



Instructions for the Vendor Reporting Template (Software Solutions 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.aps@mbs.gov.on.ca

- Once opened you will see the General sheet:

General Information

Vendor:

Agreement:

Month:

Were there any new contracts during this month?

No data for this month

Vendor Listbox

Agreement Listbox

Reporting Period Listbox

Nil Activity Checkbox

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 SOFTWARE SOLUTIONS SHEET

1	A	B	C	D	E	F	G
	Ministry/Cluster/Agency	Branch	Ministry Contact First Name	Ministry Contact Last Name	Ministry Contact e-mail	Ministry Contact Phone	Ministry Contact Fax
3	COMMUNITY AND SOCIAL SERVICE	PERFORMANCE MANAGEMENT BRANCH	Edward	Warded	ed.warded@cfcs.gov.on.ca	416-327-4899	416-327-3573
4	EDUCATION	CORPORATE MANAGEMENT AND SERVICES DIV	Betty	Tebty	betty.tebty@edu.gov.on.ca	416-327-4899	416-327-3673
5							
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

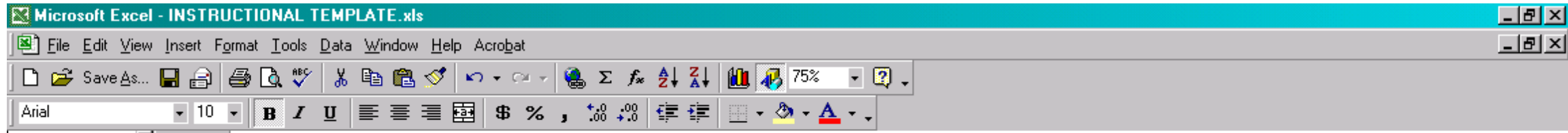
This field is not mandatory.

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, Last Name, Email, Phone & Fax: Your Ministry contact for the license contract.

Must be an OPS employee.

This information goes on the *Software Solutions Sheet* (named, 4 – Software Solutions) of the Excel workbook, which is the fifth worksheet after the General Sheet.



	H	I	J	K	L	M	N	O	P	Q	R
1	Contract Signing Date	Product Code	Product Name	Product Version	Product Edition	P.O. Number	Requirements	Number of Users	Tran Type	License Start Date(mm/dd/yy)	License End Date(mm/dd/yy)
3	1/1/2004	RE-ARC-17	Real Data Architectu	1.7		PO 19842	Win/NT/2000	5	Perpetual Single User	1/20/2004	
4	12/25/2003	RE-ARC-20	Real Data Architectu	2.0		PO 19849	Win/NT/2000	30	Term CPU-Use	1/31/2004	2/1/2005
5											
6											
7											

Contract Signing Date:
 The date that the license contract had been signed.

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 license contract until you have the contract in hand.

Product Name: The product name of the software package that you are providing.

Product Edition: The product's Edition number or code.

Requirements: Any required servers, operating systems, computing environments, database standards, or technical standards that the software package will be utilizing.

See page 6 for a list of possible solution requirements.

Tran Type: The type of license structure:

Perpetual Single User
 Perpetual CPU-Use
 Term Single User
 Term CPU-Use

Or

If this a unit of hardware needed for the solution package, please indicate with:

Appliance

License End Date(mm/dd/yy): If the license is for a term (see section on Tran Type field), please input the end date of the license agreement.

Month/Day/Year
 i.e.: 12/4/03

Product Code: The Product Code of the software package that you are providing.

Product Version: The product's version number or code.

P.O. Number: Your internal administrative code for Purchase Orders or Invoicing.

This field is not mandatory.

Number of Users: The number of users who will be accessing this software.

License Start Date(mm/dd/yy): The date that the license takes effect.

Month/Day/Year
 i.e.: 12/4/03

Microsoft Excel - INSTRUCTIONAL TEMPLATE.xls

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	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	I & C Costs	M & S Costs	T & D Costs	Unit Quantity	Unit Cost							
3	\$500.00		\$300.00	5	\$750.00							
4	\$200.00	\$750.00	\$120.00	2	\$800.00							
5												
6												
7												
8												

Installation & Configuration Costs:
All costs associated with the installation and system configuration of the software package.

Maintenance & Support Costs: All costs associated with the maintenance and support staff functions after the installation of the software package.

Training & Documentation Costs: All costs associated with staff training and provision of documentation for the client's operational needs with the software package.

Quantity: The number of software packages provided within the license agreement.

Unit Cost: The total cost of all software packages within the license agreement.

REQUIREMENTS LISTING

Each software package has certain hardware and/or operating system requirements for the proper installation/configuration of the package. Some of the main requirements are listed below:

Type	Enter in sheet:
OS Platform	Win/NT/2000 HP-UX Linux Solaris OS/390 AIX
RDBMS	Oracle IBMDB
Environment	J2EE .NET
Servers	iPlanet IBM Websphere BEA Weblogic
Technical Standards	WML XML CSS XHTML

Input this information into the Requirements field (Col. N) of the Software Solutions sheet.



TRANSACTION TYPE CATAGORIES

Transaction type is the category of product or service being provided. The list below details each transaction type.

PERPETUAL SINGLE USER	A grant of perpetual License rights for individual use of the Software Solution.
PERPETUAL CPU-USE	A grant of perpetual License rights to use the Software Solution on a CPU.
PERPETUAL PER SEAT	
TERM SINGLE USER	A grant of limited-time License rights for individual use of the Software Solution.
TERM CPU-USE	A grant of limited-time License rights to use the Software Solution on a CPU.
APPLIANCE	Use this type if you are reporting hardware peripherals that are required for the Software Solution.

Input this information into the Trans Type field (Col. P) of the Software Solutions sheet.



A DIFFERENT TEMPLATE FOR EVERY SERVICE AGREEMENT

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

For example, a vendor is a VOR for three SA's: 3005, 2989 & 3001. During the Jan/04 reporting period (and every period), the vendor must submit *three* separate reports. One will list the products for SA-3005, another for SA-2989 (a quarterly report) and finally another for SA-3001.

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-SA####-MMYY

For example, a vendor named MBS under the SA-3005 VOR is creating a template for the period of January 1st to 31st, 2004. The file name would be:

MBS-SA3005-JAN04

The naming convention for *quarterly reports* is: vendor (dash) service agreement (dash) quarter year, formatted the following way:

VENDORNAME-SA####-#QYYYY

The quarterly reports are based on the fiscal year starting on April 1st and ending March 31st. The quarters are numbered 1Q (one) through 4Q (four). These are the quarterly reporting periods:

- 1Q – April 1st to June 30th
- 2Q – July 1st to September 31st
- 3Q – October 1st to December 31st
- 4Q – January 1st to March 31st

For example, a vendor named PPITPB under the SA-2989 VOR is creating a template for the period of January 1st to March 31st, 2004. The file name would be:

PPITPB-SA2989-4Q2003



REVISING DATA PREVIOUSLY REPORTED

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

For example, in the period of Jan/04 a vendor reported three products starting for the Ministry of Community Safety and Corrections. However, in Feb/04 the vendor discovers that one of the products had actually been sold to the Attorney General. What the vendor can do is submit a revised Jan/04 report with only the product 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.



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 SERVICES	GOVERNMENT SERVICES	Cellular Phones	Nokia	Lease	3	\$525.00
GOVERNMENT SERVICES I & IT DELIVERY CLUSTER SERVICES	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.