PG&E Prime Supplier Program
Frequently Asked Questions

System Reporting

1. What should I do if I cannot find a supplier that I use within PG&E’s Supplier Diversity Management System (SDMS)?

Contact Perry Bumanlag (pvb1@pge.com, 415.973.1225). The supplier may not be CPUC-certified as diverse. If the supplier is CPUC-certified, they will be added to the list.

2. What should I do if there is more than one instance of a particular subcontractor within the SDMS system?

It is important that you choose the correct instance of the supplier. Contact Perry Bumanlag (pvb1@pge.com, 415.973.1225). He will identify the correct supplier and work to clean any duplicates.

3. SDMS only allows me to report whole dollars. Is this a problem?

No. Please round to the nearest dollar.

4. Is it possible to extend the current 10-day window for reporting in SDMS?

We are unable to change the reporting window at this time. It is important you submit your results in a timely manner to ensure the dollars are captured, as the reported dollars cannot be adjusted after the reporting period closes.

5. Will I be contacted by SDMS during and after the monthly reporting periods?

After submitting, you will receive an email confirmation showing what you reported within SDMS. You will also receive an email reminder indicating when a reporting period is open. Please make sure to review the reported dollars for accuracy.

6. When should I report payment to subcontractors within SDMS?

Payments should be reported into SDMS only after you have paid your subcontractors, and in the year the PG&E work was done. If PG&E pays you in the last quarter of the calendar year, please make every effort to pay your subcontractors during that same calendar year so you can report those dollars in the same year.

7. Should I report paid dollars based on the “check date” or “check cleared” date?

Please report based on the “check cleared” date.

8. If we are a Diverse Business Enterprise (DBE), do we have to report subcontracting into SDMS?
Yes, DBEs should report subcontracting with DBE-certified suppliers in SDMS. PG&E places the same requirements and guidelines on all suppliers, regardless of their diversity status.

9. If DBEs report into your SDMS system, won’t that result in double-counting?

The amount reported by DBEs is used to track subcontracting performance. It is not double counted in PG&E’s Supplier Diversity results reports.

10. Is there a minimum amount of spend that I need to have with PG&E before I report subcontracting in SDMS?

No. We encourage you to report your DBE subcontracting, regardless of how much PG&E spends with you.

11. If we have nothing to report for a particular period, do we still have to report “zero”?

No. If you have nothing to report you do not need to enter anything into SDMS.

Supplier Diversity Goals and Plans

12. What do we do if we don’t have a diverse subcontracting goal right now?

PG&E strives to continuously improve their supplier diversity achievement. Establish a goal with your Sourcing contact that shows your support of our effort. A Supplier Diversity Consultant is also available to help you identify opportunities to reach the goal. Once this is set, minimally an exhibit 1A should be filled out, which will serve as the minimum acceptable subcontracting plan. You should then begin monthly reporting against that goal. Even if you do not yet have a formal goal, please do report your DBE subcontracting for the PG&E work that you do.

13. If we don’t have a goal, do we still have to report into the SDMS system?

Yes. Please report your DBE subcontracting if you receive, or expect to receive, at least $500K of payments from PG&E, within the current year. If PG&E spends less than $500K with you for the current calendar year, we still encourage you to report those dollars into the SDMS system.

14. We have a Master Services Agreement (MSA) with a diverse subcontracting goal. We also have several individual contracts/projects with associated goals. Do we need to report each contract/goal individually?

If you are currently reporting into SDMS on a contract-by-contract basis, continue to do so. If you are just beginning to report in SDMS, you should report based on your company-wide totals unless your PG&E sourcing contact requests individual contract-by-contract reporting. Your sourcing representative may ask for a more detailed plan external to your SDMS reporting that addresses each contract/project individually.

15. In filling out our Prime Supplier subcontracting plans, do we have to use the suppliers that we originally identified on Exhibit 1A?
Although we expect you to intend to use the suppliers you originally listed in Exhibit 1A, we understand that your business strategy or the available competitive subcontractors may change, therefore it is not required that you use those diverse suppliers originally identified on Exhibit 1A. However, we do hope that you strive to meet your goal set on the original Exhibit 1A by utilizing certified DBE subcontractors.

16. Can the goal we originally set within our subcontracting plan be changed?

We encourage you to continually improve your supplier diversity goals. Any updates to your subcontracting plan and aspirational goals should be discussed with your PG&E sourcing contact.

17. As a Prime Supplier with PG&E, am I required to participate in the Prime Supplier Program and report subcontracting?

PG&E strongly encourages all of its prime suppliers to share in our commitment to supplier diversity, to support the communities we serve and to strive for continuous improvement. PG&E expects you to set aspirational supplier diversity goals and develop a robust supplier diversity program of your own. We expect you to report your diverse subcontracting spend on a monthly basis. Your supplier diversity performance is taken into account when PG&E evaluates Request for Information/Proposal (RFX) responses as well as in your PG&E supplier performance scorecards.