

Memo

To: Supplier Diversity Program Agency Contacts
From: Meg Yetishefsky, Manager, Supplier Diversity Program, Department of Administrative Services
Date: August 5, 2011
Re: Small Business Enterprise and Minority Business Enterprise Annual Goal Setting Procedures

Annual Small/Minority Business Goal Setting Reports

The purpose of this email is to follow-up on the FY 2011-2012 Annual SBE/MBE Goals Reports. Due to the budget issues the deadline for submission of the Annual SBE/MBE Goal Reports has been extended to September 30, 2011. We recognize the task involved in preparing the annual goals report and have allowed each agency an additional thirty (30) days to complete it. The new due date for the annual goals report is September 30, 2011.

Please complete and return the Annual small/minority utilization goal report 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.

Also, 1st Quarter Reports (July 1-September 30) are due on October 31, 2011. We realize that many of the agencies goals will not have been approved by October 31st; however, the 1st Quarter Report should still be completed and submitted by October 31st.

Should you have any questions related to this, please contact Stan Kenton at Stanley.kenton@ct.gov or 860-713-5241.