



APPENDIX H – STANDING OFFER REPORTING

1. The Consultant must compile and maintain records on its provision of Architectural and Engineering (A&E) services to Canada under call-ups resulting from the Standing Offer. This data must include all purchases done by Canada.

The Consultant must provide this data in accordance with the reporting requirements detailed in this appendix. If some data is not available, the reason must be indicated in the report. If no A&E services are provided during a given period, the Consultant must provide a "nil" report.

The data must be submitted on a *quarterly basis* to the Contracting Authority.

The quarterly reporting periods are defined as follows:

- a) first quarter: April 1 to June 30
- b) second quarter: July 1 to September 30
- c) third quarter: October 1 to December 31
- d) fourth quarter: January 1 to March 31

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

2. Instructions to Consultant:

- a) Cumulative data to be integrated in each report (i.e. if reporting starts in January, the January report will only include January data; the February report will include the cumulative total of January and February data; the March report will include the cumulative total of January and February data; etc.)
- b) Any questions regarding completion of the status reports are to be directed to the Contracting Authority.

3. Cumulative Consultant Call-up Status Report:

a) Reporting Period (as at date): _____

Standing Offer Holder Company Name	Standing Offer Number	Call-up Number	Date Call-up Issued	Amount of Call-up to date, including amendments and Applicable Taxes
Cumulative total of all call-ups to date:				