Generative Artificial Intelligence (GenAI) Reporting and Factsheet

Section 1: Bidder / Offeror / 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: Disclosure and Factsheet

Will you and/or your subcontractor(s) be using or offering GenAI technology, model, service, or system (collectively, "product")? ☐ **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. GenAI Model Name, LLM Version (including number of parameters) & list ALL model names/owners for the solution or offering	

2. (GenAI powered, or driven), applications / product owner	
3. Product Description	
4. Use Case(s)	
5. Intended Information Domain	

6. Explain how the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.

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 STD 1000.

Signature   **Date**

Submit completed form to the awarding department

GenAI Reporting and Factsheet Instructions

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

1. GenAI Model Name, LLM Version (including number of parameters) & list ALL model names/owners for the solution or offering
   a. Definition: The unique identifier or name assigned to the specific GenAI model or service.
   b. Purpose: Allows users to refer to and distinguish between different GenAI models.

2. (GenAI powered, or driven), applications/product owner:
   a. Definition**:** The name of the organization or entity responsible for creating or deploying the GenAI model or service.
   b. Purpose: Helps identify the source and accountability for the GenAI system.
3. Product Description:
   a. Definition: A concise summary of the GenAI model's purpose, functionality, and key characteristics.
   b. Purpose: Provides a high-level understanding for users and stakeholders.
4. Use Case(s):
   a. Definition: The intended use or goal of the GenAI model (e.g., image recognition, natural language processing, text summarization).
   b. Purpose: Helps users assess whether the GenAI model aligns with their needs.
5. Intended Information Domain:
   a. Definition: The context, subject matter, or domain for which the GenAI model is designed to operate effectively.
   b. Purpose: Helps users determine if the GenAI model is suitable for their specific use case.
6. Adverse Impact:
   a. Explain below how you are ensuring the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.
7. Signature:
   a. The signatory for the Contract shall also sign the STD 1000