

**Department of General Services  
Procurement Division**

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# BROADCAST BULLETIN

NUMBER:  
P-02-21

DATE ISSUED:  
June 23, 2021

EFFECTIVE:  
Immediately

TO:

Procurement and Contracting Officers (PCO), Purchasing Authority Contacts (PAC),  
Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Advocates

SUBJECT:

Contracting Activity Reports (fiscal year 2020-21) Due Date Extension to October 31, 2021

**Purpose** The purpose of this broadcast bulletin is to announce a one-time extension of the required contracting activity reports for fiscal year 2020-21 from August 1, 2021 to October 31, 2021.

**Policy** Public Contract Code 10111 requires DGS to prepare an annual report containing specific contracting activity data. The State Contracting Manual (SCM) implements this law by requiring state departments to collect and report the required data to the DGS by August 1<sup>st</sup> of each year.

Through this broadcast bulletin, the DGS is making a one-time exception to SCM policy by extending the submittal due date to October 31, 2021 for the fiscal year 2020-21 reporting period. No additional due date extensions will be granted beyond October 31, 2021.

**Background** On March 4, 2020 Governor Newsom issued an Emergency Proclamation to address the COVID-19 public health emergency. As a result, many state departments had to direct resources to address the public health emergency ahead of other administrative tasks such as reporting. Therefore, DGS is offering a one-time extension for the submittal of the required contracting activity reports for fiscal year 2020-21.

**Procedure/  
Process**

The following reports must be submitted with a cover memo:

- Contracting Activity Report (DGS PD 810)
- Contracting Activity Report - Supplemental Report (DGS PD 810S)
- Consulting Services Report (DGS PD 810C)
- Ethnicity, Race, Gender, and Sexual Orientation Report (ERGSO) (DGS PD 810E)
- I Bond Activity Report (DGS PD 810A)

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Cont'd.  
Procedure/  
Process

State departments that are transacting in the Financial Information System for California (FI\$Cal), these reports can be generated through the system.

State departments that are not transacting in FI\$Cal can access the forms on the Procurement Division's webpage at: [Reporting forms and instructions](#).

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Questions

Please send questions to: [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov) or call 916-375-4940.