



State of California • Gavin Newsom, Governor

Government Operations Agency

**DEPARTMENT OF GENERAL SERVICES**

Procurement Division • Office of Small Business and DVBE Services

707 Third Street, 1st Floor, Room 400 West Sacramento, CA 95605 (916) 375-4940 Fax (916) 375-4950

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**State Department Report of SB/DVBE Program Violations**

**Instructions:** To file a report, complete this form and attach all supporting documentation. Email or Fax completed form and attached documentation to the OSDS, Compliance Unit at [SB.DVBECompliance@dgs.ca.gov](mailto:SB.DVBECompliance@dgs.ca.gov) or (916) 375- 4950. For any questions call (916) 375-5936.

**Date:**

**Your Contact Information:**

Department:

Advocate or Report Submitter Name:

Telephone #:

Email:

**Business Name: (Required)**

Certification ID # (If Applicable):

Business Name:

Address:

Contract #:

**Additional Businesses:**

Certification ID # (If Applicable):

Business Name:

Address:

Certification ID # (If Applicable):

Business Name:

Address:

**Attached supporting documentation or additional pages:** Yes ☐ No ☐

**Total # of Pages (Including this page):**

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## **INSTRUCTIONS FOR REPORTING SB/DVBE PROGRAM VIOLATIONS**

Awarding departments shall report allegations of prohibited acts, activities or alleged violations of Military and Veterans Code §§ 999 et seq., Public Contract Code §§ 10115 et seq. Government Code §§ 14842.5 directly to the Office of Small Business and DVBE Services (OSDS).

Prior to reporting alleged prohibited acts, activities or alleged violations to OSDS, the awarding department shall investigate the alleged violation and prepare a written report of their findings. The written report shall include a recommendation for action to be taken commensurate with the awarding department's findings. The results of the awarding department's findings shall be submitted in its entirety to OSDS within 60 business days of the notification or discovery of the alleged violation.

1. Fill out the attached cover sheet for the report:
  - a. Fill out awarding department and contact information
  - b. For each business involved (Prime Contractor, Subcontractors or Other) provide the requested information.
2. Attach a narrative description of the awarding department's findings including:
  - a. Contract Number and Name
  - b. How was the department made aware of the complaint/allegation? (Complaint from a business, departmental staff discovered when reviewing documents etc.)
  - c. What activity or performance was expected?
  - d. What activity or performance was given?
3. Recommendation for appropriate sanctions
4. Attach appropriate documentation supporting the department's determination including but not limited to the following:
  - a. Copy of the Solicitation
  - b. Copy of the bid submittal
  - c. Copy of the bidder declarations
  - d. Copy of the contract or agreement
  - e. Copy of close out documents
  - f. Copies of relevant emails, letters or other documentation