
3.9 Data Dictionary [J.2.10]

3.9.1 Common Data Requirements [J.2.10.1]

We understand how the AGF is structured and calculated. We use the UBI to uniquely identify components using the format and process outlined in J.2.10.1.1.2.1-2.

To specify locations under this contract, the Government uses Network Site Codes (NSCs), taken from the iconectiv Central Location Online Entry System (CLONES). To support this contract, we obtain access to the iconectiv CLONES at our own cost.

We already use the iconectiv CLONES database to derive the NSC for all locations associated with an order by requesting an NSC from them. If the NSC for the location does not exist, we capture and store the NSC, billing, originating, and terminating address information and provide the same on all deliverables as specified in the content list. We follow the format and data populating methods for new, changing, move, configuration, supplemental, cancellation, location and disconnect orders (J.2.10.1.1.4).

Each data set exchanged between MetTel and GSA, regardless of direction, will include an element labeled `data_transaction_code`. MetTel will include the correct code in each data set submitted to GSA as detailed in the data set definition. We will submit each data element in a consistent format. We will format data in a consistent way, encompassing, but not limited to: case sensitivity, punctuation and whitespace are treated as values, and leading or trailing characters are part of the value. We will use the data element order listed in J.2.10.2 for all data sets submitted as CSV via GSA Systems to structure the table. We will, for example, match the column order of the submitted table to the specified field order. For all data sets submitted using PSV over SFTP, MetTel will use the data element order listed in J.2.10.2 to structure the PSV file (i.e., the column order of the submitted file will match the specified field order). For data sets submitted with multiple rows of data, we will include all data elements in each row even if unchanged from the previous row. For all data sets submitted using XML over Web Services, MetTel will structure the data in accordance with the applicable XSDs, WSDL, and documents provided by GSA. MetTel will use the schemas and documents included in J.2.10.1.3.3.1 and J.2.10.1.3.3.2 in establishing Web Services connections with Conexus.

3.9.2 Data Set Content [J.2.10.2]

As per Section J.2.10.2, we perform the steps listed in **Exhibit 3.0-20**.

Exhibit 3.0-20. Data Set Content

#	Description
1.	Adhere to the data structure and naming requirements outlined. Format the files with appropriate delimiters and spacing
2.	Use the format required by that interface for each data set as outlined
3.	Submit the Performance Reports in the format requested
4.	Use the format required for each data set and element as outlined in Section J.2.10.2.2
5.	Adhere to the data sets in Section J.2.10.2.3
6.	Submit data sets in the format outlined in Section J.2.10.2.3.1
7.	Provide all Task Order data using the Element Names
8.	Submit the following in their original formats to GSA Systems: a) Final of RFP, RFQ, or equivalent from the Agency, inclusive of all amendments b) Any documents used to support requirements, c) Final TO Proposal and d) TO Award

3.9.3 Data Element Specifications [J.2.10.3]

We adhere to the definition of how GSA defines each data element contained in the data sets to be exchanged as part of the processes described throughout this CDIP.