

ATTACHMENT VI – Consultant Disclosure

Consultant Disclosure legislation pursuant to Chapter 10 of the Law of 2006 amends State Finance Law §§ 8 and 163

Background:

Chapter 10 of the Laws of 2006 amends State Finance Law §§8 and 163 requires:

Vendors contracting with New York State agencies will be required to disclose, by employment category, the number of persons employed to provide services under a contract for consulting services, the number of hours worked and the amount paid to the contractor by the State as compensation for work performed by these employees.

Initial Report Requirements

Form A – State Consultant Services – Contractor’s Planned Employment From Contract Start Date through the End of the Contract Term

To enable compliance with the Consultant Discloser Law, the contractor must complete Form A (one-time report) 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 providing services under the contract. (Note: Please access the O*NET database, which is available through the US Department of Labor’s Employment and Training Administration, on-line at online.onetcenter.org to find a list of occupations.)

Number of Employee: 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 employee of subcontractors.

Number of Hours (to be) worked: the total number of hours to be worked.

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.

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FORM A

<p>OSC Use Only: Reporting Code: Category Code: Date Contract Approved:</p>

<p>State Consultant Services - Contractor's Planned Employment From Contract Start Date Through The End Of The Contract Term</p>
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State Agency Name: OASAS	Agency Code: 3670000
Contractor Name:	Contract Number:
Contract Start Date:	Contract End Date:

Employment Category	Number of Employees	Number of hours to be 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

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Annual Report Requirements

Form B – State Consultant Services Contractor’s Annual Employment Report.

The law requires that contractors agree to submit Form B each year the contract is in effect and that the form is to capture historical information, detailing actual employment data for the most recently concluded State Fiscal Year (April 1 through March 31). Form B must be submitted by May 15th of each year to OASAS, the Department of Civil Service and the Office of the State Comptroller at the following addresses:

NYS Office of Addiction Services and Supports
Bureau of Financial Management
1450 Western Avenue, 5th floor
Albany NY 12203

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

NYS Department of Civil Service
Alfred E. Smith Office Building
Albany NY 12239

Form B should be completed 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 provide 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

Number of Employee: 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 employee of subcontractors.

Number of Hours (to be) 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.

