



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: July 10, 2006

**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)
SB/DVBE Advocates
State Contracting Advisory Network (SCAN)**

RE: 2005-06 Annual Contracting Reports

Assembly Bill 139 (Statutes of 2005) changed the report requirements and responsibilities for the Small Business (SB), Microbusiness (MB), Disabled Veteran Business Enterprise (DVBE), and consulting services annual reports. Under the new changes to the Public Contract Code Section 10111, the Department of General Services (DGS) will now produce a single annual report that combines the statistics from all the aforementioned reports and all State entities. **Reporting entities will no longer send their reports to the Legislature, the Governor's Office and various others.**

In order to comply with this new requirement and provide a timely submittal to the Legislature by December 30, 2006, the DGS must receive a single submittal from each reporting entity for all the above reports for Fiscal Year (FY) 2005-2006 by **August 1, 2006**.

Report forms and instructions are available [here](#).

FY 05/06 Report:

Please be aware that due to the late notification to departments of the report format changes for FY 2005/2006, the report formats will remain the same as the FY 04/05 report but will be submitted to the Legislature in the consolidated format as required in AB 139.

FY 06/07 Report Changes:

The DGS is finalizing modifications required for the reporting period FY 2006-07. Once modifications are completed, the DGS will post Statutory Contract Reporting Requirements for FY 2006-07 on the web site and offer training in how to prepare mid-year and year-end reports.

Submit reports to:

Department of General Services

Procurement Division

Attn: Reports Coordinator

Office of Small Business & DVBE Services (OSDS)

707 Third Street, First Floor, Rm. 1-400, IMS Z-1

West Sacramento, CA 95605

Telephone: (916) 375-4940

Report forms may also be submitted by fax or email (as long as the original forms with signatures are sent afterwards):

Email: OSDSReports@dgs.ca.gov

Fax: (916) 375-4950