

DAS/SUPPLIER DIVERSITY PROGRAM

INSTRUCTIONS FOR ANNUAL SBE/MBE GOALS CALCULATION REPORTING

FISCAL YEAR 2024 (2023-2024)

Summary (Page 1)

Insert the Total Funds Available (from all sources, excluding capital improvement funds which will be reported and tracked separately) from the Agency's Adopted FY Budget. Backup documentation **must be provided** for capital improvement funds to support the dollar amount and must include project name and dollar amount.

***Capital Improvement Definition:** The betterment to a building or equipment (betterment includes construction, rehabilitation, conversion, extension, demolition, or repair above and beyond a simple replacement) which extends its life or increases its usefulness or productivity. A betterment that permanently adds value and capacity to property.

Adopted Budget less than \$10,000

Agencies and Political Subdivisions that have an Adopted Fiscal Year Budget Amount of \$10,000 or less are deemed **exempt** from compliance in this Fiscal Year. The Agency is required to submit a letter to the Commissioner of the Department of Administrative Services specifying this Adopted Budget Amount as being \$10,000 or less and expressing they are **exempt** in this Fiscal Year.

The Department of Administrative Services will then advise the Agency and or Political Subdivision of their **approved exempt** status.

Amount Available for SBE/MBE Program is less than \$10,000 AFTER Goal Calculation

After completing the Fiscal Year 2024 Annual Goals Calculations Report, Agencies and Political Subdivisions that have a remaining Total Amount Available for MBE/SBE Programs of \$10,000 or less are deemed **exempt** in this Fiscal Year.

The Department of Administrative Services will then advise the Agency and or Political Subdivision of their **approved exempt** status.

Exemption Note: Although an Agency or Political Subdivision may be confirmed **exempt in a Fiscal Year, the DAS/Supplier Diversity and CHRO does **not** exempt and/or excuse their responsibility to make a "Good-Faith Effort" towards soliciting bids (and/or RFP's) and making purchases utilizing Certified Small and Minority businesses in the State of Connecticut to enhance their future economic growth.**

Federally Funded Expenditures (Page 2)

Contracts that may not be assigned to SBE/MBE (Set-Aside) Vendors due to conflict with a Federal Law or regulation (per CGS Sec. 4a-60g) can be deducted from your Agency's goal-setting Total Amount. Please ensure that all Federal Funds are listed.

For Core Reporting Agencies, complete coding fields. Other agencies, leave fields blank.

*For State Agencies utilizing the CORE reporting system to prepare SBE/MBE Quarterly Reports, there is now a report in the STARS Quarterly Expenditures Reporting System that lists your Federal SBE/MBE expenditures.

Non-Purchasing Budgeted Expenditures (Page 3)

These are Non-Purchasing based line Items (except for telecommunications) from the Adopted Fiscal Year 2024 Budget Direct Overhead Expenses and are a deduction against the Agency's goal-setting Total Amount.

Telecommunications Services is a purchasing item; however this service is not customarily available by an SBE/MBE (ex: AT&T, SBC, Verizon, AOL, etc.).

List only items that are non-purchasing budgeted line items. All items must include a detailed justification.

For Core Reporting Agencies, complete coding fields. Other agencies, leave fields blank.

Statute/Required Budgeted Expenditure Items (Page 4)

Items listed on this page are per a specific Statute, an allowable exemption from your Agency's goal-setting Total Amount.

EXAMPLES:

- **BESB - Board of Education for the Blind (C.G.G.- 10-298b)**
Total Amount only for this category needs to be entered.
- **CCI-Connecticut Correctional Industries (C.S.G.- 18-88)**
Total Amount only for this category needs to be entered.
- **Interagency Transfers** - Interagency transfers that result in no external purchasing activities. This would include all interagency transfers between State Agencies.
- **Public Notice Advertising** - The projected cost for advertising placed in media, per compliance with state regulations/statutes. (Bid Notices, Employment Advertising).
- **Other Statute/Regulation Expenditures** – This would include expenditures that are per statute, include your specific statutory expenditures for your agency.

For Core Reporting Agencies, complete coding fields. Other agencies, leave fields blank.

Examples of Agency Requested Exemptions (Page 5)

Sole Source is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item.

The following are some examples of circumstances which could necessitate sole source procurement:

- where the compatibility of equipment, accessories, or replacement parts is the paramount consideration
- where a sole supplier's item is to be produced for resale
- where a sole supplier's item is needed for trial use or testing
- where public utility services are to be procured

Insurance Services – The Department of Administrative Services requires each Agency to provide a list of Insurance Providers/Vendors that you utilize as part of your detailed explanation. This list will assist in the determination of the exemption request.

These insurance services may not be customarily available by an SBE/MBE and will be reviewed for exemption from your goal setting process.

Dues and Subscriptions – The Department of Administrative Services requires each Agency to provide a list of Vendors utilized and a detailed explanation. The cost for dues and subscriptions is not customarily available by an SBE/MBE and will be reviewed for exemption from your goal setting process.

*If requesting an exemption for Dues and Subscriptions the Commission on Human Rights and Opportunities (CHRO) requires a detailed list of the names of vendors utilized.

FOR ALL EXEMPTIONS: a justification worksheet must be included for all requested exemptions listed. The more detail provided in the justification, the quicker it can be reviewed for approval.

The Annual Calculations Report (per Statute) is due on or before August 30, 2023.

*** 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, 2024.**