**Instructions for OSC Form B - BDC 190**

INSTRUCTIONS FOR STATE CONSULTANT SERVICES

CONTRACTOR’S ANNUAL EMPLOYMENT REPORT

***NOTE:*** *Please use the Tab key to navigate through the table portion of the form to ensure that the formulas calculate properly*.

**Contracting State Agency Name**: Office of General Services **Agency Code**: 01051

**Contract Number**: Use the 7-digit number, including the D0 or DS prefix, from your contract.

**Description of Services Being Provided**: Enter the title of the project.

**Scope of Contract**: Choose ***one*** category that best fits the services provided under the contract.

**Employment Category**: Enter the specific occupation from the O\*Net database, located at <http://online.onetcenter.org>, that best describes the employees performing services.

**Number of Employees**: Enter the total number of employees in that employment category who performed services during the reporting period; include part time employees and employees of subconsultants.

**Amount Payable Under the Contract**: Total amount paid or payable by the State to the State consultant under the contract, for work by the employees in the employment category, for services provided during the report period. The amount should reflect both direct costs ***and*** the overhead multiplier, but not reimbursable travel or other expenses.

Send a separate report for each contract simultaneously to the Office of General Services, Department of Civil Service, ***and*** the Office of the State Comptroller as designated below:

**By mail to:**

NYS Office of General Services

Design & Construction Group

Division of Contract Administration

Corning Tower, 35th Floor

GNARESP

Albany, NY 12242

NYS Department of Civil Service

Alfred E. Smith Office Building

Albany, NY 12239

Attn: Counsel’s Office

**By mail or fax to:**

NYS Office of the State Comptroller

Bureau of Contracts

110 State Street, 11th Floor

Albany, NY 12236

Attn: Consultant Reporting

Fax number: (518) 474-8030 or (518) 473-8808