

Consolidated Annual Reports Training

Part 1 -Background

DGS, Procurement Division,
Office of Small Business and Disabled Veteran Business Enterprise Services
Brittney Heth-Tran, Reports Coordinator
Sacramento, May 2015

Part 1 Outline

- Executive Orders & Statutes
- Certification Types
- Data Reporting & Collection

Executive Order and Statutes

- **Governor's Executive Orders to improve the SB & DVBE participation in state contracting**
 - **Executive Order #D-43-01**
 - 3% Participation Goal for DVBEs
 - Improvement plan required if participation goal is not met
 - Military and Veterans Code (M&VC) § 999.5
 - **Executive Order #S-02-06**
 - 25% Participation Goal for SB/MBs
 - Improvement plan required if participation goal is not met
- <http://www.dgs.ca.gov/pd/Programs/OSDS/legislation.aspx>

Executive Order and Statutes Cont.

- **Public Contract Code (PCC) §10111 requires:**
 - DVBE and SB/MB Contracting Activity Report
 - DVBE & SB/MB Option and DVBE Incentive Report
 - Consulting Services Report
 - Ethnicity, Race, Gender and Sexual Orientation (ERGSO) Report
- **Government Code (GC) Section 14838.1(f) requires:**
 - Infrastructure Bond Activity Report

REPORTING IS REQUIRED

Certification Types

DVBE

1 yr. certification

CA disabled
veteran owned
and operated
business

SB

1 yr. certification

Gross <\$14 million
average of 3 years

<100 employees
average of 4 quarters

CA owned and
operated

SB/MB

2 yr. certification

Gross <\$3.5 million
average of 3 years

<25 employees
average of 4 quarters

CA owned and
operated

Certification Types Cont.

DVBE

SB

SUB-CATEGORIES

DVBE/MB

DVBE/SB

SB/MB

For more information about DVBE & SB/MB, please go to:

<http://www.pd.dgs.ca.gov/smbus/default.htm>

Data Reporting Methods

What database management system do you use?

State Contract and Procurement Registration System (SCPRS)

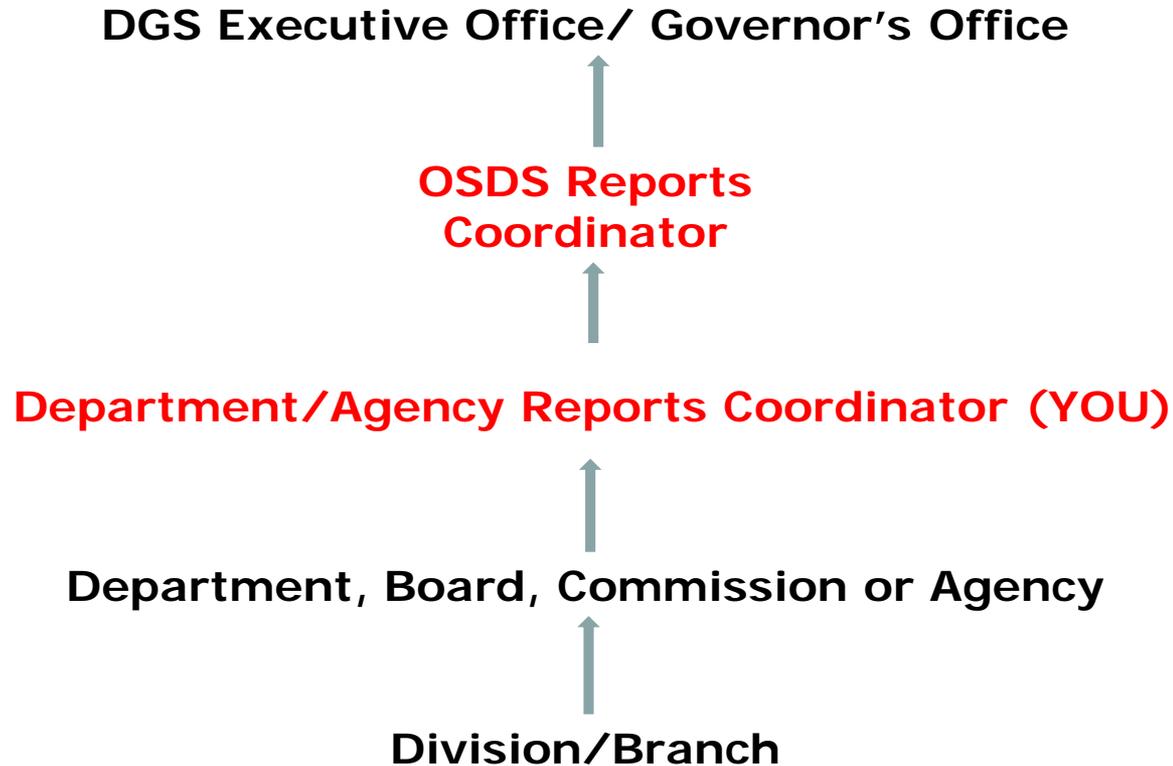
Access

Excel

Data collection methods are determined by department

Data collection methods MUST be consistent year to year

Data Collection



Consolidated Annual Report Includes

- **Cover Letter**
- **Form 810: DVBE & SB/MB Contracting Activity Report**
 - Improvement plans
- **Form 810S: DVBE & SB/MB Option & DVBE Incentive Report**
- **Form 810A: Infrastructure Bond Report**
 - Action Plan
- **Form 810C: Consulting Services Report**
- **Form 810E: Ethnicity, Race, Gender and Sexual Orientation Report (ERGSO)**

Cover Letter

- What State organizational entities are included in the report?
- Identify any entities that report independently but are related to an agency or department
- Any anomalies in total awarded dollars reported
- Review of all prior year Improvement Plan items enacted and it's effect on current participation goals

Cover Letter Cont.

- Must discuss SB/MB and DVBE participation trends over the last three years (including the current fiscal year being reported) and whether the participation trend was improving or declining.

FISCAL YEAR	Total Contract \$	SB/MB \$	SB/MB %	DVBE \$	DVBE %
FY 2014-15	\$239,000,000	\$75,000,000	31.38%	\$25,000,000	10.46%
FY 2013-14	\$409,000,000	\$112,000,000	27.38%	\$26,000,000	6.35%
FY 2012-13	\$316,000,000	\$77,000,000	24.36%	\$7,000,000	2.21%
Trend	Decreasing	Decreasing	Increasing	Increasing	Increasing

Due Date: By August 1st

Submit the Consolidated Annual Report to:

Department of General Services
Procurement Division
Office of Small Business & DVBE Services
Attn: Reports Coordinator
707 3rd Street, Room 1-400, IMS Z-1. MS 210
West Sacramento, CA 95605

*The CAR may be submitted as a Portable Document Format (PDF) scanned with signatures to
OSDSReports@dgs.ca.gov

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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(916) 375-4937

Certification Questions

(916) 375-4940

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

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