

Memo

To: Supplier Diversity Program Agency Contacts
From: Meg Yetishefsky, Manager, Supplier Diversity Program, Department of Administrative Services
Date: August 9, 2013
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 (l) 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, 2013.

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: <http://das.ct.gov/cr1.aspx?page=282>

Please complete and return the annual small/minority utilization goal report by August 30, 2013 to Stan Kenton, DAS Representative at stanley.kenton@ct.gov and Shaun Jones, Commission on Human Rights and Opportunities Representative at shaun.jones@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.