

TACPA MONTHLY PERFORMANCE REPORT OF LABOR HOURS for the month of XXXXXX 2015

Contracting Company Name	Contract #	Worksite %	Workforce %	Commodity or Service
				Contract Period:

The DGS-PD, Dispute Resolution Unit (DRU), monitors compliance of all contracts awarded based on the approval of TACPA worksite and workforce preferences. Your certification requires you to perform fifty percent (50%) of the total contract labor hours (commodity contracts) or 90% of the total contract service hours (service contracts) at the claimed worksite(s). Please obtain a separate Monthly Performance Report completed by each company providing labor hours for this contract, and submit them along with your Monthly Performance Report no later than the 15th day of the month following the month in which the contract hours were performed.

SECTION I - To be completed by company representative.

		CONTRACT LABOR HOURS & GOODS for this MONTH at this SITE		
Company Name & Contract Function (Administration, Manufacturer, etc.)	Company's Address Street, City, State, Zip	All Contract Labor Hours Excluding Shipping	Weights/Units Manufactured/ Processed	

SECTION II - To be completed by Bidder only. List all owners and members of the labor force of your company during this contract period. If you claimed the workforce preference, **please identify each employee hired to comply with the workforce preference** by placing an asterisk (*) in the column next to their name, and specify the basis for their eligibility. See instructions for additional information.

Employee's Name	These columns to be completed for workforce preference only			MONTHLY CONTRACT LABOR HOURS			
	(*)	Qualified employer for Targeted Jobs Tax Credit	Qualified employer for Work Incentive/Welfare Tax Credit	At Claimed Worksite		Outside Claimed Worksite	
				Contract Hours	Non Contract Hours	Contract Shipping Hours	Other Contract Hours
<i>Use additional sheet for additional labor force</i>				TOTAL HOURS:			

I certify under penalty of perjury under the laws of the State of California that the foregoing is true, correct, and complete.

Company Representative Name & Title

Signature:

Date signed:

TACPA Monthly Performance Report of Labor Hours Instructions

The Department of General Services - Procurement Division, Dispute Resolution Unit, (DRU) monitors compliance of all contracts awarded based on the approval of Targeted Area Contract Preference Act (TACPA) worksite and workforce preferences. 1

The California Code of Regulations §1896.40, authorizes the State Contracting Agency to obtain information pertaining to contract performance and compliance.

Your contract certification requires that you perform fifty percent (50%) of the total contract labor hours required to manufacture the goods and perform a commodity contract **OR** 90% of the total contract labor hours required to perform a service contract **at the claimed worksite(s)**.

Provide a separate Monthly Preference Report for each company providing labor hours for this contract.

Heading:

Include the following information at the top of the form:

- Contracting Company Name
- Contract Number
- Worksite Preference Percent Claimed
- Workforce Preference Percent Claimed
- Type of Commodity or Service Provided
- Contract Period

SECTION I - To be completed by company representative.

List the following:

- Company Name
- Company Contract Function (such as Administration, Manufacturer, etc.)
- Company Address
- Corresponding Contract Labor Hours (excluding Shipping Hours) for this Company
- Weights or Units of Goods Manufactured or Processed (for commodity contracts, only)

1 GC § 4530 - Target Area Contract Preference Act

SECTION II - To be completed by Bidder only.

List the names of all owners and members of the labor force of the company during the contract period.

If you claimed the Workforce Preference, identify each employee that was hired to comply with the workforce preference by placing an asterisk (*) in the column next to their name.

For each employee hired to comply with the workforce preference, provide documentation demonstrating the employee qualified the employer for either: 2

- Targeted Jobs Tax Credit
- Work Incentive/Welfare Tax Credit

Signature / Certification

The contractor and company representative must sign and certify that the information provided on the respective report is true and correct.

The contractor is responsible to collect all Monthly Performance Report of Labor Hours completed by their respective representatives and submit them to the DRU no later than the 15th of the month following the month in which the labor hours were performed.

Please submit your Monthly Report to:

Department of General Services - Procurement Division
Dispute Resolution Unit - Preference Program
707 3rd Street, 2nd Floor South
West Sacramento, CA 95605

2 Government Code § 4532 (f) defines an eligible employee as a person with a high risk of unemployment, and further defined in GC § 4532 (f) (1) and (2).