

Form Completion Instructions

General Information: Submit one report per Government Code 14838.1 (f) for all contracting activity using the Infrastructure Bond Acts of 2006 funding. Include contracting participation with Disabled Veteran Business Enterprises (DVBE), Small Businesses (SB), and Microbusinesses (MB). Departments are required to maintain records to support total dollar amounts reported and to validate submissions, if any. Departments that may be exempt must provide the statutory citation of the exemption. If no contracts were awarded, a report is required indicating no Infrastructure Bond Act of 2006 funding was received.

Reportable Contracts: Only report contracts with non-governmental entities. Include all types of purchase orders and contracts, by any form used, (e.g., STD 65, STD 210, STD 213, STD 213A, STD 215, service orders, purchase orders, sub-purchase orders). Include all purchase orders/contracts used to acquire Information Technology (IT) goods and services, non-IT goods, non-IT services, or construction. Include all CAL-Card or cash purchases, even if less than \$100, and emergency purchases. Include any contracts issued by DGS or any other department on your behalf. **These are referred to herein as "contracts".**

For all contracts, include any amendments, alterations, change orders, and extensions to those contracts (by whatever form used) that change the total amount by more than \$1.00. Enter all contracts issued pursuant to delegation of authority or under a Leveraged Procurement Agreement (LPA). LPAs include California Multiple Award Schedules (CMAS), Master Agreements, Statewide Contracts, and State Price Schedules (except with Prison Industry Authority [PIA]). Include all contracts, whether or not subject to DGS authority/review. Executive branch entities that awarded no contracts must submit a report to the DGS reports coordinator

Do not report contracts or agreements with the federal government, any other state government, the Prison Industry Authority, Interagency Agreements, Joint Powers Agreements, contracts or agreements with the California State University or the University of California or any of their respective campuses, concession contracts,

revenue/reimbursement contracts, or contracts or agreements with any county, city, city and county, school or special district (commonly referred to as local agencies). **Do not include** grants, loans, local assistance/subvention agreements, or court-ordered settlements or cost.

Agency: The reporting department will put in 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, enter "Other" as the agency name.

Department: Enter the reporting department's or other entity's name.

Respond to the following question: Did the department receive any funding from any of the Infrastructure Bond Acts of 2006? If yes, please check the yes box; then fill in the information requested on the rest of the form. If the department did not receive funding from the Infrastructure Bond Acts, check the no box and complete the preparer's and approver's information.

Applicable Bonds: If bond funding was received, check all appropriate boxes to indicate the applicable bonds from which the department received funding. The Infrastructure Bond Acts of 2006 are:

- The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act (Proposition 1B)
- The Housing and Emergency Shelter Trust Fund Act (Proposition 1C)
- The Kindergarten-University Public Education Facilities Bond Act (Proposition 1D)
- The Disaster Preparedness and Flood Prevention Bond Act (Proposition 1E)

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- The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act (Proposition 84)

PART 1

Disabled Veteran Business Enterprise (DVBE) Participation

NOTE: Contracts awarded to a firm that is certified by the DGS as both a DVBE and a SB or MB may be counted for both Part 1 of the report and Part 2.

Column A – Bond Total Contract Dollars – Enter the total value, in whole dollar amounts, of all contracts with any non-government entity, awarded (or changed) during the reporting period.

Column B - Certified DVBE Participation (PRIME)

Enter the total contract dollar amounts awarded to Certified DVBE Prime contractors using bond funds.

Column C - Certified DVBE Participation (SUB) - Enter the total contract dollar amounts awarded to Certified DVBE Subcontractors using bond funds.

Column D – Total Bond DVBE Contract Dollars (Columns B+C) –

The electronic copy of this form will automatically total the value of all contract awards made to Certified DVBE Prime Contractors and Subcontractors.

Column E – Bond Participation Totals –The electronic copy of this form will calculate the percentage of the DVBE participation amount and place it in Column E. (Column E = Column D divided by Column A.

PART 2

Small Business (SB)/Microbusiness (MB) Participation

NOTE: Any company that is certified as both Microbusiness and a Small Business should only be counted as Microbusiness. The only companies that should be reported under Small Business are those that are only Small Businesses certified.

Column F – Bond Total Contract Dollars - Enter the total value, in whole dollar amounts, of all contracts with any non-government entity, awarded (or changed) during the reporting period.

Column G – Certified SB/MB Participation (PRIME) – Enter the total value of all contracts awarded to Certified SB/MB Prime Contractors using bond funds.

Column H – Certified SB/MB Participation (SUB) – Enter the total value of all contracts awarded to Certified SB/MB Subcontractors using bond funds.

Column I - Total SB/MB Contract Dollars (Columns G+H) – The electronic copy of this form will automatically total the value of all Bond contract awards made to Certified SB/MB Prime Contractors and Subcontractors and enter them in Column I (Column I = Column G + Column H).

Column J – Participation Totals – The electronic copy of this form will calculate the percentage of SB/MB participation and place it in Column J. (Column J = Column I divided by Column F). **Then** the electronic form will generate the total dollars and percentage of SB/MB participation and place that value in Column I and J (Row 20).

Preparer's Information/Approver's and Date Information: Enter information to identify the preparer and approver. Each must sign and date the form.

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Send the Consolidated Annual Report including the STD 810 A to:

Department of General Services
Procurement Division - OSDS
ATTN: Reports Coordinator
707 3rd Street, 1st Floor, Room 400, IMS Z-1, MS 204
West Sacramento, CA 95605

**An Action Plan is required when SB/MB participation specific to
I Bonds in less than 25%.**