**DEPARTMENT DVBE SUBCONTRACTING REPORT INSTRUCTIONS**

State departments are required to submit their Disabled Veteran Business Enterprise (DVBE) Subcontracting Report (STD 810D) annually to the Department of General Services (DGS) by ***November 1***. This report consolidates all payment information received by DVBEs from Prime Contractor(s) on contracts completed during the fiscal year.

To **submit** a consolidated DVBE Subcontracting Report, follow the instructions below.

**Step 1 - Provide Primes with STD 810P Forms**

Provide the Prime Contractor's DVBE Subcontracting Report form (STD 810P) to each Prime Contractor who subcontracted work to DVBEs (in order to complete payment information).

**Step 2 - Collect STD 810Ps from Primes**

 Collect completed STD 810P forms from Primes.

**Step 3 – Compile information from STD 810Ps**

Compile all payment information from STD 810P forms onto Consolidated Report (STD 810D) form. ***\*Note****: Each line represents one Prime Contractor’s Report*.

 **Step 4 - Complete STD 810D Form**

Complete each field on form STD 810D and submit to:

Department of General Services

Office of Small Business & DVBE Services

Attn: Reports Coordinator

707 3rd Street, 1st Floor, Room 400, MS 210

West Sacramento, CA 95605

Or, via email: OSDSReports@dgs.ca.gov

*Note: Do not include the Prime Contractor’s DVBE Subcontracting Reports (STD 810P) with your submission.*

Departments are required to maintain records to support total dollar amounts reported and to validate submissions. Such documentation should include all Prime Contractor's 'Prime Contractor DVBE Subcontracting Form' (STD 810P) forms received from the Prime and a list of contracts with purchase order numbers. The documentation should allow the person viewing it to find the connection between an individual contract and this form.