



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: September 14, 2011

TO: Small Business Advocates and/or Late Payment Penalty Report Coordinators

RE: Fiscal Year 2010/2011 Late Payment Penalties Paid Report

The Department of General Services (DGS), Procurement Division (PD) is mandated by the California Prompt Payment Act, Government Code (GC) §927 et seq., to prepare a late payment penalty report listing the number and total dollar amount of all late payment penalties paid by each State agency during the preceding fiscal year and make the information available to the public.

As required by GC §927.9(a) "On an annual basis, within 90 calendar days following the end of the fiscal year, State agencies shall provide the Director of DGS with a report on late payment penalties that were paid by the State agency in accordance with this chapter during the preceding fiscal year." State agencies are requested to submit their respective Late Payment Penalties Paid (LPPP) report by **September 30, 2011**. The LPPP report form is available at <http://www.dgs.ca.gov/pd/Programs/OSDS/PromptPayment.aspx>. You may submit the completed LPPP report by one of the following methods:

- Email the report to OSDSReports@dgs.ca.gov. On the subject line type **FY 10/11 Late Payment Penalties Paid Report**
- Fax the report to (916) 375-4950, Attention: Diana Alfaro
- Mail the report by interagency to:

Z-01
Department of General Services
Procurement Division
Office of Small Business & DVBE Services (OSDS)
Attention: Diana Alfaro

- Mail the report by U.S mail to:

Department of General Services
Procurement Division

Office of Small Business & DVBE Services
707 3rd Street, 1st Floor, Room 400
West Sacramento, CA 95605

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

Diana Alfaro
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(916) 375-4919
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