



**Department of General Services  
Procurement Division**

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**TO: Agency Secretaries  
Department Directors  
Report Coordinators  
Boards and Commissions  
Purchasing Authority Contacts  
Small Business/DVBE Advocates  
Procurement and Contracting Officers**

**RE: Department & Prime Contractor Reporting Requirements Effective July 1, 2014**

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The Department of General Services (DGS), Procurement Division, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) utilizes two forms and reporting procedures to document statewide compliance with Disabled Veteran Business Enterprise (DVBE) reporting requirements established by Military and Veterans Code Section 999.5(d) [Chapter 595, Statute of 2009].

The statute mandates awarding departments to require prime contractors to certify that each DVBE subcontractor received payment for their participation, upon completion of a contract. This statute also mandates awarding departments to maintain these records. As a result, departments will require the use of **Prime Contractor's DVBE Subcontracting Report**, for contracts issued on and after July 1, 2014.

In addition, DGS will require awarding departments to submit the **State Department's Contractor DVBE Subcontracting Consolidation Report** beginning with fiscal year 2014-15. The first report is due on November 1, 2015, and thereafter, annually on November 1<sup>st</sup>.

OSDS will conduct a webinar training session on Wednesday, August 13, 2014, from 1:30 p.m. to 2:30 p.m. for these reports. Use the link below to register for the webinar.

### **Forms and Instructions**

Access *Department & Prime Contractor Requirements – Effective July 1, 2014*, at the following link: <http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>

### **Webinar Registration**

Click on the following link to register for training: [August 13, 2014 Webinar](#). Email questions before the webinar to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)

If you have any questions regarding this notification, please contact:

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

**Americans with Disabilities Act (ADA):** It is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with disabilities requiring reasonable modification to participate in the meeting/training should **provide their request to Brittney Heth-Tran at 916.375.4937 or [Brittney.HethTran@dgs.ca.gov](mailto:Brittney.HethTran@dgs.ca.gov)**. You may also contact the Procurement Division main office at 916.375.4400 or the Procurement Division TTY (West Sacramento) at 916.376.1891, California Relay Service at 1.800.735.2922 or 1.888.877.5379; TTY at 1.900.735.2929 or 1.888.877.5378, Speech to speech at 1.800.854.7784. It is recommended that DGS receives the request **at least five working days prior to the event**.