

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, 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 contracting activity.

“Reportable Contracts” 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. Include any contracts issued by the Department of General Services (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 any 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.

Public Contract Code 10111 Section (e) (7) requires that any contracts awarded under Government Code (GC) 14838.5 [and 14838.7] should be noted. Specifically, the dollar amounts and the number of contracts should be documented. (See Part I).

Also, any DVBE participation resulting from Military and Veterans Code (M&VC) Section 999.5 [SB 115 – DVBE Incentive] should be recorded. Calculate the total contract dollars and the number of

contracts awarded to all DVBE prime contractors as a result of the application of the DVBE Incentive. (See Part II).

Annual Fiscal Year – Enter the fiscal year being reported example 07/08 or 07-08.

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

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

Part 1:

DVBE/SB Option

Column A – Total Contract Dollars Enter the total contract dollars awarded pursuant to GC 14838.5 and 14838.7.

Column B – Total Number of Contracts Awarded Enter the total number of contracts awarded pursuant to GC 14838.5 and 14838.7.

Part II:

DVBE Incentive

Column A – Total Contract Dollars Enter the total contract dollars awarded pursuant to M&VC 999.5 (DVBE Incentive).

Column B - Total Number of Contracts Awarded Enter the total number of contracts awarded pursuant to M&VC 999.5.

Form Completion Instructions

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

Note: If no contracts were awarded pursuant to GC 14838.5 and 14838.7 or M&VC 999.5, a report is required indicating no contract activity.

Send the STD 810 (Supplemental Report) along with the STD 810 report 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