)	9	286.50	Total dollar amount cost of the line item detailed	Yes
39	Unit Price	Explicit Number (pad right blanks)	9	143.25	Unit price of the part or service purchased	Yes
40	Quantity Purchased	Explicit Number (pad right blanks)	9	2	Quantity of the part or service purchased	Yes
41	Repair Date	Varchar	8	03032015	Date that maintenance or repair service was completed; MMDDYYYY format	Yes
42	PO Line Item Description	Varchar	100	SN-95 13" Front Replacement Rotor Ring Set	Description of the part or service purchased; character length may vary	Yes
43	Correction	Varchar	25	Replace	Correction to record, if applicable (e.g., Replace, Repair, Inspect, Preventative Maint., Diagnose, Towing, Adjust); character length may vary	No
44	Cause	Varchar	30	Maintenance	Cause of issue (e.g., Does not operate properly, maintenance, worn, road service); character length may vary	Yes
45	In/Out of Network	Varchar	15	N/A	Contractor-specified; code that indicates if service was performed at an in or out of network Automotive Repair Shop, if applicable; character length may vary	Yes
46	Warranty	Varchar	3	No	Indicates if service performed was a warranty service (i.e., Yes or No).	Yes
47	Post Warranty	Varchar	3	No	Indicates if the service performed was determined to be done under warranty later (i.e., Yes or No).	Yes
<b>Accident</b>						
48	Record Type	Varchar	1	N/A	Contractor-specified; code that indicates an accident record	Yes
49	Account Number	Varchar	4	N/A	Contractor-specified; account number for Authorized User (Agency); character length may vary	Yes
50	Customer Vehicle ID	Varchar	6	AB1234	Authorized User-specified Vehicle identification code	Yes
51	VIN	Varchar	17	1FTRX14W67FB58955	Vehicle Identification Number of the Authorized User Vehicle involved in the accident	Yes
52	Claim Number	Varchar	10	N/A	Contractor-specified; accident claim number; character length may vary	No
53	Accident Type ID	Varchar	3	N/A	Contractor-specified; accident type identification code; character length may vary	No
54	Close Date	Varchar	8	04012015	Date that accident repair was completed; MMDDYYYY format	Yes
55	Accident Date Time	Varchar	14	03022015-12:15	Date and time that the accident occurred; MMDDYYYY-HH:MM format	Yes
56	Driver First Name	Varchar	25	Robert	Authorized User Vehicle operator first name	Yes
57	Driver Last Name	Varchar	25	Smith	Authorized User Vehicle operator last name	Yes
58	Accident Location Street Intersection	Varchar	50	Main Street at Example Avenue	Information that identifies where the accident occurred (e.g., street address and/or intersection); character length may vary	Yes
59	Accident Location City	Varchar	25	Albany	City where accident occurred; character length may vary	Yes
60	Accident Location State	Varchar	2	NY	State where accident occurred	No
61	Accident Type	Varchar	45	N/A	Contractor-specified; description of Accident Type ID (Row 61); character length may vary	Yes
62	Accident Type Description	Varchar	1000	Driver states that another vehicle hit their car on the driver side while they were parked on Main Street.	Narrative description of the accident that occurred; character length may vary	Yes
63	Damage Description	Varchar	25	Driver front side	Location of damage to the Authorized User Vehicle; character length may vary	Yes

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**SECTION A: AUTHORIZED USER TRANSACTION FILE**

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Note: The Contractor shall not be held responsible for providing data that the Authorized User, or third party, if applicable, has not made available to the Contractor. Character lengths listed are considered minimum unless "character length may vary" is stated in the "Description/Comments" column.

#:	Field Name	Field Type	Character Length	Example Data	Description / Comments	Mandatory
64	Supplemental Damages	Varchar	25	Mirror	Part(s) damaged (e.g., mirror, bumper, fender, door,whole side); character length may vary	Yes
65	Estimate	Explicit Number (pad right blanks)	9	453.00	Estimated dollar value of the cost of Vehicle repair	Yes
66	Third Party First Name	Varchar	25	John	First name of the third party involved in the accident; character length may vary	Yes
67	Third Party Last Name	Varchar	25	Example	Last name of the third party involved in the accident; character length may vary	Yes
68	Third Party Owner	Varchar	25	John Example	Individual or company name of the owner of the third party Vehicle involved in the accident; character length may vary	Yes
69	Third Party Year	Varchar	4	2011	Model year of the third party Vehicle involved in the accident	Yes
70	Third Party Make	Varchar	25	Chevrolet	Make of the third party Vehicle involved in the accident; character length may vary	Yes
71	Third Party Model	Varchar	25	Silverado	Model name of the third party Vehicle involved in the accident; character length may vary	Yes
72	Third Party Insurance	Varchar	30	XYZ Insurance Company	Insurance company name of third party involved in the accident; character length may vary	Yes
73	Third Party Policy Number	Varchar	20	67849ABC65749	Insurance policy number of third party involved in the accident; character length may vary	Yes
74	Third Party Vehicle Plate	Varchar	10	ABC789	Licence plate number of third party Vehicle involved in the accident; character length may vary	Yes
75	Third Party Vehicle State	Varchar	2	PA	State where the third party Vehicle is registered	Yes
76	Event ID	Varchar	20	N/A	Contractor-specified; identification code that links to the purchase order for Vehicle repairs that result from the accident; character length may vary. <i>Note: This may link to more than one purchase order.</i>	Yes
77	Odometer	Explicit Number (pad right blanks)	10	150000	The number indicated on the odometer of the Authorized User Vehicle, rounded to the nearest mile, at the time of the accident	Yes
<b>File Trailer</b>						
78	Record Type	Varchar	1	N/A	Contractor-specified; code that indicates end of file	Yes
79	Total Detail Records	Varchar	5	100	Total number of purchase order detail records included in the file	Yes
80	Total Amount	Explicit Number (pad right blanks)	9	5000.70	Total actual dollar amount cost for all purchase order detail records included in the file.	Yes

<b>VMRS Codes</b>	
The VMRS codes listed below are currently used by OGS to update Vehicle records with	
<b>1. Service related codes:</b>	
1E001006	Lube,Oil, Filter
1E001002	Oil Engine
1E001007	Oil Disposal Fee
1E001003	Grease,Chassis
1E001012	PM check (no oil and filter change)
1E001001	Additive,Engine Oil
1E001005	Kit, Oil Analysis
1E001015	Filter Disposal Fee
1E010001	Wheel Chair lift preventive maintenance
<b>2. Inspection related codes:</b>	
1G001009	State inspection
1G001001	DOT
90001016	IN-SERVICE INSPECTION
60001A75	FRA Air Supply valve inspection
1E001008	"A" INSPECTION
1E001009	"B" INSPECTION
1E001010	"C" INSPECTION
1E001011	"D" INSPECTION

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**ATTACHMENT 12: DATA EXPORT REQUIREMENTS**

**SECTION B: STATE AGENCY AMS FILE**

**NOTES:** Upon Contract Award, data for all State Agency Authorized Users of the Contract shall be exported to OGS, as directed by OGS Fleet Management. At the written request of OGS or an Authorized User, the Contractor shall export Authorized User data as described in RFP Section for Reporting (Mandatory), Authorized User Data Export. At a minimum, the Contractor shall have the ability to provide the data inputs identified below as "Mandatory." OGS reserves the right to require data collected from State Agency Authorized User-owned Automotive Repair Shops, if Internal Shop Management is provided under the contract (see RFP Section for Additional Fleet Maintenance Services (Desired), Internal Shop Management System). Data fields exported to OGS, and a timeframe for implementation shall be mutually agreed upon by OGS and the Contractor upon a State Agency Authorized User's utilization of the Internal Shop Management System.

Note: The Contractor shall not be held responsible for providing data that the State Agency Authorized User, or third party, if applicable, has not made available to the Contractor. Character lengths listed are considered minimum "character length may vary" is stated in the "Description/Comments" column.

#:	Field Name	Field Type	Character Length	Example Data	Description / Comments	Mandatory
<b>Start File Indicator</b>						
1	Record Type	Varchar	1	N/A	Contractor-specified; code that indicates start of file	Yes
2	File Date	Varchar	8	03302015	File run date (date file created); MMDDYYYY format	Yes
<b>Inventory Header</b>						
3	Acct Num	Varchar	4	N/A	Contractor-specified; account number for Authorized User (Agency); character length may vary	Yes
4	Department ID	Varchar	6	734001	Authorized User-specified department ID	Yes
5	Vehicle Number	Varchar	6	074107	Authorized User-specified Vehicle identification code	Yes
<b>PO Header</b>						
6	PO Number	Varchar	10	N/A	Contractor-specified; purchase order number for the transaction; character length may vary	Yes
7	PO Total	Explicit Number (pad right blanks)	9	243.50	Total dollar amount cost of transaction that appears on purchase order	Yes
8	Invoice Date	Varchar	8	03022015	Date that the invoice was issued; MMDDYYYY format	Yes
9	Vendor Invoice	Varchar	5	12963	Contractor-specified; invoice number for the transaction; character length may vary	Yes
10	VENDOR ID	Varchar	10	N/A	Contractor-specified Automotive Repair Shop identification code; character length may vary	Yes
11	Event ID	Varchar	20	AB12345	Identification code used to link a maintenance record to a related accident record; character length may vary	Yes
12	Odometer	Explicit Number (pad right blanks)	10	20500	The number indicated on the odometer of a Vehicle, rounded to the nearest mile, at the start of service by an Automotive Repair Shop; character length may vary.	Yes
13	Latest Odometer Read Date	Varchar	8	03022015	Date that the Odometer was read; MMDDYYYY format	Yes
<b>PO Detail</b>						
14	PO Number	Varchar	10	N/A	Contractor-specified; purchase order number for the transaction; character length may vary	Yes
15	Purchase Type	Varchar	5	Part	Type of purchase (e.g., Part or Labor)	Yes
16	Maintenance Type	Varchar	20	Maintenance Repair	Type of service provided to the Authorized User (e.g., Maintenance Repair, Preventive Maintenance); character length may vary	Yes
17	Charge Code	Varchar	6	N/A	Contractor-specified; code for each charge that appears on the purchase order; character length may vary	Yes
18	Charge Code Description	Varchar	100	N/A	Contractor-specified; description of the charge code; character length may vary	Yes
19	Repair Code	Varchar	10	13002012	Standard ATA or VMRS code used by Automotive Repair Shop for the maintenance or repair performed on the Vehicle (see below for a list of VMRS codes currently used by the State).	Yes
20	Repair Code Description	Varchar	100	Rear Brake, Shoe & Lining Assembly	ATA-specified description of the VMRS code	Yes
21	Charge Amount	Explicit Number (pad right blanks)	9	286.50	Total dollar amount cost of the line item detailed	Yes
22	Unit Price	Explicit Number (pad right blanks)	9	143.25	Unit price of the part or service purchased	Yes
23	Quantity Purchased	Explicit Number (pad right blanks)	9	2	Quantity of the part or service purchased	Yes
24	Miscellaneous	Explicit Number (pad right blanks)	9	43.80	Total dollar amount cost of the line item detailed	Yes
25	Repair Date	Varchar	8	03032015	Date that maintenance or repair service was completed; MMDDYYYY format	Yes
26	Correction	Varchar	25	Replace	Correction to record, if applicable (e.g., Replace, Repair, Inspect, Preventative Maint., Diagnose, Towing, Adjust); character length may vary	Yes
27	Cause	Varchar	30	Maintenance	Cause of issue (e.g., Does not operate properly, maintenance, worn, road service); character length may vary	Yes
<b>File Trailer</b>						
28	Record Type	Varchar	1	N/A	Contractor-specified; code that indicates end of file	Yes
29	Total Detail Records	Varchar	5	100	Total number of purchase order detail records included in the file	Yes