

Chapter 12

Reporting Requirements

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Chapter 12

Reporting Requirements

Overview

Introduction The purpose of this chapter is to describe the reporting requirements related to Purchasing Authority and additional acquisition reporting requirements.

Contents This chapter contains the following sections:

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Section A

Purchasing Authority Reports

Overview

This section consists of the reporting requirements specific to a department's purchasing authority program. Reports for non-IT goods and IT goods and services are listed here.

Contents This section contains the following topics:

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Topic 1 – Purchasing Authority Activity Reporting

12.A1.0 Reporting (rev 5/15)

Departments must report to the DGS/PD all transactions including amended and cancelled transactions executed under its purchasing authority. The categories of authority for transactions that must be reported are identified in Chapter 1 - Purchasing Authority and may include but are not limited to:

- Purchasing Authority Purchase Orders (STD.65)
- Standard Agreements for IT Goods and Services Only (STD.213) with a completed Agreement Summary (STD.215) as the cover document.

Some transactions are reported directly to the DGS/PD upon execution and, therefore, departments should not report those transactions as directed in this section. Submission of these transactions as directed in this section will result in duplication of the DGS administrative fee charges to the department. These transactions include:

- Transactions entered directly into the Procurement Information Network (PIN).
- Transactions executed electronically as allowed by the individual LPA, if the LPA specifically states that hard copy reporting is not required.

NOTE: Departments opting to register all transactions (including those less than \$5,000) in SCPRS do not need to submit a copy of each executed purchase document to the DGS/PD. Effective January 2016, any State Department, including those that are deferred or exempt from FISCAL, shall register all transactions in the FISCAL SCPRS system, regardless of dollar value and procurement method.

12.A1.1 Due Dates

Departments must submit a copy of each executed purchase document, regardless of the form used, no less frequently than monthly, by the tenth of the month following the reporting period. Departments may submit transactions more often than monthly if the department so chooses.

12.A1.2 How to report (rev 5/15)

Departments must ensure that submitted transactions are:

- Batched separately by type of purchasing authority, non-IT and IT
- Batched separately by category of transaction
- Clear, legible, and complete in every detail

Note:

Customer departments that have entered into standard agreements for consolidated data center services with the Department of Technology are not to submit copies of the standard agreement to the DGS/PD. It is the responsibility of the data center to report these transactions in accordance with the data centers delegation granted by the DGS/PD.

**12.A1.3
Where to
submit**
(rev 5/15)

Departments will submit transactions executed under their purchasing authority that have not been registered in SCPRS:

By IMS to:

Z-1

DGS/Procurement Division

Attn: Data Entry Unit - Second Floor

707 Third Street, Second Floor South MS 2-205

West Sacramento, CA 95605

By Mail to:

Department of General Services

Procurement Division

Data Entry Unit - Second Floor South MS 2-205

P.O. Box 989052

West Sacramento, CA 95798-9052

Hand-Delivered to:

DGS/Procurement Division

Data Entry Unit

707 Third Street, Second Floor South MS 2-205

West Sacramento, CA 95605

**12.A1.4
Summary
Report**

The option of using the Summary Report is no longer available. If a department is currently using the Summary Report and discontinuation of its use will adversely impact the department, the department should contact the PAMS to discuss an extension of time for its use.

Exception:

Consolidated Data Centers that conduct activities under Data Center Agreement Purchasing Authority (DIA) will continue to report their transactions using the summary report unique to the data center purchasing authority granted by the DGS/PD. Refer to Section A, Topic 2 of this chapter

**12.A1.5 Non-
reportable
transactions**
[\(rev 9/11\)](#)

The following procurement activities are not under the DGS/PD-approved purchasing authority and should not be reported:

- Non-IT services not executed as an LPA order.
 - Individual memberships.
 - Organizational memberships in non-IT organizations.
 - Opportunity purchases executed by District Agricultural Associations (DAA).
 - CAL-Card transactions for non-LPA purchases valued less than \$2,500 executed without issuing a purchase document.
 - Transactions for non-It goods under \$100 not executed as an LPA order.
-

Topic 2 - Data Center Interagency Agreement Quarterly Report

IT Only

12.A2.0 Data center inter-agency quarterly report

The Office of Technology Services that conducts state data center activities under a DIA purchasing authority must submit the Data Center Interagency Agreement Quarterly Report on a quarterly basis by fiscal year, by the tenth of the month following the reporting period as follows:

Click here to access:

the DIA Quarterly Report in [Word format](#)

the DIA Quarterly Report in [PDF format](#)

12.A2.1 Due dates

DIA quarterly reporting periods and the related submission dates are as follows:

Reporting Period	Report is due no later than
July 1st through September 30th	October 10 th
October 1st through December 31 st	January 10 th
January 1st through March 31st	April 10 th
April 1st through June 30th	July 10 th

Note:

When the report submission due date falls on a weekend or on a state-recognized holiday, reports will be due on the first next working day following the weekend or holiday.

**12.A2.2
Where to
submit**

The consolidated data center must submit a DIA quarterly report regardless of whether or not the department executed reportable transactions. Reports must be complete and legible and must be submitted as follows:

By IMS to:

Z-1

DGS/Procurement Division
Purchasing Authority Management Section
Attn: DIA Quarterly Report
707 Third Street Second Floor South MS 2-208
West Sacramento, CA 95605

By Mail to:

DGS/Procurement Division
Purchasing Authority Management Section, Second Floor South MS 2-208
Attn: DIA Quarterly Report
P.O. Box 989052
West Sacramento, CA 95798-9052

Hand-Delivered to:

DGS/Procurement Division
Purchasing Authority Management Section
Attn: DIA Quarterly Report
707 Third Street, Second Floor South MS 2-208
West Sacramento, CA 95605

[\(deleted 12/13\)](#)

[\(deleted 7/12\)](#)

Section B

Additional Acquisition Reporting Requirements

Overview

The section provides a review of reporting requirements for the Annual Contracting Activity Report. Reports for non-IT goods and IT goods and services are listed here.

Contents This section contains the following topics:

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Topic 1 – Annual Contracting Activity Report (STD. 810)

12.B1.0 Consolidated Annual Report [\(rev 12/12\)](#)

The DGS/PD-The office of Small Business and DVBE Services is the centralized point to consolidate the following contracting activity reports:

- Contracting Activity
- Infrastructure Bond
- Consulting Services
- SB/DVBE Option and DVBE Incentive
- Ethnicity, Race and Gender, Sexual Orientation (ERGSO)

The report provides fiscal statistical information on each department's Small Business/Microbusiness (SB/MB) and Disabled Veteran Business Enterprise contracting activities to the legislature. Click on the following link to access all [reporting forms and instructions](#).

12.B1.1 Contracting Activity Report

Per Chapter 3, departments are required to place a fair share of State purchasing and contracts with SB/MB and DVBEs. PCC section 10111 and Military and Veterans Code sections 999 et seq. require departments to report these activities.

12.B1.2 Improvement plan outline When a department does not meet the required state contracting participation for SB/MB (at least 25%) or DVBE (at least 3%) an Improvement Plan must be developed and submitted with the Contracting Activity Report (STD. 810).

12.B1.3 STD. 810A Infrastructure Bond Activity Pursuant to GC 14838.1 and the Infrastructure Bond Acts of 2006, this report provides statistical data on SB/MB and DVBE participation using the Infrastructure Bond funding.

12.B1.4 STD. 810C Consulting Services PCC section 10111 requires departments to report all consulting services contracts that have been entered into, amended or completed during each fiscal year.

12.B1.5 STD. 810S SB/DVBE Option and DVBE Incentive PCC section 10111(e)(7) requires departments to report contracting activity using the SB/DVBE Option and the DVBE Incentive.
[\(rev 7/12\)](#)

12.B1.6 STD. 810E Ethnicity, Race and Gender, Sexual Orientation (ERGSO) PCC section 10111 requires department to report voluntarily submitted information by business owners by race, ethnicity and gender. This report captures the level of participation for goods, services and construction contracts. Effective January 1, 2013, AB 1960 (Dickinson), PCC 10111 (f), requires inclusion in the report on contracting activity voluntarily submitted information regarding the level of participation of lesbian, gay, bisexual, or transgender owned businesses in specified contracts, as provided.
[\(rev 12/12\)](#)

12.B1.7 Due Dates
(rev 12/12)

Report	Reporting Period	Due Date
Annual Report <ul style="list-style-type: none"> • STD. 810 Contracting Activity • STD. 810A Infrastructure Bond • STD. 810C Consulting Services • STD. 810S SB/DVBE Option and DVBE Incentive • STD. 810E Ethnicity, Race and Gender, Sexual Orientation (ERGSO) 	July 1 st – June 30th	August 1 st

[Click](#) here to access the STD 810 reports' instructions and forms web page.

To learn more about the above PCC and GC codes, please visit:
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

12.B1.8 Where to Submit

Departments will submit these reports to the DGS Report Coordinator as follows:

By IMS:

DGS/Procurement Division
Office of Small Business and DVBE Services
Attn: Reports Coordinator
707 Third Street, First Floor, Room 400, IMS Z-1, MS 210
West Sacramento, CA 95605

By Mail to:

DGS/Procurement Division
Office of Small Business and DVBE Services
Attn: Reports Coordinator
707 Third Street, First Floor, Room 400, MS 210
West Sacramento, CA 95605

Hand Delivered to:

DGS/Procurement Division
Office of Small Business and DVBE Services
Attn: Reports Coordinator
707 Third Street, First Fl, Room 400
West Sacramento, CA 95605

Topic 2 - Late Payment Penalty Report

12.B2.0 Report Requirements

The Prompt Payment Act, GC section 927 et seq. requires departments to submit a late payment penalty report to the DGS Director. This report provides information on late payment penalties paid during the fiscal year.

Click here to access the [Prompt Payment Program form](#).

12.B2.1 How to report

The Late Payment Penalty Report is due by September 30th as follows:

By IMS to:

DGS/Procurement Division

Office of Small Business and DVBE Services
707 Third Street, First Floor Room 400, IMS Z-1, MS 210
West Sacramento, CA 95605

By Mail to:

DGS/Procurement Division
Office of Small Business and DVBE Services
707 Third Street, First Floor Room 400 MS 210
West Sacramento, CA 95605

Hand Delivered to:

DGS/Procurement Division
Office of Small Business and DVBE Services
Attn: Late Payment Coordinator
707 Third Street, First Floor Room 400
West Sacramento, CA 95605

Click here learn more about the [Prompt Payment Programs](#).

Topic 3 - Contract Award Report

12.B3.0
Requirement
and reporting
[\(rev 9/12\)](#)

Title 2 California Code of Regulations (2 CCR) Section 8117.5 requires contract award reporting within 10 working days. Click here to access the Contract Award Report form [STD.16](#) .

The completed Contract Award Report, STD16, must be electronically submitted within 10 days of contract award to the following e-mail address: complianceprograms@dfeh.ca.gov.

Do not send paper copies of the STD16 to the DFEH. Retain a copy of the completed form in the department's procurement file.

[\(deleted 9/12\)](#)

Topic 4 – Report of Independent Contractor(s)

12.B4.0 Reporting on independent contractors

California's Unemployment Insurance Code section 1088.8 requires businesses and government entities to report specified information to the Employment Development Department (EDD) on independent contractors. The information gathered as a result of this report assists EDD in locating parents delinquent in child support obligations.

Click here to access the [Report of Independent Contractors \(DE 542\)](#).

12 B4.1 How to report

Departments must report to EDD within twenty (20) days of either making payments totaling \$600 or more OR entering into a contract for \$600 or more with an independent contractor in any calendar year, whichever occurs first. Reports must be submitted online to EDD or mailed to:

Employment Development Department
P.O. Box 997350 MIC 96
Sacramento, CA 95899-7350

12.B4.2 Questions

Departments with questions regarding independent contractor determinations should contact either their department's human resources section or EDD for assistance. Departments should also review GC section 19130(c) for compliance.

12.B4.3 Additional information

Click here for additional information located on [EDD's web page](#).

Topic 5 - State Agency Buy Recycled Campaign (SABRC) Procurement Report

12.B5.0 Report requirements

Departments are required by PCC sections 12200-12217 to report purchases annually to the Department of Resources Recycling and Recovery (CalRecycle) identifying total dollar amounts of all products purchased in each of the 11 reportable categories and the total amount spent on recycled-content products (RCP) in each reportable category.

12.B5.1 Due date

Reports are due to CalRecycle as follows:

Reporting Entity	Report Due Date
District Agricultural Associations (DAA)	March 1st for the previous calendar year
Departments	October 31st for the previous fiscal year

12.B5.2 How to report

SABRC reporting shall be completed electronically using CalRecycle's SABRC Annual Reporting (SAR) system. To access click on [SAR](#) (system requires a secure Webpass account). New SABRC Coordinators should contact CalRecycle's SABRC team at: SABRC@CalRecycle.ca.gov

12.B5.3 Reporting tools

CalRecycle provides additional information, guidance and tools to assist departments in reporting recycled content product expenditures:

- [SABRC Reporting Guidance](#)
 - [SABRC Reporting Tools](#)
-

Topic 6 - Calendar of Reports

12.B6.0
Calendar of
reports
[\(rev 12/13\)](#)
[\(rev 7/12\)](#)
[\(rev 6/11\)](#)

Click here to access the [calendar of reports](#)
