

J.4 Deliverables: Outline of Reports for Submission

All reports should be sent electronically. Additional reports may be added during the period of performance. The COR will notify the Contractor(s) when an additional report(s) is required.

Immediate reports – to be submitted to the COR ASAP.

ITEM	Format
Notification of broken equipment or damage to infrastructure	Email
Negative customer experience	Email
Items are out of stock	Email

Weekly reports and documents –to be submitted by Friday close of business each week.

ITEM	Format
Sales report	Excel

Monthly reports and documents– to be submitted by the 20th of each month

ITEM	Format
Financial Information Tracking Sheet	PDF
Commission Statement	Excel or Word
Commission Checks	
P+L's	Excel
Commissions Report	Excel
Daily sales report +monthly sales report	OEM
Schedule of deductions with backup	Excel
Employee roster	Excel
New item summary	Excel
Price and portion guide	Excel
Marketing and promo calendar	PDF or Word
Work order log	Excel or Word
Directory of Contacts	Excel

Quarterly reports and documents – to be submitted by the 20th of the month in January, April, July and October.

ITEM	Format
Contractor Semi Annual Review	PDF
Sanitation inspection reports (External inspector)	PDF
Quality Assurance Plan	Word or PDF

Semi-annual reports and documents – to be submitted by the 20th of the month in January and July

ITEM	Format
Marketing plan for the upcoming 6-month period	Word or PDF
Training plan for the prior 6-month period	Word or PDF

Annual reports and documents –reports to be submitted with the September financial package. Annual reports should be submitted when they are published.

ITEM	Format
Insurance certificate	PDF
Affirmation of Non-disclosure documents (all employees with access to House computer)	PDF
Information System User Certification (INFOSEC)	PDF
Operating Budgets for the new fiscal year	Excel
MSDS Sheets	PDF
Annual Corporate Audit or tax documents	PDF
Policy and Procedure Manual	Word or PDF
Menu item movement report	Excel or Word

On a monthly basis the Contractor is to provide the following reports:

- (a) Product movement report in the form of an excel spreadsheet or other sortable file format mutually agreed upon. The report is to include product name, unit price, number of units sold monthly and year to date and total sales both monthly and year to date. The report should also provide monthly and year to date totals of beverage sales, snack sales and fresh/frozen food sales. The report must include the same detail for all sales collected from any machines sub- contracted by the Contractor.
- (b) Monthly commission report the form of an excel spreadsheet or other sortable file format as mutually agreed upon. The report is to include machine location, machine identifier (snack, can beverage, fresh food etc.), asset number or other unique identifier, total quantity of item sold by category (snacks, gum/mints, candy, pastry etc. or carbonated beverages, non-carb beverages, juice, energy drinks etc.), gross sales, commission rate, commission paid.
- (c) Monthly repair log showing all repair calls received.
- (d) Monthly financial statement showing total sales (monthly and YTD) by tender and total commissions (monthly and YTD).
- (e) Reports and commission checks are due on the 20th day following the close of the month. Product movement reports and Commission reports are to be provided in both hard copy and electronic form