

Memo

To: Supplier Diversity Program Agency Contacts
From: Meg Yetishefsky, Manager, Supplier Diversity Program, Department of Administrative Services
Date: July 30, 2012
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, 2012.

Please Note: You are receiving this memo because you have been identified as being obligated to prepare and submit the annual small and minority business set-aside program goal report.

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=84>

Please complete and return the annual small/minority utilization goal report by August 30, 2012 to Stan Kenton, DAS Representative at stanley.kenton@ct.gov and Lydia Mendez, Commission on Human Rights and Opportunities Representative at lydia.mendez@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.