

# Consolidated Annual Reports Training

## Part 6:

### Form 810E: Ethnicity, Race, Gender, and Sexual Orientation (ERGSO) Report

DGS, Procurement Division,  
Office of Small Business and Disabled Veteran Business Enterprise Services  
Brittney Heth-Tran, Reports Coordinator  
Sacramento, May 2015

# Form 810E: ERGSO Report

- Public Contract Code Section 10111 requires State agencies to report the participation levels in contracts:
  - “by race, ethnicity, and gender of the owner, and whether the business is a lesbian, gay, bisexual, or transgender owned business”.
- Report the total value of all Voluntary Statistical Data Sheets (VSDS) you received from vendors during the reporting period

# Form 810E: ERGSO Report Cont.

## Voluntary Statistical Data Sheet (VSDS)

- VSDS are voluntary with the contractor, not with departments
- Departments are required to send the VSDS forms to all prime contractors that were awarded a contract, and retain returned forms
- Then compile the data and report it back to the DGS annually
- If no VSDS' were received, then include a report that states there is nothing to report

# Form 810E: ERGSO Report Cont.

## Voluntary Statistical Data Sheet (VSDS) Form

**Ethnicity/Minority Classification**

As defined in Public Contract Code Section 2051 (c)

- Asian-Indian** – a person whose origins are from India, Pakistan, or Bangladesh.
- Black** – a person having origins in any of the Black racial groups of Africa.
- Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race.
- Native American** – an American Indian, Eskimo, Aleut, or Native Hawaiian.
- Pacific Asian** – a person whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Trust Territories of the Pacific including the Northern Marianas
- Other** – Any other group of natural persons identified as minorities in the respective project specifications of an awarding department or participating local agency.

**Race Classification**

As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at <http://www.whitehouse.gov/omb/fedref/1997standards.html>

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native     | <input type="checkbox"/> Asian                                     |
| <input checked="" type="checkbox"/> Black or African American | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> White                                | <input type="checkbox"/> Other                                     |

**Gender Classification**

- |  |                               |                                      |
|--|-------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Transgender |
|--|-------------------------------|--------------------------------------|

**Sexual Orientation Classification** (Check if applicable)

As defined by Public Contract Code 10111(f)

- |   |                              |                                   |
|---|------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Lesbian | <input type="checkbox"/> Gay | <input type="checkbox"/> Bisexual |
|---|------------------------------|-----------------------------------|

**ITEMS BELOW TO BE COMPLETED BY STATE AGENCY/DEPARTMENT ONLY**

- |                                |  |                                       |
|--------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Goods | <input checked="" type="checkbox"/> Services | <input type="checkbox"/> Construction |
|--------------------------------|--|---------------------------------------|

# Form 810E: ERGSO Report Cont.

Agency:		Department:			
Fiscal Year:		All Contracts			
		Goods Column A	Services Column B	Construction Column C	Totals Column D
<b>Part 1: Ethnicity Classifications</b>					
	Asian-Indian	\$ -	\$ -	\$ -	\$ -
	Black	\$ -	\$ 2,000	\$ -	\$ -
	Hispanic	\$ -	\$ -	\$ -	\$ -
	Native American	\$ -	\$ -	\$ -	\$ -
	Pacific-Asian	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -
<b>Part 2: Race Classifications</b>					
	American Indian or Alaska Native	\$ -	\$ -	\$ -	\$ -
	Asian	\$ -	\$ -	\$ -	\$ -
	Black or African American	\$ -	\$ 2,000	\$ -	\$ -
	Native Hawaiian or Other Pacific Islander	\$ -	\$ -	\$ -	\$ -
	White	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -
<b>Part 3: Gender</b>					
	Female	\$ -	\$ 2,000	\$ -	\$ -
	Male	\$ -	\$ -	\$ -	\$ -
	Transgender	\$ -	\$ -	\$ -	\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -
<b>Part 4: Sexual Orientation</b>					
	Lesbian	\$ -	\$ 2,000	\$ -	\$ -
	Gay	\$ -	\$ -	\$ -	\$ -
	Bisexual	\$ -	\$ -	\$ -	\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -

If the VSDS is completely filled out by the business owner, these 4 numbers should be equal

# Due Date: By August 1<sup>st</sup>

## Submit the Consolidated Annual Report to:

Department of General Services  
Procurement Division  
Office of Small Business & DVBE Services  
Attn: Reports Coordinator  
707 3rd Street, Room 1-400, IMS Z-1. MS 210  
West Sacramento, CA 95605

\*The CAR may be submitted as a Portable Document Format (PDF) scanned with signatures to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)

# Reporting Required

- All Agencies/Departments Must Report
- If an Agency/Department believes it is EXEMPT and should not report, it must submit a written explanation citing the specific statute in the code of regulations demonstrating its exemption.
- Non-exempt Agency/Departments NOT submitting the CAR:
  - will be published on the “Did Not Report List” (found at: <http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>)
  - *may* affect your Agency/Department’s Delegated Purchasing Authority;
  - Secretaries/Department Directors will be sent written correspondence from DGS Director, and may receive subsequent visits from DGS regarding improving participation levels.

# Contact Information

**Brittney Heth-Tran, Reports Coordinator**

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

**(916) 375-4937**

**Certification Questions**

**(916) 375-4940**

**[OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov)**

**For reports requirements, forms, instructions, and FAQs please go to:**

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