



Regional Municipality
of Ottawa-Carleton
Municipalité régionale
d' Ottawa-Carlet

**APPENDIX G -
SAMPLE VENDOR COMPLIANCE LETTERS
AND QUESTIONNAIRE**

September 21, 1998

«Vendor_name»
«Address»
«City», «Provstate»
«Postalzip»
«country»

RETURN TO:
Regional Municipality of Ottawa-Carleton
Year 2000 Project Office
Finance Department
111 Lisgar Street, 3rd Floor
Ottawa, Ontario K2P 2L7

ATTENTION: Year 2000 Project Office

Subject: Year 2000 Compliance

As a supplier of instrumentation/electrical equipment and/or electronic communications hardware to the regional government and member municipalities of Ottawa-Carleton, you are no doubt aware of the potential adverse impacts of the Year 2000 problem (i.e.: the impact of a two-digit date representation when the year 99 becomes 00). These impacts potentially could include system failures that may seriously impact our business functions and/or could create safety hazards.

Accordingly, a request is being made to you from the Region of Ottawa-Carleton to complete the attached Year 2000 questionnaire and to return a copy signed by a duly authorized officer stating your company's commitment to repair or replace any systems components that could fail to successfully transition to the Year 2000 and beyond, including subsystems supplied to you by your suppliers. We will require replacement products or workaround solutions to be available and tested in our locations well in advance of the Year 2000. We are prepared to work with you to achieve a result that is beneficial to all parties. We will be sharing the information supplied in the questionnaire with the member municipalities of the Ottawa-Carleton region.

Due to the urgent nature of this problem, we request that you respond by October 3, 1998. We thank you in advance for your co-operation. If you have any questions or require clarification, please contact Gerry Braganca, who can be reached, by telephone at (613) 560-6086 ext. 2009, by fax at (613) 728-5479 or by Email at richardjo@rmoc.on.ca. Please return the completed questionnaire to Mr. Greg Geddes, Director, Year 2000 Project Office, Region of Ottawa-Carleton, 111 Lisgar Street, 3rd Floor, Ottawa, Ontario, K2P 2L7 by mail or to Fax No. (613) 560-1201.

Your co-operation is appreciated.

Yours sincerely,

G. Geddes
Director
Year 2000 Project Office, RMOC

Ce document est aussi disponible en français.



Regional Municipality
of Ottawa-Carleton
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d' Ottawa-Carlet

September 21, 1998

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Regional Municipality of Ottawa-Carleton
Year 2000 Project Office
Finance Department
111 Lisgar Street, 3rd Floor
Ottawa, Ontario K2P 2L7

ATTENTION: Year 2000 Project Office

Subject: Year 2000 Compliance

As a supplier of business systems and/or services to the regional government and member municipalities of Ottawa-Carleton, you are no doubt aware of the potential adverse impacts of the Year 2000 problem (i.e.: the impact of a two-digit date representation when the year 99 becomes 00). These impacts potentially could include system failures that may seriously impact our business functions and/or could create safety hazards.

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Due to the urgent nature of this problem, we request that you respond by October 3, 1998. We thank you in advance for your co-operation. If you have any questions or require clarification, please contact Jo-Anne Pion, who can be reached, by telephone at (613) 560-6065 ext 1339, by fax at (613) 560-1201 or by Email at jpion@rmoc.on.ca. Please return the completed questionnaire to Mr. Greg Geddes, Director, Year 2000 Project Office, Region of Ottawa-Carleton, 111 Lisgar Street, 3rd Floor, Ottawa, Ontario, K2P 2L7 by mail or to Fax No. (613) 560-1201.

Your co-operation is appreciated.

Yours sincerely,

G. Geddes
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September 21, 1998

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Year 2000 Project Office
Finance Department
111 Lisgar Street, 3rd Floor
Ottawa, Ontario K2P 2L7

ATTENTION: Year 2000 Project Office

Subject: Year 2000 Compliance

As a supplier of building systems and/or services to the regional government and member municipalities of Ottawa-Carleton, you are no doubt aware of the potential adverse impacts of the Year 2000 problem (i.e.: the impact of a two-digit date representation when the year 99 becomes 00). These impacts potentially could include system failures that may seriously impact our business functions and/or could create safety hazards.

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Due to the urgent nature of this problem, we request that you respond by October 3, 1998. We thank you in advance for your co-operation. If you have any questions or require clarification, please contact Ezz Amin, who can be reached, by telephone at (613) 560-6065 ext 1955, by fax at (613) 560-1201 or by Email at aminez@rmoc.on.ca. Please return the completed questionnaire to Mr. Greg Geddes, Director, Year 2000 Project Office, Region of Ottawa-Carleton, 111 Lisgar Street, 3rd Floor, Ottawa, Ontario, K2P 2L7 by mail or to Fax No. (613) 560-1201.

Your co-operation is appreciated.

Yours sincerely,

G. Geddes
Director
Year 2000 Project Office, RMOC

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Regional Municipality of Ottawa-Carleton
Year 2000 Program
Vendor Product Compliance Assessment Questionnaire

VENDOR: «Vendor_Name»

PRODUCT: See attached product list.

SECTION ONE - Product Availability

1. Is the product still being supported by your company? Yes No
 2. Will the product be supported beyond December 31, 1999? Yes No
 3. Which existing versions/releases of the product are Year 2000 compliant?
(Please attach a listing of compliant product versions, releases, product codes, hardware requirements and operating systems. Also include the actual or planned date of Year 2000 compliance.)
 4. What is the cost of the compliant release/version?
Cost: \$ _____ (Cdn.) Don't Know Dependent upon the product release/version
Dependent upon the client
 5. Is there a standard maintenance/service contract on the existing products that covers the cost for each Year 2000 compliant release/version?
Yes No Don't Know Dependent upon the product release/version
Dependent upon the client
- If the answer is 'NO' is there a special service contract which covers the cost?
Yes No Don't Know Dependent upon the product release/version
Dependent upon the client
- Will new maintenance/service contracts be required, or an existing contract modified?
Yes No Don't Know Dependent upon the product release/version
Dependent upon the client

SECTION TWO - Product Solution Strategy

1. For each release or version of a compliant product, please indicate which of the following applies:
 - a new product with enhancements _____
 - a patch (maintenance without new functionality) _____
 - other (explain and list the appropriate product releases) _____
-



2. Does this Year 2000 product utilize a century window technique to attain compliance (e.g. it will logically assume all 2-digit years of 20 to 99 belong to the 20th century and all 2-digit years of 00 to 19 belong to the 21st century)?
If 'YES', please specify the window used.

Yes No Don't Know Window Used: _____

3. Is there any new functionality for each Year 2000 compliant version/release?

Yes No Don't Know Dependent upon the product release/version

If 'YES', please identify that functionality:

4. What must be done by application developers to maintain Year 2000 compliance of the product in their subsequent software developments? _____

SECTION THREE - Client Implementation

1. What are the underlying prerequisites required to be able to use this product (e.g. new hardware additional processing capacity, firmware, operating systems, other software packages, etc.)? Please specify:

2. Is the implementation of the compliant product dependent upon the version of the current product from which the client is migrating?

Yes No Don't Know

(If 'YES', please specify product versions, releases, product codes, hardware and operating systems from which this compliant product can be migrated.)

3. Are there hardware/software environments where the compliant product will not work?

Yes No If yes, what environments are problematic? _____

4. Will the compliant product require recompiling?

Yes No Don't Know

5. Will the compliant product require a "sysgen"?

Yes No Don't Know

6. Are there any other requirements necessary in order to successfully implement this product?

Please specify: _____



7. Are there any migration products/tools available which will help clients migrate to the compliant release/version?

Yes No Don't Know

If 'YES', please explain. _____

SECTION FOUR - Code Authorization

1. Does this product carry an authorization code (e.g. a 'code authorization' date within the software which stops its use after a predetermined date)?

Yes No Don't Know

Will the product function normally when run during the necessary time horizon for testing this product and other related products as to their Year 2000 compliance (i.e. 1996 - 2024)?

Yes No Don't Know

If 'NO', what is your strategy to allow authorization codes to be manipulated to allow the systems date to be changed for 'time-shift' testing?

2. Does your product have its own date generation utility or does it rely on an underlying operating system? (e.g. Product is dependent on the DOS system date.)

Yes No Don't Know

If 'YES', do you provide a utility to allow time-shift testing overrides from system date dependencies?

Yes No Don't Know

3. Are there any hardware locks on the software? Yes No

SECTION FIVE – Testing

1. Has your Year 2000 compliant product been tested by an independent third party?

Yes No Don't Know

If 'YES', please list the third party _____

What test environment, test profiles and scenarios were used to validate compliancy?

2. Is your Year 2000 compliant product currently in production at any of your clients?

Yes No Don't Know



3. Would you be willing to participate in a joint Year 2000 compliancy test of your product?

Yes No Don't Know

4. Are there any product versions that can cause system failure while testing for Year 2000 compliancy? Yes

No Don't Know

SECTION SIX – Date Manipulation

1. Will any value for *current date* cause interruptions in normal operation, or software, firmware or hardware failures? For example, the rollover of system date before, through and beyond January 1, 2000 must not lead to erroneous processing in either host processes nor with executing software.

Yes No Don't Know

2. Will all manipulations of calendar-related data (dates, duration, days of week, etc.) produce desired results for all valid date values, including leap year dates, within the time domain of the associated applications? This includes, but is not limited to :

- Arithmetic calculations (period between dates, etc.)
- Branching operations (using date comparisons)
- Format (conversion between various date representations e.g. Julian)
- Data Storage (sorting, searching, storing and retrieving), and
- Extended semantics (use of '99' or '00' as special values).

Yes No Don't Know

3. For any incoming date element interfaces represented without century, can its value be correctly inferred with 100% accuracy from the value of the date provided?

Yes No Don't Know

If 'YES', what is the window being used? _____

4. Will date elements within interfaces as well as data storage permit specifying century (i.e. 4-digit year) to eliminate date ambiguity?

Yes No Don't Know

5. Will your product correctly handle leap years, according to the leap year rule that a leap year is either evenly divisible by 400, or evenly divisible by 4 and not evenly divisible by 100?

Yes No Don't Know

SECTION SEVEN - Subcontractors and Sub-tier Suppliers

1. Does your product contain components, manufactured by another company, that are utilized for the manipulation of calendar-related data?

Yes No Don't Know

If 'YES', what is the status of their Year 2000 readiness, please specify _____



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2. Will Year 2000 testing of your product certify all calendar date functions of your sub-tier suppliers' products?
Yes No Don't Know

Comments:

Name: _____
(Please print)

Telephone: _____

Title: _____
(Please print)

Signature: _____

Date: _____