



THE CALIFORNIA STATE UNIVERSITY
CONTRACT SERVICES AND PROCUREMENT

BULLETIN

06-06

June 16, 2006

SUBJECT: Revised Contract Activity Report – SB/MB/DVBE

Report Due Date:

As a result of recent legislation, the Department of General Services (DGS) has changed the reporting date for the Contract Activity Report, Standard 810, for SB/MB/DVBE to August 1st.

Therefore, the Standard 810 report must be received at the Chancellor's Office by the last Friday of July. The Chancellor's Office will then transmit copies of the signed campus reports to DGS by the August 1st deadline.

Report Format:

The attached Std. 810report (in Adobe PDF) is the latest *DRAFT* (dated 05/06) of the new report. (Note: an earlier draft was distributed to campuses dated 02/06). A final draft is expected from DGS anytime and will be made available on the following website:

<http://www.calstate.edu/CSP/dvbe/dvbe.shtml>

Most notable on the new format is 1) the breakout of IT Goods and IT Services from total contracts, and 2) the section on DVBE Incentive contracts.

Instructions for completing the new form are included in the draft. Additional instructions will be forthcoming after the final report format is available.

Chancellor's Office Contact:

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Form Completion Instructions

General Information: Submit one report for all contracting activity during the report period, including contract participation by Small Business (SB), Microbusiness (MB) and Disabled Veteran Business Enterprises (DVBE). If no contracts were awarded, a report is required indicating no contract activity. Departments are required to maintain records to support total dollar amounts reported and validate submissions. Departments that may be exempt must provide the statutory citation of the exemption.

"Reportable Contracts" include all types of purchase orders and contracts, by any form used, (e.g., STD 2/215, STD 210, STD 65, STD 40, Form STD 42, service orders, purchase orders, sub-purchase orders). Include all purchase orders/contracts used to acquire Information Technology (IT) goods and services, non-IT goods, non-IT services, or construction. Include all CAL-Card or cash purchases, even if less than \$100. Include any contracts issued by DGS or any other department on your behalf. For all contracts, include any amendments, alterations, change orders, and extensions to those contracts (by whatever form used) that change the total amount by more than \$1.00. Enter all contracts issued pursuant to delegation of authority or under a Leveraged Procurement Agreement (LPA). LPAs include: California Multiple Award Schedules (CMAS), Master Agreements, Statewide Contracts, and State Price Schedules (except with Prison Industry Authority (PIA)). Include all contracts, whether or not subject to DGS authority/review.

Agency: Enter the reporting agency's name, or if the report is from an entity that reports to a "parent" agency, enter the name of the parent agency. For the State colleges and university systems, the governing organization will report as the "parent" agency.

Department: Enter the reporting State department or other entity.

PART 1 – Total Contract Dollars

Total Contract \$ (Column A): Enter the total value, in whole dollar amounts, of all contracts with any non-government entity, awarded (or changed) during the reporting period.

Information Technology (IT) Goods & Services (Column B):
Enter the value of all contracts for IT goods and services, including those with suppliers that hold Volume Purchase Agreements (VPA). (VPAs are for the purchase of a license to use a product, not the actual product.) Include all contracts executed under delegated authority for IT Goods and Services. Include all LPAs and contracts issued under LPAs.

Goods (Non-IT) (Column C): Enter the value of all contracts for materials, supplies, equipment, and food, a.k.a. "commodities" (but exclude IT goods); all contracts executed under delegated authority for goods; and LPAs and contracts issued under LPAs.

Services (Non-IT) (Column D): Enter the value of all contracts for personal services, financial services, Architectural and Engineering (A&E) and related services, public works-type contracts not reported in Column E, and any other service with non-governmental entities, including contracts with any University Foundation or auxiliary organization. Include all LPAs and contracts issued under LPAs.

Construction (Column E): Include all contracts for public works, new construction, capital improvements, and design-build.

NOTE: Contracts or subcontracts with firms certified as DVBE and Small Businesses or Microbusinesses must be reported under Part 2 (DVBE) and Part 3 (SB/MB).

Form Completion Instructions

PART 2 -- Certified DVBE Participation

Primes/Subs: Enter the dollar amounts awarded to DVBEs for each of the four categories (identified above) in Columns B, C, D, and E as Prime Contractors on the top line. Enter those awarded to DVBEs as Subcontractors ("subs") on the next line, if known. If your data collection system cannot separate primes/subs, enter all as "primes" and note that in the comments box.

DVBE Incentive: Separate from the calculation of participation of primes/subs, calculate the contract awards to all DVBEs (whether prime contractors or subcontractors) resulting from application of the DVBE Incentive (Military and Veterans Code §999.5(a)). If your data collection system cannot identify dollars attributed to the DVBE Incentive, note that in the comments box.

Participation Totals (Column F): Enter the total participation dollars from Columns B, C, D and E for the prime contract line and the subcontract line. Similarly, enter the total DVBE Incentive Participation Total dollars.

% of TOTAL \$ (Column G): Enter the result of dividing the DVBE Total Dollars in Part 2, Column F by the Total Contract Dollars shown in Part 1, Column A.

of Contracts (Column H): Enter the total number of contracts awarded that had DVBE participation (either as prime contractors or subcontractors).

PART 3 -- Certified Small Business/Microbusiness Participation

IMPORTANT -- For purposes of this report, contracts awarded to certified firms designated as Microbusiness (MB) are reported separately from other small businesses (SB) that are not MB.

Primes/Subs: The approach is the same as for DVBEs (above).

Add up the total value of all contract awards made to certified Small Business or Microbusiness prime contractors and subcontractors for each of the four categories of contracts, and enter those totals in Part 3, Columns B, C, D & E. Enter the total of Columns B, C, D & E in column F.

Combined Total SB/MB: In columns B, C, D and E, add the SB primes value to the MB prime value and enter that in the Combined Total SB/MB Prime box. Repeat for SB Subs and MB Subs.

Column F, combines the SB and MB Primes and Subs and includes a grand total at the bottom. These numbers can be checked by adding across as well.

Column G: Calculate the participation percentage for SB, MB and combined SB/MB, by dividing the SB/MB Total Dollars box in Part 3, Column F by the Total Contract Dollars shown in Part 1, Column A.

Column H: Enter the total number of contracts awarded that had SB, MB and combined SB/MB participation (either as prime contractors or subcontractors).

Preparer's Information/Approver's Information: Enter information to identify the preparer and approver. Each must sign the form.

Comments: Provide any comments or explanations pertaining to the statistical data on the STD 810 report or what reporting entities are included or omitted.

Send the STD 810 to:

Department of General Services
Procurement Division
ATTN: Reports Coordinator
707 3rd Street, 1st Floor, Room 400, IMS Z-1
West Sacramento, CA 95605

If the 25% SB goal and/or 3% DVBE goal were not met, include separate improvement plan(s) with your submittal.