

Consolidated Annual Reports Training

Part 2

Form 810: Contracting Activity Report

DGS, Procurement Division,

Office of Small Business and Disabled Veteran Business Enterprise Services

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Sacramento, May 2015

Form 810 Contracting Activity Report

- DVBE and SB/MB participation levels in state contracting
- Report Award Values
- May need to consolidate multiple sources of contracts to complete the report
- Maintain records
- Include any transaction that used state money
 - With some exceptions

Form 810 Contracting Activity Report Cont.

DO NOT report contracts and agreements with:

- Federal government (including Grants)
- Any state or local government
- Prison Industry Authority
- Interagency Agreements
- Joint Powers Agreements
- California State Universities or Universities of California

Form 810 Contracting Activity Report cont.

Form 810 Contracting Activity Report Form (Rev. April 2015)
CONTRACTING ACTIVITY REPORT

STATE OF CALIFORNIA-DEPARTMENT OF GENERAL SERVICES
PROCUREMENT DIVISION

Agency:						Year of Report:						
						Department:						
Part 1						Part 2						
Certified Disabled Veteran Business Enterprise (DVBE) Participation in State Contracting Activity						Certified Small Business (SB) / Microbusiness (MB) Participation in State Contracting Activity						
TOTAL CONTRACT AWARDS						TOTAL CONTRACT AWARDS						
CONTRACTING ACTIVITY CATEGORY	Total Contract Dollars*	Total \$ to DVBE Prime Contractors	Total \$ to DVBE Sub-Contractors	Total DVBE Prime & Subs \$	Percentage (Column D divided by Column A)	F	Total Contract Dollars*	Total \$ to SB/MB Prime Contractors	Total \$ to SB/MB Sub-Contractors	Total SB/MB Contract Dollars	Percentage (Column J divided by Column G)	
	A	B	C	D (B+C)	E (D/A)		G	H	I	J (H+I)	K	
1. Goods (Non-IT)	\$ -	\$ -	\$ -	\$0	0.00%		\$0	SB \$ -	SB \$ -	SB \$0	0.00%	
								MB \$ -	MB \$ -	MB \$0	0.00%	
2. Services** (Non-IT)	\$ -	\$ -	\$ -	\$0	0.00%		\$0	SB \$ -	SB \$ -	SB \$0	0.00%	
								MB \$ -	MB \$ -	MB \$0	0.00%	
3. Construction	\$ -	\$ -	\$ -	\$0	0.00%		\$0	SB \$ -	SB \$ -	SB \$0	0.00%	
								MB \$ -	MB \$ -	MB \$0	0.00%	
4. IT (Goods & Services)	\$ -	\$ -	\$ -	\$0	0.00%		\$0	SB \$ -	SB \$ -	SB \$0	0.00%	
								MB \$ -	MB \$ -	MB \$0	0.00%	
5. Cal-Card Data	\$ -			\$ -	0.00%		\$0			SB \$ -	0.00%	
										MB \$ -	0.00%	
TOTALS	\$0	\$0	\$0	\$0	0.00%		\$0	SB \$0	SB \$0	SB \$0	0.00%	
								MB \$0	MB \$0	MB \$0	0.00%	
				DVBE						SB	MB	0.00%
TOTAL NUMBER OF DVBE CONTRACTS:						TOTAL NUMBER OF SB/MB CONTRACTS:						

Did you report using Award amounts per PCC 10111? YES NO

If not, please explain why?

Make sure to fill out this section

Comments:

Preparer's Information:				Approver's Information:			
Name (Print):				Name (Print):			
Title:				Title:			
Signature:			Date:	Signature:			Date:
Telephone:			Fax:	Telephone:			Fax:
Email Address:				Email Address:			
Street Address:				City:			Zip:

Form 810 Contracting Activity Report Cont.

- Total Contract Dollars equal for DVBE and SB/MB sections
- Dual certified (DVBE & SB/MB) firms can be counted in both DVBE part and SB/MB part
- Number of Contracts Awarded include both certified Primes and Subcontractors
- Multiyear Contracts
 - Report full contract amount in first year (front load), OR
 - Allocate evenly over the life of the contract

What if a Department doesn't meet goal?

If a department does NOT meet SB/MB and/or DVBE goals Improvement Plans are needed, as established in Executive Orders:

- **S-02-06** for SB/MB
- **D-43-01** for DVBE

Separate Improvement Plans will be needed if a department misses BOTH SB/MB and DVBE goals

Improvement Plan(s)

FY ____

Department/Division/Office

I. Summary of SB/MB or DVBE Participation

II. Explain Why the Participation Goal Was Not Achieved

III. Plan to Enhance Contracting Opportunities for SB/MB or DVBE

A. Policy

B. Collaborative Efforts

C. Contracting Practices

IV. Planning and Advocacy

V. Monitor and Continuously Improve

Reporting Required

- All Agencies/Departments Must Report
- If an Agency/Department believes it is EXEMPT and should not report, it must submit a written explanation citing the specific statute in the code of regulations demonstrating its exemption.
- Non-exempt Agency/Departments NOT submitting the CAR:
 - will be published on the “Did Not Report List” (found at: <http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>)
 - *may* affect your Agency/Department’s Delegated Purchasing Authority;
 - Secretaries/Department Directors will be sent written correspondence from DGS Director, and may receive subsequent visits from DGS regarding improving participation levels.

Contact Information

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Certification Questions

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For reports requirements, forms, instructions, and FAQs please go to:

<http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>