



Office of Information Technology Services

RFP # C000729 - SPECIALIZED STAFFING TO PROVIDE APPLICATION DEVELOPMENT SUPPORT SERVICES

NYS CONSULTANT DISCLOSURE REPORTING REQUIREMENTS

CONTRACTOR INSTRUCTIONS

Background:

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 on the basis of a procurement issued by the New York State Office of Information Technology Services (ITS) (Request for Proposals, Request for Quotations, Mini-Bid, or Invitation for Bids) must complete **Form A, New York State Consultant Services – Contractor's Planned Employment from Contract Start Date through the End of the Contract Term (AC 3271-S)** upon notification of award. The completed **Form A** 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 B, State Consultant Services Contractor's Annual Employment Report** annually for each year of the contract term, on a State fiscal year basis. The first report is due May 15 for the period April 1 through March 31 of the most recently concluded State fiscal year or portion thereof.

Form A must be submitted to ITS as the contracting agency, and Form B must be submitted to ITS (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.

Instructions:

FORM A:

Upon notification of contract award, use Form A, New York State Consultant Services Contractor's Planned Employment From Contract Start Date Through the End of the Contract Term (AC 3271-S), 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.)



Office of Information Technology Services

RFP # C000729 - SPECIALIZED STAFFING TO PROVIDE APPLICATION DEVELOPMENT SUPPORT SERVICES

NYS CONSULTANT DISCLOSURE REPORTING REQUIREMENTS

CONTRACTOR INSTRUCTIONS

- **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.

Send a completed and signed copy of Form A within 48 hours of notification of selection for award to ITS (as the contracting agency), scanned as a PDF, by e-mail to ITS.sm.BestValue@its.ny.gov, with "Consultant Disclosure Form A" in the subject line.

FORM B:

Use **Form B, New York State Consultant Services Contractor's Annual Employment Report**, 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 – March 31). Submit **Form B** to ITS (as the contracting Agency), 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.)
- **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.



Office of Information Technology Services

RFP # C000729 - SPECIALIZED STAFFING TO PROVIDE APPLICATION DEVELOPMENT SUPPORT SERVICES

NYS CONSULTANT DISCLOSURE REPORTING REQUIREMENTS

CONTRACTOR INSTRUCTIONS

Submit the completed Form B by May 15 for the period April 1 through March 31, and annually by May 15th thereafter for each State fiscal year (or portion thereof) the contract is in effect, as follows:

To ITS (as the contracting Agency):

By e-mail: Send a signed, scanned copy to ITS.sm.contracts@its.ny.gov with "Consultant Disclosure Form B" in the subject line.

To the Consultant Reporting Section of the Bureau of Contracts at OSC:

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

By e-mail (preferred): Send a signed, scanned copy to CDMOST@osc.ny.gov with "Consultant Disclosure Form B" in the subject line.

To DCS:

By mail: NYS Department of Civil Service
Attn: Executive Office
Alfred E. Smith Office Building
Albany, NY 12239

By e-mail (preferred): Send a signed, scanned copy to SubmitformB@cs.ny.gov with "Consultant Disclosure Form B" in the subject line.

FORM A

New York State Consultant Services Contractor's Planned Employment From Contract Start Date Through the End Of The Contract Term

State Agency Name: NYS Office of Information Technology Services	
State Agency Department ID: 1380000	Agency Business Unit: OFT01
Contractor Name: Insight Global, LLC	Contract Number: RFP C000729
Contract Start Date: / /	Contract End Date: / /

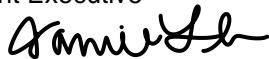
Employment Category	Number of Employees	Number of hours to be worked	Amount Payable Under the Contract
System Integration Engineer Level I	5	40 hours per week	100
System Integration Engineer Level II	10	40 hours per week	95
DevOps Engineer Level I	5	40 hours per week	100
DevOps Engineer Level II	10	40 hours per week	100
Automation Engineer Level I	5	40 hours per week	110
Automation Engineer Level II	10	40 hours per week	100
UX Engineer Level I	5	40 hours per week	95
UX Engineer Level II	10	40 hours per week	100
PeopleSoft Administrator Level I	2	40 hours per week	100
PeopleSoft Administrator Level II	3	40 hours per week	110
PeopleSoft HCM Conversion Expert Level I	4	40 hours per week	100
PeopleSoft HCM Conversion Expert Level II	6	40 hours per week	95
PeopleSoft Developer Level I	5	40 hours per week	100
PeopleSoft Developer Level II	10	40 hours per week	100
Batch Administrator Level I	2	40 hours per week	110
Batch Administrator Level II	3	40 hours per week	100
PeopleSoft Functional Analyst - PeopleSoft 9.2 HCM: Core HR, Position Management, ePerformance Level I	2	40 hours per week	95
PeopleSoft Functional Analyst - PeopleSoft 9.2 HCM: Core HR, Position Management, ePerformance Level II	3	40 hours per week	100
PeopleSoft Functional Analyst PeopleSoft 9.2 HCM: Base Benefits, eBenefits and Benefit Administration Level I	2	40 hours per week	100
Total this page	102	760 hours per week	\$1,910

PeopleSoft Functional Analyst PeopleSoft 9.2 HCM: Base Benefits, eBenefits and Benefit Administration Level II	3	40 hours per week	100
PeopleSoft Functional Analyst – PeopleSoft 9.2 Financials: General Ledger, Accounts Receivables, Commitment Control Level I	2	40 hours per week	95
PeopleSoft Functional Analyst – PeopleSoft 9.2 Financials: General Ledger, Accounts Receivables, Commitment Control Level II	3	40 hours per week	100
PeopleSoft Functional Analyst – PeopleSoft 9.2 ELM Level I	2	40 hours per week	100
PeopleSoft Functional Analyst – PeopleSoft 9.2 ELM Level II	3	40 hours per week	110
Total this page	13	200 hours per week	\$505
Grand Total	115	960 hours per week	\$2,415

Name of person who prepared this report: Jamie Levin

Title: Strategic Account Executive

Phone #: 973-879-8235

Preparer's Signature: 

Date Prepared: 11/13/2024

(Use additional pages, if necessary)

Page 5 of 6

FORM B

New York State Consultant Services Contractor's Annual Employment Report Report Period: April 1, to March 31,

Contracting State Agency Name: NYS Office of Information Technology Services			
Contract Number:		Agency Business Unit: OFT01	
Contract Term: / / to / /		Agency Department ID: 1380000	
Contractor Name:			
Contractor Address:			
Description of Services Being Provided:			
Scope of Contract (Choose one that best fits):			
<input type="checkbox"/> Analysis <input type="checkbox"/> Evaluation <input type="checkbox"/> Research <input type="checkbox"/> Training			
<input type="checkbox"/> Data Processing <input type="checkbox"/> Computer Programming <input type="checkbox"/> Other IT consulting			
<input type="checkbox"/> Engineering <input type="checkbox"/> Architect Services <input type="checkbox"/> Surveying <input type="checkbox"/> Environmental Services			
<input type="checkbox"/> Health Services <input type="checkbox"/> Mental Health Services			
<input type="checkbox"/> Accounting <input type="checkbox"/> Auditing <input type="checkbox"/> Paralegal <input type="checkbox"/> Legal <input type="checkbox"/> Other Consulting			
Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
Total this page	0	0	\$ 0.00
Grand Total			

Name of person who prepared this report:

Title:

Phone #:

Preparer's Signature:

Date Prepared: / /

(Use additional pages, if necessary)

Page of