

Fiscal Year (FY) 2018-19 Consolidated Annual Report - Annual Training for All Departments



DGS
Small Business and DVBE Services

CONSOLIDATED ANNUAL REPORT

Fiscal Year 2015-16 Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Participation

**\$8.1 BILLION IN STATE CONTRACTS*
\$2.5 billion to SBs/MBs • \$349 million to DVBEs**

California's state departments surpassed both SB and DVBE participation goals in 2015-16, reaching 30.4 percent in SB participation and 4.3 percent in DVBE participation.* This is the seventh year in a row in which the DVBE participation has been met.

Report Highlights for Fiscal Year 2015-16¹

- Mandatory departments (departments under DCJ delegated purchasing authority) reported SB/MB contract participation of 30.08 percent and DVBE participation of 4.67 percent.
- 123 departments met the SB participation goal.
- 117 departments met the DVBE participation goal.
- 45.7 percent of all contract dollars were awarded by top five spend mandatory departments.

Contract Awards by Category:

- Non-IT services: 51.3 percent of mandatory departments' SB/MB contract dollars \$1.1 billion.
- Consulting services: 2,069 contracts totaling \$1.3 billion.
- SB/DVBE Option: 13,676 contracts awarded \$458 million.
- Infrastructure Bond Acts of 2006: \$20.3 million.

Top 5 Spend Departments:
Corrections & Rehabilitation
Transportation
State Hospitals
Water Resources
CalRecycle

SB/MB contract dollars awarded by Mandatory Departments (by category) FY 15-16

DVBE dollars awarded by Mandatory Departments (by Category)

Three Year SB/MB/DVBE Participation for Mandatory Departments

Year	SB/MB %	DVBE %	SB/MB Goal	DVBE Goal
2013-14	28.15%	1.6%	25%	3%
2015-13	25.61%	1.87%	25%	3%
2015-16	30.08%	4.67%	25%	3%

WHAT IS DGS DOING TO HELP?

- Conducts outreach training and provides technical assistance for departments that did not reach the minimum SB and/or DVBE participation goals.
- Partners with CalVet to meet with departments not meeting participation goals.
- Presents State Agency Recognition Awards (SARA) for outstanding SB/DVBE achievements.
- Conducts outreach events (OIE) in FY 2015-16.
- Meets quarterly with departmental SB/DVBE advocates to share best practices.
- In 2015-16 partnered with the Disabled Veteran Business Alliance and compiled short video testimonials from several DVBEs on their accomplishments as a result of being awarded a state contract.

* 120 departments submitted a report, of which 112 are mandatory departments and 23 reported voluntarily (see Report Overview for definition).
† Executive Orders #0-43-07 and #0-42-06 for DVBE and SB/MB, respectively.
Annual goal report at www.dgs.ca.gov/SmallBusiness/OSDS/ContractReporting.aspx

Anda Draghici, OSDS Manager

Welcome and Introductions

Anda Draghici

OSDS Manager

Mamta Srivastava

OSDS Certification

Matthew Zweier

OSDS Outreach

Michael Sauter

OSDS Certification

Chris Calceta

OSDS Certification

April Reding

OSDS Certification

Who is today's audience?

FI\$Cal Departments/SCPRS manual data entry –

6 training sessions Feb.-Apr., 2019, for:

- FI\$Cal Buyers
- P Card Reconcilers
- PO Reporters
- SCPRS processors

Departments using uploads into SCPRS (automated or spreadsheets):

- CAR Reporters
- SB/DVBE Advocates
- CAR Approvers

Agenda

- Introductions and Objectives
- Background
- DVBE Program Audit
- Changes from the previous year:
 - Award data, multi-year contracts
 - FI\$Cal and SCPRS new functionality
 - Paper forms updates-ADA compliance
- Reports Requirements
- Process, timelines, extensions
- Questions and Answers
- How to run/validate the reports
- Who to contact

Objectives

By the end of the training, you should know...

- Why and which reports are required
- 2018 DVBE Program Audit recommendations
- Changes from last year
- Implementation in FI\$CaI/SCPRS
- How data is captured/reported
- What to do if you need to revise the data
- Who to contact with questions
- How to run your reports

SB & DVBE Program Authority

REPORTING IS MANDATORY

SB and DVBE Program Statutes:

- SB - Government Code 14835
- DVBE - Military and Veterans Code 999

Consolidated Annual Report (CAR) Statutes:

- Public Contract Code (PCC) §10111 - all reports
- Government Code Section 14838.1(f) - I-Bond report 810A

Reporting Structure

Mandatory reporting departments

- All Agencies/Departments under DGS purchasing authority
- If exempt must send justification with legal basis to OSDS

Voluntary reporting departments - elected to report

- Universities
- Offices not under the governor's jurisdiction and not under DGS purchasing authority

Changes from last year

- Statutory/Regulatory
 - New SB for the purpose of public works certification
 - DVBE Incentive Waiver based on justification

- 2018-114 Audit recommendations/requirements

- CAR Implementation in FI\$Cal and SCPRS

- Report Form and Instructions Updates
 - ADA Compliance
 - Forms 810 updated with the number of subcontractors
 - Separate the SB Option from the DVBE Option

DVBE Program Audit 2018-114

Audit recommendations/requirements:

- Increase accuracy
 - Develop/strengthen second departmental review for accuracy
 - Conduct sample data verification of the high dollar contracts
 - Verify reported data against procurement records/data validation query
- Ensure consistency
 - Awards vs. expenditures
 - Multiyear contract reported fully in the award year (front loaded)

Implementation in FI\$Cal and SCPRS ensures:

- Eliminates departments labor and paper submittals, as it is fully ran by OSDS for all FI\$Cal departments
- Meets audits recommendations
- Increases consistency (award vs. expenditures, multi-year contracts front loading)
- Increased accuracy, reduces room for human errors
- Accompanied by appropriate level of review and approval

Report Verification/ Validation

Non-FI\$Cal Departments

Must maintain records supporting amounts and SB/DVBE participation reported, including:

- List Contracts, Purchase Orders, Cal Card Transactions
- Transaction Number
- Reporting Category, Acquisition Type, Sub-Type and Method
- Total Transaction Amount
- Prime & Certified Subcontractor Amounts/Percentages
- Certification Type and Expiration Dates

FI\$Cal Departments : Data Validation Query (built in 2019):

- Data extract including all of the above + much more
- Support documentation for Forms 810, 810S and 810A
- Shows data includes on subcontracting page and how is reported
- Runs automatically when you run Form 810
- Can be ran for the entire fiscal year, YTD, or with custom dates
- Job-aid /instructions available
- Available to departments using SCPRS

Consolidated Annual Report

- Form 810: DVBE and SB/MB Contracting Activity Report
Improvement plans required if SB/DVBE goal(s) not met
- Form 810S: DVBE and SB/MB Option & DVBE Incentive Report
- Form 810A: Infrastructure Bond Report
Improvement Plan required if SB goal is not met
- Form 810C: Consulting Services Report
- Form 810E: Ethnicity, Race, Gender and Sexual Orientation Report (ERGSO)

Hyperlink: [Consolidated Annual Report Forms and Instructions](#)

Form 810 - Contracting Activity Report

FI\$Cal Departmental Report – Part 1 DVBE Contracting Activity Report

Report ID: RPTPO130 FORM 810 Contracting Activity Report

Agency:	Part 0																Part 1															
	Total State Contracting Activity								Certified Disabled Veteran Business Enterprise (DVBE) Participation in State Contracting Activity																							
	Total Contract*				Share of Total Contract				Total to DVBE Prime Contractors				Total to DVBE Sub-Contractors					Total to DVBE Prime & Sub-Contractors			Percentage of Total DVBE Contracts (Column D / Column A)		Share of DVBE Contracts by Activity									
	Awarded Amount \$	Number of Contracts #	Share of Dollars Awarded %	Share of Number of Contracts %	Awarded Amount \$	Number of Contracts #	Awarded Amount \$	Number of Sub-Contracts awarded to DVBE #	Number of contracts with DVBE Sub-contractors #	Awarded Amount \$	Number of DVBE Contracts #	Number of Contracts with DVBE Participation (Prime or Sub) #	DVBE Participation %	Contracts with DVBE Participation in All Contracts %	Dollars Awarded %	Number of Contracts %																
A	B	AN	BN	C	D	E	F	FM	G (C+E)	H (D+F)	HM (D+FM)	I (G/A)	J (H/M)	GN	HN																	
1. Goods (Non-IT)	A1	B1	AN1	BN1	C1	D1	E1	F1	FM1	G1	H1	HM1	I1	J1	GN1	HN1																
2. Services** (Non-IT)	A2	B2	AN2	BN2	C2	D2	E2	F2	FM2	G2	H2	HM2	I2	J2	GN2	HN2																
3. Construction (Non-IT Services -Public Works)	A3	B3	AN3	BN3	C3	D3	E3	F3	FM3	G3	H3	HM3	I3	J3	GN3	HN3																
4. IT (Goods & Services)	A4	B4	AN4	BN4	C4	D4	E4	F4	FM4	G4	H4	HM4	I4	J4	GN4	HN4																
5. Cal-Card Transactions	A5	B5	AN5	BN5	C5	N/A			G5	H5	HM5	I5	J5	GN5	HN5																	
TOTALS	A6	B6			C6	D6	E6	F6	FM6	G6	H6	HM6	I6	J6																		
<table border="1" style="width: 100%;"> <tr> <th># DVBE Firms Awarded - Prime</th> <th># DVBE Firms Awarded - Sub</th> <th># Awards by DVBE Cert ID - Prime</th> <th># Awards by DVBE Cert ID - Sub</th> </tr> <tr> <td>GD14</td> <td>EF14</td> <td>GH14</td> <td>IJ14</td> </tr> </table>																# DVBE Firms Awarded - Prime	# DVBE Firms Awarded - Sub	# Awards by DVBE Cert ID - Prime	# Awards by DVBE Cert ID - Sub	GD14	EF14	GH14	IJ14									
# DVBE Firms Awarded - Prime	# DVBE Firms Awarded - Sub	# Awards by DVBE Cert ID - Prime	# Awards by DVBE Cert ID - Sub																													
GD14	EF14	GH14	IJ14																													

DVBE Participation

Total awards

New!

Added to the paper form

Form 810 - Contracting Activity Report

FI\$Cal Departmental Report –Part 2 SB/MB Contracting Activity Report

Fiscal Year:																							
Department:																							
Part 2																							
Certified Small Business (SB)/Micro Business (MB) Participation in State Contracting Activity																							
Total to SB/MB Prime Contractors				Total to SB/MB Sub-Contractors						Total to SB/MB Prime and Sub-Contractors						Percentage of Total SB/MB Contract				Percent Share of SB/MB Contractors by Activity			
Awarded Amount \$		Number of Contracts #		Awarded Amount \$		Number of Sub Contracts awarded to SB/MB #		Number of Contracts with SB/MB Sub-contractors #		Awarded Amount \$		Number of Contracts with SB/MB participation (Prime or Sub) #		Number of SB/MB Contracts #		SB/MB Participation %		Contracts with SB/MB Participation in All Contracts %		Dollars Awarded %		Number of Contracts %	
M		N		O		PM		P		Q (M+O)		RM (N+PM)		R (N+P)		S (Q/A)		T (R/B)		QN		RN	
SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB
M1	M2	N1	N2	Q1	Q2	PM1	PM2	P1	P2	Q1	Q2	RM1	RM2	R1	R2	S1	S2	T1	T2	QN1	QN2	RN1	RN2
M3	M4	N3	N4	Q3	Q4	PM3	PM4	P3	P4	Q3	Q4	RM3	RM4	R3	R4	S3	S4	T3	T4	QN3	QN4	RN3	RN4
M5	M6	N5	N6	Q5	Q6	PM5	PM6	P5	P6	Q5	Q6	RM5	RM6	R5	R6	S5	S6	T5	T6	QN5	QN6	RN5	RN6
M7	M8	N7	N8	Q7	Q8	PM7	PM8	P7	P8	Q7	Q8	RM7	RM8	R7	R8	S7	S8	T7	T8	QN7	QN8	RN7	RN8
N/A										Q9	Q10	SB/MB Participation										N/A	
M11	M12	N11	N12	Q11	Q12	PM1 ₁	PM1 ₂	P11	P12	Q11	Q12	RM1 ₁	RM1 ₂	R11	R12	S11	S12	I11	I12				
M13		N13		Q13		PM13		P13		Q13		RM13		R13		S13		I13					
# SB Firms Awarded - Prime				# SB Firms Awarded - Sub				# Awards by SB Cert ID - Prime				# Awards by SB Cert ID - Sub				New!							
MN14				OP14				QR14				ST14											

Added to the paper form

Certification Types and SB/DVBE Participation Goals

Certification Type Criteria	DVBE	SB	MB SB designation	SB-PW New!	NVSA Nonprofit
Counts toward participation	DVBE goal	SB goal	SB goal	SB goal on public works	SB goal
Cert. Length	2 years	2 years	2 years	2 years	2 years
CA located	No	Yes	Yes	Yes	No
3-year avg. Gross Receipts (GARs)	No limit	\$15 million	\$5 million	\$36 million	N/A
Number of Employees	No limit	100	25	200	N/A
Owners domiciled in CA	Yes, the DVs	Yes	Yes	Yes	N/A
GARs limits for Manufacturers	No limit	No limit	No limit	\$36 million	N/A

New! SB Certification for the Purpose of Public Works (SB-PW)

For the purposes of public works contracts, as defined in:

- Section 1101 of the Public Contract Code
- Section 4525 Gov. Code, engineering contracts

Similar to SB, with higher \$ and employee # thresholds:

- 200 or fewer employees cumulatively for applicant and its affiliates
- 3-year avg. annual gross receipts (GARs) of \$36,000,000 cumulatively for applicant and its affiliates

Both SB and SB-PW count toward SB goal on public works

Hyperlink: [SB/DVBE Certification Information](#)

Report on Form 810:

- All purchase orders and contracts (STD 65, STD 210, STD 213, STD 213A, STD 215, service orders, purchase orders, sub-purchase orders)
- All Cal-Card purchases, even if less than \$100, and emergency purchases.
- All contracts issued by DGS or any other department on your behalf.
- All amendments, alterations, change orders, and extensions that change the total amount by more than \$1.00
- All contracts/POs issued pursuant to delegation of authority or under a Leveraged Procurement Agreement (LPA)

Report on Form 810 (cont.):

Count SB/DVBE prime contractors' participation at 100%!

- Award Amounts Only
- Multiyear contract in full in the award year (frontloaded)
 - Contact OSDS to work through this transition
 - Contact OSDS to capture previous years multiyear remaining dollars
- Report only State funds to the extend possible, including in mixed funded contracts
 - For FI\$Cal, enter the state funding percentage
 - For all others, contact OSDS if you cannot separate the state funds from federal funds

Do Not Report on Form 810:

Not CAR Reportable (for FI\$Cal departments)

- 100% federally funded
- Federal government (including grants)
- Any state or local government
- Prison Industry Authority
- Interagency Agreements
- Joint Powers Agreements
- California State Universities (CSU)
- Universities of California (UC)

Form 810 – Contracting Activity Report

FI\$Ca/SCPRS:

Captures all CAR Reportable transactions in the following (cascade) order:

CONTRACTS, then

↳ POs with no associated contracts, LPA POs, then

↳ Cal Card transactions not reported

All multi-year contracts captured up front at award!

Contact OSDS if previously reported multi-year contracts on an annual basis.

How are transactions captured?

Transaction Type	Contract	PO	SCPRS
New Transactions	FY - Contract start date Status - Approved	FY -PO dispatch date Looks for Dispatch	FY – PO Date Status -Approved
New Transactions Jul. 1 – Aug. 1 or by extension date	FY - Contract start date* Status - Approved	FY – PO Dispatch and PO date* Look at dispatch date	FY - PO Date Status – Approved
Amendments and Change orders	FY – selected in FY field of the Reason Code Page Status-Approved	FY – selected in FY field on the Reason Code Page Look at dispatch date	FY – selected in FY field on the Reason Code Page Status - Approved

Cal Card transactions:

FI\$Cal – reconciled and approved P-Card transactions not reported under a PO

SCPRS – *P-Card Data Summary Entry Page* – one time data entry of sum of transaction not reported in SCPRS + <\$2,500

Form 810 - Reporting Categories

- 4 major reporting categories
- correspond to FI\$Cal Acquisition Types

Category	Acquisition Type	Acquisition Sub-type
Non-IT Goods	Non-IT Goods	All
Non-IT Services	Non-IT Services	All except Public Works
Construction	Non-IT Services	Public Works
IT (Goods, Services)	IT Goods or IT Services	All

Count SB-PW under SB participation only on Public Works contracts/projects!

CAR - Reportable Section

In all modules: Contracts, PO, SCPRS

Contract Activity Report (CAR) - Form 800 ?

CAR Reportable Yes

Add Subcontracting and SB/DVBE Contracting

Percent of State funds in Total contract, if available/known %

Check if exempt from DVBE Incentive

1. Click on “?” symbol for **Help Text** for reportable transaction definition
2. Select “**Yes**” on the drop down menu on **CAR Reportable**
3. Add SB/DVBE subcontractors on the page
4. Enter the percentage of **State funds**, if known
If unavailable, leave blank and the system will pull 100%
5. Select the **Check if exempt from DVBE Incentive** box only if you have an approved DVBE Incentive Waiver for this transaction or the contract is of such nature that the DVBE Incentive is not applicable

SB/DVBE Subcontracting Page

In all modules: Contracts, PO, P-Card and SCPRS data entry pages

Required! - Key feature of the CAR report

Multiple purpose:

- Verifies and saves certification information at award time
- Provides % for SB/DVBE participation calculations
- Pre-populates prime contractor information

Access at later time:

- Click on **“Add Subcontracting and SB/DVBE Contracting”** link
- If the firm expires in the meantime, it cannot be captured
- If a certified firm does not display on this page, report as defect!

SB/DVBE Subcontracting Page

Custom Page for SB/DVBE

SB/DVBE Contracting

Business Unit 7760
PO ID 0000015570

Add subcontractors

Enter subcontractor percentage

	Supplier Search	Supplier ID	Doing Business As Name	Certification Number	Percentage	Prime	Sub	SB	MB	SB/MB Start Date	SB/MB Exp Date
1	Supplier Search	0000000297	NWNCORPORA-001		97.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Supplier Search	0000004530	GLOBAL BLUE DVBE INC	1567640	<input type="text" value="2.00"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/06/2017	03/31/2019
3	Supplier Search	0000021295	SHADE & PUTNAM TECHNOLOGY SOLUTIONS	1747904	<input type="text" value="1.00"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/10/2018	09/30/2020

OK Cancel Refresh

Personalize | Find | First 1-3 of 3 Last

SB-PW	SB-PW Start Date	SB-PW Exp Date	DVBE	DVBE Start Date	DVBE Exp Date	NVSA	NVSA Start Date	NVSA Exp Date
<input type="checkbox"/>			<input type="checkbox"/>	03/06/2017	03/31/2019	<input type="checkbox"/>		
<input type="checkbox"/>			<input checked="" type="checkbox"/>	09/19/2018	09/30/2020	<input type="checkbox"/>		

New SB_PW certification type

NVSA

SCPRS- P-Card FY Summary Entry Page

Contract Activity Report (CAR) - PCard FY Summary Entry

Instructions for Non-FISCAL Departments:
Enter the value of all Cal-Card transactions for goods, services, construction, and IT goods and services that have not been reported in SCPRS, regardless of the transaction dollar amount. The values entered for the fiscal year will be reported in the Contracting Activity Report (CAR) Form 810.

Business Unit 3100 Exposition Park

Fiscal Year		Personalize Find [Print] First 1-2 of 2 Last						
Fiscal Year	Total PCard Dollars	Total Dollars to DVBE	Total Dollars to MB	Total Dollars to SB	Last Updated By	Last Update Date/Time		
1 2018-2019	80,000.00	2,500.00	1,500.00	18,000.00	Jon Tugade	12/19/18 3:31:00PM	+	-
2 2017-2018	90,000.00	2,000.00	1,000.00	21,000.00	Jon Tugade	12/19/18 3:31:00PM	+	-

Save Return to Search Previous in List Next in List Notify

Form 810S – SB/DVBE Option and DVBE Incentive

New this year! The report has 3 parts, separating SB and DVBE Option!

Form 810S (S) STATE OF CALIFORNIA - DEPARTMENT OF GENERAL PROCUREMENT DIVISION

810 S SB/DVBE Option & DVBE Incentive Report

Run By:
Run Date:
Run Time:
Report Type:

Fiscal Year: _____ AGENCY: _____ DEPARTMENT: _____

SB Option			
Part 1	Total Contract Dollars Awarded as a Result of Option	Number of Contracts Awarded	Public Contract Code 10111 Section 14036.5 (a) and 14036.7 (a) of the Government Code to Small Businesses, and Microbusinesses (SB/MBs).
PC 10111 Mandated	Column A	Column B	
	A1	B1	
DVBE Option			
Part 2	Total Contract Dollars Awarded as a Result of Option	Number of Contracts Awarded	Public Contract Code 10111 Section 14036.5 (a) and 14036.7 (a) of the Government Code to Disabled Veteran Business Enterprises (DVBEs).
PC 10111 Mandated	Column A	Column B	
	A2	B2	

Comments

DVBE Incentive			
Part 3	Total Contract Dollars Awarded as a Result of DVBE Incentive	Number of Contracts Awarded as a result of DVBE Incentives	DVBE participation on contracts awarded pursuant to Veterans Code Section 999.5. Call for contracts to all DVBEs as a result of DVBE Incentive collection system cannot identify contracts. Indicate that in the comments box.
MVC 999.5	Column A	Column B	
	A3	B3	
Comments			

Acquisition Method:
SB Option
Public Works SB Option

Acquisition Method:
DVBE Option
Public Works DVBE Option

DVBE Incentive Waiver
Checkbox left unchecked
Or
Contracts awarded as a result of DVBE Incentive

Form 810S: SB and DVBE Option – Part 1 and Part 2

Under SB/DVBE Option, the suppliers (prime) should be certified!

SB or DVBE Option

- If the contract is \$5,000.01 to \$249,999.99

Public Works SB or DVBE Option:

- If the contract is \$5,000.01 up to \$314,000

What is captured on Form 810S Part 1 and Part 2?

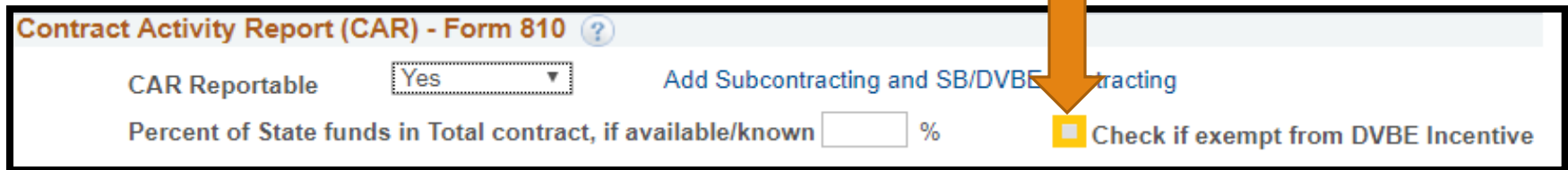
Transactions dollars and count in the **Acquisition Methods:**

- SB Option
- Public Works SB Option
- DVBE Option
- Public Works DVBE Option

Form 810S: DVBE Incentive - Part 3

Effective 2005, the Military and Veterans Code section 999.5(a) applies to all competitive solicitations post-October 09, 2007.

For FI\$Cal departments:



Contract Activity Report (CAR) - Form 810 ?

CAR Reportable Yes ▾ Add Subcontracting and SB/DVBE Contracting

Percent of State funds in Total contract, if available/known % Check if exempt from DVBE Incentive

Check the DVBE Incentive Exempt box on the CAR Reportable section if:

- If you have an approved DVBE Incentive Waiver
- SB/DVBE Option or other non-competitive transactions

Form 810C Consulting Services Report

No changes to the paper Form 810C!

Form 810 C Consulting Services Report

Run By:
Run Date:
Run Time:
Report Type:

REPORT CODES & AMOUNTS													CONTRACT ACTION DATES				Contract Purpose	Beneficiary	Justification			
E	Entered \$	Acquisition method code	Low Bid Y/N	A	Amended \$	Acquisition method code	Low Bid Y/N	C	Completed \$	Acquisition method code	Low Bid Y/N	Signed	Work Started	Work Amended	Work Completed							
Line #	0	A		0	\$ -			0	\$ -													

Contractors List

Insert row(s) above this section.

Line #	Explanation:

Insert row(s) above this section.

	Total Amount	Total Number	LOW BID		Acquisition method code			TOTAL CMAS & MSA
			Y	N	3	4	5	
Entered	0	0	0	0	0	0	0	
Amended	0	0	0	0	0	0	0	
Completed	0	0	0	0	0	0	0	

Codes

Acquisition method code

- 1 - COMPETITIVE Others
- 2 - Formal COMPETITIVE
- 3 - NCB
- 4 - CMAS
- 5 - MSA
- 6 - Emergency
- 7 - Others
- Not included = this method is not captured in the 810C

Approver's Information	
Name	Title
Signature	
Telephone	Date
Email	

Form 810C – Consulting Services Report

Public Contract Code 10111 and 10335.5

"Consulting services contract," means services that do all of the following:

- Consulting Services Contracts are those that are defined for services of an advisory nature.
- The final product is a transmittal of information in either written or verbal form.
- The product may be answers to questions, the design of systems or plans, workshops, seminars, retreats or conferences.
- All "Consulting Services Contracts" must be reported unless excluded.

Form 810C Report Details

	REPORT CODES & AMOUNTS											
	E	Entered \$	Acquisition method code	Low Bid Y/N	A	Amended \$	Acquisition method code	Low Bid Y/N	C	Completed \$	Acquisition method code	Low Bid Y/N
Line #	0				0	\$ -			0	\$ -		

E – Entered Into – awarded/entered during the reporting period

A – Amended:

- for time and dollars, or
- contract price, or
- contract purpose (NOT COMMON-justification required), or
- the contractor’s duties (NOT COMMON –justification required)

C – Completed – work ended in the reporting period

Form 810C - Consulting Services Report

Not captured on Form 810C:

Contracts/agreements between a state agency or department and the federal government

Contracts/agreements with local agencies to subvene federal funds for which **No** matching State funds are required

Contracts to develop, maintain, administer or use licensing or proficiency examinations

Architectural and Engineering (A&E) per Chapter 10 (commencing with 4525) of Division 5 of Title 1 of the Government Code

For FI\$Cal departments:

- No need for additional data entry
- Exclusions are already addressed
- The system will pull all the data needed form the Consulting Services Justification box
- PO Reporters and SCPRS Processors can run the report

Form 810C Details (Cont.)

Acquisition method code. For NCBs the system will capture the selection in the Explanation Section.

E	Entered \$	Acquisition method code	Low Bid Y/N	A	Amended \$	Acquisition method code	Low Bid Y/N	C	Completed \$	Acquisition method code	Low Bid Y/N

Reasons for not accepting low bid based on the selection below. If Lowest Bid not accepted, the system will display the reason selected in the Explanation Section.

Acquisition method code

- 1 - COMPETITIVE Others
 - 2 - Formal COMPETITIVE
 - 3 - NCB
 - 4 - CMAS
 - 5 - MSA
 - 6 - Emergency
 - 7 - Others
- Not included = this method is not captured in the 810C

Look Up Low Bid Not Accepted Reason:

Low Bid Not Accepted Reason

[Basic Lookup](#)

Search Results

View 100 First 1-7 of 7 Last

Low Bid Not Accepted Reason
Best value criteria meets needs at reasonable costs
Emergency Acquisition for the protection of the public
N/A - Low Bid Accepted
N/A - Non Competitive Bid (NCB)
Only goods and services that meet the needs of the State
SB/DVBE Option
Use best scoring method

Form 810C: FI\$Cal Departments

SCPRS Entry
Report SCPRS Order

Business Unit: 3100 *Purchase Order Date: [] *DGS Billing Code: [] Change Order

Purchase Document #: sdfg Change Order Reason: []

CalCard: Blanket PO:

Grand Total: [] Sub-Total: []

Consulting Service Justification

*Acquisition Type: NON-IT Services

Acquisition Sub-Type: Consulting Services

*Acquisition Method: []

Department: Exposition Park

IBond: []

*Enter by/Buyer Contact: []

Comments: []

Attachments: []

Funding: []

*Supplier ID: [] Advanced Supplier Search

Consulting Services Justification

*Number of Offers: []

*Purpose: []

*Potential Beneficiaries: []

*Low Bid Not Accepted Reason: []

*Justification: []

Form 810E: ERGSO Report

No changes to the paper Form 810E!

STATE OF CALIFORNIA - DEPARTMENT OF
GENERAL SERVICE
PROCUREMENT DIVISION

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

Run By:
Run Date:
Run Time:
Report Type:

Agency:		Department:			
Fiscal Year:		All Contracts			
		Goods Column A	Services Column B	Construction Column C	Totals Column D
Part 1	Ethnicity Classifications				
	Asian-Indian	\$ -	\$ -	\$ -	\$ -
	Black	\$ -	\$ -	\$ -	\$ -
	Hispanic	\$ -	\$ -	\$ -	\$ -
	Native American	\$ -	\$ -	\$ -	\$ -
	Pacific-Asian	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	TOTALS	\$ -	\$ -	\$ -	\$ -
Part 2	Race Classifications				
	American Indian or Alaska Native	\$ -	\$ -	\$ -	\$ -
	Asian	\$ -	\$ -	\$ -	\$ -
	Black or African American	\$ -	\$ -	\$ -	\$ -
	Hawaiian or Other Pacific Islander	\$ -	\$ -	\$ -	\$ -
	White	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	TOTALS	\$ -	\$ -	\$ -	\$ -
Part 3	Gender				
	Female	\$ -	\$ -	\$ -	\$ -
	Male	\$ -	\$ -	\$ -	\$ -
	Transgender	\$ -	\$ -	\$ -	\$ -
	TOTALS	\$ -	\$ -	\$ -	\$ -
Part 4	Sexual Orientation				
	Lesbian	\$ -	\$ -	\$ -	\$ -
	Gay	\$ -	\$ -	\$ -	\$ -
	Bisexual	\$ -	\$ -	\$ -	\$ -
	TOTALS	\$ -	\$ -	\$ -	\$ -
Comments					
Part 5	Approved By:				
	Name:				
	Title:				
	Telephone:				
	Fax:				
Email Address:					
Signature:					

Form 810E: ERGSO Report

Public Contract Code Section 10111

Includes voluntarily provided contract dollars by business owners on:

- Ethnicity
- Race
- Gender
- Sexual orientation

Information received on **Voluntary Statistical Data Sheets (VSDS)**

Do not save VSDS in procurement files, save all of them separately!

For FI\$Cal Departments:

- Buyers enter VSDS data entered on the *ERGSO Data Entry Page*
- The system will aggregate the data for department/state

Voluntary Statistical Data Sheet (VSDS)

VOLUNTARY STATISTICAL DATA SHEET
Information to be used for reporting purposes only

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>

Public Contract Code 10111 requires state agencies to capture information on ethnicity, race and gender (ERG) of business owners on all awarded contracts and procurements to the extent that the information has been voluntarily reported to the department. The awarding department is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes, or estimates for goods, services, construction and/or information technology. This information shall not be collected until after the contract award is made. The completion of this form is **strictly voluntary**.

- American Indian or Alaska Native
- Black or African American
- Other
- Asian
- Native Hawaiian or Other Pacific Islander
- White

The data you provide on this form should best describe the *ownership of your business*. Ownership of a business should be determined as follows:

Gender Classification

- For a business that is an sole proprietorship, partnership, corporation, or joint venture at least 51 percent is owned by one or more individuals in a classification designated below or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who "owns" the business.

- Female
- Male

For purposes of this report, respond only if the business has its home office in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other business.

Sexual Orientation Classification

As defined by Public Contract Code 10111(f)

Ethnicity/Minority Classification As defined in Public Contract Code Section 2051 (c)

- American 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.

- Lesbian
- Gay
- Bisexual
- Transgender

ITEMS BELOW TO BE COMPLETED BY STATE AGENCY/DEPARTMENT ONLY

- Goods
- Services
- Construction

Total Contract Purchase: **\$2,000** Contract Award Date: **7/8/16**

DGS VSDS (Rev 12/12)

FI\$Cal and SCPRS - ERGSO Data Entry

Fi\$Cal Buyers and SCPRS Processors can entry VSIDS data on this page

ERGSO Entry Page
Business Unit 0020 Legislative

Enter data for another VSIDS

Ethnicity, Race, Gender, and Sexual Orientation (ERGSO) Find | View All First 1 of 1 Last

*Award Amount *Award Date *Contract Type

Ethnicity

Asian-Indian	Black	Hispanic	Native American	Pacific Asian	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Race - Check all that apply

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Other (specify)	Multiracial (check all that apply)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Gender

Male	Female	Transgender	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Sexual Orientation

Lesbian	Gay	Bisexual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Form 810A I-Bond Activity Report

No changes to the paper Form 810A

Form 810 A (Infrastructure Bond Act Report)

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICE
PROCUREMENT DIVISION

Form 810 A Infrastructure Bond Act Report

Run By:
Run Date:
Run Time:
Report Type:

Agency:		Fiscal Year:		Department:					
Infrastructure bond Act		Bond		I-Bond Name					
Part 1					Part 2				
Certified Disabled Veteran Business Enterprise (DVBE) Participation					Certified Small Business (SB) / Microbusiness (MB) Participation				
Bond Total Contract Dollars	Bond Total \$ to DVBE Prime Contractors	Bond Total \$ to DVBE Sub-Contractors	Bond Total DVBE Prime & Subs \$	Bond Total DVBE % (Column D divided by Column A)	Bond Total Contract Dollars	Bond Total \$ to SB/MB Prime Contractors	Bond Total \$ to SB/MB Sub-Contractors	Bond Total SB/MB Contract Dollars	Bond Total SB/MB % (Column I divided by Column F)
A	B	C	D (B+C)	E	F	G	H	I (G+H)	J
A1	B1	C1	D1	E1	A1	SB G1	SB H1	SB I1	SB J1
						MB G2	MB H2	MB I2	MB J2
					Totals (SB/MB \$) & (SB/MB %)				
					I3				
Comments: must include an I Bond Action Plan when participation specific to I Bonds is less than 25%.									
Approver's Information									
Name:									
Title:									
Signature:									
Telephone:									
Email:									
Date:									

DVBE Participation

SB Participation

Form 810A I-Bond Activity Report

Infrastructure Bond Acts of 2006

The Highway Safety Traffic Reduction, Air Quality and Port Security Bond Act.

The Housing and Emergency Shelter Trust Fund Act.

The Kindergarten-University Public Education Facilities Bond Act.

The Disaster Preparedness and Flood Prevention Bond Act.

The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act.

Form 810A I-Bond Activity Report

Government Code 14838.1 (f)

- 25 percent Small Business participation goal in all contracts financed with the proceeds of the infrastructure related bond acts of 2006
- An Improvement Plan is required when the SB participation goal for I-Bond contracts is not met
- FY 2017-18 -5 departments reported the I-Bond

Important!

OSDS and all reporting departments to SAVE all reports for their own records!

In FI\$Cal, all BU reports will display who ran the report, the date/time stamp, and type of report.

Cover Letter

For paper submittal, always submit to OSDS with your reports.

For FI\$Cal departments submit to OSDS only if:

- Reporting for multiple BUs
- Submitting an Improvement Plan because your department did not meet its goal(s)
- If you need to make revisions to your report

include:

- If multiple BUs, specify what BUs are included in the report
- An analysis of trends and any anomalies in the SB/MB or DVBE participation.
- Review of progress on all prior year Improvement Plan items enacted and their effect on current participation goals.

Cover Letter

- SB/MB and DVBE participation trends over the last three years
- Include high level explanation for upward or downward trends

FISCAL YEAR	Total Contract \$	SB/MB \$	SB/MB %	DVBE \$	DVBE %
FY 2015-16	\$239,000,000	\$75,000,000	31.38%	\$25,000,000	10.46%
FY 2014-15	\$409,000,000	\$112,000,000	27.38%	\$26,000,000	6.35%
FY 2013-14	\$316,000,000	\$77,000,000	24.36%	\$7,000,000	2.21%
Trend	Decreasing	Decreasing	Increasing	Increasing	Increasing

Tip: Even if you do not need to submit it to OSDs, use the cover letter to communicate to your executive team about your department's participation!

Improvement Plan(s)

FY___ Department/Division/Office

- i. Summary of reportable, non-reportable, and other contracts
- ii. Explain why your SB and/or DVBE participation goal was not achieved.
- iii. Plan to improve contracting opportunities for SB/DVBE
- iv. Improvement Summary
- v. Other comments/challenges
- vi. Contact Information

Hyperlink to fillable form:

[SB/DVBE Participation Improvement Plan](#) (PDF)

Important CAR Reporting Deadlines

Feb. –April	OSDS conducted 6 training sessions for FI\$Ca/SCPRS departments
May 3	OSDS conducts CAR training for <u>all</u> departments
May 8	OSDS conducts CAR training for <u>all</u> departments
July 12	OSDS conducts CAR FAQ session/user lab

June 1 - 30	OSDS sends reminders about upcoming reporting
July 1 - 31	BUs run their draft reports, verify against queries/own records
July 31	Last day to request extension from OSDS

August 1	CAR Report DUE DATE
August 2	OSDS runs and saves all reports, except extensions
August 2 or 3	BUs run their own final reports and SAVE FOR THEIR RECORDS
Post extension	BUs to run their own report
October 15	No revisions or extension past this date

January 1, 2020

OSDS publishes the report

Contact OSDS

CAR Report Questions:

OSDSReports@dgs.ca.gov

(916) 375-4940

Anda Draghici, OSDS Manager

Anda.Draghici@dgs.ca.gov

(916) 375-3115

Improvement Plan Questions:

Brooke Droege, Outreach Manager

Brooke.droege@dgs.ca.gov

(916) 375-4394

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

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report>

For PO Reporters and SCPRS Processors ...

Reporting Structure – FI\$Cal

What can be run in FI\$Cal:

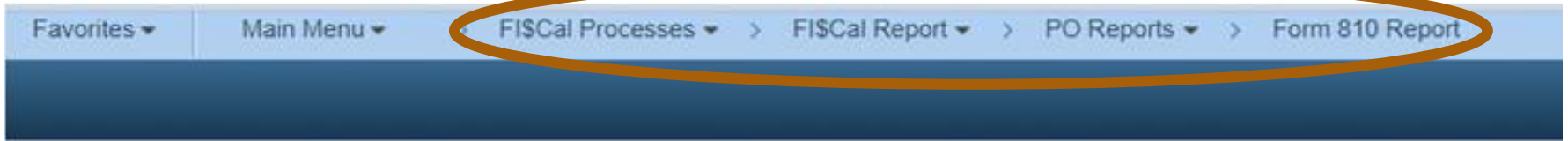
By Business Unit (BU) –

- Individual Departmental (BU) Reports
- Data Validation Query

By OSDS -

- Individual Departmental (BU) Reports
- Statewide and agencies aggregates
- Publishable Summary - mandatory, voluntary, statewide
- Statewide Validation Query

Form 810 Report - Run Control Page



Form 810 Reports

Run Control ID 09

Report Manager

Process Monitor

Run

Business Unit

Reporting Period

*CAR Fiscal Year

Fiscal Year to Date

Custom Date Range

From Date

To Date

(Choose From and To Date within the selected CAR Fiscal Year)

Type of Report

Individual Business Unit

Summary

Save

Notify

How do I revise my report?

Post August 2 –

- **Contact OSDS immediately to inform of needed revision**
 - ✓ OSDS will unlock the BU to allow for changes
 - ✓ BU makes all the needed transaction(s) changes in FI\$Cal
 - ✓ BU runs its own departmental report
 - ✓ BU obtains official approval to submit revisions to OSDS
 - ✓ BU adds signed cover letter explaining the change
 - ✓ BU emails PDF to OSDS
- **OSDS runs new statewide report to include revised reports**

Post October 15 –

- Revisions may not be included in the published report

OSDS and all BUs to SAVE all reports for their own records!

Last Minute Tips

All Departments:

- Keep in touch with OSDS at OSDSReports@dgs.ca.gov
- Run your report and verify data on a sample basis monthly, or at least quarterly
- Reconcile the reports with your transactions
- Develop/strengthen secondary review and approval process
- Go back and correct during the fiscal year to the extent possible
- Contact OSDS if you reported multi-year on an annual basis to determine how we can capture and report the remaining dollars

FI\$CAL Departments:

- Specify fiscal year on Change Orders or amendments
- Report defects to FSC and cc OSDSReports@dgs.ca.gov
- Sign up for July FAQ/user lab session

Due Date: August 1st by COB

- Paper submittal:
-

Preferred! Email to OSDSReports@dgs.ca.gov in PDF

By mail: 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

Contact OSDS

CAR Report Questions:

OSDSReports@dgs.ca.gov

(916) 375-4940

Anda Draghici, OSDS Manager

Anda.Draghici@dgs.ca.gov

(916) 375-3115

Improvement Plan Questions:

Brooke Droege, Outreach Manager

Brooke.droege@dgs.ca.gov

(916) 375-4394

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

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report>

Questions?

THANK YOU!

Next...

“How to run your reports”

(All Form 810s)

“How to validate the 810 report”

Step-by-Step / Job Aid