File Format for Architectural and Engineering Collection System

File / Data Fields:

FIELD NAME	Description	Format	Required?
F E I of Firm	Federal Unique ID	Characters (20)	Y
Firm Name	Name of the Company or Person	Characters (200)	Y
Contract Number / Project Code	Unique tracking number	Characters (100)	Y
Contract Date	Date of signed contract or amended date	(mm/dd/yyyy)	Y
Contract Amount	Total Amount of contract for Firm	Number	Y
Description	Project Identifier / description	Characters (200)	N
Amended	Signals a change if Y	Character (Y/N)	N

Sample listed below:

Note: Column headings are shown for illustration purposes only and should not be included in the file (only the data). This is only an example. The order of columns should be as follows.

F E I of Firm	Firm Name	Contract Number / Project Code	Contract Date	Contract Amount	Description	Amended
123123123	The Construction Service	100 TCS-123	3/4/2014	3500.00		N
456456456	A Good Company	300 AGC-456	3/26/2014	45000.00	This project	N
789789789	XYZ Company	50 XYZ-789	4/2/2014	7800.00		N

We will collect the following vendor information for our records:

- F E I
- Firm Name
- Address
- City
- State
- Zip
- Phone
- Contact Name at Firm
- Contact Email

F E I – This field will be used to standardize a listing of Firms so a consistent name and reference will be maintained. This will have to be reviewed and approved when new F E I's are to be added. This will be facilitated within the application. **The F E I number entered should not contain dashes or spaces.** The name submitted is provided for reference only and will not the used unless needing review. If an FEI + Name is not registered with in our system a submission by the organization must be made and approved.

Contract Number - this is a unique number to track this contract and allows the system to track and monitor amended amounts and new contract dates.

Contract Date – this is the date of when the contract is signed and the system will use this date to determine reporting month and for the overall stats calculations.

Amended – this field will signal to the system that a contract has been submitted in the past and signals an amendment to the original contract. When this option is checked the label for Contract Amount will change to Amended Amount providing clear entry for the user. The System will match based on the Contract Number and Date provided to ensure a parent exists. The System will then use the amended date saved in the contract date in the 36 month calculation as if it were a new contract whereas the parent amount will be based on contract date and can roll off independently of the amendment. (Negative amendments will drop off when the parent contract falls outside the 36 month window).