



UCS 475: INSTRUCTIONS: ATTACHMENT V TO RFB/RFP



STATE OF NEW YORK  
UNIFIED COURT SYSTEM

## Consultant Services Agreement/Employment Reporting Form UCS 475 Instructions

To facilitate the approval by the NYS Office of the Comptroller of your proposed contract with the Unified Court System, pursuant to a new legislation effective June 19, 2006 on consultant disclosure, please complete the attached form and mail the fully executed, original signature form to the attention of the UCS designated contact person named below as quickly as possible so that we may process the agreement.

### Instructions for completing UCS Form 475 (Consultant Disclosure):

#### 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. The O\*NET database, which is available through the US Department of Labor's Employment and Training Administration, can be accessed on-line at [onetcenter.org](http://onetcenter.org).

#### Number of Employees:

The total number of employees in each employment category that will be employed to provide services under the contract during the Report Period, including both full-time and part-time employees of the contractor and of all sub-contractors.

#### Number of Hours (to be) worked:

The total number of hours to be worked, by employment category.

#### Amount Payable under the Contract:

The total amount paid or payable by UCS to the contractor under the contract for work by the employees in each employment category for services provided during the Report Period.

UCS DESIGNATED CONTACT PERSON:	
GABRIELLE TANSKI-SHAVER	PRINCIPAL COURT ANALYST
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