Instructions for the Vendor Reporting Template (Services Sheet)

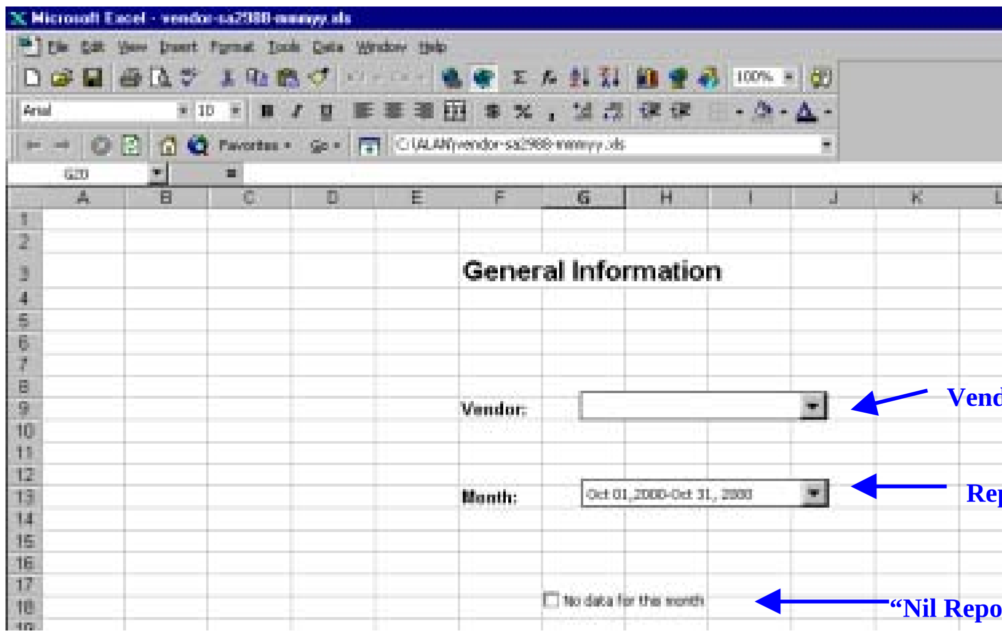
- **To get an up-to-date template, please download the spreadsheet available from our web site at:**

  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:**



Vendor Listbox

Reporting Period Listbox

"Nil Report" Checkbox

1. **Choose the Vendor name.**
2. **Choose the reporting period (for quarterly reports, the reporting periods appear at the bottom of the list).**
3. **If there is *no new activity* for this month (basically a "Nil Report"), check off the checkbox.**

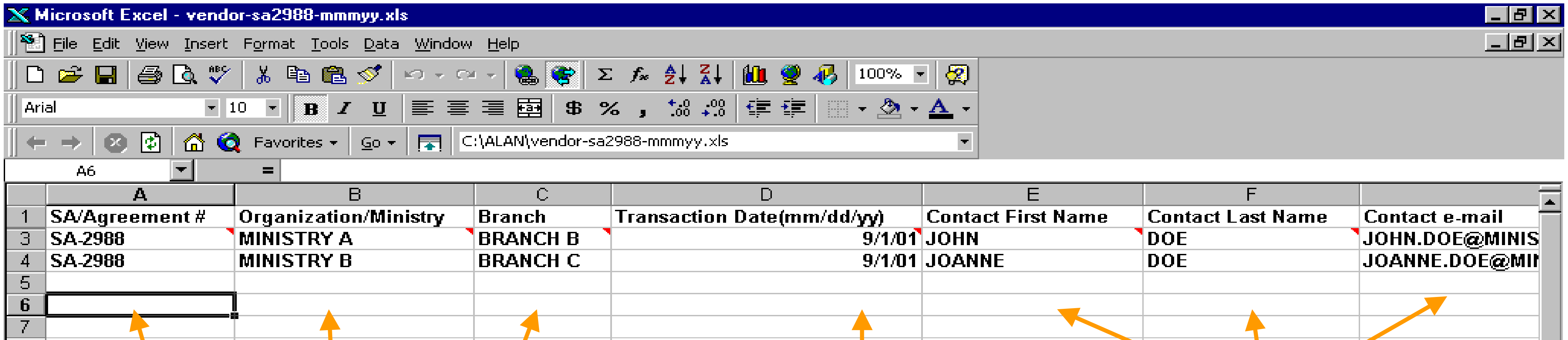
A Nil Report is filed if there is no new data to report.

For example: Vendor X has one project on-going with Ministry Y. The start date of this project is 10/1/01, and the anticipated end date is 11/1/02.

Vendor X will file one report with the project's estimate cost in Oct/01.

Every other report filed will be a *Nil Report* until a new project is to be reported.

INSTRUCTIONS FOR THE SERVICES SHEET



SA/Agreement: This is the service agreement that you are reporting for. You are a Vendor of Record for "SA-2976," "SA-2984," "SA-2988," "SA-2988-R1," "SA-2990," or "SA-2994." The input for this field is mandatory.

Branch: This is the specific branch of the ministry/agency that the contract is for (i.e.: "Human Services IT&T Cluster"). To find a branch name, the Lookup sheet of the template contains a complete listing. The input for this field is mandatory.

Transaction Date: This date should fall between the beginning and end of the month you are reporting (i.e.: for the report period Dec/01, the date can be between 12/1/01 to 12/31/01). If in doubt, input the first day of the report month. The input for this field is mandatory.

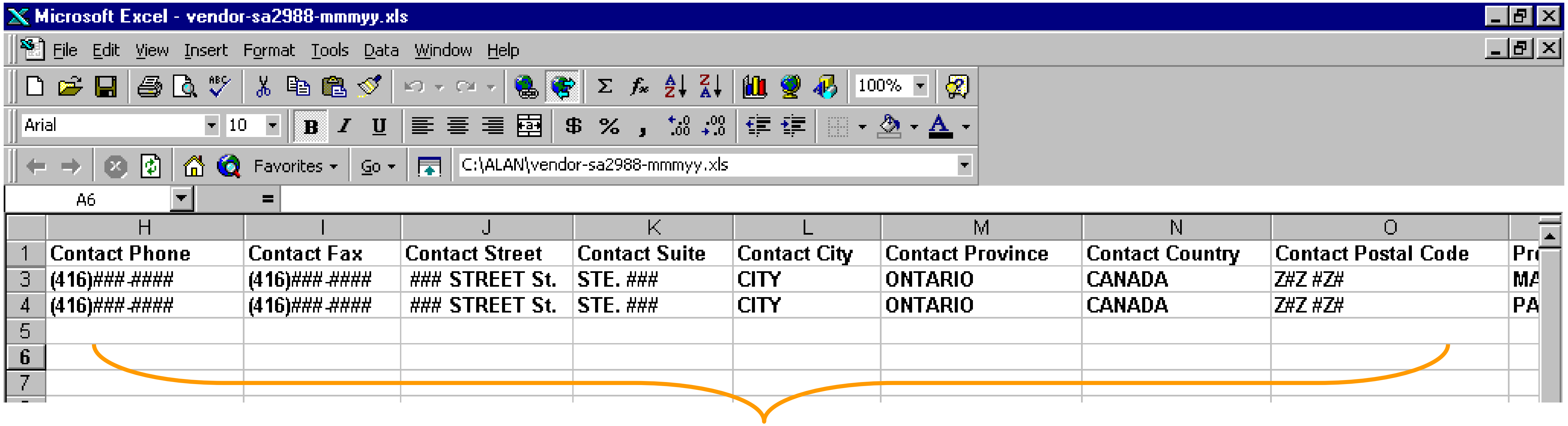
Contact First Name: This is the first name of your contact within the ministry/agency that you are performing the project for. The input for this field is mandatory.

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

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

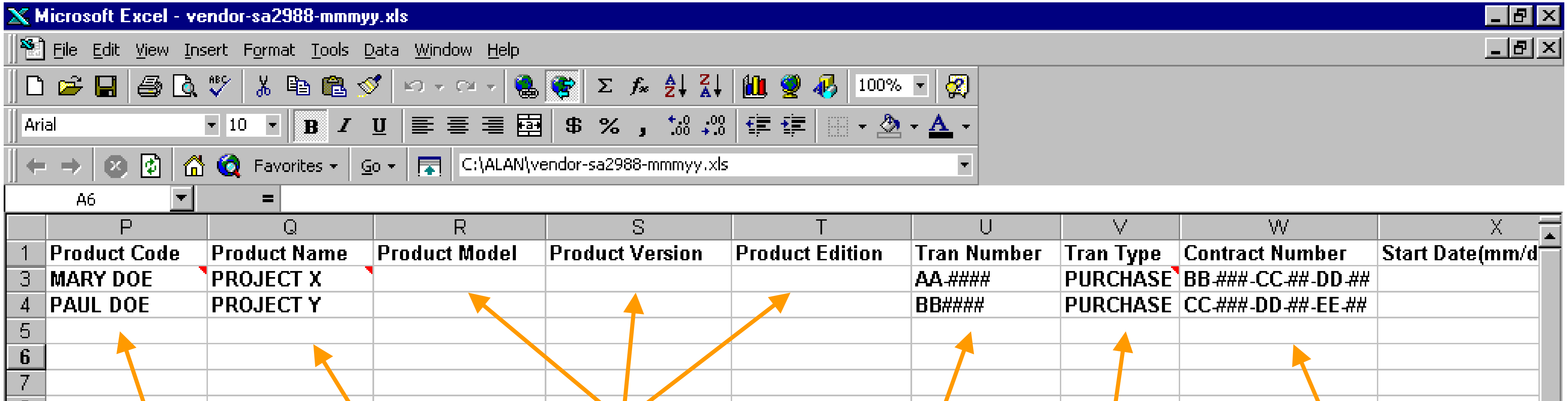
Organization/Ministry: This is the ministry or agency that you are performing the contract for (i.e.: "Health and Long-Term Care"). To find an organization name, the Lookup sheet of the template contains a complete listing. The input for this field is mandatory.

This information goes on the *Services Sheet* (named, 6 - Services) of the Excel workbook, which is the eighth worksheet after the General Sheet.



	H	I	J	K	L	M	N	O	
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									

All of these fields are for the ministry/agency's contact information.



Product Model; Product Version; Product Edition: Please leave blank.

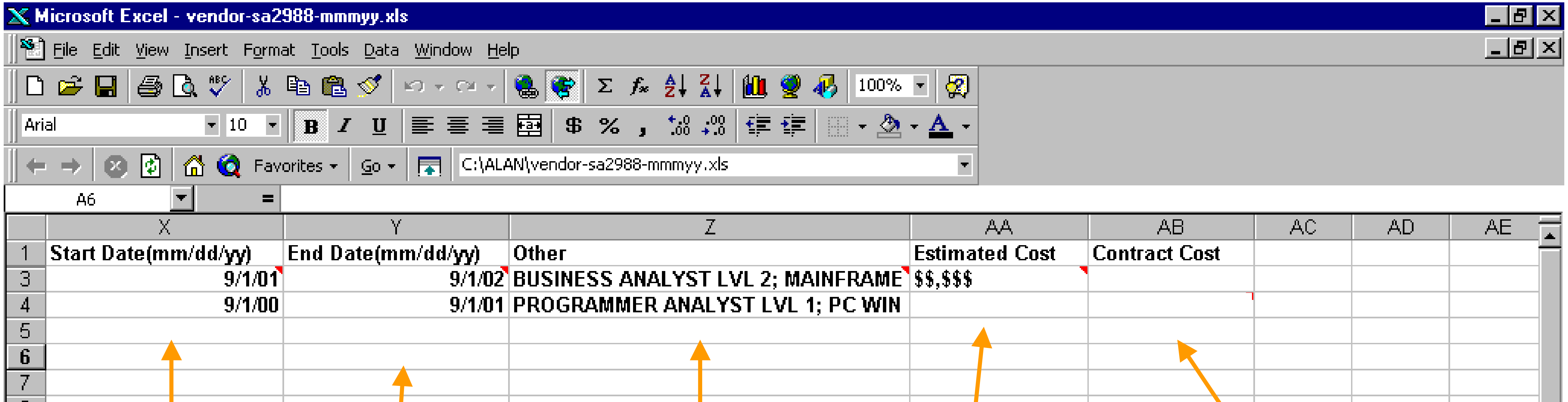
Tran Type: For the services sheet, the input in this field is always "Purchase." This input is mandatory.

Product Code: This could either be the contract number assigned by your company or by the client ministry/agency or a service level agreement number. It could also be the name of the contractor or leader working on the project. The input for this field is mandatory.

Product Name: This is the name of the project assigned by the client ministry/agency. The input for this field is mandatory.

Tran Number: A vendor can use this field for an additional identifier, such as the vendor's P.O. number for the project.

Contract Number: This is the identifier that is assigned by the ministry/agency for the project. Leave this field blank if the contract number has already been inputted in the product code field.



Start Date(mm/dd/yy): The start date of the project. The input for this field is mandatory.

Other: The role of the contractor(s) and the computing environment they are working with during the project (i.e.: Business Analyst Lvl 2; Mainframe).

Contract Cost: Please leave blank.

End Date(mm/dd/yy): The anticipated completion date of the project. The input for this field is mandatory.

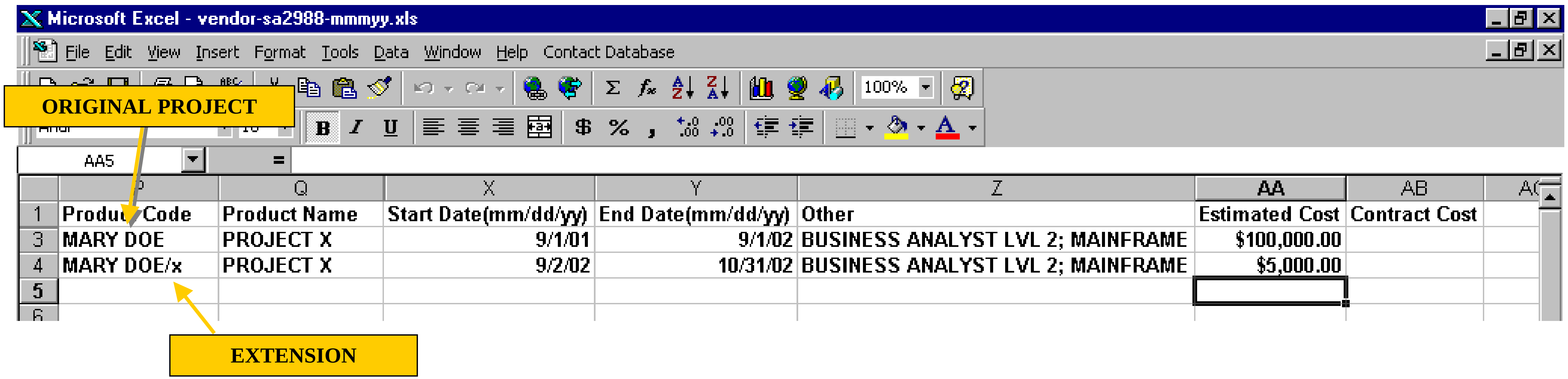
Estimated Cost: The contract value of the project provided to the ministry/agency before the contract starts. This figure should only be reported once: in the reporting month of the start date (i.e.: if the start date of the project is 12/15/01, the estimate cost should be reported only in the Dec/01 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.**



	P	Q	X	Y	Z	AA	AB
1	Product Code	Product Name	Start Date(mm/dd/yy)	End Date(mm/dd/yy)	Other	Estimated Cost	Contract Cost
3	MARY DOE	PROJECT X	9/1/01	9/1/02	BUSINESS ANALYST LVL 2; MAINFRAME	$100,000.00	
4	MARY DOE/x	PROJECT X	9/2/02	10/31/02	BUSINESS ANALYST LVL 2; MAINFRAME	$5,000.00	
5							

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 1st and ending March 31st. 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.