Ministry of Government Services

I & IT Procurement Branch

Vendor Briefing Session

Refresh 2006

Task-Based Information Technology

Consulting Services

Vendor of Record - VOR 1005-04

October 20, 2006

Agenda

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- **Computing Environment**
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Overview of the Vendor of Record VOR 1005-04

- **Term of Agreement is for 18 months which commenced on October 1, 2006 and ending on March 31, 2008**

USE OF THE VOR

- **Mandatory Usage**
  - **Ministries**
    - **Every ministry within the Ontario Public Service (OPS)**
  - **Agencies**
    - **Any agency of the Province of Ontario classified as Schedule I or IV on February 1, 2000, and all advisory, adjudicative, regulatory, and operational service agencies created after February 1, 2000 (except those regulatory agencies with governing boards) and all other agencies of the Province of Ontario that have the prior written approval of a related Ontario ministry chief information officer to execute a Master Agreement Acknowledgement.**

- **A complete list of all Ministries and former Schedule I & IV Agencies is available from: www.ppitpb.gov.on.ca**

Computing Environments

- **The following is a listing of the 18 computing environments covered under VOR 1005-04**

– DB2	- Directory Services
– Oracle	- Wireless
– UNIX	- Web Services
– Windows 9.x, NT, 2K, XP	- CRM
– MAC O/S	- Mainframe
– ARC GIS	- OS 390 MVS Open ED
– AutoDesk	- DOS/ Windows 3x
– Remote Sensing	- OS/2
– Data Warehousing	- AS/400

- **Vendors can <u>only</u> provide IT Consulting Services in the environments for which they are qualified.**

Roles/Experience levels

- **The following are the 24 roles with three (3) experience levels each, covered under VOR 1005-04**

  - **Project Manager/Leader**
  - **Technology Architect**
  - **Applications Architect**
  - **Data Architect/Modeler**
  - **Business Analyst**
  - **Systems Analyst**
  - **Programmer/Analyst**
  - **Data Base Admin.**
  - **Tech. Infra. Support**
  - **Systems Admin Oper.**
  - **Systems Testing Q/A**
  - **Technical Writer**

  - **Training Specialist**
  - **Software Specialist**
  - **Data Serv. Specialist**
  - **BCP Plan/DRP Specialist**
  - **Security Specialist**
  - **PKI Specialist**
  - **Business Architect**
  - **Methodology Specialist**
  - **Middleware Specialist**
  - **Business Intelligence Specialist**
  - **Data Conversion Specialist**
  - **Systems Auditor**

Roles/Experience Levels

- Vendors can only provide IT Consulting Services in the roles/experience levels for which they are qualified.

- **Please refer to your Master Agreement – Attachment A & B for the roles/experience levels in which you are qualified.**

How Clients Will Select Vendors for Assignments/Tasks

- **Clients will:**
  - **Determine the scope of their project**
  - **Review consulting services available through this VOR Arrangement**
  - **Follow the second stage selection process as per the User Guide, to issue a Request for Services (RFS) and award a Statement of Work (SOW) to successful vendor(s)**

How Clients Will Select Vendors (Cont'd)

- **The VOR second stage selection process requirements are as follows:**
  - **The contract limit is up to $750,000 CDN per assignment/task, including any follow-on work**
  - **An assignment/task may involve one or more resources, however, the ceiling price still remains $750,000 CDN.**
- **For assignment/task where the estimated total contract value equals or exceeds $750,000 CDN, Clients must use a separate open competitive process in lieu of the VOR arrangement (thru Merx) unless otherwise approved by Management Board in connection with this particular VOR**

How Clients Will Select Vendors (Cont'd)

- **If the estimated total dollar value of an Assignment is:**

    - **Less than $25,000.00 CDN, the Client may send the RFS to a minimum of one (1) Vendor. However, the Client must still conduct proper due diligence**

    - **$25,000.00 CDN to 249,999.00 CDN, the Client must send the RFS to a minimum of three (3) Vendors**

    - **$250,000.00 CDN to 750,000.00 CDN, the client must send the RFS to a minimum of five (5) Vendors**

How Clients Will Select Vendors (Cont'd)

- **Ministry clients will determine which vendors are selected to receive the RFS**

- **A common practice is for the client to do a rotation basis or a combination of known/new vendors for each RFS**

- **MGS highly recommends that clients follow the recommended practices which are re-enforced in the User Guide as well as material from training seminars on how to use the VOR Arrangements**

How Clients Will Select Vendors (Cont'd)

- **The RFS process must be completed prior to the development and signing of the Statement of Work**

- **The selected Vendor will be expected to enter into a Statement of Work with the Client for the selected consultant(s)**

- **Every consultant must sign a Consultant's Agreement Form before starting any of the work as specified in the Statement of Work**

How Clients Will Select Vendors (Cont'd)

- **Reduced Rate Ceiling**
  - **For the term of the VOR arrangement, Vendors cannot exceed the Rate Ceiling for any Roles for which they have qualified**

  - **Vendors may offer a reduced Rate instead of the Rate Ceiling. This "Reduced Rate Ceiling" will remain in place for the first 6 months of this contract year within the Ministry in which it was offered, then for the next one year term (April 1, 2007 to March 31, 2008)**

How Clients Will Select Vendors (Cont'd)

- **Reduced Ceiling Rates**

  - **For example: The Master Agreement commenced on October 1, 2006 (start date) and the Rate Ceiling of a Role for which a Vendor is qualified is $1000. At the second stage selection process, in November 1, 2006, the Vendor reduces that Per Diem Rate to $800 (Reduced Rate), for a Client in Ministry "X" and if the Client accepted the Reduced Rate, the Vendor must continue to offer that Reduced Rate ($800), to all Clients within that Ministry "X" and all of its Agencies until March 31, 2007.**

  - **The Reduced Rate will remain in effect until the end of the contract year in which the Reduced Rate is offered (April 1 to March 31 of the following year)**

Vendor's Responsibilities

- **Establish relationship with OPS clients**
- **When clients call requesting information or issuing an RFS:**
  - **Vendor will provide information/details**
  - **Vendor will respond to Request for Services (RFS)**
  - **If the client is an Agency, then prior to responding to the RFS, the Vendor will execute a Master Agreement Acknowledgement with the Agency**
- **Provide MGS with monthly reports for all acquisitions through the VOR**
- **Ensure that consultants sign the Consultant Agreement**
- **Submit changes in Vendor contact information online to the I & IT Procurement Branch**
- **Maintain a copy of the Master Agreement for reference**

Client's Responsibilities

- **Describe project and issue Request for Services (RFS)**
- **Evaluate RFS submissions and Select Vendors**
- **Prepare Statement of Work (SOW)**
- **Ensure all relevant documents are signed**
- **Send contract details sheet to Ministry of Finance once a Statement of Work has been awarded**
- **Obtain Approval / Acceptance of deliverables**
- **Approve and pay invoices**
- **Complete Performance Evaluation**

I & IT Procurement Branch's Responsibilities

- **Communicate to clients on award/availability of VOR**

- **Make VOR and User Guide available to clients on Branch's web site and/or email to clients**

- **Provide new and updated corporate guidelines and policies to Vendors and Clients (as required)**

- **Work with Vendors to keep the Vendor contact list current**

- **Receive & process monthly usage reports**

I & IT Procurement Branch's Responsibilities (cont'd)

- **Post all changes to VOR or User Guide on the Branch's web site**

- **Gather monthly statistics on VOR usage and Vendor performance**

- **Resolve matters stemming from the Master Agreement between MGS and the Vendor**

- **Extend, cancel or issue new RFP upon expiry of existing Agreement**

Automated Procurement Tracking System (APTS)

- **Vendor reporting requirements**
  - **Monthly reports must be provided to MGS as per the Master Agreement**
  - **Reports must be received by the reporting deadline (10 business days into following month)**
  - **Must provide name and contact information of staff who will be providing reports to MGS**

- **Vendor reporting process**
  - **Vendors will receive detailed instructions from the Branch on how to complete their reports**
  - **Reporting is done through the Web site**

User Guide and Intranet website

- **A User Guide has been developed detailing;**

  - **How, when and who can use VOR Arrangement**
  - **Term of Agreement**
  - **A Vendor list (name, address and contact information)**
  - **Per Diem Rate schedules indicating the Roles/levels of qualified Vendors (Available internally to OPS Staff only)**
  - **Vendor profiles**
  - **MGS contact staff**
  - **Template of all relevant documents ie. RFS, SOW, Performance Evaluation, etc.**

Management of VOR
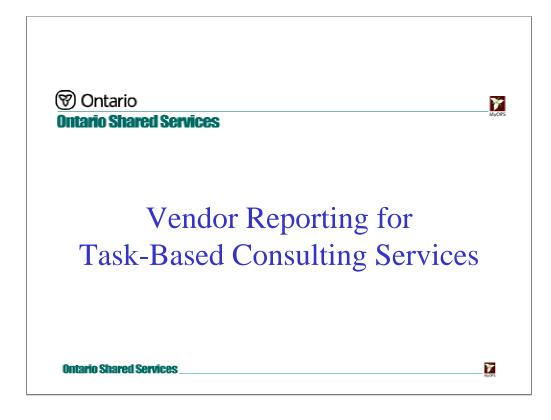
Nanda Singh - 416 327-3587

Daniel Eugen - 416-327-4651

Branch's Website

www.ppitpb.gov.on.ca

QUESTIONS?

Ontario
Ontario Shared Services

Vendor Reporting for
Task-Based Consulting Services

Ontario Shared Services

I would like to congratulate all of you for successfully becoming a vendor on the Task-Based Consulting Services VOR. Many of you are already have been, or are currently on existing VORs and so you are familiar with the reporting process. There are some of you who are new to this responsibility, and it is those who I am directing this brief presentation.

The Basics

Article 12.2 states:

" *The Vendor shall prepare a usage report (referred to in this Article as a "Usage Report") for each calendar month for every Statement of Work entered into by the Vendor pursuant to this Master Agreement. If no Statements of Work or Change Orders are entered into during a calendar month, the Vendor shall submit a NIL report. In each Usage Report, the Vendor shall set out the name of the Vendor, the month and year covered, and all other information described below in this Article. The Vendor shall provide each Usage Report to the MBS Representative within ten (10) Business Days of the end of the applicable month.* "

Ontario Shared Services

You are required to submit monthly reports to I&ITPB in accordance to Article 12 of the Master Agreement (MBS-TBS-01).

The Basics

Two types of reports:

- **NIL Report** ("No Information Logged"). No new business received during the reporting month. Submit this report through the APTS Vendor Reporting website.

- **Usage Report.** If there is contract start-ups or changes during the reporting period, fill out and submit a reporting template to the APTS Administrator.

There are two types of reports. One is a NIL report if there has been no new business entered into during the previous month, the other is a Usage Report if a Statement of Work has started or been changed.

To report NIL, simply log on to the APTS reporting web site and file the report. I will explain more about the website in a moment.

To report usage, you must fill out and submit by email an excel template that is provided to you every month either by email or through the branch website. In this template, you must provide the details of each statement of work or change order that has been received in the previous month.

The Reporting Cycle

- All reports must be submitted by the 10th business day of the month following the reporting period.
- Vendors listed on more than one VOR must submit a separate report for each file.
- Assign staff responsible for reporting to MBS.

All reports must be submitted by the 10th business day of the following month. For example, the April 2005 report should be submitted by May 13th.

Many of you are already on previously established VORs. You must remember that **each VOR must have an independent report submitted each month**. For example, if you are a vendor of record for Legacy, Telecommunication and Task-Based agreements, your organization must submit *three separate reports every month.*

Some of you may wish to assign administrative staff to prepare and submit your monthly reports. You must remember to give these individuals the password to the APTS Vendor Reporting website, and to have them update the contact records on the website to show that they are responsible for reporting for your organization. Also, if there has been a change in personnel, it's important to transfer the knowledge and task of reporting to the person who is now responsible for it.

Reporting Online

- Each vendor is supplied with a user-id and a temporary password to initially access the reporting web application.
- The website includes the *Contact Information* Page, the *VOR-Role* page and the *Vendor Information* page.
- Access the *Submit NIL Report* page to log your "no new business" reports.

As of December of last year, the branch has implemented a new web application to allow vendors to submit NIL reports and update their contact information.

Each Vendor is supplied with a user-id and password to access the site.

Once logged in you will see the Contact Info page. This interface allows you to update, add and delete contacts for your organization. **In the near future keeping your contact information up-to-date on this page will be very important, as your OPS clients will be accessing this page to find details on how to contact you.**

There is a page to update each contact's roles concerning each of the VOR's that they are listed on.

Another page with details about the Vendor.

Most importantly, the page for submitting reports. When you submit a report through the application, you will receive an email receipt of the transaction.

Finally, there is a User-guide that will give you more detail about submitting NIL reports and keeping you contact information up-to-date.

When there is a Statement of Work assignment to be reported to the branch, a Usage Template must be prepared and sent to the APTS Administrator. These templates are excel spreadsheets that are posted on the branch's website, updated every month.

The General sheet is where you list the basic details to identify the report, such as vendor name, VOR, and reporting period.

The "Services" Sheet is where you will list details of each contract, or Statement of Work, started in the reporting period that your organization enters into through a services VOR, such as Task-Based Consulting.

In the Services sheet you will be required to provide details about the Client ministry, cluster, or agency. The contract number and or the lead consultant name, and the name of the project. The roles of the consultant's assigned to the project and the computing environment that they working on. The start/end dates of the assignment and finally the estimate contract value of the assignment.

There are comments embedded in the tops of each of the fields where you can find context help in filling each of the columns.

Reporting Usage

- You report an assignment/contract *only once*, unless there are changes (such as an extension) to the assignment.
- Name the template file, and send it to…

apts.ppitpb@mgs.gov.on.ca
Or
alan.arsenault@mgs.gov.on.ca

You report an assignment only once. When you receive your copy of the contract, record it's details in the template and submit it at the end of the month, there is no need to report an assignment again when it is completed. The only other time to report a previously submitted assignment is when there has been a change made to the parameters of the contract, at which point you resubmit the new details as an extension.

When you are finished, name your template with Vendor name, the VOR and the reporting period. Send the template by email to apts.ppitpb@mbs.gov.on.ca *or to my address,* alan.arsenault@mbs.gov.on.ca

Contacting You

Be sure to provide up-to-date contact
information on the APTS Vendor Reporting
website, as it will be the way your OPS
clients get in touch with you.

As mentioned previously, it is very important that you keep your contact
information up-to-date on the APTS Reporting website. Failing to do so may mean
you could miss business opportunities with OPS Clients.

Also, please be sure to leave your business card with us so that we may record your
latest email address.

Reminders and Notices

- A reminder notice will be sent to all vendors at the beginning of every month.
- If your organization has outstanding reports, a Compliance Notice will be sent after every deadline until your file has been brought up-to-date.

At the beginning of every month I send out a universal email message to all vendors listed on all IT VORs, reminding you to submit your reports and when the deadline is for that month. Included with this message is an up-to-date usage template, and links to the branch and APTS Reporting websites.

If your organization has outstanding reports for any previous month after the deadline is passed, you will receive another email that will detail which reports are outstanding. This email is updated and sent every month until you submit your reports.

Within the next week, I will send an information package to all of you that will provide more details about how to report for Task-Based Consulting Services.

Questions

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