

PART 2: CHARTS

There are four identical Charts that your company / group may submit as part of ISD-2015

- Two of these charts are optional as they address NATIONAL SPEND
 - These charts are all **inclusive** of a company / group's California and non-California total diverse spend

Definitions for all industry categories and terms mentioned within the Charts portion of the survey may be found in the Glossary.

PLEASE NOTE THAT THE DEFINITION OF A CALIFORNIA DIVERSE SUPPLIER HAS CHANGED

- As defined by Section 927.2 (a.)(2)(C) of the California Insurance Code, a California Diverse Supplier is any "minority and women business enterprises with a headquarters' address in California, and from disabled veteran business enterprises, as defined in subdivision (b) of Section 927.1"

REPORTING BY YEAR

- Instead of reporting procurement information for 2013 and 2014 combined, your company / group will provide procurement information *by calendar year*.
 - This means that your company / group will be reporting specifically for calendar year 2013, and then for calendar year 2014
- In sum, there are 4 identical charts; each to report procurement information regarding:
 1. **CHART 1:** 2013 Spend with CA Diverse Suppliers
 2. **CHART 2:** 2014 Spend with CA Diverse Suppliers
 3. **CHART 3:** 2013 Spend with National Diverse Suppliers (*optional*)
 4. **CHART 4:** 2014 Spend with National Diverse Suppliers (*optional*)
- Remember that each chart requires reporting by a different year, carefully check records before entering data to confirm it is for the correct year

REPORTING BY CERTIFICATION

- There are a total of 20 tables on each chart, broken out by 8 categories:
 1. **Women Business Enterprises (WBE)**
 - A. Total Diverse Spend (\$) in YEAR
 - B. Total Dollars in Contracts Signed (\$) in YEAR
 - C. Total Number of Unique Paid Suppliers (#) in YEAR
 2. **Minority Business Enterprises (MBE)**
 - A. Total Diverse Spend (\$) in YEAR
 - B. Total Dollars in Contracts Signed (\$) in YEAR

C. Total Number of Unique Paid Suppliers (#) in YEAR

D. Total Diverse Spend (\$) by Ethnicity in YEAR

3. Disabled Veteran Business Enterprises (DVBE)

A. Total Diverse Spend (\$) in YEAR

B. Total Dollars in Contracts Signed (\$) in YEAR

C. Total Number of Unique Paid Suppliers (#) in YEAR

4. Lesbian, Gay, Bisexual, Transgender Business Enterprises (LGBTBE)

A. Total Diverse Spend (\$) in YEAR

B. Total Dollars in Contracts Signed (\$) in YEAR

C. Total Number of Unique Paid Suppliers (#) in YEAR

5. Multi-certified Business Enterprises*

**The only combination of certifications that are reportable here are WBEs / MBEs / DVBEs / LGBTBEs; do not report any other type of certification for Table 5*

A. Total Diverse Spend (\$) in YEAR

B. Total Dollars in Contracts Signed (\$) in YEAR

C. Total Number of Unique Paid Suppliers (#) in YEAR

D. Number of Multi-Certified Business Enterprises by Certification Combination (#)

6. Summary by Certification

7. Summary by Industry Category

8. Procurement Spend in YEAR

REPORTING: TOTAL DIVERSE SPEND (A Tables) – TABLES 1A, 2A, 3A, 4A, & 5A

- Table A on each chart and table requires your company / group to report on your **total diverse spend** by certification in each industry category
 - TOTAL DIVERSE SPEND is the total dollar (\$) amount of invoices paid out to diverse suppliers for services rendered, reporting specifically by industry category
- This figure includes any payments made to diverse suppliers, including contract payments, purchase orders, etc.
- Examples of what to include in the total figure requested include:
 - Invoice of a \$1,000 payment made of a \$5,000 contract

- If only \$1,000 total was paid out to a diverse business in the specific calendar year (e.g. 2013), then report \$1,000 only
- This \$1,000 must be inserted into the correct table and box, based on correlating
 1. The diverse business type (e.g. WBE), and
 2. Industry category (e.g. Advertising / Marketing)
- Invoice of a \$500 purchase order paid out
 - This figure should be reported, even though the payment was not part of a contract
- Reference this set of instructions for all Tables 1A, 2A, 3A, 4A, and 5A

REPORTING: TOTAL DOLLARS IN CONTRACTS SIGNED (B Tables) – TABLES 1B, 2B, 3B, 4B, & 5B

- Table B on each chart requires your company / group to report on the total dollar (\$) amount of contracts that were signed between your company / group and diverse businesses
 - TOTAL DOLLARS IN CONTRACTS SIGNED is the total dollar (\$) amount of all contracts signed between your company / group and a diverse business
 - Include the total dollar amount of the signed contract, **regardless** of whether payments were actually made for work performed / goods purchased
 - *Note:* Since reporting is done by year, the contract amount reported should be the average amount for one year only
 - E.g. if a two year contract was signed for \$100,000 and was in effect from 2012-2013, the reported amount should be \$50,000
- Examples of what to include in the total figure requested include:
 - A \$5,000 contract, even if only \$1,000 of it was actually paid to the diverse business
 - A contract signed at *any* amount, even if none of it was actually paid to the diverse business
- Reference this set of instructions for all Tables 1B, 2B, 3B, 4B, and 5B

REPORTING: TOTAL NUMBER OF UNIQUE PAID SUPPLIERS – TABLES 1C, 2C, 3C, 4C, & 5C

- Table C on each chart requires your company / group to report on the total number (#) of unique paid suppliers by diverse business type in each industry category, and reported within the appropriate dollar range
 - TOTAL NUMBER OF UNIQUE PAID SUPPLIERS is the total number of unique paid suppliers to whom your company / group paid an invoice
- How to accurately report this figure, using Table 1C as an example:
 1. Determine how many unique WBEs to whom your company / group paid an invoice, in that given year
 2. Then, determine under which industry category each WBE falls under
 3. Then, review the total amount paid to each unique WBE in that calendar year

- a. This will allow you to determine how many WBEs to report in each box
- An example: Company X is filling out Chart #1 – 2013 Spend with California Diverse Suppliers
 1. Company X determines that they sent invoices to 10 unique WBEs in 2013; these businesses are determined to be California diverse suppliers because they have a headquarters address in California
 2. Of these 10 unique WBEs, Company X determines that 5 fall under Advertising / Marketing, 1 falls under Financial/Investment Services, 3 fall under Claims Services, and 1 falls under Facilities
 3. Company X then reviews the total amount paid to all 10 WBEs in that calendar year and finds the following:
 - a. 5 WBEs in Advertising / Marketing:
 - i. WBE #1 – Was paid 2 invoices, totaling \$40,000 in 2013
 - ii. WBE #2 – Was paid 1 invoice, totaling \$40,000 in 2013
 - iii. WBE #3 – Was paid 3 invoices, totaling \$101,000 in 2013
 - iv. WBE #4 – Was paid 1 invoice, totaling \$1 million in 2013
 - v. WBE #5 – Was paid 2 invoices, totaling \$2 million in 2013
 - b. Company X will now report these 5 WBEs in Advertising / Marketing in the following way:
 - i. WBE #1 and #2 were both reported in the <\$50k box under Advertising/Marketing because they were both paid less than \$50,000 total in the calendar year of 2013
 - ii. WBE #3 was reported in the \$100k-\$500k box because it was paid a total of \$101,000 in the calendar year of 2013
 - iii. WBE #4 and #5 were both reported in the \$1M-\$5M box because they were both paid within that range, total, in the calendar year of 2013

	(a) Advertising / Marketing
<\$50k	2
>= \$50k but < \$100k	
>= \$100k but < \$500k	1
>= \$500k but < \$1M	
>= \$1M but < \$5M	2
>= \$5M but < \$10M	
>= 10M	
TOTAL	5

- Reference this set of instructions for all Tables 1C, 2C, 3C, 4C, and 5C

REPORTING: TOTAL DIVERSE SPEND BY ETHNICITY – TABLE 2D

- Table 2D requires your company / group to report on the total diverse spend (\$) by ethnicity

- TOTAL DIVERSE SPEND BY ETHNICITY is the total dollar (\$) amount of invoices paid out to diverse suppliers for services rendered, reported specifically by ethnicity of the minority business enterprise
- Reference this set of instructions for all Table 2D

REPORTING: NUMBER OF MULTI-CERTIFIED BUSINESS ENTERPRISES BY CERTIFICATION COMBINATION – TABLE 5D

- Table 5D on each chart requires your company / group to report on the combination of certifications of the multi-certified business enterprises reported in Table 5C
- All combinations for the 4 reportable certifications are listed here, indicate the total number of each permutation of certifications that your company / group worked with
- The final total in this category must match the final total in Table 5C

REPORTING SUMMARY BY CERTIFICATION – TABLE 6

- Table 6 on each chart **does not require input** by your company / group
- The values in Table 6 will automatically generate values based on the data reported in Tables 1-5, respectively
 - E.g. WBE – the final total from Table 1A will be populated in the column labeled “Total Diverse Spend (\$),” the same formula will be repeated for the remaining certifications
- Check through the generated numbers and the data you reported to confirm that all information provided is accurate

REPORTING SUMMARY BY INDUSTRY CATEGORY – TABLE 7

- The first 3 columns - labeled “Total Diverse Spend (\$),” “Total Dollars in Contracts Signed (\$),” and “Total Number of Unique Paid Suppliers (\$)” – do not require input by your company / group. These columns will automatically generate values based on the data reported in Tables 1-5, respectively
 - E.g. the totals from the first column labeled “Advertising/Marketing” on Tables 1A, 2A, 3A, 4A, and 5A will be populated in the column labeled “Total Diverse Spend (\$)” for Adv / Marketing; the same formula will be repeated for the remaining industry categories
- Column 4 – “Total Procurement Spend Overall (\$)” – is the only section that your company / group must provide.
 - TOTAL PROCUREMENT SPEND OVERALL is the total dollar amount (\$) of all invoices **paid out to all suppliers** – diverse AND non-diverse – reported by industry category
- Check through the generated numbers and the data you reported to confirm that all information provided is accurate

REPORTING PROCUREMENT SPEND – TABLE 8

- Table 8 does not require any input by your company / group

- The values in Table 8 will automatically generate values based on the data reported and generated in Tables 1-7
- The final percentage should be an accurate value of your company / group's total procurement spend with diverse businesses