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 $50,000 and over” 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.

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

1. Complete the following fields in the General Information section:
   a. Agency: (Auto-populated from the selection screen)
   b. Document Type: (optional) Identifies the contract type for the original purchasing document
   c. Document No.: (Auto-populated from the selection screen) Unique identifier assigned to the original purchasing document by the agency’s system of record
   d. Method of Procurement: A purchasing category used to describe the scenario for the agreement as defined by State procurement law
   e. Is this an Amendment: (Auto-populated from the selection screen)
   f. Initial Term Start Date: Identifies the date the agreement will begin
   g. Term End Date: Identifies the date the agreement will end (excluding extensions)
   h. Maximum Extension Date: The latest possible end date for the contract if all possible extensions are granted
   i. Personnel: Sum of all services requested on the purchasing document. This may include multiple line items.
   j. Expenses: Sum of all commodity items requested on the purchasing document. This may include multiple line items.
   k. Initial Contract Amount: The total value of the purchasing document (Price x Quantity)
   l. 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)
   m. Contract Summary: A brief description of the purpose of the contract
2. Complete the following fields in the **Funding Details** section:
   a. **Select Funding**: Identifies the type of funds used to pay for the purchase. Users can select more than one box.
   b. **Select % of Fund**: (fields activate depending on the selection in step 2a)
      Identifies the ratio of each fund type used to pay for the purchase. These fields must total 100%; decimal values are allowed.
   c. **Identify the source of funds for the following**: (fields activate depending on the selection in step 2a) Type a detailed description for the source of the funding.
      i. Federal Funds
      ii. State Funds
      iii. Cash Funds
      iv. Trust Funds
      v. Other Funds

3. Complete the following fields in the **Vendor Information** section:
   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/institution’s system of record
   c. **Vendor Street Address/PO Box**: street where vendor is located for goods distribution
   d. **Vendor City**: town where vendor is located for goods distribution
   e. **Vendor State**: state where vendor is located for goods distribution
   f. **Vendor Zip Code**: postal zone represented by a 5 digit code
   g. **Vendor Minority Indicator**: A description of the type of minority business authorized for use.
      (AASIS users can use transaction XK03 to display the indicator on the vendor master record)
4. Complete the following fields in the **Vendor 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
   d. **Secondary Email Address**: (optional)

5. Complete the attachments section (non-AASIS users only):
   a. Click the **Browse** button and search for the attachment required for the purchasing scenario
   b. Click the **Add Attachment** button to add the selected file to the list below

**NOTE**: AASIS users must also create the attachment, with proper naming convention, in AASIS on the original purchasing document. Only attachments with the proper naming convention will be allowed to be saved. Refer to the OSP website for more information regarding procurement guidelines.

**Naming Convention Example**: 0610_4600012345_OR (business area_contract number_Document version)

6. 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.
NOTE: If changes are needed to a display only field at this step, click the Back button to activate changes to form fields.

7. 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.
- Data entered on this form must match the original purchasing document for accurate reporting.