

Consolidated Annual Reports Training

Part 5: Form 810C: Consulting Services Report

DGS, Procurement Division,
Office of Small Business and Disabled Veteran Business Enterprise Services
Brittney Heth-Tran, Reports Coordinator
Sacramento, May 2015

Form 810C: Consulting Services Reports

Public Contract Code 10335.5

"Consulting services contract," means services that do all of the following:

- Consulting Services Contracts are those that are defined for services of an advisory nature.
- The final product is a transmittal of information in either written or verbal form.
- The product may be answers to questions, the design of systems or plans, workshops, seminars, retreats or conferences.
- All "Consulting Services Contracts" must be reported unless excluded.

Form 810C: Consulting Services Reports Cont.

Do Not Report The Following:

- Contracts between a state agency or department and the federal government.
- Contracts with local agencies to subvene federal funds for which no matching State funds are required.
- Contracts to develop, maintain, administer or use licensing or proficiency examinations.
- Architectural and Engineering (A&E) services subject to provisions of Chapter 10 (commencing with 4525) of Division 5 of Title 1 of the Government Code.

Agency				Department				Return to:
Address				City			Zip	<i>Consulting Services Report</i>
Preparer's Information				Approver's Information				Department of General Services
Name	Title			Name	Title			Procurement Division - DSDS
Signature				Signature				Attn: Reports Coordinator
Telephone	Date			Telephone	Date			707 3rd Street, RM 1-400, IMS 2-1, MS 210
Email				Email				West Sacramento, CA 95605

Line #	E	Entered \$	BID TYPE Code	LOW BID Y/N	A	Amended \$	BID TYPE Code	LOW BID Y/N	C	Completed \$	BID TYPE Code	LOW BID Y/N	CONTRACTORS NAME	CONTRACTOR ID Number (Last 4 digits of FEIN or SS #)	# of BIDS	CONTRACT ACTION DATES				CONTRACT PURPOSE & BENEFICIARY
																SIGNED	WORK STARTED	WORK AMENDED	WORK COMPLETED	
0		\$ -			0	\$ -			0	\$ -					0					

Insert row(s) above this section.

Line #	Explanation:

Insert row(s) above this section.

	Total Amount	Total Number	LOW BID		BID TYPE CODE			TOTAL CMAS & MSA
			Y	N	3	4	5	
Entered \$	-	0	0	0	0	0	0	0
Amended \$	-	0	0	0	0	0	0	0
Completed \$	-	0	0	0	0	0	0	0

- BID Type Code
- 1 RFP – Request for Proposal
 - 2 IFB – Invitation for Bid
 - 3 NCB – Non-Competitive Bid
 - 4 CMAS – California Multiple Award Schedules
 - 5 MSA – Master Service Agreement
 - 6 Emergency
 - 7 Other

Agency	Department	Fiscal Year	
Address	City	Zip	
Preparer's Information		Approver's Information	
Name	Title	Name	Title
Signature		Signature	
Telephone	Date	Telephone	Date
Email		Email	

Line #	E	Entered \$	BID TYPE Code	LOW BID Y/N	A	Ammended \$	BID TYPE Code	LOW BID Y/N	C	Completed \$	BID TYPE Code	LOW BID Y/N	CONTRACTORS NAME	CONTRACTOR ID Number (Last 4 digits of FEIN or SS #)	# of BIDS	CONTRACT ACTION DATES				CONTRACT PURPOSE & BENEFICIARY
																SIGNED	WORK STARTED	WORK AMENDED	WORK COMPLETED	
0		\$ -			0	\$ -			0	\$ -						0				

Insert row(s) above this section.

Line #	Explanation:

Insert row(s) above this section.

	Total	Total	LOW BID		BID TYPE CODE			TOTAL
	Amount	Number	Y	N	3	4	5	CMAS & MSA
Enter \$	-	0	0	0	0	0	0	0
Ammended \$	-	0	0	0	0	0	0	0
Completed \$	-	0	0	0	0	0	0	0

- BID Type Code
- 1 RFP – Request for Proposal
 - 2 IFB – Invitation for Bid
 - 3 NCB – Non-Competitive Bid
 - 4 CMAS – California Multiple Award Schedules
 - 5 MSA – Master Service Agreement
 - 6 Emergency
 - 7 Other

CAR Training, Part 5

Form 810C - Report Codes & Amounts

Type an X to mark your entries

REPORT CODES & AMOUNTS																		
	E	Entered \$			BID TYPE Code	LOW BID Y / N	A	Amended \$			BID TYPE Code	LOW BID Y / N	C	Completed \$			BID TYPE Code	LOW BID Y / N
Line #	0	\$	-				0	\$	-				0	\$	-			

- E – Entered Into – Report each reportable contract awarded or entered into during the reporting period.
- A – Amended – Report each reportable amendment during the reporting period.
 - Per PCC 10111, reportable amendments are only changes to:
 - The completion date of the contract
 - The contract price (if more than 3% of the original contract price)
 - The contract purpose or the contractor’s duties (an explanation is required for significant changes)
- C – Completed – Report Each Contract in which work ended in the reporting period.

Form 810C - Report Codes & Amounts Cont.

Enter the number assigned to the Bid Type. If Code 3 is entered, please provide details in the Explanation Section.

REPORT CODES & AMOUNTS																		
	E	Entered \$			BID TYPE Code	LOW BID Y/N	A	Amended \$			BID TYPE Code	LOW BID Y/N	C	Completed \$			BID TYPE Code	LOW BID Y/N
Line #	0	\$	-				0	\$	-				0	\$	-			

Enter **Y** if Lowest Bid was accepted.
Enter **N** if Lowest Bid was not accepted.
If **N** entered, please provide details in the Explanation Section

Bid Type Codes

- 1: RFP – Request for Proposal
- 2: IFB – Invitation for Bid
- 3: NCB – Non-Competitive Bid
- 4: CMAS – California Multiple Award Schedules
- 5: MSA – Master Service Agreements
- 6: Emergency
- 7: Other

Form 810C – Contractor Info. & Contract Action Dates

CONTRACTORS NAME	CONTRACTOR ID Number (Last 4 digits of FEIN or SS #)	# of BIDS	CONTRACT ACTION DATES				CONTRACT PURPOSE & BENEFICIARY
			SIGNED	WORK STARTED	WORK AMENDED	WORK COMPLETED	
		0					

- **Contract Signed:** Enter the date the contract was signed and approved by the authorized approving official.
- **Work Started:** Enter the date work performance began on the contract or the beginning of the contract term.
- **Work Completed:** Enter the date contract work performance was completed or the expiration date of the contract.
- **Amended:** If the amendment changes the contract time for performance and/or dollar amount, enter the date that the amendment will be effective or the beginning of the extended term.
- Remember to only enter Contract Signed, Work Started, Work Completed, or Amended **if it occurs in the current fiscal year.**

Due Date: By August 1st

Submit the Consolidated Annual Report to:

Department of General Services
Procurement Division
Office of Small Business & DVBE Services
Attn: Reports Coordinator
707 3rd Street, Room 1-400, IMS Z-1. MS 210
West Sacramento, CA 95605

*The CAR may be submitted as a Portable Document Format (PDF) scanned with signatures to OSDSReports@dgs.ca.gov

Reporting Required

- All Agencies/Departments Must Report
- If an Agency/Department believes it is EXEMPT and should not report, it must submit a written explanation citing the specific statute in the code of regulations demonstrating its exemption.
- Non-exempt Agency/Departments NOT submitting the CAR:
 - will be published on the “Did Not Report List” (found at: <http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>)
 - *may* affect your Agency/Department’s Delegated Purchasing Authority;
 - Secretaries/Department Directors will be sent written correspondence from DGS Director, and may receive subsequent visits from DGS regarding improving participation levels.

Contact Information

Brittney Heth-Tran, Reports Coordinator

OSDSReports@dgs.ca.gov

(916) 375-4937

Certification Questions

(916) 375-4940

OSDSHelp@dgs.ca.gov

For reports requirements, forms, instructions, and FAQs please go to:

<http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>