

## **Instructions for Completing State Consultant Services Forms A and B**

### **Consultant Disclosure Legislation**

Chapter 10 of the Laws of 2006 amended certain sections of State Finance Law and Civil Service Law to require disclosure of information regarding contracts for consulting services in New York State. State contractors with active contracts, including purchase orders exceeding \$15,000, are required to disclose, by employment category, the following: number of persons employed to provide services; number of hours worked; and the amount paid to each contractor by the State as compensation for work performed by a contractor's employees. Additionally, information on any persons working under subcontracts with the State contractor must be reported.

### **What Services Does the New Law Cover?**

Under the terms of this legislation, consulting services are deemed to include any contract entered into by a State agency for analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal, or similar services.

### **Reporting the Required Information**

**Form A** – State Consultant Services Contractor's Planned Employment From Contract Start Date through End of Contract Term – must be completed for new consulting services contracts. This form captures the planned employment information prospectively from the start date of the contract through the end of the contract term.

**Form B** – State Consultant Services Contractor's Annual Employment Report, must be completed for each contract and/or purchase order providing consulting services where payment from the State was in excess of \$15,000 for the preceding fiscal year. The completed Form B must be submitted via mail or facsimile by May 15<sup>th</sup> of each year to the contracting agency (OMIG), NYS Office of the State Comptroller, and the NYS Department of Civil Service.

For more information concerning these requirements go to

<http://www.osc.state.ny.us/agencies/gbull/g-226.htm>.

<b>By Mail:</b> ATTN: Contract Unit Bureau of Budget and Fiscal Management Office of the Medicaid Inspector General 800 North Pearl Street, Second Floor Albany, NY 12204	<b>By Mail:</b> ATTN: Consultant Reporting Bureau of Contracts Office of the State Comptroller 110 State Street, 11 <sup>th</sup> Floor Albany, NY 12236	<b>By Mail:</b> ATTN: Counsel's Office Department of Civil Service Alfred E. Smith Office Building Albany, NY 12239
<b>By Fax:</b> (518) 408-5005	<b>By Fax:</b> (518) 473-8808	<b>By Fax:</b> (518) 473-2632