



# Consolidated Annual Report Training for FI\$Cal Users

FISCAL YEAR 2023-24

Presented by  
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*OSDS Advocacy Program Manager*

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

**DGS**

Office of Small Business  
and Disabled Veteran  
Business Enterprise Services

# Welcome and Introductions

➤ Imran Chaudhary

OSDS Advocacy Program Manager



# Housekeeping

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- This training will be recorded.
- Mute yourself unless presenting.
- Keep camera off.
- During the presentation, use the chat to ask questions. Please write contact information after question in case we need to contact you.
- Slides will be provided by email.
- For any technical issues, reach out to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)

# Agenda

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- Objectives
- Background
- FI\$Cal Updates
- What's new in reporting requirements
- Process, timelines, extensions
- Questions and Answers
- Who to contact
- DVQ Walk through

# Objectives

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By the end of the training, you should know...

- Why and which reports are required
- What's new reporting requirement
- What's new in FI\$Cal
- How data is captured/reported
- What to do if you need to revise the data
- Who to contact with questions
- How to navigate through the DVQ

# **SB & DVBE Program Authority**

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## **REPORTING IS MANDATORY**

### **SB and DVBE Program Statutes:**

- SB - Government Code (GC) §14835
- DVBE - Military and Veterans Code (MVC) §999

### **Consolidated Annual Report (CAR) Statutes:**

- Public Contract Code (PCC) §10111 - all reports
- Government Code (GC) §14838.1- I-Bond and,  
**New!** Infrastructure Investment and Jobs Act (IIJA)  
report 810A

# New Legislation

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## **AB 2974(Chapter 600, Statute of 2022)**

Effective January 1, 2023, all state agencies awarding new contracts over \$500,000 financed, in whole or part, with IIJA federal funds, shall establish a 25% Small Business (SB) procurement participation requirement on those contracts.

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB2974](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2974)

➤ Exemptions are permitted for specific reasons. For exemptions, use form PD 810Ae. Submit approved exemptions by your contracting official to DGS/OSDS at [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)

<https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/CAR/std810Ae.pdf>

# New Legislation (Cont.)

## **AB 2974 (Chapter 600, Statute of 2022)**

- Report annually to DGS in the Consolidated Annual Report (CAR) statistics comparing the SB and microbusiness (Micro) participation dollars for contracts funded by IIJA federal dollars to the total contract dollars for contracts funded by federal dollars.

### **Management Memo No. 24-02:**

[Small Business Participation, wholly or partly, funded by the Federal Infrastructure Investment and Jobs Act \(IIJA\)](#)



# New Legislation (Cont.)

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## AB 2019 (Chapter 730, Statute of 2022)

**Codifies 25 percent SB participation goal.**

- Requires the state to conduct a statewide procurement disparity study by January 2025.
- State departments to set annual 25% SB participation goal on their procurements
- DGS/OSDS to collect diversity data
- DGS/OSDS to recommend departments to simplify and reduce requirements to increase participation of SB/Micro, DVBE, minority/women/LGBTQ-owned firms

# New Legislation (Cont.)

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## AB 2019 (Chapter 730, Statute of 2022)

- Departments encouraged to do outreach.
- Allows for remedial actions to be taken such as removal of delegated contract authority or restrictions on contracting activity for agencies that don't meet SB/DVBE goals in three out of five years.

**BB. No. P-12-22 - SUBJECT:** Economic Equity for Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Firms and Diversity Among State Contractors

# New Legislation (Cont.)

## AB 1574 (Chapter 756, Statute of 2021)

### 1. Expansion and Inclusion Efforts:

- All state departments are mandated to continuously work towards expanding the pool of bidders from the categories of Small Business (SB), Microbusiness (Micro), and Disabled Veteran Business Enterprise (DVBE).
- Departments are required to actively seek and include SB/Micro businesses in their solicitations, particularly those that have not been frequently utilized or have never been used by the state.

### 2. Certification of Commercially Useful Function:

- Bidders must include with their bids a certification, signed under penalty of perjury, affirming that each SB/DVBE subcontractor involved performs a Commercially Useful Function (CUF).

### 3. Clarification of Roles and Coordination:

- The roles of department-specific SB Advocates and SB Liaisons are clarified.
- Enhanced coordination is established between the Governor's Office of Business and Economic Development (GoBiz), the Department of Veteran Affairs (CalVet), and the Department of General Services (DGS).

# New Legislation (Cont.)

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➤ In Focus document resource/tool.

[InFocus Legislative Impacts 04-03-2024.pdf](#)

# DVBE Program Audit 2018-114

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## **Audit recommendations/requirements:**

- Increase accuracy
  - Develop/strengthen second departmental review for accuracy
  - Conduct sample data verification of the high dollar contracts
  - Verify reported data against procurement records/data validation query
- Ensure consistency
- Awards vs. expenditures
- Multiyear contract reported fully in the award year (front loaded)

## **Implementation in FI\$Cal and SCPRS ensures:**

- Eliminates departments intensive labor and paper submittals, as it is fully run by OSDS for all FI\$Cal departments
- Meets audits recommendations
- Increases consistency (award vs. expenditures, multi-year contracts front loading)
- Increased accuracy, reduces room for human errors
- Accompanied by appropriate level of review and approval

# FI\$Cal Updates

- Enhanced CAR reporting to capture IIJA Fields on Contract, PO, SCPRS, and Pcard and report on the former I-Bond form .
  - Check the “Exempt from SB Goal-IIJA only” check box if IIJA fund is exempt from SB goal.

The screenshot shows the 'Contract Entry' form in the FI\$Cal system. The form is divided into several sections: 'Contract Version' (Version 1, Status Current), 'Buyer Details' (Buyer Name, Email ID, Phone), 'Header' (Contract Style, Process Option, \*Acquisition Type, \*Acquisition Method, \*DGS Billing Code), and 'LPA Contract ID'. A section for 'I Bond/IIJA' is highlighted with an orange box, containing a checkbox labeled 'Exempt from SB Goal-IIJA only' under the heading 'The Housing and Emergency Shelter Trust Fund Act'. An orange arrow points to this checkbox.

Notes : As required by law, for each of these checked exemptions, an exemption should be submitted to OSDs.

# FI\$Cal Updates (Cont.)

## ➤ New IBond/IIJA Act Report

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES  
PROCUREMENT DIVISION

**Form 810 A IBond/IIJA Act Report**

Run By: DGS SB/DVBE Cert Manager  
Run Date: 5/5/23  
Run Time: 9:45:50 AM  
Report Type: Individual

Agency: General Government		Part 1				Part 2							
IBond/IIJA ID and IBond/IIJA Dollars		Certified Disabled Veteran Business Enterprise (DVBE) Participation				Certified Small Business/Micro Business (SB/MB) Participation							
IBond/IIJA ID	IBond/IIJA Total Contract \$	IBond/IIJA Total \$ to DVBE Prime Contractors	IBond/IIJA Total \$ to DVBE Sub Contractors	IBond/IIJA Total \$ to DVBE Prime & Sub Contractors	IBond/IIJA Total DVBE %	IBond/IIJA Total \$ to SB/MB Prime Contractors		IBond/IIJA Total \$ to SB/MB Sub Contractors		IBond/IIJA Total \$ to SB/MB Prime & Sub Contractors		IBond/IIJA Total SB/MB %	
	A	B	C	D (B+C)	E (D/A)	F		G		H (F+G)		I (H/A)	
						SB	MB	SB	MB	SB	MB	SB	MB
IIJA Division A	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IIJA Division B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IIJA Division E	25,000.00	25,000.00	0.00	25,000.00	100.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	100.00	0.00
IIJA Division F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IIJA Division G Title IX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prop 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prop 1B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prop 1C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prop 1D	1,000.00	1,000.00	0.00	1,000.00	100.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00	0.00
Prop 1E	5,000.00	5,000.00	0.00	5,000.00	100.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	100.00	0.00
Prop 84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>31,500.00</b>	<b>31,000.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>98.41</b>	<b>31,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>0.00</b>	<b>98.41</b>	<b>0.00</b>

**Comments:** The Small Business Improvement Plan must include an I Bond Action Plan when participation specific to I Bonds is less than 25%

Approver's Information			
Name:		Title:	
Signature:		Date:	
Telephone:		Fax:	
Email:		City & Zip:	

# FI\$Cal Updates (Cont.)

- Enhanced Departmental run control page to capture Infrastructure Investment and Jobs Act (IIJA).

[Favorites](#) > [Main Menu](#) > [FISCAL Processes](#) > [FISCAL Report](#) > [PO Reports](#) > [Form 810 Report](#)

### Form 810 Reports

[Run Control ID](#) [Test](#) [Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit:  Department of General Services

**Reporting Period**

\*CAR Fiscal Year:

Fiscal Year to Date  
 Custom Date Range (From Date:  To Date:   
(Choose From and To Date within the selected CAR Fiscal Year)

**Type of Report**

Individual Business Unit  
 Exclude Mission Tasks

[SelectAll](#) [De-SelectAll](#)

Statewide Incidents		
Select	Statewide Incident ID	Statewide Incident Description
<input type="checkbox"/>	2017-10-WF00002	2017 Oct Statewide Fire DR4344
<input type="checkbox"/>	2017-12-WF00003	2017December Wildfires DR4353
<input type="checkbox"/>	2019-07-EQ00025	2019 Ridgecrest Earthquake
<input type="checkbox"/>	2020-03-ID0029	2020 COVID-19
<input type="checkbox"/>	2021-12-ST00074	2021 December Winter Storms
<input type="checkbox"/>	2023-02-ST00090	2023 Feb/Mar Winter Storms

IBond/IIJA		
Select	IBond/IIJA	IBond/IIJA Description
<input type="checkbox"/>	<input type="text" value="IIJA Division A"/>	Surface Transportation Reauthorization Act of 2021 (23 U.S.C. Sec. 101 et seq.)
<input type="checkbox"/>	<input type="text" value="IIJA Division B"/>	Surface Transportation Investment Act of 2021 (49 U.S.C. Sec. 101 et seq.)
<input type="checkbox"/>	<input type="text" value="IIJA Division E"/>	Drinking Water and Wastewater Infrastructure Act of 2021 (33 U.S.C. Sec. 1251 et seq.)
<input type="checkbox"/>	<input type="text" value="IIJA Division F"/>	Broadband (47 U.S.C. Sec. 1701 et seq.)
<input type="checkbox"/>	<input type="text" value="IIJA Division G Title IX"/>	Build America, Buy America Act (41 U.S.C. Sec. 8301 et seq.)
<input type="checkbox"/>	<input type="text" value="Prop 1"/>	Water Quality, Supply, and Infrastructure Improvement Act of 2014

[Save](#) [Notify](#)



# FI\$Cal Updates (Cont.)

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- Two separate Data Validation Query (DVQ) Reports:
  - Form 810 CAR - Data Validation with 3 new columns:
    - IBond/IIJA Number
    - IBond/IIJA Description
    - Exempt from SB Goal-IIJA only
  - Form 810 A IBond\_IIJA - Data Validation Query

# FI\$Cal Updates (Cont.)

- Validation for SB/DVBE, ensuring the appropriate certification is used on the SB Option or on the DVBE Option in Contract, PO, SCPRS, and Pcard.

The screenshot displays the 'Contract Entry' form in the FI\$Cal system. The form includes fields for 'SetID', 'STATE', 'Copy From Contract', 'Contract ID', 'Status' (set to 'Open'), and '\*Contract Type' (set to 'Departmental'). There are also buttons for 'View Approvals', 'New Version', 'Submit for Approval', and 'Share Contract'. A 'Contract Version' section shows 'Version 1' and 'Status Current'. Below this, there are checkboxes for 'Leased', 'Financed', and 'GS Smart', along with an 'Add a Document' button. The 'Buyer Details' section contains fields for 'Buyer Name', 'Email ID', and 'Phone'. The 'Header' section includes '\*Contract Style' (Purchase Order), 'Process Option' (Purchase Order), '\*Acquisition Type', '\*Acquisition Method' (DVBE Option - COMPET), and '\*DGS Billing Code'. At the bottom, there are fields for '\*Supplier' (DDFLOORS-001) and '\*Supplier ID'. A modal message box is overlaid on the form, displaying the following text: 'Message: The combination of supplier and Acquisition Method do not follow procurement rules. (25005,5110). The combination of supplier and Acquisition Method do not follow procurement rules. In order to use one of the SB/DVBE related acquisition methods, the supplier must have a valid certification to match the method. Please direct any questions to department's designated PAC.' An 'OK' button is visible at the bottom of the message box.

# FI\$Cal Enhancements: Design Build Contracts

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To enhance the accuracy of reporting Small Business/Disabled Veteran Business Enterprise (SB/DVBE) participation in Design-Build projects, the FI\$Cal system is introducing a new feature effective December 27, 2023.

- A checkbox titled “Design Build Contract - Report Associated PO(s) only” will be added to the CAR Reportable section of Procurement Contracts. This allows users to specifically identify Design Build contracts for CAR reporting purposes.
- When this box is checked, the CAR report will only include SB/DVBE participation data from the Purchase Orders (POs) associated with that Design Build contract, rather than from the contract itself.
- Additionally, any POs issued against a Design Build contract will display a message indicating that the contract is reported at the PO level for CAR purposes. In reports, such as the Data Validation Query (DVQ), these contracts and associated POs will be distinctly marked as "Design Build Contract" and "Design Build PO" respectively. This update ensures that only relevant POs are considered in reporting, streamlining and clarifying the process.

# Reporting Structure

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## **Mandatory reporting departments**

- All Agencies/Departments under DGS purchasing authority
- If you believe your department is exempt from reporting or that certain procurements/contracts are exempt, work with your legal counsel to identify the statutory exemption and write a justification, submit to OSDS. OSDS will confer with it's legal counsel for concurrence.
- DGS/OSDS does not have authority to exempt departments or contracts from SB/DVBE reporting requirements.

# Reporting Structure (Cont.)

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**Voluntary reporting departments - electing to report**

- Universities
- Offices not under the governor's jurisdiction and not under DGS purchasing authority

# Consolidated Annual Report

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- DGS PD 810: DVBE and SB/Micro Contracting Activity Report  
Improvement plans required if SB/DVBE goal(s) not met
- DGS PD 810S: SB Option, DVBE Option & DVBE Incentive Report
- DGS PD 810A: Infrastructure Bond/ Infrastructure Investment and Jobs Act Report  
Improvement Plan required if SB goal is not met
- DGS PD 810C: Consulting Services Report
- DGS PD 810E: Ethnicity, Race, Gender and Sexual Orientation Report (ERGSO)

Hyperlink: [Consolidated Annual Report](#)

# Data Validation Query (DVQ)

## Use Data Validation Query to :

- **Review** approved transactions created into FI\$Cal/SCPRS
- **Monitor** monthly SB and DVBE goal attainment
- **Support** documentation for Forms 810, 810S and 810A
- **Show** data entered on the subcontracting page

## DVQ :

- Run automatically when you run Form 810 and 810A
- Run for the entire fiscal year or YTD
- Job-aid/instructions available
- Available to departments using SCPRS

# For Not CAR Reportable

- 100% federally funded
- **NEW!** Exemption make IJIA-funded contracts (AB 2974)-  
**Which are reportable in 810A**
- Federal government (including grants)
- Any state or local government
- Prison Industry Authority
- Interagency Agreements
- Joint Powers Agreements
- California State Universities (CSU)
- Universities of California (UC)

*Note: For more detail see Help Text near CAR reportable section.*



# CAR Form 810:

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## Count SB/DVBE prime contractors' participation at 100%!

- All purchase orders and contracts service orders, including emergency contracts.
- All contracts issued by DGS or any other department on your behalf.
- All amendments, alterations, change orders, and extensions that change the total amount by more than \$1.00.
- All contracts/POs issued pursuant to delegation of authority or under a Leveraged Procurement Agreement (LPA).
- All P-Card purchases, even if less than \$100.
- Report only State funds to the extend possible, including in mixed funded contracts.

# For all Reports

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FI\$Cal/SCPRS:- All CAR Reportable transactions in the following (cascade) order:

**CONTRACTS, then**



**POs with no associated contracts, LPA POs, Design build POs, then**



**Cal Card transactions not reported**

**NEW!** Effective 2023, design build contracts with SB/DVBE participation will be captured at PO level. Ensure POs include SB/DVBE to get credit!

# How transactions captured in FI\$Cal?

Transaction Type	Contract	PO	SCPRS
<b>New Transactions</b>	FY - Contract start date Status - Approved	FY -PO dispatch date Looks for Dispatch	FY – PO Date Status -Approved
<b>New Transactions Jul. 1 – Oct. 1 or by extension date</b>	FY - Contract start date* Status - Approved	FY – PO Dispatch and PO date* Look at dispatch date	FY - PO Date Status – Approved
<b>Amendments and Change orders</b>	FY – selected in FY field of the Reason Code Page Status-Approved	FY – selected in FY field on the Reason Code Page Look at dispatch date	FY – selected in FY field on the Reason Code Page Status - Approved

## **P-Card transactions:**

FI\$Cal – reconciled and approved P-Card transactions not reported under a PO  
 SCPRS – *P-Card Data Summary Entry Page* – one time data entry of sum of  
 transaction not reported in SCPRS + <\$2,500



**BREAK  
TIME!  
5 Minute  
Break**

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# Form 810 - Reporting Categories

4 CAR reporting categories correspond to FI\$Cal Acquisition Types

Category	Acquisition Type	Acquisition Sub-type
Non-IT Goods	Non-IT Goods	All
Non-IT Services	Non-IT Services	All except Public Works
Construction	Non-IT Services	Public Works
IT (Goods, Services)	IT Goods or IT Services	All

Note: Acq Subtype is a required field when Non-IT Services Acq Type is selected

- **Both SB and SB-PW can be counted on PW**
- **Count SB-PW under SB participation only on Public Works contracts/projects!**
- **Remember to select Public Works or the SB 605 related public works Acquisition Sub-type to be able to count SB+PW.**

# CAR - Reportable Section

In all modules: Contracts, PO, SCPRS

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable **Yes** Add Subcontracting and SB/DVBE Contracting

Statewide Incident ID  Statewide Incident Description

Mission Task ID  Mission Task Description

Percent of State funds in Total contract, if available/known  %  Check if exempt from DVBE Incentive

1. Select **"Yes"** on the drop-down menu on **CAR Reportable**
  - A pop-up window will ask about any SB/DVBE subcontractors
2. When subcontracting page opens:
  - Verify prime contractor and its certification (if applicable) is auto-populated correctly
  - Add SB/DVBE subcontractors on the page

# CAR - Reportable Section (Cont.)

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3. Enter the percentage of **State funds**, if known.
  - If fully state funded, enter 100 or leave blank
  - If % is unknown, leave blank and the system will pull 100%.
4. DVBE Incentive Exempt box. See Slide-31
5. Percent of State Fund and DVBE exemption check box only appears when CAR reportable field is selected as "Yes".
6. If the selection is "No", the % state funds box and DVBE Exempt fields will not display.
7. Enter the OES mission fields, If available.

# CAR - Reportable Section (Cont.)

- This is what appears on the contract and PO to highlight the design build portion

Procurement Contract:

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable  Add Subcontracting and SB/DVBE Contracting  Design Build Contract - Report Associated PO(s) only

Statewide Incident ID  Statewide Incident Description

Mission Task ID  Mission Task Description

- This is the statement that appears on a PO linked to a contract that has the box checked:

PO:

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable  Yes Add Subcontracting and SB/DVBE Contracting  For the purpose of CAR, this Design Build Contract is reported at the PO level.

Statewide Incident ID  Statewide Incident Description

Mission Task ID  Mission Task Description

Percent of State funds in Total contract, if available/known  %  Check if exempt from DVBE Incentive



# SB/DVBE Subcontracting Page

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**In all modules:** Contracts, PO, P-Card and SCPRS data entry pages

**Required! - Key feature of the CAR report**

**Multiple purpose:**

- Verifies and saves certification information at award time
- Provides % for SB/DVBE participation calculations
- Pre-populates prime contractor information

**Access at later time:**

- Click on “Add Subcontracting and SB/DVBE Contracting” link
- If the firm expires in the meantime, it cannot be captured
- If a certified firm does not display on this page, report defect to OSDS and cc FSC!

# SB/DVBE Subcontracting Page

Custom Page for SB/DVBE

SB/DVBE Contracting

Business Unit: 7760  
PO ID: 0000015570

**Add subcontractors**

**Enter subcontractor percentage**

	Supplier Search	Supplier ID	Doing Business As Name	Certification Number	Percentage	Prime	Sub	SB	MB	SB/MB Start Date	SB/MB Exp Date
1	Supplier Search	0000000297	NWNCORPORA-001		97.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Supplier Search	0000004530	GLOBAL BLUE DVBE INC	1567640	<input type="text" value="2.00"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/06/2017	03/31/2019
3	Supplier Search	0000021295	SHADE & PUTNAM TECHNOLOGY SOLUTIONS	1747904	<input type="text" value="1.00"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/10/2018	09/30/2020

OK Cancel Refresh

Personalize | Find | First 1-3 of 3 Last

SB-PW	SB-PW Start Date	SB-PW Exp Date	DVBE	DVBE Start Date	DVBE Exp Date	NVSA	NVSA Start Date	NVSA Exp Date
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	03/06/2017	03/31/2019	<input type="checkbox"/>		
<input type="checkbox"/>			<input checked="" type="checkbox"/>	09/19/2018	09/30/2020	<input type="checkbox"/>		

**SB\_PW certification type**

**NVSA**

# Certification Types and SB/DVBE Participation Goals

Certification Type Criteria	DVBE	SB	Micro designation	SB-PW	NVSA Nonprofit
Counts toward participation	DVBE goal	SB goal	SB goal	SB goal on public works transactions only	SB goal

**SB(Micro), then  
SB, then  
SB-PW (PW sub-types only)**

**SB and DVBE counted on both goals**

## Helpful Links to find Certified Firms:

- [SB/DVBE Emergency Registry](#)
- [CaleProcure](#)

# SCPRS- P-Card / Cal-Card FY Summary Entry Page

Navigation: Favorites > Main Menu > **FISCAL Processes > FISCAL Extension > PO > PCard FY Summary Entry**

## Contract Activity Report (CAR) - PCard FY Summary Entry

Instructions for Non-FISCAL Departments:  
Enter the value of all Cal-Card transactions for goods, services, construction, and IT goods and services that have not been reported in SCPRS, regardless of the transaction dollar amount. The values entered for the fiscal year will be reported in the Contracting Activity Report (CAR) Form 510

Business Unit 3100 Exposition Park

**One row per fiscal year!**

Fiscal Year		Personalize   Find   [?]   [ ]					First	1-2 of 2	Last
Fiscal Year	Total PCard Dollars	Total Dollars to DVBE	Total Dollars to MB	Total Dollars to SB	Last Updated By	Last Update Date/Time			
1 2018-2019	80,000.00	2,500.00	1,500.00	18,000.00	Jon Tugade	12/19/18 3:31:00PM	+	-	
2 2017-2018	90,000.00	2,000.00	1,000.00	21,000.00	Jon Tugade	12/19/18 3:31:00PM	+	-	

Buttons: Save | Return to Search | Previous in List | Next in List | Notify

# Form 810 - Contracting Activity Report

Report ID: RPTPO130

FORM 810 Contracting Activity Report

Agency:	Part 0 Contracting Activity				Part 1 Certified Disabled Veteran Business Enterprise (DVBE) Participation in State Contracting Activity											
Contracting Activity Category	Awarded		Share of Total Contract		Total to DVBE Prime Contractors		Total to DVBE Sub-Contractors			Total to DVBE Prime & Sub-Contractors			Percentage of Total DVBE Contracts (Column I / Column A)		Share of DVBE Contracts by Activity	
	Amount \$	Number of Contracts #	Dollars Awarded %	Number of Contracts %	Amount \$	Number of Contracts #	Awarded Amount \$	Number of Sub-Contracts awarded to DVBE #	Number of contracts with DVBE Sub-contractors %	Amount \$	Total Number of DVBE Contracts #	Number of Contracts with DVBE Participation (Prime or Sub) #	DVBE Participation %	Contracts with DVBE Participation in All Contracts %	Dollars Awarded %	Number of Contracts %
	A	B	AN	BN	C	D	E	F	FM	G (C+E)	H (D+F)	HM (D+FM)	I (G/A)	J (HMB)	GN	HN
1. Goods (Non-IT)	A1	B1	AN1	BN1	C1	D1	E1	F1	FM1	G1	H1	HM1	I1	J1	GN1	HN1
2. Services** (Non-IT)	A2	B2	AN2	BN2	C2	D2	E2	F2	FM2	G2	H2	HM2	I2	J2	GN2	HN2
3. Construction (Non-IT Services -Public Works )	A3	B3	AN3	BN3	C3	D3	E3	F3	FM3	G3	H3	HM3	I3	J3	GN3	HN3
4. IT (Goods & Services)	A4	B4	AN4	BN4	C4	D4	E4	F4	FM4	G4	H4	HM4	I4	J4	GN4	HN4
5. Cal-Card Transactions	A5	B5	AN5	BN5	C5	DVBE Participation						I5	J5	GN5	HN5	
TOTALS	A6	B6			C6	DVBE Participation						I6	J6			
					# DVBE Firms Awarded - Prime		# DVBE Firms Awarded - Sub			# Awards by DVBE Cert ID - Prime			# Awards by DVBE Cert ID - Sub			
					GQ14		EE14			GH14			IJ14			

CAR Categories

Total awards

Column I displays the DVBE participation achieved!

# Form 810 - Contracting Activity Report (Cont.)

Total to SB/MB Prime and Sub Contractors						Percentage of Total SB/MB Contracts			
Awarded Amount \$		Number of Contracts with SB/MB participation (Prime or Sub) #		Number of SB/MB Contracts #		SB/MB Participation %		Contracts with SB/MB Participation in All Contracts %	
Q (M+O)		RM (N+PM)		R (N+P)		S (Q/A)		T (R/B)	
		SB	MB	SB	MB	SB	MB	SB	MB
1,493.35	45,138.52	3	8	3	8	0.31%	9.24%	11.54%	30.77%
16,976,034.82	309,608.16	2	7	2	6	40.97%	0.75%	10.53%	31.58%
0.00	0.00	0	0	0	0	0.00%	0.00%	0.00%	0.00%
9,094.37	24,642.57	1	2	1	2	6.95%	18.84%	3.57%	7.14%
0.00	0.00					0.00%	0.00%		
<b>16,986,622.54</b>	<b>379,389.25</b>	<b>SB Participation</b>				<b>40.39%</b>	<b>0.90%</b>	<b>8.22%</b>	<b>21.92%</b>
<b>17,366,011.79</b>						<b>41.29%</b>			<b>30.14%</b>

Column S displays the SB participation achieved!

# Form 810S – SB/DVBE Option and DVBE Incentive

Form 810S (Supplemental Repc) STATE OF CALIFORNIA - DEPARTMENT OF GENERAL PROCUREMENT DIVISION  
 Report ID: RPTPO130

Form 810 S SB/DVBE Option & DVBE Incentive Report

Run By:  
Run Date:  
Run Time:

AGENCY: Fiscal Year: DEPARTMENT:

**SB Option**

Part 1	Total Contract Dollars Awarded as a Result of Option	Number of Contracts Awarded	Public Contract Code 10111 Section (e) (7) the number of contracts and dollar amounts awarded annually pursuant to Section 14838.5 (a) and 14838.7 (a) of the Government Code to Small Businesses, and
PC 10111 Mandated	Column A	Column B	
	A1	B1	

**DVBE Option**

Part 2	Total Contract Dollars Awarded as a Result of Option	Number of Contracts Awarded	Public Contract Code 10111 Section (e) (7) the number of contracts and dollar amounts awarded annually pursuant to Section 14838.5 (a) and 14838.7 (a) of the Government Code to Disabled Veteran Business Enterprises (DVBEs).
PC 10111 Mandated	Column A	Column B	
	A2	B2	

Comments

**DVBE Incentive**

Part 3	Total Contract Dollars Awarded as a Result of DVBE Incentive	Number of Contracts Awarded as a result of DVBE Incentives	DVBE participation on contracts Veterans Code Section 999.5. C of contracts to all DVBEs as a collection system cannot identify indicate that in the comments bo
MVC 999.5	Column A	Column B	
	A3	B3	

Comments

Acquisition Method:  
SB Option  
Public Works SB Option

Acquisition Method:  
DVBE Option  
Public Works DVBE Option

DVBE Incentive Waiver  
Checkbox left unchecked  
Or  
Contracts awarded as a result of DVBE Incentive

# Form 810S: SB and DVBE Option – Part 1 and Part 2

**Under SB/DVBE Option, the suppliers (prime) should be certified!**

## **SB or DVBE Option**

- If the contract is \$5,000.01 to \$249,999.99

## **Public Works SB or DVBE Option:**

- If the contract is \$5,000.01 up to \$461,000

**BB. No. P-02-24 - SUBJECT:** [SB and DVBE Option Acquisition Methods – Dollar Threshold Increase for Public Works Contracts](#)

Government Code (GC) Section 14838.5(a)



# Form 810S: DVBE Incentive - Part 3

Military and Veterans Code section 999.5(a) applies to all competitive solicitations, unless a DVBE exemption is approved.

**BB. No. P-08-20 - SUBJECT:** [DVBE Incentive Exemption Regulation Update & DVBE Exemption Request Form \(STD 816\)](#)

For FI\$Cal departments:

Contract Activity Report (CAR) - Form 810

CAR Reportable: Yes

Add Subcontracting and SB/DVBE Contracting

Statewide Incident ID: [ ]

Statewide Incident Description

Mission Task ID: [ ]

Mission Task Description

Percent of State funds in Total contract, if available/known: [ ] %

Check if exempt from DVBE Incentive

Select the **Check if exempt from DVBE Incentive** box only if :

- Have an approved DVBE Incentive Exemption (outside Fi\$Cal), or
- The Acquisition Method is SB or DVBE Option or other non-competitive

# Form 810C Consulting Services Report

Form 810C (Consulting Services Report) STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICE  
PROCUREMENT DIVISION

Form 810C Consulting Services Report

Run By: Mamta Srivastava  
Run Date/Time: 11/1/2021 9:52:52 AM  
Report Type: Individual

Contractors List

Explanation Section

<b>Agency:</b> General Government												<b>Fiscal Year:</b> 2020-2021										
												<b>Department:</b> 8780 - "Little Hoover" Commission										
Line #	Transaction ID #	Report Codes & Amounts										Contractor's Name	Contractor's ID #	Number of Bids	Contract Action Dates				Consulting Services Justification			Explanation
		Entered \$	Acquisition Method Code	Low Bid Y/N	Amended \$	Acquisition Method Code	Low Bid Y/N	Completed \$	Acquisition Method Code	Low Bid Y/N	Signed				Work Started	Work Amended	Work Completed	Contract Purpose	Beneficiary	Justification		
0														0								

REPORT CODES & AMOUNTS SUMMARY									
	Total Amount \$	Total Contract Number #	Low Bid		Acquisition Method Code			Total CMAS & MSA	
			Y	N	3 - Non Competitive Bid	4 - California Multi Award Schedule	5 - Master Service Agreement		
Entered	0.00	0	0	0	0	0	0	0	
Amended	0.00	0	0	0	0	0	0	0	
Completed	0.00	0	0	0	0	0	0	0	

Approver's Information			
Name:		Title:	
Signature:		Date:	
Telephone:		Fax:	
Email:		City & Zip:	
Notes:			

- Codes
- Acquisition Method Code**
- 1 - Competitive Others
  - 2 - Formal Competitive
  - 3 - Non Competitive Bid
  - 4 - California MultiAward Schedule
  - 5 - Master Service Agreement
  - 6 - Emergency
  - 7 - Others
- Note: Not all acquisition methods are captured in 810C

# Form 810C – Consulting Services Report

---

Public Contract Code §§10111 and 10335.5

**"Consulting services contract," means services that do all of the following:**

- Consulting Services Contracts are those that are defined for services of an advisory nature.
- The final product is a transmittal of information in either written or verbal form.
- The product may be answers to questions, the design of systems or plans, workshops, seminars, retreats or conferences.
- All "Consulting Services Contracts" must be reported unless excluded.

# Form 810C - Consulting Services Report

---

## Not captured on Form 810C:

Contracts/agreements between a state agency or department and the federal government

Contracts/agreements with local agencies to subvene federal funds for which **No** matching State funds are required

Contracts to develop, maintain, administer or use licensing or proficiency examinations

Architectural and Engineering (A&E) per Chapter 10 (commencing with 4525) of Division 5 of Title 1 of the Government Code

## For FI\$Cal departments:

- No need for additional data entry
- Exclusions are already addressed
- Check for the errors for correction caused by amendments to provide written explanation
- The system will pull all the data needed from the Consulting Services Justification box
- PO Reporters and SCPRS Processors can run the report

# Form 810C Details (Cont.)

Acquisition method code. For NCBs the system will capture the selection in the Explanation Section.

E	Entered \$	Acquisition method code	Low Bid Y/N	A	Amended \$	Acquisition method code	Low Bid Y/N	C	Completed \$	Acquisition method code	Low Bid Y/N

Reasons for not accepting low bid based on the selection below. If Lowest Bid not accepted, the system would display the reason selected in the Explanation Section.

## Acquisition method code

- 1 - COMPETITIVE Others
- 2 - Formal COMPETITIVE
- 3 - NCB
- 4 - CMAS
- 5 - MSA
- 6 - Emergency
- 7 - Others
- Not included = this method is not captured in the 810C

Look Up Low Bid Not Accepted Reason:

Low Bid Not Accepted Reason

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-7 of 7 Last

Low Bid Not Accepted Reason
Best value criteria meets needs at reasonable costs
Emergency Acquisition for the protection of the public
N/A - Low Bid Accepted
N/A - Non Competitive Bid (NCB)
Only goods and services that meet the needs of the State
SB/DVBE Option
Use best scoring method

# Form 810C: FI\$Cal Departments

**SCPRS Entry**

Report SCPRS Order

Business Unit 3100 \*Purchase Order Date  \*DGS Billing Code  Change Order

Purchase Document # sdfg Change Order Reason

CalCard:  Blanket PO:  Grand Total Sub-Total

\*Acquisition Type NON-IT Services

Acquisition Sub-Type Consulting Services

\*Acquisition Method

Department Exposition Park

IBond

\*Enter by/Buyer Contact

Comments

Attachments

Funding

\*Supplier ID  Advanced Supplier Search

**Consulting Service Justification**

\*Number of Offers

\*Purpose

\*Potential Beneficiaries

\*Low Bid Not Accepted Reason

\*Justification

**Consulting Services Justification**

[https://fcl.financials.fiscal.ca.gov/psp/psfcl/EMPLOYEE/PSFT\\_EP/c/](https://fcl.financials.fiscal.ca.gov/psp/psfcl/EMPLOYEE/PSFT_EP/c/)

# Form 810E: ERGSO Report

Form 810 E ERGSO Report

STATE OF CALIFORNIA - DEPARTMENT OF  
GENERAL SERVICE  
PROCUREMENT DIVISION

## Form 810 E Ethnicity, Race, Gender, Sexual Orientation (ERGSO) Report

Run By:  
Run Date:  
Run Time:  
Report Type:

Agency:		Department:			
Fiscal Year:		All Contracts			
		Goods	Services	Construction	Totals
		Column A	Column B	Column C	Column D
Part 1	<b>Ethnicity Classifications</b>				
	Asian-Indian	\$ -	\$ -	\$ -	\$ -
	Black	\$ -	\$ -	\$ -	\$ -
	Hispanic	\$ -	\$ -	\$ -	\$ -
	Native American	\$ -	\$ -	\$ -	\$ -
	Pacific-Asian	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -
Part 2	<b>Race Classifications</b>				
	American Indian or Alaska Native	\$ -	\$ -	\$ -	\$ -
	Asian	\$ -	\$ -	\$ -	\$ -
	Black or African American	\$ -	\$ -	\$ -	\$ -
	Native Hawaiian or Other Pacific Islander	\$ -	\$ -	\$ -	\$ -
	White	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -
Part 3	<b>Gender</b>				
	Female	\$ -	\$ -	\$ -	\$ -
	Male	\$ -	\$ -	\$ -	\$ -
	Transgender	\$ -	\$ -	\$ -	\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -
Part 4	<b>Sexual Orientation</b>				
	Lesbian	\$ -	\$ -	\$ -	\$ -
	Gay	\$ -	\$ -	\$ -	\$ -
	Bisexual	\$ -	\$ -	\$ -	\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -
<b>Comments</b>					
Part 5	Approved By:				
	Name:				
	Title:				
	Telephone:				
	Fax:				
	Email Address:				
	Signature:				

# Form 810E: ERGSO Report

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Public Contract Code §10111

Includes voluntarily provided contract dollars by business owners on:

- Ethnicity
- Race
- Gender
- Sexual orientation

Information received on **Voluntary Statistical Data Sheets (VSDS)**

Do not save VSDS in procurement files, save all of them separately from contracts!

## **For FI\$Cal Departments:**

- Buyers enter VSDS data on the *ERGSO Data Entry Page*
- The system will aggregate the data for department/state



# Voluntary Statistical Data Sheet (VSDS)

DGS PD 802 (Rev 04/19)

**VOLUNTARY STATISTICAL DATA SHEET**  
Information to be used for reporting purposes only

Public Contract Code 10111 requires state agencies to capture information on ethnicity, race and gender (ERG) of business owners on all awarded contracts and procurements to the extent that the information has been voluntarily reported to the department. The awarding department is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes, or estimates for goods, services, construction and/or information technology. This information shall not be collected until after the contract award is made. The completion of this form is **strictly voluntary**.

The data you provide on this form should best describe the *ownership of your business*. Ownership of a business should be determined as follows:

- For a business that is a sole proprietorship, partnership, corporation, or joint venture at least 51 percent is owned by one or more individuals in a classification designated below or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who "owns" the business.

*For purposes of this report, respond only if the business has its home office in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other business.*

**Ethnicity/Minority Classification** - As defined in Public Contract Code Section 2051

- Asian-Indian** – a person whose origins are from India, Pakistan, or Bangladesh.
- Black** – a person having origins in any of the Black racial groups of Africa.
- Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race.
- Native American** – an American Indian, Eskimo, Aleut, or Native Hawaiian.
- Pacific Asian** – a person whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Trust Territories of the Pacific including the Northern Marianas
- Other** – Any other group of natural persons identified as minorities in the respective project specifications of an awarding department or participating local agency.

**Race Classification** – As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at <https://www.whitehouse.gov/wp-content/uploads/2017/11/Revisions-to-the-Standards-for-the-Classification-of-Federal-Data-on-Race-and-Ethnicity-October30-1997.pdf>

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

**Gender Classification**

- Female
- Male
- Transgender

**Sexual Orientation Classification** – As defined by Public Contract Code 10111(f)

- Lesbian
- Gay
- Bisexual

**ITEMS BELOW TO BE COMPLETED BY STATE AGENCY/DEPARTMENT ONLY**

- Goods
- Services
- Construction

Total Contract Purchase: \$2,000  
Contract Award Date: 7/8/16

# FI\$Cal and SCPRS - ERGSO Data Entry

Fi\$Cal Buyers and SCPRS Processors can enter VSIDS data on this page

Favorites ▾ Main Menu ▾ **FI\$Cal SCPRS ▾ > ERGSO Data Entry**

**ERGSO Entry Page**

Business Unit 0020 Legislative

**Ethnicity, Race, Gender, and Sexual Orientation (ERGSO)** Find | View All First 1 of 1 Last

\*Award Amount  \*Award Date 02/06/2019 \*Contract Type

**Ethnicity**

Asian-Indian	Black	Hispanic	Native American	Pacific Asian	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**Race - Check all that apply**

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Other (specify)	Multiracial (check all that apply)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

**Gender**

Male	Female	Transgender	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**Sexual Orientation**

Lesbian	Gay	Bisexual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

# Form 810A I-Bond/IIJA Activity Report

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES  
PROCUREMENT DIVISION

Form 810 A IBond/IIJA Act Report

Run By: DGS SB/DVBE Cert Manager  
Run Date: 5/5/23  
Run Time: 9:45:50 AM  
Report Type: Individual

Agency: General Government		Part 1				Part 2							
Part 0		Certified Disabled Veteran Business Enterprise (DVBE) Participation				Certified Small Business/Micro Business (SB/MB) Participation							
IBond/IIJA ID and IBond/IIJA Dollars	IBond/IIJA Total Contract \$	IBond/IIJA Total \$ to DVBE Prime Contractors	IBond/IIJA Total \$ to DVBE Sub Contractors	IBond/IIJA Total \$ to DVBE Prime & Sub Contractors	IBond/IIJA Total DVBE %	IBond/IIJA Total \$ to SB/MB Prime Contractors		IBond/IIJA Total \$ to SB/MB Sub Contractors		IBond/IIJA Total \$ to SB/MB Prime & Sub Contractors		IBond/IIJA Total SB/MB %	
	A	B	C	D (B+C)	E (D/A)	F		G		H (F+G)		I (H/A)	
						SB	MB	SB	MB	SB	MB	SB	MB
IIJA Division A	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IIJA Division B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IIJA Division E	25,000.00	25,000.00	0.00	25,000.00	100.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	100.00	0.00
IIJA Division F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IIJA Division G Title IX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prop 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prop 1B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prop 1C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prop 1D	1,000.00	1,000.00	0.00	1,000.00	100.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	100.00	0.00
Prop 1E	5,000.00	5,000.00	0.00	5,000.00	100.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	100.00	0.00
Prop 84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total</b>	<b>31,500.00</b>	<b>31,000.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>98.41</b>	<b>31,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>0.00</b>	<b>98.41</b>	<b>0.00</b>

The Small Business Improvement Plan must include an I Bond Action Plan when participation specific to I Bonds is less than 25%

Comments:

DVBE Participation

SB Participation

Name:		Title:	
Signature:		Date:	
Telephone:		Fax:	
Email:		City & Zip:	

# Form 810A I-Bond/IIJA Activity Report

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## **Infrastructure Bond Acts of 2006**

- The Highway Safety Traffic Reduction, Air Quality and Port Security Bond Act.
- The Housing and Emergency Shelter Trust Fund Act.
- The Kindergarten-University Public Education Facilities Bond Act.
- The Disaster Preparedness and Flood Prevention Bond Act.
- The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act.

## **Government Code §14838.1 (d)**

- 25 percent Small Business participation goal in all contracts financed with the proceeds of the infrastructure related bond acts of 2006
- An Improvement Plan is required when the SB participation goal for I-Bond contracts is not met

# Form 810A I-Bond/IIJA Activity Report

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## **AB 2974: Infrastructure Investment and Jobs Acts (IIJA) of 2023:**

- The Surface Transportation Reauthorization Act.
- The Surface Transportation Investment Act.
- The Drinking Water and Wastewater Infrastructure Act.
- Broadband.
- The Build America, Buy America Act.

# Form 810A I-Bond/IIJA Activity Report

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Government Code §14838.1 (e)

- New contracts over \$500,000 financed in whole or part with the proceeds of the Infrastructure Investment and Jobs Act (IIJA)
- 25 percent Small Business participation goal
- Unless an exemption determination is made
- An Improvement Plan is required when the 25 % SB participation goal for IIJA contracts is not met
- Advocate must publish upcoming such contracts and send OSDs the links.

# CAR for FI\$Cal Users Resources

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- [Consolidated Annual Report Training – Form 810 – Intake Pages](#)
- [Consolidated Annual Report – Frequently Asked Questions](#)
- [FI\\$Cal/SCPRS User's Guide to CAR Reporting](#)
- [CalOES Mission Task & Statewide Incident IDs Training](#)
- [Running the CAR Reports \(Form 810 Reports\) in FI\\$Cal Job Aid](#)
- [Running and Using a Department's Data Validation Query Job Aid](#)
- [Intake Page Job Aid](#)
- [ERGSO Entry Page Job Aid](#)

# Important!

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The Departments need to follow the following procedure to submit the report:

- **FI\$Cal Departments:** The OSDS will pull the report directly from the system after the CAR due date. No need to email the reports to the OSDS.

Note: Contact OSDS at least two weeks before the due date for correction incase of error in system report. If for any reason if you need to submit via intake page, please let us know so we can remove your business unit (BU) from the configuration.

**OSDS and all reporting departments SAVE all reports ran on the due date or closest to the due date for their own records!**

*In FI\$Cal, all BU reports will display who ran the report, the date/time stamp, and type of report.*

- **Non- FI\$Cal departments:** submit reports via Intake pages.



# Cover Letter

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FI\$Cal departments submit to OSDS only if:

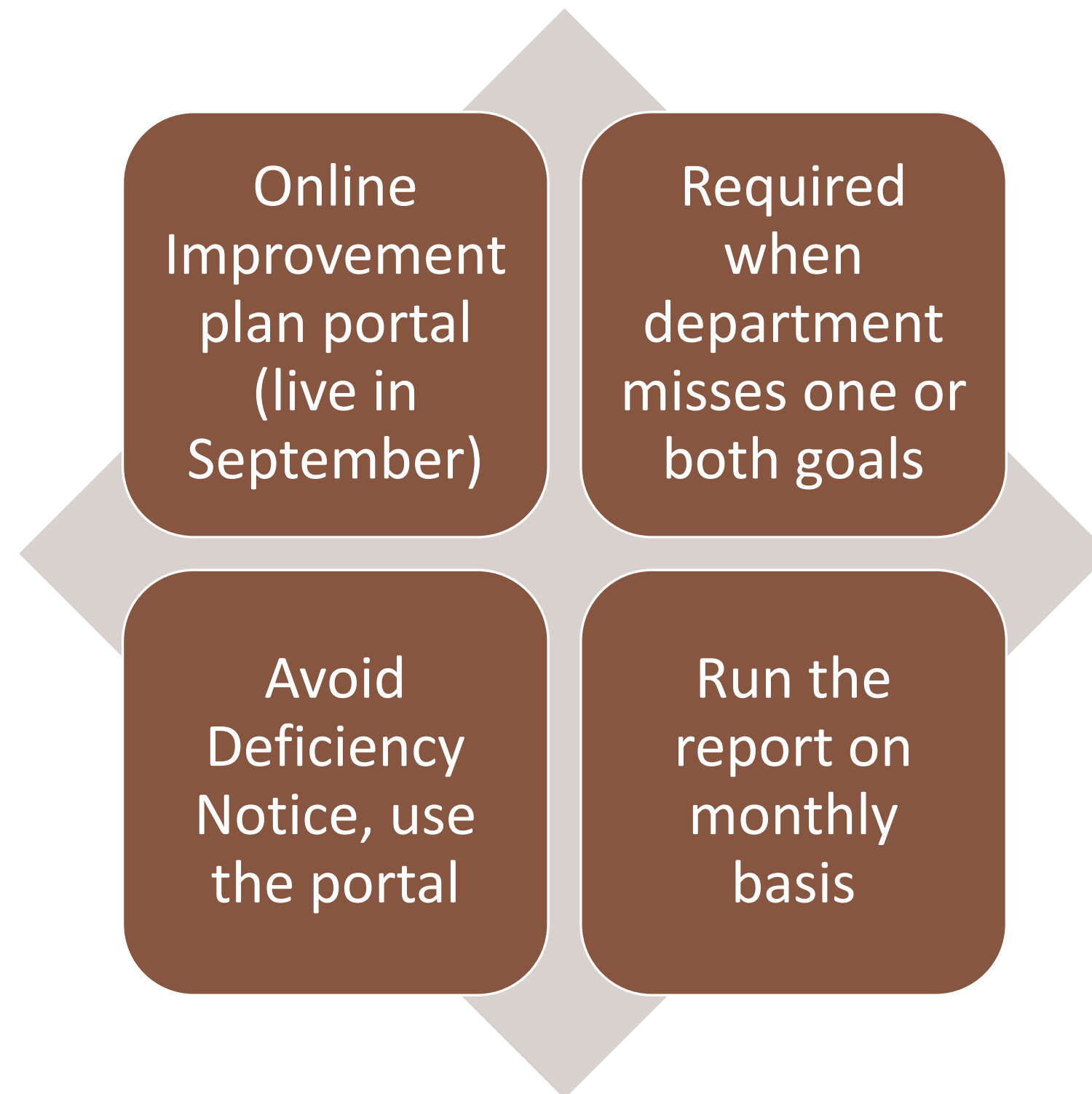
- Reporting for multiple BUs.
- Submitting an Improvement Plan because your department did not meet one or both goal(s).
- You find a discrepancy in the system report and need to make correction.

Include:

- If multiple BUs, specify what BUs are included in the report.
- An analysis of trends and any anomalies in the SB/MB or DVBE participation.
- Review of progress on all prior year Improvement Plan items enacted and their effect on current participation goals.
- Send to [OSDSReports@DGS.ca.gov](mailto:OSDSReports@DGS.ca.gov)

# Improvement Plans

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# Improvement Plans

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QUESTIONS ARE BEING  
REFORMATTED



DEPARTMENTS CAN ADD  
COMMENTS IN OPEN-TEXT  
BOXES



COMMUNICATIONS WILL  
ANNOUNCE WHEN TO SUBMIT  
IN PORTAL



ADVOCACY SUPPORT UNIT IS  
HERE TO HELP!



EMAIL  
[ADVOCATE@DGS.CA.GOV](mailto:ADVOCATE@DGS.CA.GOV)



NEW QUESTIONS ON IJJA.  
REPORT HERE TO SUBMIT IJJA  
IMPROVEMENT PLAN

# Important CAR Reporting Deadlines

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In 2024, OSDS will conduct 4 training sessions for FI\$Cal/SCPRS departments

- May 7            OSDS conducts CAR training for Non-FI\$Cal departments
- May 8            OSDS conducts CAR training for FI\$Cal departments
- May 14           OSDS conducts CAR training for Non-FI\$Cal departments
- May 17           OSDS conducts CAR training for FI\$Cal departments
- June 1 - 30      OSDS sends reminders about upcoming reporting
- July 1 - 31      BUs run their draft reports, verify against queries/own records
- July 31           Last day to request extension from OSDS

**October 1      due date**

**Note** - Due to the statewide data compilation complexities, extensions beyond October 15 cannot be approved.

# Important CAR Reporting Deadlines (Cont.)

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<b>October 1</b>	<b>CAR Report + Improvement Plans DUE DATE</b>
<b>October 2</b>	OSDS runs and saves all reports, except extensions
<b>October 1 or 2</b>	BUs run their own final reports and <b>SAVE FOR THEIR RECORDS</b>
<b>Post extension</b>	BUs to run their own report
<b>October 15</b>	No revisions or extension past this date
January – February	DGS sends Purchasing Authority deficiency letters to departments not reporting/not submitting improvement plans
<b>January -March</b>	<b>OSDS publishes the report</b>

# Last Minute Tips

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- Keep in touch with OSDS at [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)
- Run your report and verify data on a sample basis monthly, or at least quarterly
- Reconcile the reports with your transactions
- Develop/strengthen secondary review and approval process
- Go back and correct during the fiscal year to the extent possible
- Specify the fiscal year on all Change Orders or amendments
- Report defects to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov) and cc FSC
- Submit an Improvement Plan if not meeting one/both goals

# Contact OSDS

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## CAR Report Questions:

**[OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)**

**(916) 375-4940**

## Improvement Plan Questions:

**Imran Chaudhary, Advocacy Support Program  
Manager**

**[Imran.Chaudhary@dgs.ca.gov](mailto:Imran.Chaudhary@dgs.ca.gov)**

**(279) 799-4644**

**Questions?**

**THANK YOU!**





**BREAK  
TIME!  
5 Minute  
Break**