
Form Completion Instructions

GENERAL:

Public Contract Code Section 10111 requires State agencies to report the participation levels in contracts by Ethnicity, Race and Gender of the business owner, to the extent that the information has been voluntarily reported to the awarding department. Reportable contracts include contracts exempt from DGS approval.

Submit one consolidated report for your department. Report the total value, in whole dollar amounts, of all Voluntary Statistical Data Sheets (VSDS) you received from vendors during the reporting period.

Reportable contracts are those for purchases or contracts identified in the following categories that correspond to the column labels:

A.) Goods (a.k.a. “materials, supplies and equipment”). This includes Information Technology (IT) goods.

B.) Services. This includes personal services contracts with members of established professions (e.g., physicians, attorneys, certified public accountants, architects and engineers, etc.). This also includes Information Technology (IT) services.

C.) Construction. This includes public works, new construction, capital improvements, and design-build contracts.

Agency: The reporting department will list the name of their “parent” agency, i.e., the Department of General Services reports to the State and Consumer Services Agency. If the reporting department does not report to a parent agency but reports directly to the Governor’s Office, select “Other” as the agency’s name.

Department: Enter the reporting department’s name.

Fiscal Year: Enter the Fiscal Year (FY) during which ERG data was collected.

Part 1: Ethnicity Classifications: (As defined in Public Contract Code Section 2051 (c)).

Using the ethnicity classifications as listed, enter the contract dollars for each ethnicity classification in each category (Columns A, B, and C). Column D will automatically total the values for Columns A, B, and C. The totals for individual Columns A, B, and C (Row 13) will be calculated automatically.

Part 2: Race Classifications: (As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at <http://www.whitehouse.gov/omb/fedref/1997standards.html>).

Using the race classifications as listed, enter the contract dollars for each race classification in each category (Columns A, B, and C). Column D will automatically total the values for Columns A, B, and C. The totals for individual Columns A, B, and C (Row 23) will be calculated automatically.

Part 3: Gender

Using the gender classifications as listed, enter the contract dollars for each gender classification in each category (Columns A, B, and C). Column D will automatically total the values for Columns A, B, and C. The totals for individual Columns A, B, and C (Row 29) will be calculated automatically.

Part 4: Prepared By/Approved By:

In the spaces indicated, enter the requested information to identify the report preparer and approver and provide their contact information.

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Obtain original signatures and submit report to:

Department of General Services
Procurement Division-OSDS
ATTN: Reports Coordinator
707 3rd Street 1st Floor, Room 400, IMS Z-1
West Sacramento, CA 95605

Include the STD 810 Report, STD 810 A Report, STD 810 Supplemental Report and the Consulting Services Report with submission of this report.

Note: If no Voluntary Statistical Data Sheet(s) (VSDS) were received, a report is still required indicating there is nothing to report.