

ATTACHMENT 7

Reporting Data Fields

The contractor shall provide, at minimum, the following standard management reports:

Carrier Trending Report: Trending that shows services cost changes per month and carrier.

Service Trending Report: Trending per type of services that highlights variances in non-recurring costs (NRC), monthly recurring cost (MRC) and total costs.

Unknown Services Report: Shows services that are not mapped to a cost center or account.

- Casual billing
- Spend and usage
- Account level spends
- Monthly spend by products
- Monthly spend by call types
- Inventory by location(s)
- Carrier spend summary
- Invoice reports
- Allocation reports
- Cost center reports
- Moves, Adds, Changes, Deletions (MACD) reports
- Suspend
- Un-Suspend
- Update of Rate Plan/Equipment

The Contractor shall provide the ability for VA to produce ad-hoc/customized reports. The reporting module shall have the ability to produce reports in different file formats i.e. PDF, Excel, CSV, Text, and HTML (web-based portal presentation).

Minimal datasets for reporting functions shall include the following:

1. Agency
2. Agency Division
3. AHC (Agency Hierarchy Code)
4. Service Supplier
5. Contract Number
6. PON (Purchase Order Number)
7. PON Start Date
8. PON End Date
9. Obligated Amount

10. Spend
11. UBI (Unique Billing Identifier)
12. Phone Numbers or CKTID to include Originating, terminating and cross-carrier Circuit ID's
13. Primary Service
14. Features
15. Order origination date
16. Order status
17. Order Completion Date
18. ASRN (Agency Service Record Number)
19. Related/Alternate ASRN (if applicable)
20. Carrier Order Number
21. VA Region/District
22. VISN (Veterans Integrated Service Network)
23. Station Number
24. Project ID
25. Originating Address
26. O-LGC/LCON (Originating local [government] contact)
27. Terminating Address
28. T-LGC/LCON (Terminating local [government] contact)
29. Field Approver
30. COR (Contracting Officer Representative)
31. BOC (Budget Object Code)
32. BTT (Budget Tracking Tool) Strip
33. BAC (Billing Account Code)
34. BAN (Billing Account Number)
35. BTN's/WTN's (Bill-to Number/Working Telephone Numbers)
36. Category ID
37. CLIN (Contract Line Item Number)
38. Carrier Utilization Summary
39. Order volumes
40. Trouble tickets
41. SLA's and KPI's