

Calendar of Reports

Report Title	Report Due Date	Report Submitted To	Report Purpose and Internet site
Within 30 Days of Discovery of Omission			
Loss Leader Report	Within 30 days of discovery of omission	DGS/PD Purchasing Authority Management Section	Report omission of Loss Leader language in non-IT goods solicitation or IT RFP. Click on the following link to access the "Loss Leader" report Form and Instructions . Click here to access SCM, Vol. 2, Chap. 12, Section A, Topic 5
Within 10 Days of Contract Award			
Contract Award Report STD.16	Within 10 days of contract award	Fair Housing & Development	Statistical reporting on contract activity www.osp.dgs.ca.gov Click here to access SCM, Vol. 2, Chap. 12, Section B, Topic 3
Within 20 Days of Contract Award			
Report of Independent Contractors DE 542	Within 20 days of either making payment totaling \$600 or more OR Entering into a contract for \$600 or more with an independent contractor in any calendar year, whichever is earlier.	Employment Development Department	Information provided allows for EDD to increase child support collection by assisting in locating parents who are delinquent in child support obligations www.edd.ca.gov Click here to access SCM, Vol. 2, Chap. 12, Section B, Topic 4.
Monthly Reporting			
Purchasing Authority Transaction Reporting	10 th day of the month following the reporting period	DGS/PD Data Capture Unit	For collection of DGS administrative fee and purchasing authority compliance www.pd.dgs.ca.gov Click here to access SCM, Vol. 2, Chap. 12, Section A, Topic 1
Quarterly Reporting			
Non-Competitively Bid Contract Quarterly Report	1 st Qtr. – October 10 th 2 nd Qtr. – January 10 th 3 rd Qtr. – April 10 th 4 th Qtr. – July 10 th	DGS/PD Purchasing Authority Management Section	Review, tracking, and compliance of NCB transactions www.pd.dgs.ca.gov Click here to access SCM, Vol. 2, Chap. 12, Section A, Topic 3
Data Center Interagency Agreement Quarterly Report	1 st Qtr. – October 10 th 2 nd Qtr. – January 10 th 3 rd Qtr. – April 10 th 4 th Qtr. – July 10 th	DGS/PD Purchasing Authority Management Section	Review tracking and compliance of DIA transactions Click here to access SCM, Vol. 2, Chap. 12, Section A, Topic 2
Prescription Drugs Purchased Outside of the Prescription Drug Bulk Purchasing Program	1 st Qtr. – October 10 th 2 nd Qtr. – January 10 th 3 rd Qtr. – April 10 th 4 th Qtr. – July 10 th	DGS/PD Purchasing Authority Management Section	Review and tracking of prescription drugs purchased outside of the prescription drug bulk purchasing program. Click here to access SCM, Vol. 2, Chap. 12, Section A, Topic 2
Mid-Year Reporting			
Contracting Activity Report (STD.810) for SB/MB/DVBE reporting	By Departments: February 1 st for current fiscal year period July 1 st – December 31 st	DGS/PD SB/DVBE Services Branch (Reports Coordinator)	Mid year statistical report on SB, MB & DVBE business participation www.documents.dgs.ca.gov/osp/pdf/std810.pdf Click here to access SCM, Vol. 2, Chap. 12, Section B, Topic 2 Click here to access Legislative report due dates, forms & Instructions.
Annual Reporting			
Contracting Activity Report (STD 810), SB and/or DVBE Improvement Plan(s), and related reports.	By Departments: August 1 st for the prior fiscal year period.	The DGS/PD - Office of SB/DVBE Services (Reports Coordinator).	Annual statistical report on SB, MB and DVBE business participation www.pd.dgs.ca.gov/smbus Click here to access Legislative report due dates, forms & Instructions. Click here to access SB, MB and DVBE reporting due date, forms & instructions.
Reporting suspended until January 2008 Ethnicity/Race/Gender and Minority/Women/DVBE Reporting	January 1 st (E/R/G & M/W/DVBE) July 1 st (M/W/DVBE)	Governor Legislature	Department reporting suspended until January 2008 per AB 79 (Chapter 408, Statutes of 2004). Statistical report on ethnicity, race and gender and minority, women and DVBE business owners awarded contracts. Voluntary participation by business owners to complete the ethnicity, race and gender statistical data sheet to compile the annual report www.documents.dgs.ca.gov/pd/sbop/ergowner.pdf Click here to access SCM, Vol. 2, Chap. 12, Section B, Topic 1

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Annual Reporting			
Consulting Services Contract Report	By Departments: September 24 th for prior fiscal year period	DGS/PD Reports Coordinator Legislature LAO DOF Auditor General 6 legislative committees	Identification of consulting services contracting for previous fiscal year www.documents.dgs.ca.gov/pd/sbop/consultrep.pdf Click here to access SCM, VOL. 2, Chap. 12, Section B, Topic 5 Click here to access Legislative report due dates, forms & Instructions.
	By DGS/PD: December 23 rd for prior fiscal year period	Legislature LAO DOF Auditor General 6 legislative committees	
Late Payment Penalties Paid during Prior Fiscal Year	September 30 th for prior fiscal year period	DGS/PS Prompt Payment Coordinator	Reporting on late payment penalties paid in preceding fiscal year www.pd.dgs.ca.gov Prompt Payment Program Click here to access SCM, VOL. 2, Chap. 12, Section B, Topic 6
Reporting suspended until January 2008 State Agency Recycled Campaign Procurement Report	Departments: September 1 for prior fiscal year period District Ag. Assoc.: March 1 for prior calendar year period	Integrated Waste Management Board	Department reporting suspended until January 2008 per AB 79 (Chapter 408, Statutes of 2004). Reporting on purchasing activities and dollars spent in 12-reportable categories for recycled content products www.ciwmb.ca.gov/BuyRecycled Click here to access SCM, VOL. 2, Chap. 12, Section B, Topic 7
Loss Leader Report	By Departments: June 30, 2011 and June 30, 2012	DGS/PD Purchasing Authority Management Section	Departments are required to report a cumulative list of contracts that do not contain "loss leader" language, by June 30, 2011 and June 30, 2012. Click on the following link to access the "Loss Leader" report Form and Instructions .