Job Aid - How to Validate the Contracting Activity Report by using Data Validation Query (DVQ)

Target Audience: CAR Coordinator, Department Buyers, and Reporters

Purpose: After generating the Contracting Activity Report and Data Validation Query from the FI$Cal system, departments are advised to check the validity of the report. The Data Validation Query has the detailed information of the transaction behind the Contracting Activity Report numbers. This Job Aid provides a step-by-step explanation of how the department users can validate their CAR report. The Data Validation Query applies to the Contracting Activity Report, SB-DVBE Options and DVBE Incentive Report and I Bond report data, not the Consulting Services Report or the ERGSO Report.

Here are the definitions for the column headers in the Data Validation Query Report:

Column Name	Definition
Report Process Instance Number	The system generates a Process Instance ID, each time the user runs a report
Report Run Date/Time	Date and time the report was ran.
Agency Name	Name of Agency.
Department BU Number	Business unit number.
Department Name	Name of department
Module Data Source	Transaction source is a Contact, PO, SCPRS, and PCard.
Transaction ID (TID-XXXXX....)	Transaction number of the Contract, PO, SCPRS, and PCard. The Transaction Id will begin with 'TID
Employee# (PCard only)	Employee's' ID number
Employee Name (PCard only)	Employee's' name
Transaction Status	Status of the transactions. e.g., Approved,
FY Latest Change Order Approved	The fiscal year selected on the reason code page in the latest amendment
Buyer ID	Buyer identification number.
Buyer Name	Name of buyer
Contract/PO Ref #	A contract and PO free form field in the contract/ PO
Term Start Date	Transaction Start Date / Approved Date / Amended Date.
Term End Date	Transaction end date.
Contract/PO Association	Shows if the transaction is a Departmental Contract and a PO with no contract association. If the PO is associated with a Contract, the cell displays blank. Shows LPA, If PO is associated with LPA.
CAR Reportable?	'Yes' or 'No' selection on the transaction.
Form 810 Reportable Category	Category (mainly based on the Acquisition type) for which the CAR reportable amounts are reported.
Acquisition Type	Acquisition type selected on the transaction.

Column Name	Definition
Acquisition Sub Type	Acquisition sub type selected on the transaction. This field is optional except for Non-IT Services.
Acquisition Method	Acquisition method selected on the transaction.
Total Transaction Amount $	Total amount entered on the procurement transaction.
State Funded %	Percentage entered in the transaction. Enter the value if known. If the field is left blank the system uses 100% in the calculation.
Bidder/Supplier ID	Bidder or supplier number.
Bidder/Supplier Name	Bidder or supplier name.
Certification ID	Certification identification number
Prime	Yes or No denotes if the supplier is the prime.
Sub	Yes or No denotes if the supplier is the sub.
SB%	Percentage of the SB on the Sub-contracting page.
MB%	Percentage of the MB on the Sub-contracting page.
DVBE%	Percentage of the DVBE on the Sub-contracting page.
SB-PW%	Percentage of the SB-PW on the Sub-contracting page.
NVSA%	Percentage of the NVSA on the Sub-contracting page.
CAR Reportable Amount	The amount included in the report after applying the CAR reportable logic. Here are examples of some of the logic / rules: - Transaction must be within the reporting period - CAR reportable should be "Yes" - Total amount is multiplied by the % state fund - Amendment / change order only includes the incremental amount and is reported on the fiscal
SB Reported Amount $	The dollars awarded to the Small Business prime and the
MB Reported Amount $	The dollars awarded to the Micro Business prime and the
DVBE Reported Amount $	The dollars awarded to the Disabled Veterans Business Enterprise prime and the sub.
Exempt from DVBE Incentive?	Identifies if the transaction is exempted from the DVBE Incentive reporting.
DVBE Incentive Reported? Amt	The dollars awarded by using the DVBE Incentive.
SB Option Reported Amount $	The dollars awarded by using either the SB Option or Public Works SB Option as an acquisition method.
DVBE Option Reported Amount $	The dollars awarded by using either the DVBE Option or Public Works DVBE Option as an acquisition method.
I Bond Number	Yes or No on the transaction.
I Bond Description	Bond description.
Statewide Incident ID	Statewide Incident ID entered on the transaction
Statewide Incident Description	Statewide Incident description entered on the transaction
Mission Task ID	Mission Task ID entered on the transaction
Mission Task Description	Mission Task Description entered on the transaction

Here are some examples of how to validate the Contracting Activity Report data by using the Data Validation Query Report:
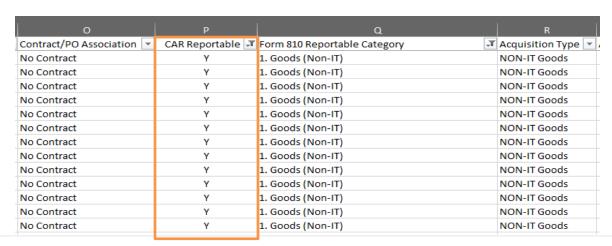
Example 1: Validate the Awarded Amount $ for the Goods (Non-IT) category in the Total State Contracting Activity (Part 0) by using the Data Validation Query.

Form 810 Contracting Activity Report (Part 0)

| Contracting Activity Category | Total State Contracting Activity | | | |
| | Total Contract* | | Share of Total | |
	Awarded Amount $	Number of Contracts #	Share of Dollars Awarded %	Share of Number of Contracts %
	A	B	AN	BN
1. Goods (Non-IT)	658,601,759.75	2,645	41.80%	55.13%
2. Services (Non-IT)	801,017,941.11	1,626	50.84%	33.89%
3. Construction (Non-IT Services - Public Works)	98,296,482.01	119	6.24%	2.48%
4. IT (Goods and Services)	17,625,176.02	408	1.12%	8.50%
5. Cal Card Transactions	0.00	0	0.00%	0.00%
TOTALS	1,575,541,358.89	4,798		

To validate the awarded amount $ of Form 810 for the Goods (Non-IT) category in the Total State Contracting Activity use the following steps in the Data Validation Query (DVQ):

a) Filter to only 'Y' in the **CAR Reportable**? column.

O	P	Q	R
Contract/PO Association	CAR Reportable	Form 810 Reportable Category	Acquisition Type
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods

b) Filter to only '**Y**' in the *Prime* column to <u>remove duplicate transactions</u>.

	X	Y	Z	AA
	Bidder/Supplier Name ▾	Certification ID ▾	Prime ⊼	Sub ▾
	BAY AREA PIPE & EQUIPMENT	2016782	Y	N
	AVIATE ENTERPRISES INC	1792472	Y	N
	AMPLE SUPPLY INC	2014788	Y	N
	ECHELON DISTRIBUTION LLC	1745218	Y	N
	MTM RECOGNITION CORP		Y	N
	AVIATE ENTERPRISES INC	1792472	Y	N
	ELITE SUPPLY SOURCE INC	1749074	Y	N
	ABE JANITORIAL SUPPLY	33978	Y	N
	HI-LINE ELECTRIC CO	18836	Y	N
	WEST LITE SUPPLY COMPANY INC	2004831	Y	N
	AVIATE ENTERPRISES INC	1792472	Y	N
	AVIATE ENTERPRISES INC	1792472	Y	N
	ALLSTEEL INC		Y	N

c) Filter the '**Goods (Non-IT)**' in the *Form 810 Reportable Category* column.

O	P	Q	R
Contract/PO Association ▾	CAR Reportable ⊼	Form 810 Reportable Category	⊼ Acquisition Type ▾
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods
No Contract	Y	1. Goods (Non-IT)	NON-IT Goods

d) Calculate the *CAR Reported Amount $* by adding the values in visible cells. To ignore hidden values, use formula, SUBTOTAL (109, cell ranges)

AE	AF	AG	AH	AI
SB-PW%	NVSA	CAR Reported Amount $	SB Reported Amount	MB Reported Amount
0	0	$ 4,505.92	0	4505.92
100	0	$ 717.16	717.16	0
0	0	$ 556.02	0	556.02
0	0	$ 13,497.95	0	13497.95
0	0	$ 65.28	0	0
100	0	$ 1,667.68	1667.68	0
0	0	$ 4,245.11	0	4245.11
0	0	$ 140,223.16	0	140223.16
0	0	$ 46,938.33	0	46938.33
0	0	$ 1,542.04	1542.04	0
100	0	$ 2,692.11	2692.11	0
100	0	$ 3,295.40	3295.4	0
0	0	$ 391,375.86	0	0
0	0	$ 1,892.56	1892.56	0
0	0	$ 384.57	0	384.57
0	0	$ 9,779.53	0	0
		$ 658,601,759.75		

Note:

- To calculate the awarded amount dollars and number of contracts for the Services, Construction, and IT Goods and Services categories, on step (c) use the relevant filter category and calculate the CAR reported amount $. The other filter parameters will remain the same.

- When counting the number of contracts, exclude the transactions with zero CAR Reportable amount.

Example 2: Validate the Awarded Amount $ for the IT (Goods and Services) category for the prime DVBE by using Data Validation Query.

Form 810 Contracting Activity Report (Part 1)

Contracting Activity Category	Part 0									Certified Disabled Veteran Business Enter
	Total State Contracting Activity				Certified Disabled Veteran Business Enter					
	Total Contract*		Share of Total		Total to DVBE Prime		Total to DVBE Sub Contractors			
	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 #	
	A	B	AN	BN	C	D	E	FM	F	
1. Goods (Non-IT)	658,601,759.75	2,645	41.80%	55.13%	34,353,340.60	720	60,078.83	17	12	
2. Services (Non-IT)	801,017,941.11	1,626	50.84%	33.89%	6,998,434.76	204	25,625,243.52	73	56	
3. Construction (Non-IT Services - Public Works)	98,296,482.01	119	6.24%	2.48%	5,200,890.18	9	9,912,019.90	85	73	
4. IT (Goods and Services)	17,625,176.02	408	1.12%	8.50%	1,127,875.75	50	45,629.85	19	10	
5. Cal Card Transactions	0.00	0	0.00%	0.00%	0.00					
TOTALS	1,575,541,358.89	4,798			47,680,541.29	983	35,642,972.10	194	151	

To validate the Awarded Amount $ for the IT (Goods and Services) category for the prime DVBE use the following steps:

a) In the Data Validation Query filter to only **'Y'** in the **CAR Reportable** column.

Contract/PO Association ▾	CAR Reportable ⊤	Form 810 Reportable Category
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)
Dept Contract	Y	4. IT (Goods and Services)

b) Filter to only **'Y'** in the **Prime** column.

Certification ID	Prime	Sub	SB%
	Y	N	0
	Y	N	0
33406	Y	N	100
	Y	N	0
42240	Y	N	100
	Y	N	0
2000942	Y	N	100
	Y	N	0
1668500	Y	N	100
	Y	N	0
	Y	N	0
38178	Y	N	100
	Y	N	0

c) Filter to only **'IT (Goods and Services)'** in the **Form 810 Reportable Category** column.

CAR Reportable	Form 810 Reportable Category	Acquisition Type
Y	4. IT (Goods and Services)	IT Goods
Y	4. IT (Goods and Services)	IT Services
Y	4. IT (Goods and Services)	IT Services
Y	4. IT (Goods and Services)	IT Services
Y	4. IT (Goods and Services)	IT Services
Y	4. IT (Goods and Services)	IT Services
Y	4. IT (Goods and Services)	IT Services
Y	4. IT (Goods and Services)	IT Goods
Y	4. IT (Goods and Services)	IT Services
Y	4. IT (Goods and Services)	IT Goods
Y	4. IT (Goods and Services)	IT Goods
Y	4. IT (Goods and Services)	IT Services

d) Unselect the zero in the filter option in the Calculated DVBE Reported Amount column (refer to screenshot in step e).

e) Calculated the total DVBE Amount by adding the values in visible cells. To ignore hidden values, use formula, SUBTOTAL (109, cell ranges)

MB Reported Amoun ▼	DVBE Reported Amoun ⫪	Exempt from DVBE Incentive ▼	
$ 25,828.00	$ 25,828.00	Y	
$ -	$ 595.38	Y	
$ 20,592.85	$ 20,592.85	Y	
$ 48,767.79	$ 48,767.79	Y	
$ -	$ 165.00	Y	
$ -	$ 1,165.13	Y	
$ 8,030.85	$ 8,030.85	Y	
$ 74.35	$ 74.35	Y	
$ -	$ 2,501.25	Y	
$ -	$ 3,349.50	Y	
$ -	$ 10,250.00	Y	
$ 22,125.38	$ 22,125.38	Y	
$ 6,329.28	$ 6,329.28	Y	
$ 154.78	$ 154.78	Y	
$ 5,219.25	$ 5,219.25	Y	
$ 307,618.77	$ 307,618.77	Y	
	$ 1,127,875.75		

Prime will always get 100 percent in calculations regardless the percentage reported on the subcontracting page.

Note:

- To calculate the awarded amount dollars and number of contracts for other categories, on step (c) use the relevant filter category and calculate the DVBE reported amount $. The other filter parameters will remain the same.

- When counting the number of contracts, exclude the transactions with zero DVBE Reportable amount.

Example 3: Validate the 'Number of Contracts with DVBE subcontractors' for the Construction category by using Data Validation Query.

Form 810 Contracting Activity Report (Part 1)

Contracting Activity Category	Total State Contracting Activity				Certified Disabled Veteran Business Enterpr				
Agency: Government Operations / Part 0	Total Contract*		Share of Total		Total to DVBE Prime		Total to DVBE Sub Contractors		
	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 #
	A	B	AN	BN	C	D	E	FM	F
1. Goods (Non-IT)	658,601,759.75	2,645	41.80%	55.13%	34,353,340.60	720	60,078.83	17	12
2. Services (Non-IT)	801,017,941.11	1,626	50.84%	33.89%	6,998,434.76	204	25,625,243.52	73	56
3. Construction (Non-IT Services - Public Works)	98,296,482.01	119	6.24%	2.48%	5,200,890.18	9	9,912,019.90	85	73
4. IT (Goods and Services)	17,625,176.02	408	1.12%	8.50%	1,127,875.75	50	45,629.85	19	10
5. Cal Card Transactions	0.00	0	0.00%	0.00%	0.00				
TOTALS	1,575,541,358.89	4,798			47,680,541.29	983	35,642,972.10	194	151

To validate the 'Number of Contracts with DVBE subcontractors (column F) for the Construction category use the following steps:

a) In the Data Validation Query filter to only **'Y'** in the **CAR Reportable** column.

CAR Reportable	Form 810 Reportable Category	Acquisition Type
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services
Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services

b) Filter to only **'Construction'** in the **CAR Reportable Category** column.

Contract/PO Association	CAR Reportable	Form 810 Reportable Category	Acquisition Type	Acquisition Sub-Type
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works
Dept Contract	Y	3. Construction (Non-IT Services - Public Works)	NON-IT Services	Public Works

c) Filter to only **'Y'** in the **Sub** column and unselect the zero value from the filter option in the **Calculated DVBE Amount** column.

Sub	SB%	MB%	DVBE%	SB-PW%	NVSA	CAR Reported Amount $	SB Reported Amount	MB Reported Amount	DVBE Reported Amount
Y	5	5	5	0	0	$ 62,949.62	0	0	3147.481
Y	13	13	13	0	0	$ 4,233.27	0	0	550.325
Y	5	5	5	0	0	$ 115,177.38	0	5758.869	5758.869
Y	3	3	3	0	0	$ 45,560.60	0	1366.818	1366.818
Y	3	3	3	0	0	$ 767,246.00	0	23017.38	23017.38
Y	0.65	0.65	0.65	0	0	$ 767,246.00	0	4987.099	4987.099
Y	3.02	0	3.02	0	0	$ 2,852,000.00	0	0	86130.4
Y	5	5	5	0	0	$ 19,053.66	0	0	952.683
Y	4.9	4.9	4.9	0	0	$ 39,134.00	0	0	1917.566
Y	1.7	1.7	1.7	0	0	$ 39,134.00	0	0	665.278
Y	5	5	5	0	0	$ 139,350.00	0	0	6967.5
Y	3	0	3	0	0	$ 1,531,000.00	0	0	45930
Y	5	0	5	0	0	$ 2,203,000.00	0	0	110150
Y	5	0	5	0	0	$ 2,606,000.00	0	0	130300
Y	3	3	3	0	0	$ 678,646.00	0	20359.38	20359.38
Y	3.8	3.8	3.8	0	0	$ 509,930.00	0	0	19377.34
Y	4	0	4	4	0	$ 223,347.00	8933.88	0	8933.88
Y	17	17	17	0	0	$ 307,712.00	0	0	52311.04

d) Copy the Transaction ID column and DVBE Reported Amount column open a new sheet and paste the copied columns.

e) Select the copied Transaction ID and DVBE Reported Amount columns then select *Data* from the quick access toolbar at the top of the Excel sheet and click *Remove Duplicates*.

f) Count the number of Transaction IDs after removing the duplicates.

Example 4: Validate the Awarded Amount $ for the prime SB for the Services (Non-IT) category by using Data Validation Query.

Form 810 Contracting Activity Report (Part 2)

Contracting Activity Category	Total to SB/MB Prime Contractors				Total to SB/MB Sub Contractors						Certified Small Business (SB)/
	Awarded Amount $		Number of Contracts #		Awarded Amount $		Number of Sub Contracts awarded to SB/MB #		Number of Contracts with SB/MB Sub-contractors #		
	M		N		O		PM		P		
	SB	MB	SB	MB	SB	MB	SB	MB	SB	MB	
1. Goods (Non-IT)	46,883,988.54	-3,608,686.86	522	1,489	315,335.76	60,674.71	12	13	10	7	
2. Services (Non-IT)	34,465,400.40	66,929,132.74	104	652	3,770,166.91	26,709,812.76	19	84	16	43	
3. Construction (Non-IT Services – Public Works)	23,189,014.16	15,903,222.10	34	42	1,969,909.79	6,648,026.82	16	41	10	26	
4. IT (Goods and Services)	1,009,509.55	4,047,563.46	36	135	22,850.36	131,910.86	9	12	9	11	
5. Cal Card Transactions	0.00	0.00									
TOTALS	105,547,912.65	83,271,231.44	696	2,318	6,078,262.82	33,550,425.16	56	150	45	87	
	188,819,144.09		3,014		39,628,687.97		206		132		

To validate the Awarded Amount $ for the prime SB for the Services (Non-IT) category use the following steps:

a) In the Data Validation Query filter to only **'Y'** in the **CAR Reportable** column.

Contract/PO Association ▼	CAR Reportable ▼	Form 810 Reportable Categor ▼	Acquisition Type ▼
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services

b) Filter to only **'Services (Non-IT)'** in the **Form 810 Reportable Category** column.

Contract/PO Association	CAR Reportable	Form 810 Reportable Category	Acquisition Type
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services
Dept Contract	Y	2. Services (Non-IT)	NON-IT Services

c) Filter to only **'Y'** in the **Prime** column.

Bidder/Supplier Name	Certification ID	Prime	Sub	SB%	MB%	
J.C. CHANG & ASSOCIATES, INC.	1752789	Y	N	97	0	
J.C. CHANG & ASSOCIATES, INC.	1752789	Y	N	100	0	
ASCENT ENVIRONMENTAL, INC	1208561	Y	N	97	0	
J.C. CHANG & ASSOCIATES, INC.	1752789	Y	N	97	0	
NACHT & LEWIS ARCHITECTS, INC.	19813	Y	N	91	0	
J C CHANG & ASSOC INC	1752789	Y	N	97	0	
J.C. CHANG & ASSOCIATES, INC.	1752789	Y	N	100	0	
PAGE & TURNBULL INC	10737	Y	N	100	0	
DREYFUSS & BLACKFORD ARCHITECTS	19675	Y	N	100	0	
CAPITOL ELEVATOR CO INC	2801	Y	N	100	0	
ASCENT ENVIRONMENTAL INC	1208561	Y	N	97	0	
DREYFUSS & BLACKFORD ARCHITECTS	19675	Y	N	88	0	
ASCENT ENVIRONMENTAL INC	1208561	Y	N	97	0	
ADVANCE WATER ENGINEERING INC	47080	Y	N	100	0	
STEAD BACKFLOW PREVENTION	11967	Y	N	100	0	
CONVERSE CONSULTANTS	2006482	Y	N	100	0	
YOUNGDAHL CONSULTING GROUP	18442	Y	N	100	0	

d) Unselect the zero value from the filter option in the SB Reported Amount $ column and calculate the total in the Calculated SB Reported Amount.

NVSA	CAR Reported Amount $	SB Reported Amount	MB Reported Amount	DVBE Reported Amount	Exempt from DVBE Incentive	
0	$ 600.00	$ 600.00	0	0	N	
0	$ 1,625.00	$ 1,625.00	0	0	Y	
0	$ 17,921.14	$ 17,921.14	0	0	N	
0	$ 4,900.00	$ 4,900.00	0	0	N	
0	$ 1,500.00	$ 1,500.00	0	0	Y	
0	$ 4,900.00	$ 4,900.00	0	0	N	
0	$ 55,000.00	$ 55,000.00	0	0	Y	
0	$ 7,830.00	$ 7,830.00	0	0	N	
0	$ 1,680.00	$ 1,680.00	0	0	Y	
0	$ 1,650.00	$ 1,650.00	0	0	Y	
0	$ 1,636.45	$ 1,636.45	0	0	Y	
0	$ 8,910.00	$ 8,910.00	0	0	Y	
0	$ 1,990.00	$ 1,990.00	0	0	Y	
0	$ 1,636.45	$ 1,636.45	0	0	Y	
0	$ 306,650.00	$ 306,650.00	0	0	Y	
0	$ 1,636.45	$ 1,636.45	0	0	Y	
0	$ 31,876.07	$ 31,876.07	0	31876.07	N	
0	$ 2,279.24	$ 2,279.24	0	0	Y	
0	$ 5,890.00	$ 5,890.00	0	0	Y	
0	$ 2,270.00	$ 2,270.00	0	0	Y	
		$ 34,465,400.40		$ 31,876.07		

Examples of how to validate the SB/DVBE Options and DVBE Incentive Report data by using the Data Validation Query Report:

Example 1: Validate the SB Option $ by using the Data Validation Query report.

		Fiscal Year:	2020-2021		
AGENCY: Government Operations			**DEPARTMENT:** 7760 - Department of General Services		
SB Option					

		Total Contract Dollars Awarded as a Result of Option	Number of Contracts Awarded	Public Contract Code 10111 Section (e) (7) the number of contracts and dollar amounts awarded annually pursuant to Section 14838.5 (a) and 14838.7 (a) of the Government Code to Small Businesses, and Microbusinesses(SB/MBs).
Part 1				
PC 10111 Mandated		Column A $17,583,364.93	Column B 497	

DVBE Option

	Total Contract Dollars Awarded as a Result of Option	Number of Contracts Awarded	Public Contract Code 10111 Section (e) (7) the number of contracts and dollar amounts awarded annually pursuant to Section 14838.5 (a) and 14838.7 (a) of the Government Code to Disabled Veteran Business Enterprises (DVBEs).
Part 2			
PC 10111 Mandated	Column A $2,872,897.77	Column B 29	

Comments:

DVBE Incentive

	Total Contract Dollars Awarded as a Result of DVBE Incentive	Number of Contracts Awarded as a Result of DVBE Incentive	This report (Part 3) captures DVBE participation on contracts awarded using the DVBE Incentive pursuant to Military and Veterans Code Section 999.5. Column A includes the total contract dollars awarded using the DVBE Incentive. Column B includes the **number of contracts** awarded using the DVBE Incentive. If your data collection system cannot identify contracts and dollars attributed to the DVBE Incentive, indicate that in the comments box.
Part 3			
MVC 999.5	Column A $42,013,670.32	Column B 246	

To validate the Awarded Amount $ for the SB Option use the following steps:

a) In the Data Validation Query filter to only **'Y'** in the **Prime** column.

Bidder/Supplier Name	Certification I	Prime	Sub	SB%	MB%
SENTINEL FIRE EQUIPMENT COMPANY	25423	Y	N	100	0
EZRA SYSTEMS INC	2000942	Y	N	100	100
One Ergo Net	2003810	Y	N	100	100
North American Home Services	1066540	Y	N	100	100
GDS MOVING & INSTALLATION INC	1753882	Y	N	100	100
C&C EXPRESS DELIVERY INC	21584	Y	N	100	100
ECAPTIONS	1770814	Y	N	100	100
ZEE MEDICAL	25839	Y	N	100	100
CHAPMANEQU-001	2004312	Y	N	100	100
ONE ERGO NET	2003810	Y	N	100	100
ECAPTIONS	1770814	Y	N	100	100
NORTH AMERICAN PEST MGMT	1066540	Y	N	100	100
UNITEDHEID-001		Y	N	0	0
COMMERCIAL INTERIOR RESOURCES	2003174	Y	N	100	0
SHAW LAW GROUP PC	2004133	Y	N	100	100
DAVID ENGINEERING CONST INC	3864	Y	N	100	100
DIAMONDSTAR FLOOR POLISHERS	2014592	Y	N	100	100
KORD FIRE PROTECTION		Y	N	0	0
STEAD BACKFLOW PREVENTION	11967	Y	N	100	0
SECURE SMART SOLUTIONS	2010049	Y	N	100	100

b) Filter to only **'SB Option – COMPETITIVE** and **Public Works - SB Option – COMPETITIVE'** in the **Acquisition Method** column.

Acquisition Sub-Type	Acquisition Method	Total Transaction Amount	State Funded
Personal Services	SB Option - COMPETITIVE	221320	
	SB Option - COMPETITIVE	150000	
Personal Services	SB Option - COMPETITIVE	62250	
Personal Services	SB Option - COMPETITIVE	39318.75	
Personal Services	SB Option - COMPETITIVE	37500	
Personal Services	SB Option - COMPETITIVE	135000	
Personal Services	SB Option - COMPETITIVE	14310	
Printing Services	SB Option - COMPETITIVE	31250	
Personal Services	SB Option - COMPETITIVE	88320	
Personal Services	SB Option - COMPETITIVE	15590	
Personal Services	SB Option - COMPETITIVE	48000	
Personal Services	SB Option - COMPETITIVE	39318.75	
Personal Services	SB Option - COMPETITIVE	5867.7	
Public Works	Public Works - SB Option - COMP	140752.73	
Personal Services	SB Option - COMPETITIVE	28000	
Public Works	Public Works - SB Option - COMP	182265.85	
Public Works	SB Option - COMPETITIVE	135178	
Personal Services	SB Option - COMPETITIVE	8273.19	
Personal Services	SB Option - COMPETITIVE	91635	

c) Unselect the zero value from the filter option in the SB Option Reported Amount $ column and calculate the total. To ignore hidden values, use formula, SUBTOTAL (109, cell ranges)

Exempt from DVBE Incentive	DVBE Incentive Reported Amt	SB Option Reported Amount	DVBE Option Reported Amount
Y	0	$ 9,643.91	0
Y	0	$ 18,939.68	0
Y	0	$ 5,237.13	0
Y	0	$ 6,866.00	0
Y	0	$ 11,262.18	0
Y	0	$ 14,859.00	0
Y	0	$ 13,468.32	0
Y	0	$ 4,788.14	0
Y	0	$ 94,137.96	0
Y	0	$ 51,216.91	0
Y	0	$ 10,524.18	0
Y	0	$ 19,534.70	0
Y	0	$ 48,114.79	0
Y	0	$ 11,050.10	0
Y	0	$ 62,785.00	0
N	0	$ 8,157.13	0
Y	0	$ 197,788.50	0
Y	0	$ 6,973.19	0
Y	0	$ 10,864.89	0
Y	0	$ 2,030.70	0
		$ 17,593,334.39	$ -

Note: To calculate the DVBE Option data follow the same steps as example 1. On step (b) filter by '**DVBE Option – COMPETITIVE and Public Works - DVBE Option – COMPETITIVE'.**

Link to the Run Control Page Job Aid: Running the CAR Reports (Form 810 Reports) in FI$Cal Job Aid (Sept 2021)