



# SAMPLE QUARTERLY REPORT

## Information Technology (IT) Consulting Services Master Services Agreement (MSA)

Quarterly report template found at:

<http://www.dgs.ca.gov/pd/Programs/Leveraged/masteragreements/InformationTechnologyConsultingServices.aspx>

# SECTION A: START

State of California—Department of General Services, Procurement Division

## Quarterly Report

IT CONSULTING SERVICES MSA



Enter information.

### SECTION A

### Status

<b>Contractor Name:</b>	LPA, Inc.	Continue to next step
<b>MSA Contract Number</b>	5137002-000	Continue to next step
<b>Reporting Period</b>		ERROR
<b>Contracting Activity</b>		ERROR

### Instructions:

Contractor Name completed.

MSA contract number completed.

REPORTING PERIOD: Click cell, and use drop down menu arrow to select a reporting period.

CONTRACTING ACTIVITY: Click cell, and use drop down menu to select Yes/No. Did contractor contract with state or local agencies?

Follow instructions.

### NEXT STEPS:

Enter contracting information in Section B-State Agency

## Quarterly Report

IT CONSULTING SERVICES MSA

### SECTION A

		<b>Status</b>
<b>Contractor Name:</b>	LPA, Inc.	Continue to next step
<b>MSA Contract Number</b>	5137002-000	Continue to next step
<b>Reporting Period</b>	Mar 4 - Jun 30, 2014	Continue to next step
<b>Contracting Activity</b>	No	See next steps

### Instructions:

Contractor Name completed.  
MSA contract number completed.  
Reporting Period completed.  
Contracting Activity completed.

If no contract activity is reported, save excel file as YOUR COMPANY NAME\_  
CONTRACT NUMBER and email the document to the contract administrator.

### NEXT STEPS:

No further information is required.

Save file as YOUR COMPANY NAME\_CONTRACT NUMBER and email to [diane.leung@dgs.ca.gov](mailto:diane.leung@dgs.ca.gov).

## Quarterly Report

IT CONSULTING SERVICES MSA

### SECTION A

### Status

<b>Contractor Name:</b>	LPA, Inc.	Continue to next step
<b>MSA Contract Number</b>	5137002-000	Continue to next step
<b>Reporting Period</b>	Mar 4 - Jun 30, 2014	Continue to next step
<b>Contracting Activity</b>	Yes	See next steps

If there is contract activity to report,  
proceed to Section B-State Agency.

### Instructions:

- Contractor Name completed.
- MSA contract number completed.
- Reporting Period completed.
- Contracting Activity completed.

### NEXT STEPS:

Enter contracting information in Section B-State Agency



