

Memo

To: Supplier Diversity Program Agency Contacts

From: Meg Yetishefsky, Manager of Procurement Programs, Department of Administrative Services

Date: July 17, 2023

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 Statute 4a-60g to prepare and submit the agency 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, 2023**, for agencies reporting on a fiscal year-end.*

To facilitate 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 on or before **August 30, 2023**, 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.

If your agency is reporting on a calendar year-end, the Annual Small/Minority Business Goal Report is due on or before **February 1, 2024**.

Please Note: **Effective July 1, 2024**, a new annual SBE/MBE goal reporting process will be implemented for All agencies. Agencies will be provided training on the new process prior to implementation. STAY TUNED!!

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