

Memo

To: Supplier Diversity Program Agency Contacts
From: Meg Yetishefsky, Manager, Supplier Diversity Program, Department of Administrative Services
Date: August 3, 2020
Re: Small Business Enterprise and Minority Business Enterprise Annual Goal Setting Procedures

Annual Small/Minority Business Goal Setting Reports

This memo is to inform you of your obligation under Connecticut General Statutes 4a-60g to prepare and submit the annual small and minority business set-aside program goal report which is due to the Department of Administrative Services (DAS) on or before **August 30, 2020** for agencies reporting on a fiscal year end.*

In order to facilitate the agency compliance with these requirements, DAS has provided **detailed on-line instructions and electronic forms for your convenience**.

Electronic Forms are located at: <https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-Agency-Informational-Resources/How-To>

Please complete and return the Annual Small/Minority Business Goal Report by **August 30, 2020** to Stan Kenton, DAS Representative at stanley.kenton@ct.gov and Joshua Goldberg, Commission on Human Rights and Opportunities Representative at joshua.goldberg@ct.gov.

Should you have any questions regarding the annual goal calculation program process or would like to request specific agency technical assistance, please contact Stan Kenton at stanley.kenton@ct.gov or 860-713-5241.

* Please Note: If your agency is reporting on a calendar year end, the Annual Small/Minority Business Goal Report will be due on or before **February 1, 2021**.