



**Department of General Services
Procurement Division**

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Broadcast Date: October 10, 2014

Bulletin #: E-17-14

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

**RE: DVBE Subcontracting Reports Training – Fiscal Year 2014-15
Reports – Due November 1st Annually**

The Department of General Services (DGS), Procurement Division, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is posting the following prerecorded webinars:

DVBE Subcontractor Reporting Requirements Training (For State Departments):
http://media.dgs.ca.gov/pd/contracts/DVBE_SRRT_02.wmv

Prime Contractor's DVBE Subcontracting Reporting Requirements Training (For Prime Contractors): http://media.dgs.ca.gov/pd/contracts/DVBE_SRRT_01.wmv

DGS 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. Within this report, departments must include contracts issued by DGS or any other department on their behalf. The first report is due on November 1, 2015, and thereafter, annually on November 1st.

Use the following link to review the DVBE Subcontracting Reports, instructions, or training materials:

<http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>

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

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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**. 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**.