



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
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Broadcast Date: July 5, 2011

TO: Purchasing Authority Contacts (PACs)

RE: Reminder – SB/DVBE Offramp Spend Quarterly Report due for Statewide Contracts 1-10-75-55, 1-10-75-60A, and 1-11-75-60B

Departments are required to report all purchases executed through use of the SB/DVBE Offramp provisions pertaining to the following mandatory Statewide Contracts:

Statewide Contract No.	Commodity	Reporting Effective Date	Contract User Instructions
1-10-75-55	Office Supplies	5/12/2011	eProcurement Location (User Instructions rev 5/12/11)
1-10-75-60A	New Toner/Ink Cartridges	6/02/2011	eProcurement Location (Supplement 3)
1-11-75-60B	Remanufactured Toner/Ink Cartridges	6/02/2011	eProcurement Location (Supplement 2)

In order to comply with this requirement, department Purchasing Authority Contacts (PAC) or designees are required to submit a SB/DVBE Offramp Spend Quarterly Report for each contract identified to the appropriate State Contract Administrator.

The first SB/DVBE Offramp Spend Quarterly Report will be due as follows:

Reporting Period	Report is due no later than
Reporting Effective Date through June 30 th	July 11 th

Reports shall be submitted in accordance with the reporting requirements outlined within the Contract User Instructions. PACs are encouraged to review the specific contract user instructions for detailed submittal instructions and report templates.

If you have any questions regarding this notification, please contact the State Contract Administrators below:

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or

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