

Instructions for Administrative Fee Contract Reporting

1. Administrative Fee:

Contractor shall pay a quarterly administrative fee of 1%, payable to the “State of Kansas Purchasing Division.” The administrative fee applies to all payments (net of returns, credits, or adjustments) received by the Contractor for all products and services provided under the contract during the quarter beginning the date of execution of this contract.

Applicable administrative fees shall not be included on the invoice as an individual line item.

All administrative fee payments shall include the contract number on the required documents. If submitting an administrative fee payment for more than one contract, then a separate payment and associated documents shall be submitted by the Contractor for each contract.

The State will not issue an invoice for the administrative fee owed to the State. It is the responsibility of the Contractor to pay the administrative fee with no prompting from the State. Contractor shall pay the quarterly administrative fee within forty-five (45) calendar days of quarter end.

The template for the required Quarterly Administrative Fee & Usage Report outlined below in Sections 2 and 3 is attached as Quarterly Administrative Fee & Usage Report. The report must be submitted via email to: reports@ks.gov

2. Kansas Office of Procurement and Contracts Statewide Contract Quarterly Administrative Fee Report:

Contractor shall complete the Statewide Contract Quarterly Administrative Fee Report. The report shall identify total payments (minus returns and credits) received by Contractor from state agencies, the university and community college system, political subdivisions, and other authorized entities that were made pursuant to the contract.

3. Fee Payment and Report Schedule:

Contractor shall pay the administrative fee quarterly, if owed, and provide the Quarterly Administrative Fee & Usage Report to the Office of Procurement and Contracts even if no payments are made in a quarter in accordance with the following schedule:

Period End	Report Due
March 31	May 15
June 30	August 14
September 30	November 14
December 31	February 14



Attachment B
(Reporting Template).

4. Report Modifications:

The Office of Procurement and Contracts reserves the right to modify the requested format and contents of the Quarterly Administrative Fee & Usage Report by providing thirty (30) calendar days written notice to Contractor. The Office of Procurement and Contracts may unilaterally amend the contract, with (30) calendar days written notice to the Contractor to change the timing for submission of the Quarterly Administrative Fee & Usage Report. Contractor understands and agrees that if such an amendment is issued by the Office of Procurement and Contracts, Contractor shall comply with all contract terms, as amended.

5. Timely Reports and Fees:

If the administrative fee is not paid and quarterly report is not received within forty-five (45) calendar days of quarter end, then Contractor will be in material breach of this contract.

DEPARTMENT OF ADMINISTRATION
Office of Procurement and Contracts
 900 SW Jackson St # 451S
 Topeka, KS 66612
 Phone: (785)296-2376 | Fax: (785) 296-7240

Quarterly Administrative Fee & Usage Report

The contractor shall submit a "Quarterly Administrative Fee & Usage Report" to the Department of Administration, Office of Procurement and Contracts (Purchasing) for all purchases made under the contract for which payment has been received by the contractor during the reporting quarter. The contractor must submit the "Quarterly Administrative Fee & Usage Report" to Purchasing no later than the 45th calendar day of the quarter following the "Reporting Quarter". The contractor shall complete the "Quarterly Administrative Fee & Usage Report" in accordance with the definitions and requirements stated below. Please contact the Kansas Office of Procurement and Contracts at Reports@ks.gov or (785-296-2376) if you have specific questions about the submission of this report, or payment of the administrative fee.

Admin Fee Report Instructions

Contractor Name	Contractor name as it appears on the contract
Statewide Contract Number	Statewide contract number as listed on the first page of your contract
Date Report Submitted	Date Administrative Fee Report is submitted
Report Contact Name	Name of person completing the report on behalf of the contractor
Contact Phone Number	Phone number for person completing the report
Contact Email Address	Email address for the person completing the report

Administrative Fee Payment Calculation - The total amount in payments received (minus returns & credits) from state agency(ies), political subdivision(s), universities, and governmental entities, the Overall Total Payments Received, and the Total Administrative Fee Payment (calculated by the administrative fee percentage (%) located in your contract) of the Overall Total Payments Received for the Reporting Quarter.

If no payments were received during the Reporting Quarter, check the box below: Complete section if applicable.

Reporting Quarter	Quarter for which the contractor is reporting purchases for which payment has been received. This must be in format X is the Quarter number as follows: Q1: January 1 - March 31 Q3: July 1 - September 30 Q2: April 1 - June 30 Q4: October 1 - December 31
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Signature of Responsible Party for Report Content (signature and title of the person completing the report on behalf of the contractor and the date the report was completed.

Usage Report Instructions

The contractor may provide additional usage data at its discretion in a format already available to the contractor on condition that the data element information as contained on the usage report tab for the Reporting Quarter is included.

The electronic report as stated below must be submitted with your Quarterly Administrative Fee Report

Electronic files shall be e-mailed to the following e-mail address: reports@ks.gov , in Microsoft® Excel or Microsoft® Access Database format.

The required reporting format may be found on Procurement and Contracts website at A glossary of common procurement terms is available at <http://admin.ks.gov/offices/procurement-contracts> , under the "Procurement Forms" link.

- Report Types - Reports shall be available reflecting the following information. Agencies and the Procurement and Contracts reserve the right to request additional information.
- Sales Summary -- Report shall include a list of agencies and political subdivisions who have used the contract, a subtotal of sales to each agency or political subdivision, as well as a grand total of all sales.
- Items Sold -- Report shall include a list of items sold to agencies and political subdivisions, indicating the contract price and using agency, a subtotal of sales to each agency or political subdivision, as well as a grand total of all sales.
Items Sold, by Agency - Same as above, except sorted by agency.

Kansas Office of Procurement and Contracts Quarterly Administrative Fee Report

Contractor Name:		Report Contact Name:	
Statewide Contract Number:		Contact Phone Number:	
Date Report Submitted:		Contact Email Address:	
Administrative Fee Payment Calculation: (If no payments received during Reporting Quarter, Skip to next section)		Reporting Quarter (check one):	
Total Payments Received (minus returns & credits) from Kansas State Agencies during the Reporting Quarter:		<input type="checkbox"/> January 1 – March 31	<input type="checkbox"/> January 1 – March 31
		<input type="checkbox"/> July 1 – September 30	<input type="checkbox"/> July 1 – September 30
Total Payments Received (minus returns & credits) from Kansas Political Subdivisions (cities, counties, etc.) during the Reporting Quarter:		Submit this report to the Office of Procurement and Contracts (Purchasing) using one the following Methods	
Total Payments Received (minus returns & credits) from Kansas Universities (Higher Education) during the Reporting Quarter:		Mail: Office of Procurement and Contracts 900 SW Jackson St., # 451S Topeka, KS 66612 Fax: 785-296-7240 Email: Reports@ks.gov	
<i>Administrative Fee (Multiply Overall Total Payments by % (per contract) to determine Total Administrative Fee Payment)</i>		Payment Information:	
Total Administrative Fee Payment for the Reporting Quarter:		Check Number	
		Date of Payment Submission	
If no payments were received during the Reporting Quarter, check the box below: <input type="checkbox"/> No payments were received this calendar quarter for any purchases on the contract identified above.		<input type="checkbox"/> The Quarterly Usage Report has been completed and will be submitted along with this form	
Signature of Responsible Part for Report Content:			

Signature: _____.

Title: _____ Date: _____.

