



CONTRACTOR INSTRUCTIONS

Background

Pursuant to New York State Finance Law Section 163(4)(g), state agencies must require all contractors, including subcontractors, that provide consulting services for State purposes pursuant to a contract to submit an annual employment report for each such contract, such report to include for each employment category within the contract: (i) the number of employees employed to provide services under the contract, (ii) the number of hours they work, and (iii) their total compensation under the contract. Consulting services are defined as analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal, or similar services.

Contractors selected for award on the basis of a procurement issued by the Office of the State Comptroller (OSC) (Request for Proposals, Mini-Bid, or Invitation for Bids) must complete **Form A, State Consultant Services – Contractor’s Planned Employment from Contract Start Date through the End of the Contract Term** upon notification of award. The completed **Form A** must include information for all employees that will be providing services under the contract, whether employed by the contractor or by a subcontractor.

Contractors selected for award are also required to complete **Form B, State Consultant Services Contractor’s Annual Employment Report** annually for each year of the contract term, on a State fiscal year basis. The first report is due on May 15 for the period April 1 through March 31.

Form A must be submitted to OPWDD as the contracting agency, and Form B must be submitted to OPWDD (as the contracting agency), the Department of Civil Service (DCS), and the Consultant Reporting Section of the Bureau of Contracts at OSC, at the addresses provided in these instructions.

Form A, State Consultant Services – Contractor’s Planned Employment from Contract Start Date through the End of the Contract Term and **Form B, State Consultant Services Contractor’s Annual Employment Report**, are attached to these instructions. Please see these instructions for further information regarding completion and submission of the forms.

INSTRUCTIONS

FORM A:

Upon notification of contract award, use **Form A, State Consultant Services Contractor’s Planned Employment From Contract Start Date Through the End of the Contract Term**, attached to these instructions, to report the necessary planned employment information prospectively from the start date through the end of the contract term. This is a one-time reporting requirement.

Complete **Form A** for contracts for consulting services in accordance with the following:

- **Employment category:** the specific occupation(s), as listed in the O*NET occupational classification system, which best describe the employees anticipated to be providing services under the contract.

(Note: Access the O*NET database, which is available through the US Department of Labor’s Employment and Training Administration, on-line at [O*NET OnLine \(onetonline.org\)](http://onetonline.org) to find a list of occupations.)

- **Number of employees:** the total number of employees in the employment category anticipated to be employed to provide services under the contract, including part time employees and employees of subcontractors.
- **Number of hours to be worked:** the total number of hours anticipated be worked by the employees in the employment category.
- **Amount payable under the contract:** the total amount payable by the State to the State contractor under the contract, for work by the employees in the employment category, for services provided during the Report Period.

Submit completed **Form A** within 48 hours of notification of selection for award to OPWDD (as the contracting agency) at the address listed below.

By e-mail: contracts@opwdd.ny.gov

By mail: Contract Management Unit / NYS OPWDD
44 Holland Avenue, 5th Floor, Albany, NY, 12229

FORM B:

Use **Form B, State Consultant Services Contractor's Annual Employment Report**, attached to these instructions, to report the annual employment information required by State Finance Law. This form will capture historical information, detailing actual employment data for the most recently concluded State fiscal year (April 1 – March 31). Submit **Form B** to OPWDD (as the contracting Agency), the Department of Civil Service (DCS), and to the Consultant Reporting Section of the Bureau of Contracts at OSC at the addresses listed below.

Complete **Form B** for contracts for consulting services in accordance with the following:

- **Scope of Contract:** a general classification of the single category that best fits the predominate nature of the services provided under the contract.
- **Employment Category:** the specific occupation(s), as listed in the O*NET occupational classification system, which best describe the employees providing services under the contract.

(Note: Access the O*NET database, which is available through the US Department of Labor's Employment and Training Administration, on-line at [O*NET OnLine \(onetonline.org\)](http://onetonline.org) to find a list of occupations.)

- **Number of Employees:** the total number of employees in the employment category employed to provide services under the contract during the Report Period, including part time employees and employees of subcontractors.
- **Number of hours worked:** the total number of hours **worked** during the Report Period by the employees in the employment category.
- **Amount Payable under the Contract:** the total amount paid or payable by the State to the State contractor under the contract, for work by the employees in the employment category, for services provided during the Report Period.

Submit the completed **Form B** annually by **May 15th** for each State fiscal year (or portion thereof) the contract is in effect, as follows:

To OPWDD (as the contracting Agency):

By e-mail: contracts@opwdd.ny.gov
By mail: Contract Management Unit / NYS OPWDD
44 Holland Avenue, 5th Floor, Albany, NY, 12229

To the Consultant Reporting Section of the Bureau of Contracts at OSC:

By e-mail: Send a signed, scanned copy to CDMOST@osc.ny.gov
(Preferred method) with "Consultant Disclosure Form B" in the subject line.

By mail: Attn: Consultant Reporting
NYS Office of the State Comptroller
Bureau of Contracts
110 State Street, 11th Floor, Albany, NY 12236

To DCS

By e-mail: Send a signed, scanned copy to SubmitformB@cs.ny.gov
(Preferred method) with "Consultant Disclosure Form B" in the subject line.

By mail: Attn: Executive Office
NYS Department of Civil Service
Alfred E. Smith Office Building
Albany, NY 12239

FORM B

**New York State Consultant Services
Contractor's Annual Employment Report**

Report Period: April 1, _____ to March 31, _____

Contracting State Agency Name: NYS Office for People With Developmental Disabilities
 Contract Number: _____ Agency Business Unit: OPD01
 Contract Term: _____ to _____ Agency Department ID: 3660243
 Contractor Name: _____
 Contractor Address: _____
 Description of Services Being Provided: _____

Scope of Contract (Choose one that best fits):

Analysis Evaluation Research Training
 Data Processing Computer Programming Other IT consulting
 Engineering Architect Services Surveying Environmental Services
 Health Services Mental Health Services
 Accounting Auditing Paralegal Legal Other Consulting

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
Total this Page			\$
Grand Total			

Name of person who prepared this report: _____

Title: _____

Phone #: _____

Preparer's Signature: _____

Date Prepared: _____

(Use additional pages, if necessary)

Page _____ of _____