

DVBE Activity Report Instructions

Contractor:

1. Your firm is responsible for reporting your company's DVBE sub-contractor activity.
2. If the DVBE services or commodities are of an ongoing nature throughout the term of the contract, your firm is required to provide 90-day activity reports. If the contract is amended to extend the term, reports are required for the duration of the new term.
3. If the DVBE services or commodities are a one-time purchase and meet the commitment goal, a single report will satisfy the reporting requirement.
4. The first report is due 90 days after the start date identified on the contract. Example: If the contract start date is September 1; the first report is due December 1.
5. When the approval process of a contract extends beyond the anticipated contract start date, the first report is due 90-days after contract execution. For example: August 1, 2003 is the anticipated start date. However, contract execution is September 10, 2003. The first 90-day report will be due January 10, 2004.
6. Final Activity Reports are due 14 days **prior** to the contract expiration date.
7. Reports must be made to both the DWR DVBE program manager and the Contract Manager.

Completing the DVBE Activity Report Form

1. Complete both Prime Contractor and DVBE Contractor Information; provide contact names and telephone numbers.
2. Identify the contract number associated with this report.
3. Provide the DVBE contractor's Department of General Services OSDS certification number
4. Identify the report date and the percent subcontracted to the DVBE contractor.
5. Identify the contract amount and the DVBE sub-contracting commitment goal, expressed in dollars. The dollar amount will be equal to the percent of the total contract amount for which you have agreed to sub-contract with the DVBE contractor. *Both the percent value and the commitment goal must agree with DWR 9526, DVBE Bidder Requirements, originally submitted at the time of bid response.*
6. Provide the DVBE transaction information: Identify invoice or order numbers, dates the service or commodities were provided, the type of service or commodities provided, the invoiced amount and the date paid. Provide the total transaction amount(s) for this report.
7. The Department may request copies of paid invoices. If so, include copies of invoice(s) with submittal of this report.
8. Identify whether this report is a 90-day or final activity report. For 90-day activity reports, identify the report period.
9. Provide a status on the use of the DVBE. Are services needed yet? Will services begin soon? Are the commodities on order? Are commodities needed at a later phase of the contract? If so, identify when they will be required.
10. If the DVBE has not yet been utilized, explain when and how the commitment will be achieved.
11. Provide the firm's authorized signature and title.

Email form to: SB.DVBE@water.ca.gov

Or

Fax form to: DWR DVBE Program Manager at (916) 653-6476
Contract Project Manager (see Exhibit A, Scope of Work for program contact information)