

**Agreement between the New York State Office of General Services
and Hourly-Based IT Services (HBITS) Contractor**



Appendix E

Contractor Name:	
Calendar Quarter:	
Start of Reporting Period:	
End of Reporting Period:	
Contract #:	
Vendor File ID#:	
Amount of Sales Reported:	\$ -

Contract Citation: 6.2.6

The Contractor shall furnish quarterly reports, using the format specified in Appendix E containing total sales for both State Agency and Authorized non-State Agency Contract purchases no later than thirty (30) business days after the close of each calendar quarter. The report is to be submitted electronically in Microsoft Excel 2007 or higher format to the attention of the individual shown on the front page of the Contract Award Notification. Additional related Contract purchase information may be required and must be supplied upon request.

For any sales involving a subcontractor Contractor shall both identify and verify if each subcontractor is a MBE, WBE, or is a New York State Certified Minority and Women Owned Business (M/WBE). Contractors shall verify such status through the Empire State Development Minority- and Women-Owned Businesses Database web site at: <http://www.esd.ny.gov/MWBE/directorySearch.html>.

The State reserves the right to modify the individual(s) and/or State governmental entity designated to receive these quarterly reports.

