

To: University Contractors and Suppliers

The University is required to report to the Office of the Chancellor, Ethnicity/Race and Gender of all suppliers and contractors in accordance with Public Contract Code 10116 et seq. This **voluntary** statistical data is not being used for award purposes, strictly for reporting purposes.

Complete your company information and the voluntary statistical data on the backside of this letter and return either by mail or fax to:

California State University, Fresno
Procurement and Support Services
5150 North Maple Avenue MS JA 111
Fresno, CA 93740-8026

Fax Number: 559 278-4398

Company _____

Address/City _____ State & Zip _____

Telephone _____ Fax No. _____

Thank you for assisting Procurement and Support Services in meeting our reporting requirements.

Margie Phillips
Interim Director
Procurement and Support Services

VOLUNTARY STATISTICAL DATA
INFORMATION TO BE USED FOR REPORTING PURPOSES ONLY

Public Contract Code 10116 requires, state agencies to capture information on ethnicity, race, and gender of business owners on all awarded contracts. The awarding department is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes, or estimates for goods, services, construction, and/or Information Technology (IT). This information shall not be collected until after the contract award is made. The completion of this form is **strictly voluntary**. A self-addressed envelope has been provided for your convenience.

The data you provide on this form should best describe the *ownership of your business*. Ownership of a business should be determined as follows:

- For a business that is an individual proprietorship, partnership, corporation, or joint venture at least 51 percent is owned by one or more individuals in a classification designated below or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who “owns” the business.

For purposes of this report, respond only if the business has its home office in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other business.

Gender Classification

Female:

Male:

Race Classification- As identified by the U.S. Census Bureau

- American Indian or Alaska Native
 Black or African American
 Other

- Asian
 Native Hawaiian or Other Pacific Islander
 White

Ethnic Classification

- Asian-Indian-** A person whose origins are from India, Pakistan, or Bangladesh.

- Black**—Persons having origins in any of the black racial groups of Africa.

- Hispanic**—Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish or Portuguese culture or origin, regardless of race.

- Native American-** An American Indian, Eskimo, Aleut, or Native Hawaiian

- Pacific-Asian**— A person whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Trust Territories of the Pacific including the Northern Marianas.

- Other**— Any other group of natural persons identified as minorities.

ITEMS BELOW TO BE COMPLETED BY STATE AGENCY ONLY

Goods **Services** **Construction** **IT**

Total Contract/Purchase: \$ _____ **Date:** _____