**PC S “Amount 10K to less than 50K” Field Description**

**Job Aid**

**Purpose:** Use this job aid to identify and understand the use of displayed fields on the Professional Consulting Services (PCS) form when using the “Amount $10,000 to less than $50,000” total projected cost category.

**Non-AASIS agency** users must manually complete all required fields on original submission. Amendments should auto-populate data captured from the original submission.

**AASIS agency** users must complete all non-populated required fields before submissions. Most fields are pre-populated from the AASIS document. Pre-populated fields must be updated in AASIS to maintain one accurate system of record.

Access the form at the following link: [http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx](http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx)

1. Complete the following fields in the **General Information** section:
   a. **Data Fields:**
      i. **Agency:** (Auto-populated from the selection screen)
      ii. **Document Type:** (optional) Identifies the contract type for the original purchasing document
      iii. **Document No.:** (Auto-populated from the selection screen) Unique identifier assigned to the original purchasing document by the agency’s system of record
      iv. **Method of Procurement:** A purchasing category used to describe the scenario for the agreement as defined by State procurement law
      v. **Initial Term Start Date:** Identifies the date the agreement will begin
      vi. **Term End Date:** Identifies the date the agreement will end (excluding extensions)
      vii. **Initial Contract Amount:** The total value of the purchasing document (Price x Quantity)
      viii. **Total Projected Amount:** (Total Projected Cost) The total possible net cost of the purchasing document for the extent of the life of the agreement (including possible years of extension-not to exceed 7 years)
NOTE: Line items are pre-populated for AASIS agencies, from the AASIS document.

2. Select a tab: (non-AASIS agencies/institutions)
   a. **Personnel**: A procured activity performed for the State of Arkansas
   b. **Expenses**: A procured product for the State of Arkansas

3. Click the Add Personnel/Expenses button. (non-AASIS agencies/institutions)
   NOTE: The Delete Personnel/Expenses Services button can be used to delete unnecessary lines after data entry

4. Complete the following line item fields for the corresponding tab: (non-AASIS agencies/institutions)
   a. **Item No.**: (assigned by the form) Line item order for the purchasing document
   b. **Description**: Brief detail of the item
   c. **Quantity**: The amount of personnel or expenses requested
   d. **Unit of Measure**: Unit by which quantities are to be measured
   e. **Net Price**: Price of the item

   NOTE: All fields on this form must match the original purchasing document for accurate reporting required by law.

5. Complete the following fields in the Vendor Information section: (non-AASIS agencies/institutions)
   a. **Vendor Name**: A business entity or person from whom the State is authorized to purchase commodities or services
   b. **Vendor Number**: A unique identifier assigned to a vendor in the agency’s system of record
6. Complete the following fields in the **Agency Contact Information** section:
   a. **Contact Name**: The employee who requested or is primarily responsible for the purchase. This person should be able to answer questions regarding the document as necessary
   b. **Contact Phone Number**: The phone number for the employee in the Contact Name field
   c. **Primary Email Address**: The business email for the employee in the Contact Name field

7. Click the **Check** button

   **NOTE**: A list of errors will be identified at the top of the form. Corresponding fields will be highlighted red. Fields in error must be completed before the form can be saved. Fields that are not in error are inactive (gray) and are display only.

8. Click the **Save** button

   - Refer to the **Office of State Procurement (OSP)** website for guidelines and state law requirements for PCS reporting
   - **Users cannot delete or change the form after saving.** Contact OSP for further assistance.