

Form Completion Instructions

General Information: Submit one report for all contracting activity during the reporting period, including 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. Departments that may be exempt must provide the statutory citation of the exemption. If no contracts were awarded, a report is required indicating no contracting activity.

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 still report.

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** loans, local assistance/subvention agreements, or court-ordered settlements or cost.

Fiscal Year or Midyear: Enter the fiscal year being reported into the Mid-Year box or the Fiscal-Year box depending on which type of report it is. For example, if you are reporting the mid-year results put the year of the report in the mid-year box and leave fiscal year blank.

Year of report: Enter the fiscal year for the appropriate reporting period.

Agency: The reporting department will use the drop down box to pick 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 name.

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

Goods (Non-IT): Enter the value of all contracts for materials, supplies, equipment, and food, a.k.a. "commodities" (but exclude IT goods which are reported in the IT category); all contracts executed under delegated authority for goods; and LPAs and contracts issued under LPAs.

Services (Non-IT): Enter the value of all contracts for personal services, financial services, Architectural and Engineering (A&E) related services (but exclude IT services which are reported in the IT category); and any other service with non-governmental entities. Include contracts with any University Foundation or auxiliary organization. Include all LPAs and contracts issued under LPAs related services.

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Construction: Include all contracts for public works, new construction, capital improvements, and design-build.

NOTE: Under the Capitol Outlay Project agreements, DGS Real Estate Service Division (RESA) is determined to be the “awarding” department. The awarding department must take credit for public works participation by DVBE/SB entities, not the client departments. If the department is not empowered to perform public works contracts, the department cannot be deemed the “awarding” department. Do not report the contract dollars or the level of participation for these contracts.

Information Technology (IT) Goods and Services:

Enter the value of all contracts for IT goods and services, including those with suppliers that hold Volume Purchase Agreements (VPAs). (VPAs are for the purchase of a license to use a product, not the actual product.) Include all contracts executed for IT Goods and Services. Include all LPAs and contracts issued under LPAs.

CALCard Data:

Enter the total dollar value of all CALCard transactions for goods, services, construction and IT goods and services **IF** you have not captured this data in the previous four categories.

Note: CALCard data should only be reported one time.

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 the SB/MB report and the DVBE report.

PART 1

Certified Disabled Veteran Business Enterprise Participation

Column A – 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 by category.

Column B - Certified DVBE Participation (PRIME)

Enter the dollar amounts awarded to certified DVBE Prime Contractors for each of the first four categories (identified above) in Column B. **Exception:** Do not enter any dollar amounts for Line 5 (CALCard Data).

Column C - Certified DVBE Participation (SUB) - Enter the dollar amounts awarded to certified DVBE Subcontractors for each of the first four categories (identified above) in Column C. **Exception:** Do not enter any dollar amounts for Line 5 (CALCard Data).

Column D – Total DVBE Contract Dollars – The electronic copy of this form will automatically calculate the total value of all contract awards made to certified DVBE Prime Contractors and Subcontractors for each of the first four categories of contracts and enters them into Column D (Column D = Column B + Column C). **Note:** The total DVBE dollars for CALCard transactions should be entered manually in this column (Cell E19).

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

Bottom of Column D - # of DVBE Contracts: - Enter the total number of contracts awarded to DVBE firms. Do not count CALCard transactions as part of the total contracts.

PART 2

Certified Small Business/Microbusiness Participation

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

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Column G – Total Contract Dollars – The total value, in whole dollar amounts, of all contracts with any non-government entity, awarded (or changed) during the reporting period by category. (The electronic copy of this form will automatically calculate information for this field when data is entered in Column A).

Column H – Certified SB/MB Participation (PRIME) – Manually calculate the total value of all contracts awarded to SB/MB Prime Contractors for each of the first four categories and enter those totals in the appropriate boxes. Exception: Do not enter any dollar amounts for Line 5 (CALCard Data).

Column I – Certified SB/MB Participation (SUB) – Manually calculate the total value of all contracts awarded to SB/MB Subcontractors for each of the first four categories and enter those totals in the appropriate boxes. Exception: Do not enter any dollar amounts for Line 5 (CALCard Data).

Column J - Total SB/MB Contract Dollars – The electronic copy of this form will automatically calculate the total value of all contract awards made to certified SB/MB Prime Contractors and Subcontractors for each of the first four categories of contracts. This information will generate in Column J (Column J = Column H + Column I). The total SB/MB dollars for CALCard transactions should be entered manually in this column (Cells N19 & N20).

Column K – Participation Totals The electronic copy of this form will automatically calculate the percentage of the SB/MB participation and place it in Column K. (Column K = Column J divided by Column G).

Bottom of Column I & J - # of Contracts: - Manually calculate the total number of contracts awarded to SB or MB businesses.

Comments: Provide any comments or explanations pertaining to the statistical data submitted on the STD 810 report.

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

NOTE: If no contracts were awarded, a report is still required indicating there was no contract activity for the reporting period.

Send the STD 810 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

If the 3% DVBE goal and/or the 25% SB goal were not met, include separate improvement plan(s) with this submittal.