**Template for Agencies to send to POS Departmental Contractors: Uploading SDP Plan Form in the UFR**

As a provider contracting with the Commonwealth of Massachusetts, your agency is required to upload a Supplier Diversity Program Plan Form for Purchase of Services annually with your Uniform Financial Report. This notice is to inform you that this form has not been submitted or was submitted without the required information with your organization’s FY\_\_\_\_ UFR.

Attached is the Supplier Diversity Program Form for Purchase of Services. In order to complete your organization’s yearly qualification review, you must complete the attached form and upload it directly to the OSD E-Filing system. Failure to upload a form with spending data could impact your organization’s qualification status for FY\_\_\_\_, and the department’s decision to contract with your organization for any services. Please uploaded a completed form no later than \_\_(\_Date)\_\_\_

The Supplier Diversity Office (SDO) became a separate state agency in 2021 to ensure accountability and compliance with diversity goals across the Commonwealth. Contractors seeking assistance in the development of their SDP Plans or identification of potential SDP Partners are encouraged to visit the [Supplier Diversity Office (SDO) webpage](https://www.mass.gov/orgs/supplier-diversity-office-sdo) for additional information.

If you have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_