State Gas Usage Tracking System

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OFFICE OF THE CIO

State Gas Usage Tracking System
July 2021

Debit code: 211
Rate: FY22/FY23 $0.027 per gallon

User	Rate FY22/FY23	Debit Code
State Gasoline System	$0.027/month/gallon	211

All OCIO rates can be found at: **Rates & Fees**

General Overview

The Transportation Services Bureau (TSB) of the Department of Administrative Services requires state agencies to purchase fuel for state vehicles at state-owned facilities whenever possible (see http://das.nebraska.gov/tsb/tsb_fuel.html). These facilities are located at facilities operated by theDepartment of Transportation (NDOT), Department of Correctional Services (DSC), and TSB. Usage is tracked using Voyager credit cards that TSB issues to all state agencies.

The Office of the CIO supports the State Gas Usage Tracking System which reports fuel consumptionso that NDOT, DCS and TSB can bill agencies for the cost of fuel.

Staff at the Department of Transportation verifies the Voyager credit card information and is the primaryliaison for agencies with questions about their billings.

Service Details

NDOT, DCS and TSB operate about 100 locations with self-service facilities available for agencies to re-fuel state vehicles. This arrangement saves costs by providing access to lower-cost fuel, avoiding fuel taxes, and insuring good quality fuel.

Agencies use a state-issued Voyager Fleet Fuel Card when making purchases at either state-ownedor private facilities. To automate the collection of data on fuel usage by agency, each state-owed fuel facility has the technology for accepting the Voyager Card and reporting information (card number, fuel type, and quantity) to a central database. Most of the self-service facilities use the Data2-U product, which transmits information on a weekly basis. Other facilities use the Gasboy systems, which transmits information on a daily basis.

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The State Gas Usage Tracking System is the application that receives data from the self-service facilities and prepares the reports used for billing costs to agencies. A web-based component provides an interface to synchronize account information with the online Voyager Card system.

NDOT uses data from the State Gas Usage Tracking System to generate IBTs in EnterpriseOne thatNDOT, DCS, and TSB send to agencies that used their respective facilities.

The service includes:

- Application support and hosting.
- Problem resolution.
- Assisting NDOT with verification of data which is used for generating the monthly billings.

The service does <u>not</u> include:

- Training.
- Support for the Data2-U or GasBoy systems.
- End-user support for other agencies.

Roles and Responsibilities

Responsibilities of the Office of the CIO:
- Provide programming, support, and problem resolution for the State Gas Usage Tracking System
- Host the State Gas Usage Tracking System

Responsibilities of NDOT:
- Serve as the sponsor for the State Gas Usage Tracking System, including tasks typicallyperformed by a business analyst in understanding the functionality of a system.
- Coordinate with DCS and TSB regarding changes to the System.
- Authorize changes to the System;
- Provide testing of any changes before migrating those changes to production.
- Support for the Data2-U and GasBoy systems, with assistance from third party veNDOTs;
- Manage the process for generating IBTs to agencies for fuel usage on behalf of NDOT, DCS,and TSB.

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Requesting Service

All requests for support relating to the State Gas Usage Tracking System should be routed through the NDOT business analyst (currently, Darcy Brown 402-479-4331, Darcy.Brown@nebraska.gov) to the OCIO technical team.

Submit a Service Request via the Service Portal: [https://serviceportal.ne.gov)](https://serviceportal.ne.gov)

New service should be requested thru the NDOT business analyst. The following information will be needed when ordering the service:

- Requesting Agency
- Account Name
- Email Address
- Job Code and Work Order Number

Service Expectations, Hours, Availability and Reliability

The State Gas Usage Tracking System is operational 24 x 7.

Cost and Billing Information

The Office of the CIO uses Billing Accounts, Job Codes and Work Order numbers for authorizing work and tracking costs for specific projects. Customers may designate which job code and work order number to use or request a new job code and work order number. Contact the Office of the CIO for assistance with developing an accounting structure that meets the needs of the organization.

Customer Support and escalation

For more information this service please look on the web:

> This can be the Vendor website, link to FAQ on cio.nebraska.gov, or Knowledge article in the Service Portal.

For further information, please contact:
The Office of the CIO Service Desk

Request this Service: https://serviceportal.ne.gov

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