

RTK – FTP Specifications

Agencies can upload contract documents and associated summary information via FTP. This document outlines specifications for that process.

Agencies will upload a minimum of 2 files for each contract. One will be an ASCII flat text file containing the summary information about a contract and the other files will be actual contract documents.

1.0 Summary Information File Format

Summary Information File a.k.a Header file is a flat text file which will contain summary information in XML form. Please see the appendix for example header files.

1.1 File Name

File name will begin with the keyword “Header” followed by the name of the agency uploading the contract followed by agency contract number. All of these three will be delimited by “_”.

For example: “Header_PA Treasury Department_04543625A3.xml”

1.2 XML Syntax

Here is an example XML with keywords in red and values in italics.

```
<CONTRACT
  TYPE="Contract"
  AGENCY_CONTRACT_NUMBER="04543625C2"
  EXECUTION_DATE="07142008"
  BEGIN_DATE="07142008"
  END_DATE="07142012"
  CONTRACT_AMOUNT="450000.99"
  SUBJECT_MATTER="This Service Purchase Contract requires that the PA Institute for
the Blind & Handicapped, Inc. provide material and labor to perform janitorial and mowing
services">
  <AGENCY NAME="PA Treasury Department"
  FAILURE_EMAIL="rtk@patreasury.org"></AGENCY>
  <CONTRACT_PARTIES>
    <PARTY NAME="PA Institute for the Blind & Handicapped, Inc."></PARTY>
    <PARTY NAME="XYZ Inc."></PARTY>
  </CONTRACT_PARTIES>
  <CONTRACT_DOCUMENTS REDACTED="1">
    <DOCUMENT NAME="PA Treasury Department_04543625C2.pdf" ></DOCUMENT>
  </CONTRACT_DOCUMENTS>
</CONTRACT>
```

1.2.1 XML Tags and validation

All tags given above are case sensitive. Let us visit each tag and acceptable value associated with it.

TYPE

Acceptable values for this tag are “Contract”, “Amendment”, or “Purchase Order”. Purchase Orders not associated with a contract are considered contracts. If the value is “Amendment”, or “Purchase Order” then the **PARENT_CONTRACT_NUMBER** tag is required.

AGENCY_CONTRACT_NUMBER

Unique contract number within an agency. Value could be alphanumeric with a maximum length of 50 characters.

PARENT_CONTRACT_NUMBER

If type is an “Amendment” or “Purchase Order” then this tag is required. Accepted value is the original contract number that is already uploaded to this system.

EXECUTION_DATE

Valid date in mmddyyyy format.

BEGIN_DATE

Valid date in mmddyyyy format.

END_DATE

Valid date in mmddyyyy format.

CONTRACT_AMOUNT

Valid currency amount with an optional decimal point followed by 2 digits. For e.g. “450000.00”, “450000”, “0010.00” are acceptable values where as “1,000,000”, “450,000” are not.

SUBJECT_MATTER

Value should be an acceptable English sentence with the following syntax.

“This [type of agreement] is with [contracting parties] for the provision of [specific description of goods and/or services to be provided]”

Agencies can plug in appropriate values for those that are within square brackets, like the following

“This Service Purchase Contract requires that the PA Institute for the Blind & Handicapped, Inc. provide material and labor to perform janitorial and mowing services.”

Total text length for this should not exceed 1024 characters.

AGENCY NAME

Name of the agency entering the contract. Maximum length is 255 characters.

FAILURE_EMAIL

Valid email address. If there is a problem with this upload, an automatic process will send an email to the address listed under this tag. Maximum length is 320 characters.

CONTRACT_PARTIES

Listing of all parties (excluding the agency) that are entering this contract.

PARTY NAME

Name of the individual party. Maximum length is 255 characters.

CONTRACT_DOCUMENTS

Listing of all documents that are supplied with this header file.

REDACTED

Accepted values are 0 and 1. Zero (0) if the document(s) require(s) agency review prior to public display and one (1) if the document(s) is/are redacted and ready for public display.

DOCUMENT NAME

Name of the document. Maximum length is 255 characters. Name should follow this syntax. Everything within <> is a mandatory field and [] are optional.

<Name of the agency uploading the contract>_<contract number>[_][nn].<ext>

Examples:

PA Treasury Department_04543625C2.pdf

PA Treasury Department_04543625C2_02.pdf

PA Treasury Department_04543625C2_03.pdf

APPENDIX – A

1. Example header for a contract

```
<CONTRACT
  TYPE="Contract"
  AGENCY_CONTRACT_NUMBER="04543625C2"
  EXECUTION_DATE="07142008"
  BEGIN_DATE="07142008"
  END_DATE="07142012"
  CONTRACT_AMOUNT="450000.99"
  SUBJECT_MATTER="This Service Purchase Contract requires that the PA Institute for
the Blind & Handicapped, Inc. provide material and labor to perform janitorial and
mowing services">
  <AGENCY_NAME="PA Treasury Department"
FAILURE_EMAIL="rtk@patreasury.org"></AGENCY>
  <CONTRACT_PARTIES>
    <PARTY_NAME="PA Institute for the Blind & Handicapped, Inc."></PARTY>
    <PARTY_NAME="XYZ Inc."></PARTY>
  </CONTRACT_PARTIES>
  <CONTRACT_DOCUMENTS REDACTED="1">
    <DOCUMENT_NAME="PA Treasury Department_04543625C2.pdf"/>
    <DOCUMENT_NAME="PA Treasury Department_04543625C2_02.pdf"/>
    <DOCUMENT_NAME="PA Treasury Department_04543625C2_03.pdf"/>
  </CONTRACT_DOCUMENTS>
</CONTRACT>
```

2. Example header file for an amendment.

```
<CONTRACT
  TYPE="Amendment"
  AGENCY_CONTRACT_NUMBER="04543625A3"
  PARENT_CONTRACT_NUMBER="04543625C2"
  EXECUTION_DATE="07142008"
  BEGIN_DATE="07142008"
  END_DATE="07142012"
  CONTRACT_AMOUNT="950000"
  SUBJECT_MATTER="This Service Purchase Contract Amendment requires that the PA
Institute for the Blind & Handicapped, Inc. provide material and labor to perform
janitorial and mowing services">
  <AGENCY_NAME="PA Treasury Department"
FAILURE_EMAIL="rtk@patreasury.org"></AGENCY>
  <CONTRACT_PARTIES>
    <PARTY_NAME="PA Institute for the Blind & Handicapped, Inc."></PARTY>
    <PARTY_NAME="XYZ Inc."></PARTY>
  </CONTRACT_PARTIES>
```

```
<CONTRACT_DOCUMENTS REDACTED="0">
  <DOCUMENT NAME="PA Treasury Department_04543625A3.pdf" ></DOCUMENT>
</CONTRACT_DOCUMENTS>
</CONTRACT>
```

3. Example header file for a Purchase Order

```
<CONTRACT
  TYPE="Purchase Order"
  AGENCY_CONTRACT_NUMBER="04543625P1"
  PARENT_CONTRACT_NUMBER="04543625C2"
  EXECUTION_DATE="07142008"
  BEGIN_DATE="07142008"
  END_DATE="07142012"
  CONTRACT_AMOUNT="20000"
  SUBJECT_MATTER="This Purchase Order requires that the PA Institute for the Blind
& amp; Handicapped, Inc. provide material and labor to perform janitorial and mowing
services">
  <AGENCY NAME="PA Treasury Department"
FAILURE_EMAIL="rtk@patreasury.org"></AGENCY>
  <CONTRACT_PARTIES>
    <PARTY NAME=" PA Institute for the Blind & amp; Handicapped, Inc."></PARTY>
    <PARTY NAME="XYZ Inc."></PARTY>
  </CONTRACT_PARTIES>
  <CONTRACT_DOCUMENTS REDACTED="0">
    <DOCUMENT NAME="PA Treasury Department_04543625P1.pdf" ></DOCUMENT>
  </CONTRACT_DOCUMENTS>
</CONTRACT>
```