

Appendix E - Report of Contract Sales

**Agreement between the New York State Office of General Services and
[Contractor Name]
for Project Based Information Technology Consulting Services**

Contractor Name:	
Calendar Quarter:	
Start of Reporting Period:	
End of Reporting Period:	
Contract Number:	
NYS Vendor ID Number:	
Value of Awarded Projects for this Reporting Quarter:	\$ -
Total Amount Billed for this Reporting Quarter:	\$ -

Instructions for the completion of this report:

Please complete all yellow fields on the Cover Page tab, and enter contract usage information on the New Awards this Quarter, and Billed This Quarter tab, as applicable.

New awards should be reported during the calendar quarter that the Purchase Order/ Authorized User Agreement was executed and received all necessary approvals.

Solicitation Citation: 5.16.1 Report of Contract Purchases

Contractor shall furnish quarterly reports containing total sales for both State Agency and other Authorized User contract purchases no later than thirty (30) days after the close of each calendar quarter using the form set out in Appendix E, Report of Contract Purchases.

In addition to Contractor direct sales, Contractor shall submit sales information for all resellers, dealers, distributors or other authorized distribution channels, where such contract sales are provided by other than the Contractor. A separate report shall be provided for each authorized distribution channel. Contractors shall verify if each alternate vendor is a NYS certified minority- or women- owned business (MBE or WBE, respectively). Contractors shall verify such status through the Empire State Development minority- and women-owned businesses database at: <https://ny.newnycontracts.com/frontend/diversityusers.asp>.

