

Supplier Diversity Program (SDP) Prime Contractor Spending Report

Document Number/Name:	
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Instructions: This form must include information on your company's spending with your Supplier Diversity Program (SDP) Partner(s) and must be completed and submitted within 45 days of the end of each quarter to Commonwealth Contract Manager.

Part I Contractor Information (Required)

Contractor Company Name	Contact Name	Annual Supplier Diversity Spending Commitment %	Quarterly Contract Sales				Fiscal Year
			Quarter 1 (7/1-9/30)	Quarter 2 (10/1-12/31)	Quarter 3 (1/1-3/31)	Quarter 4 (4/1-6/30)	Total (Calculates automatically)
							\$ -

Part II SDP Partner Information (Required) (Insert additional lines as needed)

SDP Partner(s) Company Name* (Enter the name as it appears in the database)	Relationship Type (Subcontracting or Ancillary) (Choose One)**	Certification Type** (Choose One)	Quarterly Spending with Supplier Diversity Partner(s)				Fiscal Year
			Quarter 1 (7/1-9/30)	Quarter 2 (10/1-12/31)	Quarter 3 (1/1-3/31)	Quarter 4 (4/1-6/30)	Total (Calculates automatically)
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Year-To-Date Compliance Check (Do not change this line)							\$ -

If not in compliance, please explain why and what actions will be taken to bring your company to compliance with the annual spending commitment:

***Eligible SDP Partners can be found by searching:**
[Supplier Diversity Office Directory of Certified Businesses](#)
[U.S. Dept of Veterans Affairs Vendor Information Pages](#)

Part III Under the pains and penalties of perjury I certify that the information provided in this report is accurate.

Name	
Title	
Phone	
Email	
Date	

Form updated 06/28/2021

****All SDP Partners must possess one or more of the following certification types:**

- MBE - Minority Business Enterprise
- WBE - Woman Business Enterprise
- M/WBE - Minority and Woman Business Enterprise
- SDVOBE - Service-Disabled Veteran-Owned Business Enterprise
- VBE - Veteran-Owned Business Enterprise
- M/NPO - Minority Non-Profit Organization
- W/NPO - Women Non-Profit Organization
- M/W/NPO - Minority and Women Non-Profit Organization
- DOBE - Disability-Owned Business Enterprise
- LGBTBE - Lesbian, Gay, Bisexual or Transgender Business Enterprise

FORM INSTRUCTIONS

Overall

Contractors are required to file a "Supplier Diversity Program (SDP) Spending Report" form. This requirement includes contractors who have already been certified by the Supplier Diversity Office (SDO) as a diverse business. The Supplier Diversity Office and contracting department reserves the right to contact SDP Partners at any time to request that they attest to the amounts reported to have been paid to them by the Contractor.

Parts of the Form that Require Completion

Please complete the fields shaded in yellow.

Part I - Contractor Information

- **Contractor Company Name:** Enter your company name.
- **Contact name:** Enter the sum of all sales under the contact made during the quarter.
- **Annual Supplier Diversity Spending Commitment %:** Enter your company's SDP Plan commitment percentage submitted in your Bid Response or established through negotiation.
- **Quarterly Contract Sales:** Enter the sum of all sales under the contact made during the quarter.

Part II - Contractor's SDP Partner Information

All SDP Partner(s) listed on the form must be certified in one or more of the certification categories listed on Page 1 of this form. Links to searchable databases of eligible SDP partners are also available on Page 1 of the form.

Contractors certified by the Supplier Diversity Office or another recognized certification organization may not list their own organization as an SDP partner.

- **Certification Type:** Select the partner's certification type from the menu. For partners with multiple certification types, please select the one that is highest on the dropdown list.
- **Relationship Type:** Select one of the following types:
 - **Subcontracting**, defined as a partnership in which the **SDP partner is involved in the provision of products and/or services to the Commonwealth**. Such relationships typically, but not always, involve a formal written agreement between the SDP partner and the prime contractor.
 - **Ancillary Products and Services**, defined as a business relationship in which the SDP partner provides **products or services that are not directly related to the prime contractor's contract with the Commonwealth**. In most cases, this type of partnership is related to the prime contractor's general business needs. Note: If the Commonwealth receives a **portion** of the products or services that are provided through this relationship type, the portion received by the Commonwealth may be reported as subcontracting while the remainder of the amount may be reported as ancillary products and services.
- **Quarterly Spending with Supplier Diversity Partner(s):** Enter the amount (as an exact dollar figure) that your company expended with SDP partner(s) during the quarter.

Additional Resources

- More information about the Supplier Diversity Program (SDP) is available at www.mass.gov/sdp
- More information about supplier diversity certifications is available at www.mass.gov/sdo