

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**NYS CONSULTANT SERVICES REPORT FORMS**  
**INSTRUCTIONS AND LINKS**  
**FORM AC 3271-S AND FORM AC 3272-S**

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 by the New York State Office of Children and Family Services (OCFS) on the basis of a procurement issued (Request for Proposals, Request for Quotations, Mini-Bid, or Invitation for Bids or other) must complete [form AC 3271-S, NYS Consultant Services Contractor's Planned Employment From Contract Start Date Through the end of the Contract Term \(FORM A\)](#) upon notification of award. The completed form AC 3271-S 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 AC 3272-S, New York State Consultant Services Contractor's Annual Employment Report \(FORM B\)](#) annually for each year of the contract term, on a state fiscal year basis. The first report is due May 15<sup>th</sup> for the period April 1<sup>st</sup> through March 31<sup>st</sup> of the most recently concluded state fiscal year or portion thereof.

**FORM A** must be submitted to OCFS as the contracting agency during contract development, and **FORM B** must be submitted annually during the life of the contract to OCFS (as the contracting agency), the Department of Civil Service, and the Consultant Reporting Section of the Bureau of Contracts at OSC, at the addresses provided in these instructions by May 15<sup>th</sup> after the end of the state fiscal year.

### **Instructions for FORM A**

**Upon notification of contract award, use form AC 3271-S, NYS Consultant Services Contractor's Planned Employment, From Contract Start Date Through the end of the Contract Term (FORM A)**, 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 website at [www.online.onetcenter.org](http://www.online.onetcenter.org).)
- **Number of employees:** the total number of employees in the employment category employed anticipated 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 to be provided during the report period.

**Submit the completed FORM A during contract development to OCFS (as the contracting agency) to the attention of the designated contract manager.**

## **Instructions for FORM B**

Use form **AC 3272-S, New York State Consultant Services Contractor's Annual Employment Report, (FORM B)** attached to these Instructions, to report the annual employment information required by the statute. This form will capture historical information, detailing actual employment data for the most recently concluded state fiscal year (April 1<sup>st</sup> – March 31<sup>st</sup>). Submit **FORM B** to OCFS (as the contracting agency) annually through the life of the contract, 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, through the US Department of Labor's Employment and Training Administration website at [www.online.onetcenter.org](http://www.online.onetcenter.org).)
- **Number of Employees:** the total number of employees in the employment category employed that provided 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 by May 15<sup>th</sup> for the period April 1<sup>st</sup> through March 31<sup>st</sup>, and annually by May 15<sup>th</sup> thereafter for each state fiscal year (or portion thereof) the contract is in effect, to the appropriate address below:**

<b>To OCFS</b>	<b>To OSC</b>	<b>To DCS</b>
Kevin Sweet Bureau of Contract Management NYS OCFS 52 Washington Street, Room 202S Rensselaer, NY 12144 Email: <a href="mailto:rfp@ocfs.ny.gov">rfp@ocfs.ny.gov</a>	NYS Office of the State Comptroller Bureau of Contracts 110 State Street, 11th Floor Albany, NY 12236 Attn: Consultant Reporting FAX: 518-474-8030 or 518-473-8808	NYS Department of Civil Service ESP, Agency Building 1 19 <sup>th</sup> Floor Albany, NY 12223