

Form Completion Instructions

GENERAL INFORMATION: Public Contract Code (PCC) §10111 requires all State agencies to report annually all consulting services contracts they enter into, amend, and change, or complete during the fiscal year. Departments are required to maintain records to support total dollar amounts reported and to validate submissions.

INCLUDE IN THE REPORT (unless excluded in the following section):

- ★ All “Consulting Services Contracts” must be reported, even those exempt from DGS authority or review.
- ★ Consulting Services Contracts are defined as contracts for services of an advisory nature, where 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 for which paid expertise is retained by contract. (PCC §10335.5)
- ★ Leveraged Procurement Agreements (LPAs) and orders issued against LPAs, including:
 - ★ California Multiple Award Schedule (CMAS) Contracts
 - ★ Master Service Agreements (MSA) whether initiated by the department or another department, i.e., DGS.

DO NOT REPORT the following types of consulting services contracts:

- ★ 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).

HEADER:

Fiscal Year: Enter the fiscal year for the appropriate reporting period

Agency: The reporting department will list the name of their “parent” agency, i.e., the Department of General Services reports to the State and Consumer Services Agency. If the reporting department does not report to a parent agency but reports directly to the Governor’s Office, select “Other” as the agency’s name.

Department: Enter the name of the reporting entity if it is a department, board, commission, campus or other organization.

Address: Enter the address for the department.

City: Enter the city where the department is located.

Zip Code: Enter the zip code for the department

Preparer’s Name: Enter the name of the person preparing the report.

Title: Enter the title of the person preparing the report.

Signature: The preparer will sign in this block.

Telephone: Enter the telephone number (with area code) of the preparer.

Date: The date the report is prepared.

Email Address: Enter the email address of the preparer.

Approver’s Name: Enter the name of the manager or P.I.C. approving the report.

Title: Enter the title of the person approving the report.

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Signature: The approver will sign in this block.

Telephone: Enter the telephone number (with area code) of the approver.

Date: The date the report is approved.

Email Address: Enter the email address of the approver.

PART 1

Line No.: This is the report line number which signifies the beginning of a report entry. It is a sequential number of the reportable transaction(s). The form provides line item numbers 1-10. This should be changed on page 2 (i.e. page 2 should be begin with line 11) and subsequent pages of a multi-page report, as necessary, to have a unique line item number for each transaction entry.

Report Code: Check the box under each applicable code(s) for each report line item. At least one report code must be checked for each transaction.

E – Entered Into – enter a checkmark for each reportable contract awarded or entered into during the reporting period.

A – Amended – enter a checkmark for each contract amendment or change transaction during the report period.

C – Completed – enter a checkmark for each contract in which work ended in the reporting period.

In the event that a line item consists of only an “Entered into” and a “Completed” status, the contract may appear on one line. However, if the contract was amended the “Entered Into”, “Completed”, and “Amended” events should be recorded on 3 separate lines.

Contractor Name: Enter the contractor or firm name as shown on the Form STD 2 or STD 215.

Contractor FEIN: Enter only the **last four digits** of the Federal Employer Identification Number (FEIN) or the Social Security Number (SSN).

- If Report Code is E, enter the original contract award amount in whole dollars. For contracts with no stated price, report either the actual or estimated total payments to the contractor.
- If Report Code is A, enter the amendment amount, in whole dollars. Report each reportable amendment on a separate line, listed in date order. Per PCC §10111, reportable amendments are ONLY changes to: the completion date of the contract; the contract price (if more than three percent of the original contract price); the contract purpose or the contractor’s duties (an explanation is required for significant changes).
- If Report Code is C, enter the amount of the contract at the time of its completion in whole dollars, including of any contract changes (positive or negative).

Bid Type Code: Enter one of the following codes to describe the bid process used to award the contract:

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

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Note: If Bid Type Code 3 (Non-competitive Bid) was used, briefly explain why the contract was a Noncompetitive Bid on the explanation line.

Accept Low Bid: Check YES or NO, as applicable, to indicate if the contract was awarded to the low bidder.

Why Not Low Bid: If the entry for Accept Low Bid is No; briefly explain on the explanation line why the low bid was not selected.

No. of Bids – Enter the number of bids opened at the bid opening.

Contract Action Dates:

- **Contract Signed:** Enter the date the contract was signed and approved by the State highest 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.
- **Amendment Start Date:** If the amendment changes the contract time for performance, enter the date that the amendment will be effective or the beginning of the extended term.

Contract Purpose & Beneficiary – Briefly describe the work the consultant will do and potential beneficiaries of the contract.

TOTALS (Last Page): Calculate and enter the total number of contracts and total dollar amounts for each Report Code (E, A or C) on the last page of the report.

Send completed report to:

Department of General Services
Procurement Division - OSDS
ATTN: Reports Coordinator
707 3rd Street, 1st Floor, MS 204, IMS Z-1
West Sacramento, CA 95605