Calendar of Reports

| **Report Title** | **Report Due Date** | **Report Submitted To** | **Report Purpose and Internet site** |
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**Within 10 Days of Contract Award**

| Contract Award Report  STD.16 | Within 10 days of contract award | Department of Fair Employment and Housing | [Statistical reporting on contract activity](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Late-Payment-Penalty-Paid-Reports) can be accessed at  https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx |
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**Within 20 Days of Contract Award**

| Report of Independent Contractors  DE 542 | Within 20 days of either making payment totaling $600 or more  OR  Entering into a contract for $600 or more with an independent contractor in any calendar year, whichever is earlier. | Employment Development Department | Information provided allows for EDD to increase child support collection by assisting in locating parents who are delinquent in child support obligations. [EDD](https://www.edd.ca.gov/) can be access at www.edd.ca.gov |
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**Monthly Reporting**

| Purchasing Authority Transaction Reporting | 10th day of the month following the reporting period | DGS/PD  Data Capture Unit | For collection of DGS administrative fee and purchasing authority compliance, please see the [DGS Price Book](https://www.dgs.ca.gov/OFS/Price-Book) at https://www.dgs.ca.gov/OFS/Price-Book |
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**Quarterly Reporting**

| Data Center Interagency Agreement Quarterly Report | 1st Qtr. – October 10th  2nd Qtr. – January 10th  3rd Qtr. – April 10th  4th Qtr. – July 10th | DGS/PD  Purchasing Authority Management Section | Review tracking and compliance of DIA transactions |
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Annual Reporting

| STD 810  Contracting Activity Report and Improvement Plan(s)  STD 810A Infrastructure Bond Activity    STD 810C  Consulting Services Contract Report  STD 810S  SB/DVBE Option and DVBE Incentive Report  STD 810E  Ethnicity Race and Gender Report (ERG) | By Departments:  August 1 for the prior fiscal year period. | The DGS/PD - Office of SB/DVBE Services (Reports Coordinator). | The [Legislative reports](https://www.dgs.ca.gov/Resources/Legislative-Reports) can be accessed at https://www.dgs.ca.gov/Resources/Legislative-Reports.  The [SB, MB and DVBE reporting due date, forms & instructions](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report) can be accessed at https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report. |
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| STD. 810D State Department’s Contractor DVBE Subcontracting Consolidation Report | By Departments:  November 1 for the prior fiscal year period. | The DGS/PD - Office of SB/DVBE Services (Reports Coordinator). | [Click](https://www.dgs.ca.gov/Resources/Legislative-Reports) here to access Legislative reports.  [Click](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report) here to access SB, MB and DVBE reporting due date, forms & instructions. |
| Late Payment Penalties Paid during Prior Fiscal Year Report | September 30 for prior fiscal year period | DGS/PD  Prompt Payment Coordinator | Reporting on late payment penalties paid in preceding fiscal year  [Procurement Division](http://www.dgs.ca.gov/Default.aspx?alias=www.dgs.ca.gov/pd) [Prompt Payment Program](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Late-Payment-Penalty-Paid-Reports) |
| State Agency Buy Recycled Campaign (SABRC) Procurement Report | District Ag. Assoc.:  March 1 for previous calendar year  Departments:  October 31 for previous fiscal year | Department of Resources Recycling and Recovery (CalRecycle) | Reporting on purchasing activities and dollars spent, in  11 reportable categories, for post-consumer recycled content products. [SABRC Annual Report](https://secure.calrecycle.ca.gov/sabrc/signin.aspx) can be accessed at https://secure.calrecycle.ca.gov/sabrc/signin.aspx. The [SABRC website](http://www.CalRecycle.ca.gov/BuyRecycled/StateAgency) can be visited at  www.CalRecycle.ca.gov/BuyRecycled/StateAgency |