

**Ethnicity, Race, Gender, Sexual Orientation (ERGSO) Report**

<b>Agency:</b>				<b>Department:</b>				
<b>Fiscal Year:</b>				<b>All Contracts</b>				
		<b>Goods</b>		<b>Services</b>		<b>Construction</b>		
		<b>Column A</b>		<b>Column B</b>		<b>Column C</b>		
		<b>Totals</b>		<b>Column D</b>				
<b>Ethnicity Classifications</b>								
P a r t 1	Asian-Indian		\$	\$	\$	\$	\$	
	Black		\$	\$	\$	\$	\$	
	Hispanic		\$	\$	\$	\$	\$	
	Native American		\$	\$	\$	\$	\$	
	Pacific-Asian		\$	\$	\$	\$	\$	
	Other		\$	\$	\$	\$	\$	
	<b>TOTALS</b>		\$	\$	\$	\$	\$	
<b>Race Classifications</b>								
P a r t 2	American Indian or Alaska Native		\$	\$	\$	\$	\$	
	Asian		\$	\$	\$	\$	\$	
	Black or African American		\$	\$	\$	\$	\$	
	Native Hawaiian or Other Pacific Islander		\$	\$	\$	\$	\$	
	White		\$	\$	\$	\$	\$	
	Other		\$	\$	\$	\$	\$	
	<b>TOTALS</b>		\$	\$	\$	\$	\$	
<b>Gender</b>								
P a r t 3	Female		\$	\$	\$	\$	\$	
	Male		\$	\$	\$	\$	\$	
	Transgender		\$	\$	\$	\$	\$	
	<b>TOTALS</b>		\$	\$	\$	\$	\$	
<b>Sexual Orientation</b>								
P a r t 4	Lesbian		\$	\$	\$	\$	\$	
	Gay		\$	\$	\$	\$	\$	
	Bisexual		\$	\$	\$	\$	\$	
	<b>TOTALS</b>		\$	\$	\$	\$	\$	
<b>Comments</b>								
P a r t 5	<i>Prepared By:</i>				<i>Approved By:</i>			
	Name:				Name:			
	Title:				Title:			
	Telephone:				Telephone:			
	Fax:				Fax:			
	Email Address:				Email Address:			
Signature:				Signature:				
<b>ERGSO Form (Rev. April 2015)</b>		INCLUDE Form 810 and Consulting Services Reports with submission of this report.		<b>Return Consolidated Department Report To:</b> Department of General Services Procurement Division - OSDS Attn: <u>Reports Coordinator</u> 707 3rd Street, Room1-400, IMS Z-1, MS 210 West Sacramento, CA 95605				

**Important Note:** The data contained herein was submitted voluntarily; therefore, it may not accurately depict the departments' overall contracting and purchasing activity.

## Form Completion Instructions

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### **GENERAL:**

Public Contract Code Section 10111 requires State agencies to report the participation levels in contracts by Ethnicity, Race, Gender, and Sexual Orientation of the business owner, to the extent that the information has been voluntarily reported to the awarding department. Reportable contracts include contracts exempt from DGS approval.

Submit one consolidated report for your department. Report the total value, in whole dollar amounts, of all Voluntary Statistical Data Sheets (VSDS) you received from vendors during the reporting period.

Reportable contracts are those for purchases or contracts identified in the following categories that correspond to the column labels:

A.) Goods (a.k.a. “materials, supplies and equipment”). This includes Information Technology (IT) goods.

B.) Services. This includes personal services contracts with members of established professions (e.g., physicians, attorneys, certified public accountants, architects and engineers, etc.). This also includes Information Technology (IT) services.

C.) Construction. This includes public works, new construction, capital improvements, and design-build contracts.

Departments are required to maintain records to support total dollar amounts reported and to validate submissions. Such documentation should include total amount, award date, ethnicity classification, race classification, gender, and sexual orientation.

**Agency:** The reporting department will list the name of their “parent” agency, i.e., the Department of General Services reports to the Government Operations Agency. If the reporting department does not report to a parent agency, select “Other” as the agency’s name.

**Department:** Enter the reporting department’s name.

**Fiscal Year:** Enter the Fiscal Year (FY) during which ERGSO data was collected.

**Part 1: Ethnicity Classifications:** (As defined in Public Contract Code Section 2051 (c)).

Using the ethnicity classifications as listed, enter the contract dollars for each ethnicity classification in each category (Columns A, B, and C). Column D will automatically total the values for Columns A, B, and C. The totals for individual Columns A, B, and C (Row 15) calculate automatically.

**Part 2: Race Classifications:** (As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at <http://www.whitehouse.gov/omb/fedref/1997standards.html>).

Using the race classifications as listed, enter the contract dollars for each race classification in each category (Columns A, B, and C). Column D will automatically total the values for Columns A, B, and C. The totals for individual Columns A, B, and C (Row 25) will calculate automatically.

**Part 3: Gender:**

Using the gender classifications as listed, enter the contract dollars for each gender classification in each category (Columns A, B, and C). Column D will automatically total the values for Columns A, B, and C. The totals for individual Columns A, B, and C (Row 32) will calculate automatically.

**Part 4: Sexual Orientation:**

Using the orientation classifications as listed, enter the contract dollars for each orientation classification in each category (Columns A, B, and C). Column D will automatically total the values for Columns A, B, and C. The totals for individual Columns A, B, and C (Row 39) will calculate automatically.

**Part 5: Prepared By/Approved By:**

In the spaces indicated, enter the requested information to identify the report preparer and approver and provide their contact information.

**Obtain original signatures and send the Consolidated Annual Report including Form 810E to:**

**Department of General Services  
Procurement Division  
Office of Small Business & DVBE Services (OSDS)  
ATTN: Reports Coordinator  
707 3<sup>rd</sup> Street, Room 1-400, MS 210, IMS Z-1  
West Sacramento, CA 95605**

Include the Form 810, Form 810A, Form 810 Supplemental Report and the Consulting Services Report with submission of this report.

**Note:** If no Voluntary Statistical Data Sheet(s) (VSDS) were received, a report is still required indicating there is nothing to report.