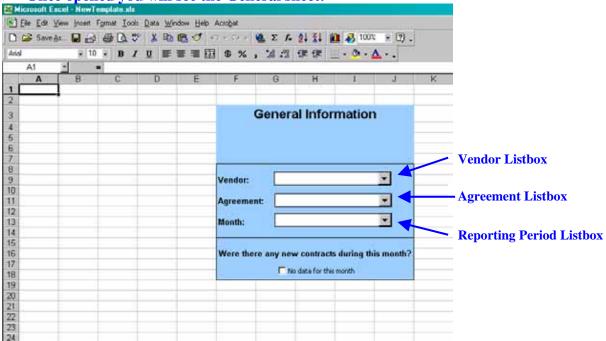# Instructions for the Vendor Reporting Template (Services Sheet)

➢ **To get an up-to-date template, please download the spreadsheet available from our web site at:**

http://www.ppitpb.gov.on.ca/mbs/psb/psb.nsf/docs/vendorreporting.html

If you are having difficulty in finding or downloading the template, please request one by e-mail at:

ppitpb.apts@mbs.gov.on.ca

➢ **Once opened you will see the General sheet:**

1. Choose the Vendor name.
2. Choose the standing agreement.
3. Choose the reporting period (for quarterly reports, the reporting periods appear at the bottom of the list).

A NIL Report is filed if there is no new data to report. Please access the APTS Reporting Website *http://www.vor.report.ppitpb.gov.on.ca* to submit NIL reports.

INSTRUCTIONS FOR THE SERVICES SHEET

Microsoft Excel - INSTRUCTIONAL TEMPLATE.xls

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	A	B	C	D	E	F	G
1	Ministry/Cluster/Agency	Branch	Ministry Contact First Nam	Ministry Contact Last Nam	Ministry Contact e-mail	Ministry Contact Phon	Ministry Contact Fa	C
2	COMMUNITY AND SOCIAL SERVICES	HUMAN RESOURCES BRAN	Edward	Warded	ed.warded@cfcs.gov.on.ca	416-327-4899	416-327-3573	
3	COMMUNITY SAFETY AND CORRECTIONAL SERVICES	OPP	Lance	Dangeri	lance.dangerii@opp.gov.on.ca	416-327-4899	416-327-3573	
4	ENVIRONMENT	SWAT	Conrad	von Brighton	conrad.vonbrighton@ene.gov.on.c:	416-327-4899	416-327-3573	
5	COMMUNITY AND SOCIAL SERVICES	HUMAN RESOURCES BRAN	Edward	Warded	ed.warded@cfcs.gov.on.ca	416-327-4899	416-327-3573	
6								
7								
8								

Ministry/Cluster/Agency: The name of the client ministry, cluster or agency.

If the client is ordering through an IT Cluster, please indicate the cluster name in this field and the ministry name in the Branch field.

Branch: The branch of the client ministry, cluster, or agency

This field is not mandatory.

If the client is ordering through an IT Cluster, please indicate the cluster name in this field and the ministry name in the Branch field.

Ministry Contact First Name: This is the first name of your contact within the ministry/agency that you are performing the project for. The input for this field is mandatory.

Ministry Contact Last Name: The ministry contact's last name. The input for this field is mandatory.

Ministry Contact e-mail: The ministry contact's e-mail address.

Ministry Contact Phone: The ministry contact's phone number.

Ministry Contact Fax: The ministry contact's fax number.

Contact must be an OPS employee.

This information goes on the *Services Sheet* (named, 5 - Services) of the Excel workbook, which is the sixth worksheet after the General Sheet.

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	H	I	J	K	L	M	N	O
1	Contract Signing Date	Project/Assignment Contract Number	Project/Assignment Name/Description	P.O. Number	Extension?	Original Contract #	Consultant Role(s)	Computing Platform/Stream
2	11/21/04	IS03-01-03(A)	Poverty Stats Initiative	PO 19848			business analyst lvl 3; programmer/a	PC/WAN/LAN on Win 9.x/NT
3	12/13/03	Stanley Yelnats	COPS (Central Operations Procurement	PO 19853			Technology Architect - Lvl 2	PC/WAN/LAN on Win 9.x/NT
4	12/31/03	2045-02-98	Groundwater Imaging Project	PO 19854			Technology Infrastructure Support S|	ARC GIS Family of Products
5	1/2/04	IS03-01-03(A)	Poverty Stats Initiative	PO 19859	yes	IS03-01-03(A)	business analyst lvl 3; programmer/a	PC/WAN/LAN on Win 9.x/NT
6								
7								

Contract Signing Date: The date that the project/assignment contract (SLA) had been signed.

If there is no contract number, please input the consultant name.

If the details of a contract have not been finalized, or you are still waiting for receipt of a contract, please do not report the assignment until you have the contract in hand.

Project/Assignment Name/Description: The name of the project/assignment (usually listed on the contract), or a brief description of the project/assignment.

Extension: Is this project/assignment an extension of a previously reported project/assignment?

"YES" if this is an extension, or leave cell blank if this is an original contract.

Consultant Role(s): What role and experience level are the consultant(s) performing for the project/assignment?

Please refer to page 7 for a list of roles for each VOR.

Project/Assignment Contract Number: Usually the SLA number of the contract.

If there is no SLA number, please input the consultant's name.

You report an project/assignment just once. The only other time that a contract is to be reported is if it's extended.

P.O. Number: Your internal administrative numbering of the project/assignment.

If there is no SLA #, please input in this field.

This field is not mandatory.

Original Contract #: If the transaction is an extension, please input the prior (original) contract number when the assignment was first reported.

Computing Platform/Stream: What computing platform or business stream is being used by the consultant(s)?

Please refer to page 7 for a list of platforms/streams for each VOR.

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	O	P	Q	S	T	U	V
1	**Start Date(mm/dd/yy)**	**End Date(mm/dd/yy)**	**Estimated Cost**				
2	12/1/03	12/31/03	$ 30,200.00				
3	1/15/04	1/14/05	$ 95,000.00				
4	1/5/04	6/30/04	$ 62,000.00				
5	1/2/04	1/30/04	$ 29,700.00				
6							
7							
8							

Start Date(mm/dd/yy): The date that the project/assignment starts.

**Month/Day/Year
e.g.: 12/1/03**

If you are reporting an *extension*, please input the continuation date of the contract.

End Date(mm/dd/yy): The anticipated end date of the project/assignment.

**Month/Day/Year
e.g.: 12/1/03**

Estimated Cost: The contract value of the project/assignment (or the ceiling price of an project/assignment).

If this an extension, please only input the value of the extension alone, not the combined value of the original contract and the extension.

A NOTE ON EXTENSIONS OF SERVICE CONTRACTS

When a contract (project) is to be extended (including being renewed, given a new ceiling price or an additional resource), there is a procedure to record it in the reporting template. First you create a product line that duplicates all the information in the original project.

The only changes to be made in the "extension product line" is:

➢ **Input "yes" in the Extension field (Col. L).**
➢ **Input the original contract number prior to the extension or renewal in the Original Contract # field (Col. M).**
➢ **The start date is the next day** *after the completion date of the original project.*
➢ **The end date is the new anticipated completion date for the project.**
➢ **The estimate cost is the** *additional* **cost of the extension,** *not the combined* **estimate of both the original project and the extension.**

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ORIGINAL PROJECT

EXTENSION

	Project/Assignment Contract Number	Project/Assignment Name/Description	P.O. Number	Extension?	Original Contract #	Start Date(mm/dd/yy)	End Date(mm/dd/yy)	Estimated Cost
2	IS03-01-03(A)	Poverty Stats Initiative	PO 19848			12/1/03	12/31/03	$ 30,200.00
3	Stanley Yelnats	COPS (Central Operations Procurement System)	PO 19853			1/15/04	1/14/05	$ 95,000.00
4	2045-02-98	Groundwater Imaging Project	PO 19854			1/5/04	6/30/04	$ 62,000.00
5	IS03-01-03(A)	Poverty Stats Initiative	PO 19859	yes	IS03-01-03(A)	1/2/04	1/30/04	$ 29,700.00
6								

EXTENSION NOTATION

ORIGINAL CONTRACT NUMBER

START DATE OF EXTENSION

ADDITIONAL COST FOR EXTENSION

ROLES AND STREAMS

Vendors are required to detail the contractor Roles and the Streams or Computing Environments where the services are performed in the Consultant Role(s) field (Column M) and the Computing Environment/Stream field (Column N) of the Services Sheet. The Roles and Streams/CE's are listed for each agreement below:

Agreement	Roles	Role Levels	Computing Environment
VOR-1001-04 **Solutions Based Services**	Applications Architect	1, 2, 3	**ARC GIS** **Autodesk** **Customer Relations Management (CRM)** **Data Warehousing** **DB2** **Directory Services** **MAC OS** **Oracle** **Remote Sensing** **UNIX** **Web Internet Services** **Win 9.x/NT/2K/XP** **Wireless Web Services CRM**
	BCP Planner/CRP Specialist	1, 2, 3	
	Business Analyst	1, 2, 3	
	Business Architect	1, 2, 3	
	Business Intelligence Specialist	1, 2, 3	
	Data Architect/Modeler	1, 2, 3	
	Data Conversion Specialist	1, 2, 3	
	Data Services Specialist	1, 2, 3	
	Database Administrator	1, 2, 3	
	Methodology Specialist	1, 2, 3	
	Middleware Specialist	1, 2, 3	
	PKI Specialist	1, 2, 3	
	Programmer/Analyst	1, 2, 3	
	Project Manager/Leader	1, 2, 3	
	Security Specialist	1, 2, 3	
	Software Specialist	1, 2, 3	
	System Auditor	1, 2, 3	
	Systems Administration/Operations Support Specialist	1, 2, 3	
	Systems Analyst	1, 2, 3	
	Systems Testing/QA Specialist	1, 2, 3	
	Technical Procedures Writer	1, 2, 3	
	Technology Architect	1, 2, 3	
	Technology Infrastructure Support Specialist	1, 2, 3	
	Training Specialist	1, 2, 3	

Agreement	Roles	Role Levels	Computing Environment
VOR-1002-04 **Legacy Consulting Services**	Applications Architect	1, 2, 3	**AS/400** **Mainframe MVS** **PC/WAN/LAN on DOS/Win 3.x** **OS/2** **OS/390 MVS Open ED**
	BCP Planner/CRP Specialist	1, 2, 3	
	Business Analyst	1, 2, 3	
	Business Architect	1, 2, 3	
	Business Intelligence Specialist	1, 2, 3	
	Data Architect/Modeler	1, 2, 3	
	Data Conversion Specialist	1, 2, 3	
	Data Services Specialist	1, 2, 3	
	Database Administrator	1, 2, 3	
	Methodology Specialist	1, 2, 3	
	Middleware Specialist	1, 2, 3	
	Programmer/Analyst	1, 2, 3	
	Project Manager/Leader	1, 2, 3	
	Security Specialist	1, 2, 3	
	Software Package Support Specialist	1, 2, 3	
	System Auditor	1, 2, 3	
	Systems Administration/Operations Support Specialist	1, 2, 3	
	Systems Analyst	1, 2, 3	
	Systems Testing/QA Specialist	1, 2, 3	
	Technical Procedures Writer	1, 2, 3	
	Technology Architect	1, 2, 3	
	Technology Infrastructure Support Specialist	1, 2, 3	
	Training Specialist	1, 2, 3	

Agreement	Roles	Role Levels	Computing Environment
VOR-1003-04 **Telecommunications Consulting Services**	BCP Planner/CRP Specialist	1, 2, 3	**Voice Technologies** **Call Centre Technologies** **Voice/Data/Video Convergence Technologies** **Wireless Data/Voice Technologies**
	Business Analyst	1, 2, 3	
	Project Manager/Leader	1, 2, 3	
	Security Specialist	1, 2, 3	
	Systems Testing/QA Specialist	1, 2, 3	
	Technology Infrastructure Support Specialist	1, 2, 3	
	Training Specialist	1, 2, 3	
	Telecommunications Coordinator	1, 2, 3	
	Regional Telecommunications Coordinator	1, 2, 3	
	Telecommunications Systems Auditor	1, 2, 3	
	Telecommunications Specialist	1, 2, 3	
	Manager of Telecommunications Services	1, 2, 3	
	ITSM Process Analyst	1, 2, 3	
	Telecommunications Business Planner	1, 2, 3	
	Telecommunications Technician	1, 2, 3	
	IVR Specialist	1, 2, 3	
	Wireless Voice / Data System Integration Specialist	1, 2, 3	

Agreement	Roles	Role Levels	Computing Environment
VOR-1004-04 **Solutions Based Services**	Applications Architect	1, 2, 3	**Business Metrics & Performance Management Services** **Business Process Assessment & Integration Services** **Business Risk Management Services** **Change Management Service** **Customer Relations and Stakeholder Management Services** **Procurement Services** **Program Management Services** **Security Management Services**
	BCP Planner/CRP Specialist	1, 2, 3	
	Business Analyst	1, 2, 3	
	Business Architect	1, 2, 3	
	Business Intelligence Specialist	1, 2, 3	
	Business Methodology Specialist	1, 2, 3	
	Business Privacy Impact Assessment Specialist	1, 2, 3	
	Business Services Advisor/Specialist	1, 2, 3	
	Data Quality & Integrity Specialist	1, 2, 3	
	Facilitation Specialist	1, 2, 3	
	Infrastructure Security Specialist	1, 2, 3	
	ITIL/ITSM Process Architect/Modeler	1, 2, 3	
	ITIL/ITSM Service Management Strategist	1, 2, 3	
	Leasing Specialist	1, 2, 3	
	Project Manager/Leader	1, 2, 3	
	Quality Assurance Specialist	1, 2, 3	
	Security/Threat Impact Assessement Specialist	1, 2, 3	
	Training Specialist	1, 2, 3	

Agreement	Roles	Role Levels	Computing Environment
VOR-1005-04 **Task Based Services**	Applications Architect	1, 2, 3	**ARC GIS** **AS/400** **Autodesk** **Data Warehousing** **Directory Services** **DB2** **Mainframe MVS** **PC/WAN/LAN on DOS/Win 3.x** **PC/WAN/LAN on Win 9.x/NT/2K/XP** **PC/WAN/LAN on OS/2** **PC/WAN/LAN on MAC** **PC/WAN/LAN on UNIX** **Oracle** **OS/2** **OS/390 MVS Open ED** **Remote Sensing** **Wireless Web Services CRM**
	BCP Planner/CRP Specialist	1, 2, 3	
	Business Analyst	1, 2, 3	
	Business Architect	1, 2, 3	
	Business Intelligence Specialist	1, 2, 3	
	Data Architect/Modeler	1, 2, 3	
	Data Conversion Specialist	1, 2, 3	
	Data Services Specialist	1, 2, 3	
	Database Administrator	1, 2, 3	
	Methodology Specialist	1, 2, 3	
	Middleware Specialist	1, 2, 3	
	PKI Specialist	1, 2, 3	
	Programmer/Analyst	1, 2, 3	
	Project Manager/Leader	1, 2, 3	
	Security Specialist	1, 2, 3	
	Software Package Support Specialist	1, 2, 3	
	System Auditor	1, 2, 3	
	Systems Administration/Operations Support Specialist	1, 2, 3	
	Systems Analyst	1, 2, 3	
	Systems Testing/QA Specialist	1, 2, 3	
	Technical Procedures Writer	1, 2, 3	
	Technology Architect	1, 2, 3	
	Technology Infrastructure Support Specialist	1, 2, 3	
	Training Specialist	1, 2, 3	

Agreement	Service Category
SA-2005 **Commissioned Research Services**	**Design** **Focus Group** **Interviewing** **Analyzing and Reporting** **Fieldwork**

As multiple entries can be made within the Consultant Role(s) field, an example could look like this for a report under VOR-1005-04:

"Security Specialist lvl 2, Programmer/Analyst lvl 3 (2), Bus. Analyst lvl 3"

As all of these entries should be put into one cell (in the Consultant Role(s) field, in the row of the project being reported), you can abbreviate or truncate the names for Roles as you see fit.

There should only be one entry in the Computing Environment/Stream field, for example a report under VOR-1005 could look like this:

"Directory Services"

A DIFFERENT TEMPLATE FOR EVERY SERVICE AGREEMENT

If you are a vendor of record (VOR) for multiple service agreements, it is necessary to file a separate report for every VOR that you are listed under.

For example, a vendor is a VOR for three VOR's: 1005-04, 1002-04 & 2005. During the Jul/05 reporting period (and every period), the vendor must submit *three* separate reports. One will list the projects for VOR-1005-04, another for VOR-1002-04 and finally another for VOR-2005.

FILE NAMES FOR VENDOR TEMPLATES

There is a naming convention for the Vendor Reporting Template Excel files. For *monthly reports* it is: vendor (dash) service agreement (dash) month year, formatted in the following way:

VENDORNAME-VOR####-MMMYY

For example, a vendor named MBS under the 1005-04 VOR is creating a template for the period of July 1st to 31st, 2005. The file name would be:

MGS-VOR100504-JUL06

REVISING DATA PREVIOUSLY REPORTED

When revisions need to be made for reports already filed to MGS PPITPB, it is not necessary to send in all of the data that was originally reported for that period. Simply report the projects/products that have revised data within the period that they would have originally been included.

For example, in the period of Jul/06 a vendor reported three projects starting for the Ministry of Community Safety and Corrections. However, in Aug/06 the vendor discovers that one of the projects is actually being done for the Attorney General. What the vendor can do is submit a revised Jul/06 report with only the project line listing the Attorney General as a client….the other two, listing Community Safety as a client, are not transcribed onto the revised report, since they already have been reported correctly.

AMENDMENT TO PREVIOUS REPORTING PROCEDURES
(June 24th, 2002)

It is no longer required of vendors to report the "actual cost" (or billed amount) of a project into the Contract Cost field of the services sheet. Therefore, a project only has to be reported *once:* to provide the contract value of a project in the Estimate Cost field of the Services Sheet, as opposed to reporting it twice (once to report the estimate cost and once to report the total contract cost of the project).

For example, under the previous procedure, if a vendor was reporting one project that had the start/end dates of 2/1/06 to 6/28/06, two reports would be required: one to report the estimate cost of the project in the Feb/06 template, and another to report the total contract cost in the Jun/06 template.

All that is required now is one report to indicate the estimate cost (considered to be the "contract value" of a project). Using the above example, the vendor only has to submit a template for Feb/06 showing the contract value of the project in the Estimate Cost field. If there is no new business to report, then all other reports should be "nil activity" submissions.

REPORTING REQUIREMENT AMENDMENT: SEPTEMBER 1ST, 2006

If applicable, client information must now include the IT Cluster that the reported transaction was completed through. If an IT Cluster on behalf of a Ministry/Agency acquired contracts, licenses, or products, please indicate the Cluster name in the Ministry/Cluster/Agency, and the name of the Ministry/Agency in the Branch field of the reporting template.

To find the names of the current clusters, please refer to the Lookup sheet of the reporting template on columns D & E, under the Cluster category.

Ministry/Cluster/Agency	Branch	Product Categories	Manufacturer	Tran Type	Quantity	Total Cost
FINANCE		Cellular Phones	Motorola	Lease	3	$450.00
FINANCE		One Way Pagers	Suntel	Lease	100	$5,000.00
FINANCE		One Way Pagers	Sun Telecom	Lease	25	$1,250.00
GOVERNMENT SERVICES I & IT DELIVERY CLUSTER	GOVERNMENT SERVICES	Cellular Phones	Nokia	Lease	3	$525.00
GOVERNMENT SERVICES I & IT DELIVERY CLUSTER	GOVERNMENT SERVICES	Cellular Phones	Motorola	Lease	5	$750.00
GOVERNMENT SERVICES		PDAs	Blackberry	Lease	10	$5,000.00
GOVERNMENT SERVICES		PDAs	Palm One	Lease	2	$1,100.00
TRANSPORTATION		Cellular Phones	Nokia	Lease	30	$5,250.00
BPS	CITY OF TORONTO	Cellular Phones	Nokia	Lease	20	$3,500.00
BPS	CITY OF TORONTO	Cellular Phones	Motorola	Lease	40	$6,000.00
BPS	CITY OF TORONTO	Cellular Phones	Samsung	Lease	33	$6,600.00

Name of Cluster that work/product was acquired through.

Name of Ministry/Agency that work/product was ordered by.