

Terms of Use Agreement



U.S. General Services Administration

Project: Federal Fleet Management System (FedFMS)

This collaboration agreement is made on _____
(mm/dd/yyyy)

between _____
(Agency)

and the GSA Office of Motor Vehicle Management.

IT IS HEREBY AGREED AS FOLLOWS:

1. The agency agrees that GSA 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 Federal Management Inventory System (FMIS). While GSA is responsible for housing and securing the agency's data in FedFMS, accuracy and data integrity is solely the responsibility of the agency.
3. The agency will be provided a fleet card data layout to present to their provider. It is the agency's responsibility to work with their provider to meet the requirements of this layout.
4. This agreement establishes that GSA has permission from the agency to access specific fleet card data and to develop a data transfer process.
5. The agency agrees that GSA 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.
6. By granting GSA permission to access these records and import them into FedFMS, the agency meets the FMIS 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."

This collaboration agreement is to be signed by the authorized representative for the agency.

Authorized to sign on behalf of _____
(Agency)

Sign and Date (mm/dd/yyyy)