



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: August 30, 2017**

**Bulletin #: P-11-17**

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**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)  
Small Business and DVBE Advocates**

**RE: Late Payment Penalties Paid Report for Fiscal Year (FY) 2016-17  
Due: September 30, 2017**

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The purpose of this broadcast bulletin is to remind state agencies to submit to the Department of General Services (DGS) their required FY 2016-17 Late Payment Penalties Paid Report (LPPPR) **by September 30<sup>th</sup> 2017**, in accordance with Government Code §927.9(a) and policy contained in the State Contracting Manual.

The Prompt Payment Act (Government Code §927) mandates the Department of General Services (DGS) to prepare and publish an annual report showing late payment penalties paid. Timely reporting by state agencies is a requirement to maintain purchasing authority granted by the DGS Procurement Division (PD).

- [Access the LPPPR form here](#)
- <https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/Prompt-Payment/promptpayLateForm.ashx?la=en&hash=06F95A7E8B8CF279212477AF3B3C936209000C0F>

Submit LPPPRs as follows:

- Via email as a PDF or Excel to: [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)
- Delivering a hard copy to (in person or mail):

Department of General Services Procurement Division  
Office of Small Business & DVBE Services (OSDS)  
Attn: OSDS Reports Coordinator  
707 3rd Street, Room 1-400, IMS Z-1. MS 210  
West Sacramento, CA 95605

For any questions regarding the LPPPR, please contact:

OSDS Reports Coordinator at (916) 375-4937 or [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)