

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: \geq

| the second s | Yess Duert | And the second s | and the part of the local division of the | Contraction of the later of the | - 100 | | | | | | | Choose the Vendor name. Choose the reporting period (for quality) |
|--|------------|--|---|--|-------------|--------------|-------------------|---------|--|-------|--------------------------|--|
| | @ D \$ | | | | | | | | and the second distance in the second distanc | | | periods appear at the bottom of the li |
| Artal | | 0 🗉 🔳 | / 및 = | F 華 潮 日 | 3 * % | . 24 2 | 建课 | 8.0 | - <u>A</u> - | | | |
| + + D | 0 0 0 | Pavortas - | Ge - F | OWW | vendor-sa29 | 66 mmmy 2 | łs | | | | | 3. If there is <i>no new activity</i> for this mon |
| 670 | * | | C. Mercel 4 | - III - I - I - I | | | | | | | | check off the checkbox. |
| A | B | 0 | n | F | F | G | I H | 1 | 1 | K | 1 | |
| 1 | | | | - | | | | | | | | A Nil Report is filed if there is no new dat |
| 2 | | | | | | | | | | | | F |
| | | | | | Gene | ral Info | ormatio | m | | | | For more las Vander V has ano maiort a |
| 4 | | | | | Gene | i ai ii ii i | ///// | | | - | | For example: Vendor X has one project o |
| 5 | | | | | | | | - | | - | | start date of this project is 10/1/01, and th |
| 61 | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | Vendor X will file one report with the pro |
| 8 | | - | | | Same | _ | | | - | - | Vendor Listbox | vendor x win the one report with the pro |
| 9 | - | - | | | Vendor: | | _ | | | | venuor Listbox | |
| 10 | | | _ | | a new story | 1.012-0 | 1 | _ | 9. CHURCH | _ | | Every other report filed will be a Nil Repo |
| 12 | _ | | _ | _ | | | | | - | | | reported. |
| 2 | | | | | Month: | Ot | 01,2000-Oct 1 | 11 2000 | | ← | Reporting Period Listbox | - |
| | | | | | monur: | | er jacober erse i | | | - | Reporting Ferrou Listoox | |
| 15 | | | | - | | | | | - | - | | |
| 16 | | - | | - | | | | | - | | | |
| 17 | | | | | | | second | | | | | |
| 18 | - | | | | | 1 No data | for the world | 1 | | -"Nil | Report" Checkbox | |
| 101 | | | | | | | | | | | | |

rterly reports, the reporting th (basically a "Nil Report"), a to report. n-going with Ministry Y. The e anticipated end date is 11/1/02. ject's estimate cost in Oct/01. ort until a new project is to be

INSTRUCTIONS FOR THE SERVICES SHEET 🗙 Microsoft Excel - vendor-sa2988-mmmyy.xls _ 8 × _ 🗗 × 🎦 File Edit Yiew Insert Format Tools Data Window Help Σ 🕫 👌 👬 🛍 🧶 🗅 📂 日 🎒 🖪 🖤 👗 🗈 🛍 ダ 42 100% 💌 2 **三三三国 \$ %,%** ₽ 律 律 Arial **-** 10 -BIU 😢 🚯 🚮 🧑 Favorites 🕶 💁 🖛 拱 C:\ALAN\vendor-sa2988-mmmyy.xls -= | A6 Α В С D E F SA/Agreement # Organization/Ministry Transaction Date(mm/dd/yy) Branch Contact First Name Contact Last Name Contact e-mail 9/1/01 JOHN JOHN.DOE@MINIS SA-2988 MINISTRY A BRANCH B DOE 3 DOE SA-2988 MINISTRY B BRANCH C 9/1/01 JOANNE JOANNE.DOE@MII 4 5 6 **Contact First Name: This is the first name of your** SA/Agreement: This is the service **Branch:** This is the specific branch of contact within the ministry/agency that you are agreement that you are reporting the ministry/agency that the contract is performing the project for. The input for this field **Transaction Date: This date should fall between the** for. You are a Vendor of Record for (i.e.: "Human Services IT&T is mandatory. beginning and end of the month you are reporting for "SA-2976," "SA-2984," "SA-Cluster"). To find a branch name, the (i.e.: for the report period Dec/01, the date can be 2988," "SA-2988-R1," "SA-2990," Lookup sheet of the template contains between 12/1/01 to 12/31/01). If in doubt, input the **Contact Last Name: The ministry contact's last** or "SA-2994." The input for this a complete listing. The input for this first day of the report month. The input for this name. The input for this field is mandatory. field is mandatory. field is mandatory. field is mandatory. Contact e-mail: The ministry contact's e-mail **Organization/Ministry:** This is the ministry or address. agency that you are performing the contract for (i.e.: "Health and Long-Term Care"). To find an organization name, the Lookup sheet of the This information goes on the Services Sheet (named, 6 - Services) of the template contains a complete listing. The input Excel workbook, which is the eighth worksheet after the General Sheet. for this field is mandatory.

| X | licrosoft Excel - vendo | r-sa2988-mmmyy.xl | s | | | | | | _ 8 × |
|-----|---|--|-----------------------------|--|---------------------|-------------------------|-----------------|---------------------|--------------|
| | <u>File E</u> dit <u>V</u> iew <u>I</u> nsert | F <u>o</u> rmat <u>T</u> ools <u>D</u> ata | <u>W</u> indow <u>H</u> elp | | | | | | <u>_ 8 ×</u> |
| | 🖻 🖬 🍯 🗟 🖤 | 👗 🖻 🛍 ダ | ରେ ୩ ଲେ 🖌 🍓 🍕 | $\Sigma f_{*} \stackrel{A}{\underset{Z}{\to}} \mid \stackrel{Z}{\underset{A}{\to}} \downarrow$ | 🛍 🔮 🛷 10 | 0% 🔹 👰 | | | |
| Ari | al 🔹 10 | • B <i>I</i> <u>U</u> | | 5 % , ∴ ₀ ,00 | 🛊 🛊 🖂 - | <u>ð</u> • <u>A</u> • | | | |
| ← | > 🕺 🔂 🙆 🤕 | Favorites 👻 💁 | C:\ALAN\vend | or-sa2988-mmmyy.xls | ; | • | | | |
| | A6 🔻 | = | | | | | | | |
| | Н | | J | K | L | M | N | 0 | |
| 1 | Contact Phone | Contact Fax | Contact Street | Contact Suite | Contact City | Contact Province | Contact Country | Contact Postal Code | Pr |
| 3 | (416)###-#### | (416)###-#### | ### STREET St. | STE. ### | CITY | ONTARIO | CANADA | Z#Z #Z# | MA |
| 4 | (416)###-#### | (416)###-#### | ### STREET St. | STE. ### | CITY | ONTARIO | CANADA | Z#Z #Z# | PA |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| - | | l | 1 | 1 | | | | | |
| | | | | | • | | | | |
| | | | All o | f these fields are for t | the ministry/agency | 's contact information. | | | |

| X | dicrosoft Excel - ve | endor-sa2988-mmmy | y.xls | | | | | | | _ 8 × | |
|------|---|--------------------------|--|------------------|--|---|--------------|----------------------|--|-----------------|--|
| | Eile Edit View Insert Format Tools Data Window Help | | | | | | | | | | |
| | | | | | | | | | | | |
| Ar | ial | • 10 • B <i>I</i> | ⊻ ≡ ≡ ≡ ₫ | \$ % | 00. 0.+ 0.+ 00. € | 住住 🗐 🔹 🏖 | • <u>A</u> • | | | | |
| | > 🕺 😫 🙆 | 🖁 🧿 Favorites 👻 🧕 | io + 🛛 🔽 🗠 C:\ALAN\V | endor-sa2988 | 8-mmmyy.×ls | ; | • | | | | |
| | A6 🔽 | = | | | | | | | | | |
| | P | Q | R | | 3 | Т | U | V | W | X 🗖 | |
| 1 | Product Code | Product Name | Product Model | Product \ | /ersion | Product Edition | Tran Number | Tran Type | Contract Number | Start Date(mm/d | |
| 3 | MARY DOE | PROJECT X | | | | | AA.#### | | BB###-CC-##-DD-## | | |
| 4 | PAUL DOE | PROJECT Y | | | | | BB#### | PURCHASE | CC-###-DD-##-EE-## | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | 7 | 1 | | | |
| 7 | | | | | | | | | | | |
| - | 1 | | 1 | | | | 1 | 1 | | | |
| | | | Product Mor | lel; Product V | arsion. Prod | uct Edition: | Tron Type | For the services | sheet the | | |
| Dw | duct Code: This could e | aithan ha tha | 1 Toduct Mod | Please leav | | act Edition. | | is field is always ' | | | |
| | tract number assigned | | | | | | | is mandatory. | | | |
| con | pany or by the client | | | | | | | | | | |
| | istry/agency or a servic | | duct Name: This is the na | me of the | Tran Number: A vendor can use this field | | | | | | |
| | eement number. It coul ne of the contractor or l | leader proj | ect assigned by the client | | | for an additional identifier, such as the | | | Contract Number: This is the identifier that is assigned by the ministry/agency for | | |
| | king on the project. Th | he input for min | istry/agency. The input for the second s | or this field is | | vendor's P.O. number for the project. | | | the project. Leave th | | |
| this | field is mandatory. | man | idatory. | | | | | | contract number has | | |
| | | | | | | | | | inputted in the produ | ct code field. | |

| 🗙 Microsoft Excel - vendor-sa2988-mmmyy.xls | _ 8 × |
|--|-------|
| Eile Edit View Insert Format Tools Data Window Help | _ 8 × |
| 🗋 🖆 🖬 🚳 💁 🖤 🐰 🛍 🛍 🗭 💅 🗁 ν ν ν 😪 🎯 Σ 🏂 ફੈ↓ ដ 🛍 🦉 🦑 ΙΟΟ% 🔹 🧖 | |
| Arial ▼ 10 ▼ B <i>I</i> <u>U</u> ≡ ≡ ≡ ፼ \$ %, 10 + 20 + ▲ + | |
| H ← → 🕺 🔂 🟠 🧿 Favorites + 💁 C:\ALAN\vendor-sa2988-mmmyy.xls - | |
| A6 T | |
| X Y Z AA AB AC AD | AE 🔺 |
| 1 Start Date(mm/dd/yy) End Date(mm/dd/yy) Other Estimated Cost Contract Cost | |
| 3 9/1/01 9/1/02 BUSINESS ANALYST LVL 2; MAINFRAME \$\$,\$\$\$ | |
| 4 9/1/00 9/1/01 PROGRAMMER ANALYST LVL 1; PC WIN | |
| 5 | |
| | |
| 7 | |
| | |
| Other: The role of the contractor(s) and the computing Contract Cost: Please leave blank. | |
| Start Date(mm/dd/yy): The start date of | |
| the project. The input for this field is (i.e.: Business Analyst Lyl 2; Mainframe). | |
| mandatory. | |
| | |
| | |
| End Date(mm/dd/yy): The anticipated completion date of the project The input for this field is Estimated Cost: The contract value of the | |
| date of the project. The input for this field is mandatory. Estimated Cost: The contract value of the project provided to the ministry/agency before | |
| the contract starts. This figure should only be | |
| reported once: in the reporting month of the start date (i.e.: if the start date of the project is | |
| 12/15/01, the estimate cost should be reported | |
| only in the Dec/01 report). | |

A NOTE ON EXTENSIONS OF SERVICE CONTRACTS

When a contract (project) is to be extended, 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:

- ➤ Add the suffix "/x" to the end of the product code (or "/x2"…"/x3"…ect. for further extensions).
- > 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.

| \mathbf{X} | dicrosoft E | Excel - ve | endor-sa2988-mmmy | yy.xls | | | | | _ 8 × |
|--------------|--|------------|--------------------------------|-------------------------------------|-------------------------|---|--------------------------------|---------------|-----------|
| 8 | Eile Edit View Insert Format Tools Data Window Help Contact Database | | | | | | | | |
| | | I PROI | | Ў ⋈ ▾ ལ ▾ 🍓 🍣 Ŭ 🖹 ≣ ≣ 🗐 \$ | | | | | |
| | AA5 | | = | | | | | | |
| | | | | | | 7 | | 0.00 | 0.4 |
| | | P | Q | X | Y | Z | AA | AB | A(|
| 1 | Produc | ° Code | Q Product Name | X Start Date(mm/dd/yy) | Y End Date(mm/dd/yy) | Z Other | AA Estimated Cost | = | |
| 1 | Produc MARY D | | Q Product Name PROJECT X | X Start Date(mm/dd/yy) 9/1/01 | | Z Other BUSINESS ANALYST LVL 2; MAINFRAME | Estimated Cost | Contract Cost | <u>A(</u> |
| | · · · · · · · · · · · · · · · · · · · | OE | | , | 9/1/02 | | Estimated Cost \$100,000.00 | Contract Cost | |
| 4 5 | MARY D | OE | PROJECT X | 9/1/01 | 9/1/02 | BUSINESS ANALYST LVL 2; MAINFRAME | Estimated Cost \$100,000.00 | Contract Cost | |
| 4 | MARY D | OE | PROJECT X | 9/1/01 | 9/1/02 | BUSINESS ANALYST LVL 2; MAINFRAME | Estimated Cost \$100,000.00 | Contract Cost | |

EXTENSION

A DIFFERENT TEMPLATE FOR EVERY SERVICE AGREEMENT

If you are a vendor of record (VOR) for multiple service 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: 2988, 2984 & 2994. During the Mar/02 reporting period (and every period), the vendor must submit *three* separate reports. One will list the projects for SA-2988, another for SA-2984 (a quarterly report) and finally another for SA-2994.



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####-MMMYY

For example, a vendor named MBS under the SA-2988-R1 VOR is creating a template for the period of March 1st to 31st, 2002. The file name would be:

MBS-SA2988R1-MAR02

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 1^{st} and ending March 31^{st} . The quarters are numbered 1Q (one) through 4Q (four). These is 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 July 1st to September 31st, 2002. The file name would be:

PPITPB-SA2989-2Q2002



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 projects/products that have revised data within the period that they would have originally been included.

For example, in the period of Jun/01 a vendor reported three projects starting for the Ministry of the Solicitor General. However, in Feb/02 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 Jun/01 report with only the project line listing the Attorney General as a client....the other two, listing the Solicitor General 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 or the project).

For example, under the previous procedure, if a vendor was reporting one project that had the start/end dates of 2/1/02 to 06/28/02, two reports would be required: one to report the estimate cost of the project in the Feb/02 template, and another to report the total contract cost in the Jun/02 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/02 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.

