

CONTRACTING REPORT

Consulting Services

INSTRUCTIONS

Public Contract Code §10359 requires state agencies to report annually all consulting services contracts they enter into, amend, or complete during the fiscal year.

Public Contract Code (PCC) §10335.5 defines "Consulting Service Contracts" as 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.

INCLUDE IN YOUR REPORT:

- × CMAS Contracts
- × MSA Contracts if initiated by the department (If the MSA is initiated by another department, i.e. Procurement Division, then the department initiating the MSA will report it).

DO NOT REPORT – Consulting Services Contracts:

- × Between a state agency or department and the federal government.
- × With local agencies to subvene federal funds for which no matching State funds are required.
- × To develop, maintain, administer or use licensing or proficiency examinations
- × For architectural and engineering services subject to provisions of Chapter 10 (commencing with § 4525 of Division 5 of Title 1 of the Government Code).
- × Which are expressly exempted from the provisions of PCC §10295.

Instructions for Column Data

Report Code – Check all applicable alpha codes for each report line.

E – Contracts Entered Into – means contracts awarded during the reporting period.

A – Contracts Amended – means amended during the report period (See below for amendment price and date amended).

C – Contracts Completed – means the contract work ended in the reporting period.

Contractors Name – Use the firm or contractor name as shown on the Form STD. 2

Contractor ID Number – Use the Federal Employer Identification Number or the Taxpayer Identification Number (owner's Social Security Number). S.A.M. §1230 requires all contractors to have an assigned number if the state contract award is for \$10,000 or more. This number must be used for all subsequent contracts, even if the amount is for less than \$10,000.

Contract or Amendment Price – For "Contract Price" report the original award price in whole dollars. For contracts with no stated price, report either the actual or estimated total payments to the firm or contractor.

For "Amendment Price" report the amendment price on the first line below the corresponding contract line in the "Contract or Amendment Price" column. Report each amendment on a separate line, in whole dollars, listed in date order. However, report ONLY if the amendment changes one of the following:

- × The contract completion date
- × 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).

Bid Type Code – Use one of the following bid type codes:

- | | |
|---|---|
| 1. RFP – Request for Proposal | 4. CMAS – California Multiple Award Schedules |
| 2. IFB – Invitation for Bid | 5. MSA – Master Service Agreements |
| 3. NCB – Non-Competitive Bid (give a brief explanation) | |

Accept Low Bid – Check YES or NO (If No, give a brief explanation of why low bid was not selected).

of Bids – Enter the number of bids opened at the bid opening.

Contract Action Dates:

Signed – Show the date the contract was signed and approved.

Work Started – Show the date work performance began on the contract.

Completed – Show the date contract work performance was completed.

Amended – Show the date that the contract was amended.

Contract Purpose & Beneficiary – Briefly explain the use and who benefited.

Totals: Provide totals for Report Codes E, A, and C. Provide total dollar value for Report Code E only (contracts entered into).