



Project: Federal Fleet Management System (FedFMS)

This collaboration agreement is made on _____ (MM/DD/CCYY)

between _____ (AGENCY)

and the GSA Office of Motor Vehicle Management (MVM).

IT IS HEREBY AGREED AS FOLLOWS:

1. The agency agrees that GSA MVM may transfer relevant data on their behalf from the Federal Motor Vehicle Registration System (FMVRS) to FedFMS.
2. The agency agrees that FedFMS will be their primary Vehicle Management Inventory System (VMIS). While GSA MVM is responsible for housing and securing the agency's data in FedFMS, accuracy and data integrity is solely the responsibility of the agency.
3. As the primary provider of the agency's VMIS, GSA MVM agrees that the agency's data in FedFMS is proprietary and will not be shared with any other entity, whether within or outside of GSA, without the express written authorization of the agency.
4. GSA MVM will provide the agency a fleet card data layout to present to their card provider. It is the agency's responsibility to work with their provider to meet the requirements of this layout.
5. This agreement establishes that GSA MVM has the agency's permission to access their fleet card data for the purpose of developing a data transfer process.
6. The agency agrees that GSA MVM may work on their behalf with their fleet card provider to establish a file transfer process, frequency of transmission, and other details needed to import fleet card cost and fuel information to FedFMS.
7. By granting GSA MVM permission to access these records and import them into FedFMS, the agency meets the VMIS requirement included in section 102-34.347 of the Federal Management Regulation (FMR), namely: "(c) In order to satisfy Government-wide reporting requirements, it is essential that Federal agencies' Fleet MIS conform to minimum standards. Agencies that do not have such systems should ensure that systems they acquire or develop conform to the minimum requirements established in this bulletin, and agencies that have systems should perform any necessary enhancements to bring such systems into compliance with these requirements."

Authorized to sign on behalf of _____ (AGENCY)

X
SIGNATURE _____ (MM/DD/CCYY)