

***Schedule 5 – Invoices and Reports***

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**1. OVERVIEW**

Contractor shall provide usage/inventory data that the County can use to chargeback Contractor's fees to County projects or Departments. This data consists of the quantity of usage or inventory data and an associated County project number or Department, if available and applicable. The data also include a Service identifier linked to a specific billing element, as well as a date of Service, if applicable. Usage data reports must be totaled and summarized by project number and/or Department, as required by the County. Detail and summary information reported monthly in a standard electronic file format provided by the County not later than the 10th of each month, for Services performed in the preceding month.

**2. OBJECTIVES**

2.1. The Contractor shall provide reports and information to the County to demonstrate the Contractor's compliance with the Service Levels in addition to the reports specified in this Section. Contractor is required to retain data to generate reports for historical purposes during the Term.

2.2. The County will define the requirements for any project numbering system needed to track such elements as mainframe usage or applications maintenance and development hours. The County will also provide and update the Department information that Contractor shall maintain in the inventory databases.

2.3. The County will provide and update the Business Unit (Department) and POETA (Project, Org, Expenditure, Task, and Award) information that Contractor shall maintain in the inventory databases. In addition, Contractor shall create and utilize summary usage report formats, subject to the County's approval, to enable the County to chargeback Contractor's fees.

2.4. During Transition, Contractor shall work with designated personnel from the County to develop specific policies and procedures regarding establishing and using Department/project numbers and establishing/updating Department information for the inventory databases. In addition, with the County's approval, Contractor shall develop summary usage report formats to enable the County to chargeback Contractor's fees.

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2.5. Inventory data is a snapshot of the information on the last day of Contractor’s accounting month. Usage data reports shall be totaled and summarized by Business Unit (Department) and Business Group, as required by the County. Detail and summary information shall be reported monthly in a standard electronic file format not later than the 10th of each month, for Services performed in the preceding month.

2.6. All reports shall be posted in the online Service Portal that is available to authorized County End-Users.

2.7. The contents of the SnP Manual for all Frameworks shall be referenced in the monthly Schedule 5 report, “Schedule 5 Invoices and Reports List”.

2.8. Content management (add/remove/change) of the Schedule 5 Reports will be done with a Service Request.

### **3. DELIVERABLES/REPORTS BY FRAMEWORK**

The Schedule 5 Reports List maintains the deliverables/reports that Contractor is required to provide to the County on a regularly scheduled basis under the Agreement is not intended to be an exhaustive list of each and every report that Contractor is required to provide to the County as specifically required by the Agreement. Contractor shall also provide to the County such additional reports as appropriate from time to time or as the County requests pursuant to Services provided in this Agreement.

**END OF SCHEDULE**