

						Year of Report :									
Agency:						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)	\$	\$	\$					SB	\$	SB	\$	SB		SB	
								MB	\$	MB	\$	MB		MB	
2. Services** (Non-IT)	\$	\$	\$					SB	\$	SB	\$	SB		SB	
								MB	\$	MB	\$	MB		MB	
3. Construction	\$	\$	\$					SB	\$	SB	\$	SB		SB	
								MB	\$	MB	\$	MB		MB	
4. IT (Goods & Services)	\$	\$	\$					SB	\$	SB	\$	SB		SB	
								MB	\$	MB	\$	MB		MB	
5. Cal-Card Data	\$			\$								SB	\$	SB	
												MB	\$	MB	
TOTALS								SB		SB		SB		SB	
								MB		MB		MB		MB	
TOTAL NUMBER OF DVBE CONTRACTS:				DVBE		TOTAL NUMBER OF SB/MB CONTRACTS:				SB	MB				
	# DVBE Firms Awarded - Prime	# DVBE Firms Awarded - Sub	# Awards by DVBE Cert ID - Prime	# Awards by DVBE Cert ID - Sub				# SB Firms Awarded - Prime	# SB Firms Awarded - Sub	# Awards by SB Cert ID - Prime	# Awards by SB Cert ID - Sub				
Did you report using Award amounts per PCC 10111?						<input type="checkbox"/> YES <input type="checkbox"/> NO									
If not, please explain why?															
Comments:															
Preparer's Information:								Approver's Information							
Name (Print):								Name (Print):							
Title:								Title:							
Signature:						Date:						Date:			
Telephone				Fax:						Telephone:				Fax:	
Email Address:								Email Address:							
Street Address:								City:						Zip:	
*The amounts shown in Columns A and G should be the same. If not, submit an explanation with this report. **Includes Architect and Engineering Services (A&E) DVBE = Disabled Veteran Business Enterprise      SB = Small Business      MB = Microbusiness								Return Annual Department Reports To: Department of General Services Procurement Division/OSDS Attn: Reports Coordinator 707 3rd Street, Room1-400, IMS Z-1, MS 210 West Sacramento, CA 95605							
INCLUDE Form 810 Supplemental Report, Form 810 A Infrastructure Bond Acts Report, Consulting Services Report and Ethnicity, Race and Gender Reports with submission of the annual report.															

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### Form Completion Instructions

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**General Information:** Submit one report for all contract award activity during the reporting period, including contracting participation of Disabled Veteran Business Enterprises (DVBE), Small Businesses (SB), and Microbusinesses (MB). Per Public Contract Code 10111(d), in statewide contracting include dollar values of contract award. If no state funded contracts were awarded during the reporting period, this report is still required indicating no contracting activity during the reporting period. Departments that discover they are exempt must provide the statutory citation of the exemption.

Departments are required to maintain records to support total dollar amounts reported and to validate submissions. Such documentation should include a list of contracts with purchase order numbers, activity category, total amount, sub-contractors amounts, and certification type. The documentation should allow the person viewing it to find the connection between an individual contract and this form.

**Reportable Contracts:** Only report contracts with non-governmental entities. Include all types of purchase orders and contracts, by any form used, (e.g., STD 65, STD 210, STD 213, STD 213A, STD 215, service orders, purchase orders, sub-purchase orders). Include all purchase orders/contracts used to acquire Information Technology (IT) goods and services, non-IT goods, non-IT services, or construction. Include all Cal-Card or cash purchases, even if less than \$100, and emergency purchases. Include any contracts issued by DGS or any other department on

your behalf. **These are referred to herein as "contracts".**

For all contracts, include any amendments, alterations, change orders, and extensions to those contracts (by whatever form used) that change the total amount by more than \$1.00. Enter all contracts issued pursuant to delegation of authority or under a Leveraged Procurement Agreement (LPA). LPAs include California Multiple Award Schedules (CMAS), Master Agreements, Statewide Contracts, and State Price Schedules (except with Prison Industry Authority [PIA]). Include all contracts, whether or not subject to DGS authority/review. Executive branch entities that awarded no contracts must still report.

**New! Report multi-year contracts in full in the first year (front load).** If your department used to report multi-year contracts annually or uses an uploading interface into the procurement system, contact

[OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov) to determine how to report the contracts or remaining dollars during the transition year.

**Do not report** contracts or agreements with the federal government, any other state government, federal grants, the Prison Industry Authority, Interagency Agreements, Joint Powers Agreements, contracts or agreements with the California State University or the University of California or any of their respective campuses, concession contracts, revenue/reimbursement contracts, or contracts or agreements with any county, city, city and county, school or special district (commonly referred to as local agencies). **Do not include** loans, local

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assistance/subvention agreements, or court-ordered settlements or cost.

**Year of report:** Enter the fiscal year you are reporting on.

**Agency:** The reporting department will use the drop down box to pick the name of their “parent” agency, i.e., the Department of General Services reports to the Government Operations Agency.

**Department:** Enter the reporting department’s or other entity’s name.

**Note: You cannot enter any data in Form 810 if Agency or Department field is blank.**

**Goods (Non-IT):** Enter the award value of all contracts for materials, supplies, equipment, and food, a.k.a. “commodities” (but exclude IT goods which are reported in the IT category); all contracts executed under delegated authority for goods; and LPAs and contracts issued under LPAs.

**Services (Non-IT):** Enter the award value of all contracts for personal services, financial services, Architectural and Engineering (A&E) related services (but exclude IT services which are reported in the IT category); and any other service with non-governmental entities. Include contracts with any University Foundation or auxiliary organization. Include all LPAs and contracts issued under LPAs related services.

**Construction:** Enter the award value of all contracts for public works, new construction, capital improvements, and design-build.

**NOTE:** Under the Capitol Outlay Project agreements, DGS Real Estate Service Division (RESA) is determined to be the “awarding” department. The awarding department must take credit for public works participation by DVBE/SB entities, not the client departments. If the department is not empowered to perform public works contracts, then the department cannot be deemed the “awarding” and therefore, does not report the contract dollars or the level of participation for these contracts.

**Information Technology (IT) Goods and Services:**

Enter the award value of all contracts for IT goods and services, including those with suppliers that hold Volume Purchase Agreements (VPAs). (VPAs are for the purchase of a license to use a product, not the actual product). Include all contracts executed for IT Goods and Services. Include all LPAs and contracts issued under LPAs.

**Cal-Card Data:**

Enter the value of all Cal-Card transactions for all goods, services, construction and IT goods and services if the data has not been reported in the previous four categories.

**NOTE: Contracts and subcontracts awarded to a firm that is certified by the DGS as both a DVBE and a SB or MB may be counted for both the SB/MB report and the DVBE report.**

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**Form Completion Instructions**

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**PART 1**

**Certified Disabled Veteran Business Enterprise Participation**

**Column A – Total Contract Dollars:** Enter the total award value, in whole dollar amounts, of all contracts with any non-government entity, awarded (or changed) during the reporting period by category.

**Column B – Certified DVBE Participation (PRIME):** Enter the total amount of all contracts awarded to the certified DVBE Prime Contractors for each of the first four categories (identified above) in Column B.  
**Exception:** Do not enter any dollar amounts for Line 5 (Cal-Card Data).

**Column C – Certified DVBE Participation (SUB):** Enter the total amount of all contracts awarded to the certified DVBE Subcontractors for each of the first four categories (identified above) in Column C.  
**Exception:** Do not enter any dollar amounts for Line 5 (Cal-Card Data).

**Column D – Total DVBE Contract Dollars:** The system will add up automatically the total value of all contract awards made to certified DVBE Prime Contractors and Subcontractors for each of the first four categories of contracts and enter them into Column D (Column D = Column B + Column C). The total DVBE dollars for Cal-Card transactions should be entered manually in this column (Cell E19).

**Column E – Percentage:** The system will compute the percentage of DVBE participation and place it in Column E. (Column E = Column D divided by Column A).

**Bottom of Column D – # of DVBE Contracts:** Enter the total number of contracts awarded to DVBE firms during the reporting period.

**New! # DVBE Firms Awarded – Prime:** Enter the total number of DVBE firms awarded state prime contracts during the fiscal year.

**New! # DVBE Firms Awarded – Sub:** Enter the total number of DVBE firms awarded subcontracts on state contracts during the fiscal year.

**New! # Awards by DVBE Cert ID – Prime:** Enter the total number of prime contracts awards received by DVBE firms. For FI\$Cal departments the system generates a list of award counts by unique certification ID.

**New! # Awards by DVBE Cert ID – Sub:** Enter the total number of subcontracts awarded to DVBE firms. For FI\$Cal departments the system generates a list of award counts by unique certification ID.

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**Form Completion Instructions**

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**PART 2**

**Certified Small Business/Microbusiness Participation**

**NOTE:** Any company that is certified as both Microbusiness and Small Business should only be counted as Microbusiness. The only companies that should be reported under Small Business are those that are Small Businesses only.

**Column G – Total Contract Dollars:** If you use this form electronically this information will be automatically populated when you enter data in Column A. If not, enter the total award value, in whole dollar amounts, of all contracts with any non-government entity, awarded (or changed) during the reporting period by category.

**Column H – Certified SB/MB Participation (PRIME):** Enter the total amount of all contracts awarded to SB/MB Prime Contractors for each of the first four categories and enter those totals in the appropriate boxes.

**Exception:** Do not enter any dollar amounts for Line 5 (Cal-Card Data).

**Column I – Certified SB/MB Participation (SUB):** Enter the total amount of all contracts awarded to SB/MB Subcontractors for each of the first four categories and enter those totals in the appropriate boxes.

**Exception:** Do not enter any dollar amounts for Line 5 (Cal-Card Data).

**Column J – Total SB/MB Contract Dollars:** The system will add up automatically the total value of all contract awards made to certified SB/MB Prime Contractors and Subcontractors for each of the first four categories of contracts and enter them in Column J (Column J = Column H + Column I).

The total SB/MB dollars for Cal-Card transactions should be entered manually in this column (Cells N19 & N20).

**Column K – Percentage:** The system will compute the percentage of the SB/MB participation and place it in Column K. (Column K = Column J divided by Column G).

**Bottom of Column I & J – # of Contracts:** Enter the total number of contracts awarded to SB and MB businesses during the reporting period.

**New! # SB Firms Awarded – Prime:** Enter the total number of SB firms awarded state prime contracts during the fiscal year.

**New! # SB Firms Awarded – Sub:** Enter the total number of DVBE firms awarded subcontracts on state contracts during the fiscal year.

**New! # Awards by SB Cert ID – Prime:** Enter the total number of prime contracts awards received by SB firms. For FI\$Cal departments the system generates a list of award counts by unique certification ID.

**New! # Awards by SB Cert ID – Sub:** Enter the total number of subcontracts awarded to SB firms. For FI\$Cal

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departments the system generates a list of award counts by unique certification ID.

**Report using Award amounts per PCC 10111?** Select YES to indicate ONLY award amounts were used to report. Select NO if any other form of reporting was used, such as, expenditure or a combination of award and expenditure.

**If not, explain why?** If NO was selected in the above question, explain the reasons for not reporting using ONLY award amounts.

**Comments:** Provide any comments or explanations pertaining to the statistical data submitted on the Form 810 report.

**Preparer's Information/Approver's and Date**

**Information:** Enter information to identify the preparer and approver. Each must sign the form.

**NOTE:** If no contracts were awarded, a report is still required indicating there was no contract activity for the reporting period.

**If the 3% DVBE goal and/or the 25% SB goal were not met, include separate Improvement Plan(s) with your submittal.**

**INSTRUCTIONS:** When a state agency does not meet the required state contracting participation goal, 25% for SB/MB or 3% for DVBE, an Improvement Plan must be developed for each. Submit Improvement Plan/s with the annual Consolidated Activity Report.

**SB/MB and DVBE IMPROVEMENT PLAN OUTLINE**

FY \_\_\_\_\_

Prepared by: \_\_\_\_\_

Department/Division/Office

I. Summary of SB/MB Participation

II. Explain Why the Participation Goal Was Not Achieved<sup>1</sup>

III. Plan to Enhance Contracting Opportunities for SB/MB

A. Policy

List any major policies that have been or will be implemented by the department.

Example: The department and its SB/MB Advocate shall actively promote the use of SB/MBs in purchasing and contracting activities toward achieving a participation goal in excess of three percent for SB/MBs.

B. Collaborative Efforts

<sup>1</sup> Include a review of all prior year Improvement Plan items enacted

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List any measurable activities that have been or will be implemented by the department.

Example: The department will form a SB/MB advisory group to examine current departmental practices related to doing business with SB/MBs; and will identify ways to increase the use of SB/MBs in the new fiscal year.

**C. Contracting Practices**

Discuss how the department will directly promote and encourage SB/MBs involvement in contract bids and subcontracting with SB/MBs.

Example: Our department will include the following language in contract bid advertisements: "The State encourages SB/MBs to apply."

**IV. Planning and Advocacy**

**V. Monitor and Continuously Improve**

**Send the Consolidated Annual Report including Form 810 and Form 810 Improvement Plan(s) to:**

**[OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)**

Or

**Department of General Services  
Procurement Division  
Office of Small Business & DVBE Serv. (OSDS)  
ATTN: Reports Coordinator  
707 3rd Street, Room 1-400, IMS Z-1, MS 210**

**West Sacramento, CA 95605**