Annex I– Electronic Business Information Requirements

2.1 Electronic Business Information Requirements

2.1.1 Instructions
Context

2.1.1.1   Appendix "F", Electronic Business Information Requirements provides a description and mapping of electronic data to be provided by the contractor for Canada's data repository.

2.1.1.2   The Contractor is to submit data to Canada in a pre-determined format herein after referred to as "transactions"

2.1.1.3   Transactions are to be submitted on a scheduled basis as outlined in this Statement of Work or as agreed to between the Contractor and the Technical Authority.

2.1.1.4   Electronic data submitted in transactions by the Contractor will be used by Canada to produce business reports from its own electronic systems.

Scope of Services

2.1.1.5   The Contractor must submit to the Technical Authority the data related to the transactions outlined in this Statement of Work according to the technical specifications described in Annex "J" and the schedule described in Appendix "F";

2.1.1.6   The Contractor must transfer electronically to the Technical Authority the information requested in this Statement of Work in the manner and format as identified or as directed by the Technical Authority.

2.1.2 Summary of Electronic Business Information Requirements Based on Statement of Work References

2.1.2.1   This Article provides references to IM/IT transactions categorized for each main service outlined in this Statement of Work.

2.1.2.2 – Statement of Work and IM/IT Transaction References

Statement of Work and IM/IT Transaction References	
Statement of Work Reference	**Annex J Transaction Reference**
General Requirements	
Quality Management	PIA0, ACP0, KPI0, KPI1
Tenant Service Projects	PAC0, PPT0, PPT1, PCS0, PIA0, ACP0, KPI0, KPI1
Critical Incidents	CET0, CET1, CET2 CET3, CET4, PIA0, ACP0
Health and Safety	CET0, CET1, CET2, CET3, CET4, PIA0, ACP0, AWS0
Risk Management	PMT1
Heritage Conservation	OMP0, OMA0, PPT0, PAC0, KPI0, KPI1
Business Administration	
Expenditure Management	OMP0, OMA0, PPT0, PAC0, RCP0, RCF0, PMT1, PIA0, ACP0, KPI0, KPI1
Property Management Services	
Cleaning Services	OMP0, OMA0, PIA0, ACP0, KPI0, KPI1
Building Systems & Equipment	EIT0, GFE2, PPT1, HAZ0, STR0
Maintenance Services	CET0, CET1, CET2, , CET3, CET4, OMP0, OMA0, UCT0, STR0, STR1, PIA0, ACP0, KPI0, KPI1
Environnemental Management	AMP0, AMP1, ENV0, HAZ0, PCR0, PUT0, RMQ0, RMQ1, STR0, STR1, WTR0, AWS0, PIA0, ACP0, UCT0
Grounds Upkeep and Landscaping	OMP0, OMA0, PIA0, ACP0
Security Services	OMP0, OMA0
Develop Plans	OMP0, RAP0, RMF0, PPT0, RCP0, PIA0, ACP0, KPI0, KPI1
Materiel Management	EOT0, GFE2, HAZ0
Third Party Leasing	RSA0, CON0, CON1, CON2, CON3, CON4, CON5, CON6, RSM0, SCI0, LAS0, CAT0, PIA0, ACP0, TEN0
Lease Administration	LSE0, LSE1, LSE2, PIA0, ACP0
Other Building Services	PLI0, CPI0, CPI1
Project Delivery Services	
Project Delivery Services	PPT0, PPT1, PPT2, PAC0, PCS0, PMT0, PMT1, PIA0, ACP0, KPI0, KPI1
Projects between $5,000 to $24,999.99	PPT0, PPT1, PPT2, PAC0, PCS0, PMT0, PMT1, PIA0, ACP0, KPI0, KPI1
Projects between $25,000 and $999,999.99	PAC0, PPT0, PPT1, PPT2, PCS0, PIA0, ACP0, KPI0, KPI1, PMT0
Construction Project Services	PPT0, PPT1, PPT2, PAC0, PCS0, PMT0, PMT1, PIA0, ACP0, KPI0, KPI1

2.1.2.3 Table - Schedule and Frequency of Transactions

Annex "J" IM/IT Requirements Transaction Reference	Transaction Name	Minimum Submission Frequency	Schedule (To Be Received By 15:00 Hours EDT)
Schedule and Frequency of Transactions			
Financial Planning			
OMP0	Operation and Maintenance Annual Plan	Annual and as required	1st of November, and as required by Building Management Plan process
OMA0	Operation and Maintenance Monthly Actual/Forecast Costs	Monthly	5th of the month
PPT0	Proposed Projects	Monthly in general, twice per month for projects > $1 million	5th and 20th of the month, and as required by the Building Management Plan process
PPT1	Proposed Project Equipment	Monthly in general, twice per month for projects > $1 million	5th of the month
PPT2	Project Details for Environmental Aspects	Monthly	5th of the month
PAC0	Project Actual Costs	Monthly in general, twice per month for projects > $1 million	5th and the 20th of the month and as required by the Building Management Plan process
PCS0	Project Completion Status	Monthly in general, twice per month for projects > $1 million	5th and the 20th of the month and as required by the Building Management Plan process
RAP0	Revenue Annual Plan	Annual and as required	1st of November, and as required by the Building Management Plan process
RMF0	Revenue Monthly Forecast	Monthly	5th of the month
RCP0	Commission Fees Annual Plan	Monthly	5th of the month
RCF0	Commission Fees Monthly Forecast	Monthly	5th of the month

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Schedule and Frequency of Transactions			
Annex "J" IM/IT Requirements Transaction Reference	Transaction Name	Minimum Submission Frequency	Schedule (To Be Received By 15:00 Hours EDT)
PMT0	Project Monthly Tracking	Monthly in general, twice per month for projects >$1Million	5th and the 20th of the month, and as required by the Building Management Plan process
PMT1	Project Milestone Tracking	Monthly in general, twice per month for projects >$1Million	5th and the 20th of the month, and as required by the Building Management Plan process
Commercial Letting			
TEN0	Tenant Information	Montly	5th of the month
SCI0	Space Component Information	Monthly	5th of the month
CON0	Contract Information (Leases)	Twice a month	5th and 20th of the month
CON1	Contract Option Index	Monthly	5th of the month
CON2	Contract Leased Space Index	Monthly	5th of the month
CON3	Contract Revenue Type	Monthly	5th of the month
CON4	Invoiced Revenue (Receivables)	Monthly	5th of the month
CON5	Revenue Deposited	Monthly	5th of the month
CON6	Actual Leasing Commission Fees	Monthly	5th of the month
CAT0	Collection Activities	Twice a month	5th and 20th of the month
RSA0	Annual Retail Sales Forecast	Monthly	5th of the month
RSM0	Retail Sales Monitoring Activities	Monthly	5th of the month
LAS0	Leasing Activity Status	Monthly	5th of the month
Lease Administration			
LSE0	Lease Administration Contract Information	Monthly	5th of the month
LSE1	Lease Administration Contract Terms	Monthly	5th of the month
LSE2	Lease Administration Liabilities	Monthly	5th of the month

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Schedule and Frequency of Transactions			
Annex "J" IM/IT Requirements Transaction Reference	Transaction Name	Minimum Submission Frequency	Schedule (To Be Received By 15:00 Hours EDT)
Environmental Activities			
AMPO	Asbestos Management Plan	Monthly	5th of the month
AMP1	Asbestos Management Summary	Annually	1st of May
ENVO	Environmental Information	Annual	1st of May
HAZ0	Hazardous Material Holding	Annual	1st of May
PCR0	Polychlorinated Biphenyls Removal Details	Monthly and as required	5th of the month
PUT0	Pesticide Usage	Annual	1st of May
RMQ0	Recycled Material - Quantities	Annual	1st of May
RMQ1	Multi-Material Recycling Program	Annual	1st of May
STR0	Storage Tank Inspection	Annual	1st of May
STR1	Storage Tank Technical Guidelines Compliance	Annual	1st of May
WTR0	Waste Water Management	Quarterly	5th day of the month
AWS0	Air and Water Quality Standards	Immediate following a non-conformity result	Monday to Friday as required
Utility Consumption and Electrical Demand			
UCT0	Utility Consumption	Monthly	5th of the month
Critical Incidents			
CET0	Critical Incident	Monthly and as required	5th of the month
CET1	Critical Incident Equipment	Monthly and as required	5th of the month
CET2	Critical IncidentEffect	Monthly and as required	5th of the month
CET3	Critical Incident Corrective Action	Monthly and as required	5th of the month
CET4	Regulatory Violation or Warning Letter	Monthly and as required	5th of the month
Inventories			

Schedule and Frequency of Transactions			
Annex "J" IM/IT Requirements Transaction Reference	**Transaction Name**	**Minimum Submission Frequency**	**Schedule (To Be Received By 15:00 Hours EDT)**
EIT0	Equipment Identification	Monthly and as required	5th of the month
GFE2	Government Furnished Equipment (GFE) Inventory by Item	Contract start, every two years, Contract end	1st of May, as of 31st of March
PLI0	Plant Life Inventory	Annually	1st of May, as of 31st of March
CPI0	Cultural Property Inventory	Annually or when moved or damaged	1ST May
CPI1	Cultural Property Inventory Photographs	Annually or when moved or damaged	1ST May
Performance Measures			
PIA0	Performance Indicator by Asset Group by Custodian	Monthly	5th of the month
ACP0	Aggregated Custodian Performance Indicator by Custodian	Monthly	5th of the month
KPI0	Key Performance Indicator by Custodian	Monthly	5th of the month
KPI1	Aggregated Key Performance Indicator	Monthly	5th of the month

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