Purpose: Use this job aid to understand how to display the PCS/TGS Report to determine the status of Professional Consulting services (PCS) or Technical and General Services (TGS) documents previously submitted for review as required by State law. Users must be assigned an AASIS role of User, Admin, or BLR to access this report.

Values and documents in this job aid are example data only. This example demonstrates a PCS, Amount $50,000 and over, 0610 DFA.

1. Go to the Office of State Procurement (OSP) website www.dfa.arkansas.gov/offices/procurement

2. Select one of the following sections:
   a. PCS
   b. TGS

   NOTE: The TGS/PCS Report link can be accessed from either sections.

3. Click the PCS/TGS Report link.

4. Complete the following fields:
   a. User ID: AASIS ID is required
   b. Password: AASIS password is required

5. Click the Sign In button

NOTE: This is NOT the same login page for EASE ESS –Employee Self Service and will not allow access to other EASE functions.
6. Complete the following **mandatory** fields:
   a. **Service Type**: PCS – Professional Consultant Services
   b. **Total Projected Cost**:
      i. Amount 10K to less than 50K **OR**
      ii. Amount 50K and over
   c. **Agency**: Select desired agency from drop-down menu
      **TIP**: Type the agency business area to scroll faster.

OR

   a. **Service Type**: TGS – Technical and General Services
   b. **Total Projected Cost**:
      i. Amount 25K to less than 100K **OR**
      ii. Amount 100K and over
   c. **Agency**: Select desired agency from drop-down menu
      **TIP**: Type the agency business area to scroll faster.
7. Complete the following optional fields:
   a. **Document No.**: Identifies the document number for the previously submitted procurement document
   b. **Submit Date**: Identifies the date a document was submitted to the portal
   c. **Initial Term Date Start**: Identifies the negotiated start date for a contract. Also known to AASIS users as the “Validity Start” date field from the original and submitted PO or OA
   d. **Term Date End**: Identifies the end date for a contract. Also known to AASIS users as the “Validity End” date field from the originally submitted PO or OA
   e. **Method of Procurement**: The business process for each type of method of procurement is defined by State law. Also known to AASIS users as “Our Reference” field.
   f. **Status**: Identifies the stage the document is at in the approval process
   g. **Review Month**: Identifies the month the Bureau of Legislative Research (BLR) reviewed the document. Users can view documents submitted in 2010 and forward.

   **NOTE**: Use a combination of optional fields to restrict documents to review.

8. Click the **Submit** button

   **NOTE**: Click the Reset button to clear data entry from the fields.
9. **Download Results** button: (Only displays for users with ADMIN or BLR authorization) used to generate an Excel spreadsheet delimited by either option chosen by the user.

10. **Print Option**: (Only displays for users with ADMIN authorization) Generates a PDF document of report results that can be downloaded and saved or printed.

11. **Search Again?**: Button: used to return to the Report Selection screen. Fields will not be complete upon return.