

# Memo

**To:** Supplier Diversity Program Agency Contacts  
**From:** Meg Yetishefsky, Manager, Supplier Diversity Program, Department of Administrative Services  
**Date:** August 1, 2016  
**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 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 1, 2016 for agencies reporting on a fiscal year end.\*

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 Business Goal Report by August 1, 2016 to Stan Kenton, DAS Representative at [stanley.kenton@ct.gov](mailto:stanley.kenton@ct.gov) and Donald Braman, Commission on Human Rights and Opportunities Representative at [donald.braman@ct.gov](mailto:donald.braman@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](mailto:stanley.kenton@ct.gov) or 860-713-5241.

\* 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, 2017.