

Generative Artificial Intelligence (GenAI) Reporting and Factsheet

Section 1: Bidder/ Offerer / Contractor Information

Solicitation / Contract

Number Bidder ID/ Vendor ID (optional)

Business Name

Business Telephone Number

Business Address

City

State

Zip Code

Contract / Description of Purchase

Section 2: Bidder/ Disclosure and Factsheet

Will you and/or your subcontractor(s) provide GenAI as a deliverable or intend to utilize GenAI, including GenAI from third parties, to complete all, or a portion of any deliverable that [materially impacts](#): (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance?

☐ Yes ☐ No

If no, skip to Signature section of this form. If yes, provide details regarding the GenAI system.

See GenAI Reporting and Factsheet Instructions at the end of this form for more information. Failure to provide information requested on this form may result in disqualification or may void any resulting contract.

1. Provide a brief overview of the workload that is being performed.

2. Which aspects of the workflow will the GenAI support and how will you use GenAI?

3. How is the GenAI solution delivered?

4. How will users access the solution?

5. What types of data will this business process use?

6. Will there be tailored training and specific rules of engagement for stakeholders to ensure proper usage of the system, with adherence required for each use case?
<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>

Section 3: Signature

By signing this document, I have identified and reported any GenAI use in the performance of this contract. If any new or previously unreported GenAI use is identified in the future in the performance of this contract, we will complete and submit to the State an updated OBS 1000.

Signature	Date
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GenAI Reporting and Factsheet Instructions

Please use the following definitions and instructions to complete the GenAI Reporting and Factsheet:

1. Provide a brief overview of the workload that is being performed.

Instruction: Briefly describe what this workflow does, who performs it, and the tasks involved.

Example: Evergreen Health provides drug counseling to the incarcerated. The Evergreen Health clinicians meet with patients on a weekly basis. During the intake process, clinicians ask their patients a suite of questions about their medical and personal history. This information is input into the Evergreen Health patient platform. Throughout the patient's recovery, the clinician will input their notes into the patient portal.

2. Which aspects of the workflow will the GenAI support and how will you use GenAI?

Instruction: Briefly describe what steps involved in the workflow GenAI will augment or replace. Specify exactly what GenAI will do and what steps of the workflow humans will still perform.

Example: The Evergreen Health patient portal uses GenAI to generate recommendations and an overall patient plan for each patient based on the collected patient data. As clinicians add notes from their weekly sessions, the portal will modify the plan or recommendations with the new data. The clinicians use the information provided by the patient portal to guide their patients to a successful recovery.

3. How is the GenAI solution delivered?

Instruction: Specify exactly how GenAI solution will be delivered (*Software Installation (end-user or server), Web Browser, Infrastructure as a Service, Platform as a Service, Software as a Service, or Other and explain how it will be delivered*).

Example: Evergreen Health has GenAI software installed on their servers that connect to the patient portal to generate recommendations and overall patient plans.

4. How will users access the solution?

Instruction: Describe how end users, including your staff or CDCR staff, will access the GenAI features. If users do not directly interact with the GenAI, describe how their inputs or data interact with the solution.

Example: Evergreen Health clinicians access their patient management portal via a web browser on Evergreen Health devices. No CDCR staff access the platform.

5. What types of data will this business process use?

Instruction: Identify the type of data that will be processed, stored, or transmitted by this solution.

Example: Medical history, social security number, name, phone, address, education history

6. Will there be tailored training and specific rules of engagement for stakeholders to ensure proper usage of the system, with adherence required for each use case?

Example: Yes