

**Architectural and Engineering Collection System - File Layout \*\* DOT ONLY \*\***

File / Data Fields:

Field Name	Description	Format	Required
<b>FEI of Firm</b>	Federal Unique ID	Chars(20)	Y
<b>Firm Name</b>	Name of the Company or Person	Chars(200)	Y
<b>Subcontractor</b>	Flag to determine sub	Chars(1) (Y,N)	N (default N)
<b>Contract Number / Project Code</b>	Unique tracking number	Chars(100)	Y
<b>Contract Date</b>	Date of signed contract or amended date	(mm/dd/yyyy)	Y
<b>Contract Amount</b>	Total Amount of contract for Firm	Number	Y
<b>Description</b>	Project Identifier / description	Chars(200)	N
<b>Amended</b>	Signals a change if Y	Char(1) (Y,N)	N
<b>Toll</b>	Signals if Toll Project	Char(1) (Y,N)	*(DOT ONLY)

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.**

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

We will collect the following vendor information for our records:

- FEI
- Firm Name
- Address
- City
- State
- Zip
- Phone
- Contact Name at Firm
- Contact Email

FEI– 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 FEI’s are to be added. This will be facilitated with in the application. **The FEI number entered should not contain dashes or spaces.** The

name submitted is provided for reference only and will not be 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)

Example of Sub recipients:

Sub-contractors where applicable will be submitted just like any other vendor by using the Contract Number the system will be able to link vendors to a given contract. It will be important for the submitting organization to break out the amount per sub-contractor or risk penalizing the main contractor.