



Consolidated Annual Report Training for FI\$Cal Users

FISCAL YEAR 2024-25

Presented by
Alannah Chapman & Luke Scholl
Research and Data Specialist & Reporting Analyst

Welcome and Introductions

- Alannah Chapman – Research and Data Specialist
- Luke Scholl – Reporting Analyst
- Imran Chaudhary – Statewide Advocacy Support Section Manager
- Statewide Advocacy Support Section



Housekeeping Items

- Today's training is being recorded, but we will stop the recording before the Q&A section at the end.
- Keep your microphone muted.
- Keep cameras off.
- During the presentation, use the chat to ask questions. We will create a Q&A with all questions from the chat.
- Today's slides will be emailed out to all attendees.
- For any technical issues, reach out to Advocate@dgs.ca.gov.

Agenda

- Objectives
- Background
 - Reporting authorities
 - Who is required to report
 - Relevant legislation
 - Audit response
- FI\$Cal Updates
- Reporting requirements
 - Reviewing all five DGS PD 810 forms
- Submission process, timelines and extensions
- Reporting Resources
- Questions and answers
- How to run/validate the reports demonstration

Objectives

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

- Which reports are required and why
- Background of each report
- How data is captured or reported
- How to revise data when necessary
- Who to contact with questions
- How to run reports
- Important reporting deadlines, including when to submit an Improvement Plan

Legal Authorities

SB and DVBE Program Statutes:

- Small Business Procurement and Contract Act - Government Code (Gov. Code), [Section 14835 et seq.](#)
- California Disabled Veteran Business Enterprise Program - Military and Veterans Code (MVC), [Section 999 et seq.](#)
- Infrastructure-Related Bond Acts of 2006 (I-Bond) and Infrastructure Investment and Jobs Act Reporting and Small Business Participation: [Section 14838.1](#)

Consolidated Annual Report (CAR) Statute:

- Public Contract Code (PCC) [Section 10111](#)

Mandatory Reporting Departments

What is a “Mandatory Reporting” department?

- All agencies or departments that were granted a [purchasing authority](#) through DGS (primary and secondary).
- Agencies or departments that are under the California Governor’s authority.

REPORTING IS MANDATORY

Seeking an exemption?

- If a department or certain types of contracts administered by a department are believed to be exempt from reporting, a justification citing the legal basis must be sent to OSDS Reports for review.
 - Departments should work with their legal counsel for exemption requests.
 - DGS’ OSDS will confer with DGS’ Office of Legal Services for concurrence on the exemption.
 - DGS’ OSDS does not have the authority to exempt departments or contracts from reporting requirements.

Voluntary Reporting Departments

What is a “Voluntary Reporting” department?

- Independent state agencies or departments not granted a purchasing authority through DGS.
- Not under the California Governor’s authority.
- Universities of California, California State Universities, the Lottery Commission, Public Employees Retirement System, State Teachers’ Retirement System, etc.
- Encouraged to report!
- Encouraged include SBs and DVBEs in their contracting and procurement activities!

Assembly Bill 1574

Assembly Bill 1574 (Chapter 756, Statute of 2021)

- State departments or agencies to make continuous efforts to expand pool of certified bidders and regularly seek out and include certified businesses in their solicitations especially if those certified businesses that have not contracted with the state before.
- Requires signed certification, done under penalty of perjury, that the work done by each SB or DVBE subcontractor serve as a commercially useful function (CUF).
- Enhanced coordination between GO-Biz, CalVet and DGS to assist certified businesses with gaining contracting or subcontracting opportunities.

Assembly Bill 2974

Assembly Bill 2974 (Chapter 600, Statute of 2022)

- All state departments or agencies that award a new contract that is over \$500,000 and financed, in whole or part, with federal Infrastructure Investment and Jobs Act (IIJA) funds, **shall** establish a 25% SB participation goal on those contracts.
- Exemptions are permitted in certain situations and must be approved by the head of a state department or their designee.
 - Approved exemptions completed on the DGS PD 810Ae and sent to OSDs.
- IIJA funded contracts and their respective SB participation amounts are captured on the DGS PD 810A.
- **Management Memo No. 24-02:** Small Business Participation, wholly or partly, funded by the Federal Infrastructure Investment and Jobs Act (IIJA)

Assembly Bill 2019

Assembly Bill 2019 (Chapter 730, Statute of 2022)

- Codified the 25% SB participation goal.
- SB or DVBE certification applicants can voluntarily self-identify as specified diversity categories.
- DGS' OSDS to establish, provide and recommend strategies to simplify contract specifications to increase SB/DVBE participation or participation of women-, minority- or LGBTQ-owned businesses.
- DGS to conduct a statewide procurement disparity study to be completed in 2025.
- DGS to consider appropriate remedial actions if a mandatory reporting department fails three out of five reporting years to meet SB or DVBE goals. Include but are not limited to removal of a department's delegated contract authority or placement of additional restrictions on contracting activities.
- **BB. No. P-12-22 - SUBJECT:** [Economic Equity for Small Business \(SB\) and Disabled Veteran Business Enterprise \(DVBE\) Firms and Diversity Among State Contractors](#)

In Focus - Summary of Recent Legislation Impacting SB/DVBE and State Strategies on OSDS website!

DVBE Program Audit 2018-114

Audit recommendations/requirements for annual reporting for CAR:

1. An increase in reporting accuracy, which would include a way to strengthen departmental review and to verify reported data.
2. A way to ensure reporting was consistent between departments.
3. A decision that reporting to be based on award amounts rather expenditures.
4. A decision that multiyear contracts reported in the award year (front loaded).

In response to the audit, the implementation of reporting in FI\$Cal did the following:

1. Eliminated departments' intensive labor and paper submittals. The system is fully automated to capture procurement and contracting data.
2. Met audit recommendations/requirements:
 - Allows for a system-generated Data Validation Query (DVQ) for departments to verify and approve their procurement or contracting transactions.
 - The DVQ allows for departments to enhance their internal departmental review for accuracy.
 - Addressed the lack of reporting consistency by automatically calculating transactions based on award totals and front-loaded multiyear contracts.
 - Increased accuracy in reporting due to the automation and reduced human errors with paper submittals.

FI\$Cal Update: SB and DVBE Option Verification

SB and DVBE Option Acquisition Method Update

- April 2025 update added additional functionality to support correct use of the SB or DVBE Option Acquisition Methods:
 - If a non-certified supplier is selected, a comprehensive error window will appear stating the acquisition method cannot be used with the selected supplier.
 - This window is a hard stop.
 - Buyer will not be able to save the transaction until the supplier gets updated.
 - Buyers will be able to verify a supplier's certification type and status using an "Advanced Supplier Search".

FI\$Cal Update: Supplier Certification Status

Subcontracting and SB/DVBE Contracting Page Update

- Before the April 2025 update, a supplier's certification status in the "Subcontracting and SB/DVBE Contracting" page was based on the day the transaction was created in the FI\$Cal system.
- With this update, the "Subcontracting and SB/DVBE Contracting" page will reflect a supplier's certification status based on the PO or contract start date.

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable ☐ Design Build Contract - Report Associated PO(s) only

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

FI\$Cal Update: SB or DVBE Option Verification Warning

Message

Warning – The combination of supplier and acquisition method does not meet the requirement for GC 14838.5. (25005,5110)

When using any of the "Option" acquisition methods, the supplier must hold the appropriate active certification at the time of award. To ensure the supplier certification status is correctly captured based on award date, you must confirm the transaction date in FI\$Cal hasn't incorrectly defaulted to another date.

To verify a supplier's certification type and status, use the "Advanced Supplier Search", and in the Bidder Type field, select "Vendor" to return the correct results. Click "View Certification" to verify the certification status for the selected supplier.

For questions relating to the validity of a supplier's certification status please contact the DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) at Certification@dgs.ca.gov.

Please see the State Contracting Manual for more information on using the SB or DVBE Option acquisition method, and direct any further questions to your departments SB/DVBE Advocate and Purchasing Authority Contact.

OK

FI\$Cal Update: Supplier Certification Contract Entry

Contract Entry

The screenshot shows the 'Add Contracts' page in the FI\$Cal system. The breadcrumb trail at the top reads: Favorites > Main Menu > Procurement Contracts > Add Contracts. The form contains several input fields and buttons. Red boxes highlight the following fields: 'Email ID', 'Phone', '*Acquisition Method', '*Supplier', '*Supplier ID', and '*Begin Date' (which contains the value '01/18/2024'). Other visible fields include 'Buyer Name', '*Contract Style' (set to 'Purchase Order'), 'Process Option' (set to 'Purchase Order'), '*Acquisition Type', '*DGS Billing Code', 'LPA Contract ID', 'Bond/IJA', 'Advanced Supplier Search' (a button), and 'Expire Date'. On the right side, there are links for 'Add Comments and Attachments', 'Activity Log', 'Document Status', 'Add Threshold and Notifications', 'Contract Activities', 'Primary Contact Info', 'Add Contract Header Agreement', and 'Contract Releases'. A checkbox labeled 'D' is also present.

FI\$Cal Update: Supplier Certification FI\$Cal PO Entry

PO FI\$Cal Entry

Favorites ▾ Main Menu ▾ > FISCAL Homepage > Add/Update POs

Maintain Purchase Order
Purchase Order

Business Unit 8880 PO ID NEXT Combo Edit Status Not Validated PO Status Initial Budget Status Not Chk'd

Copy From ☐ Hold From Further Processing ☐ Dispute Enter dispute information Activity Log

▼ Header ?

*PO Date 01/18/2024 ⓘ

*Supplier ⓘ Supplier Search **Advanced Supplier Search**

*Supplier ID ⓘ Supplier Details

*Buyer 10001375 ⓘ Susan Sudmann

Doc Tol Status Valid

LPA Contract ID ⓘ

*Acquisition Type ⓘ

*Acquisition Method ⓘ

FI\$Cal Update: Supplier Certification SCPRS PO Entry

PO SCPRS Entry

Navigation: Favorites ▾ Main Menu ▾ > FI\$Cal SCPRS ▾ > FI\$Cal SCPRS Data Entry

SCPRS Entry

Report SCPRS Order

Business Unit 8880	*Purchase Order Date <input type="text"/>	*DGS Billing Code <input type="text"/>
Purchase Document # 1234		Change Order Reason
CalCard: <input type="checkbox"/>	Blanket PO: <input type="checkbox"/>	Grand Total

*Acquisition Type

***Acquisition Method**

Department Financial Information System

IBond/IJA

*Enter by/Buyer Contact

Comments

Attachments

Funding

***Supplier ID**

☐ Mask Transaction Information

Advanced Supplier Search

Background, Legislation and FI\$Cal Update Recap

- Legal authorities behind the SB, DVBE Programs and reporting for CAR
 - [PCC Section 10111](#)
- Mandatory and Voluntary reporting departments
- Relevant legislation
 - Make continuous efforts to expand pool of certified bidders and regularly seek out certified businesses that have not contracted with the state before (AB 1574)
 - Codified 25% SB participation (AB 2019)
 - AB 2019 Allows for DGS to consider appropriate remedial actions to be taken if a mandatory reporting department fails three out of five reporting years to meet the SB or DVBE goals (AB 2019)
- DVBE Program Audit recommendations and requirements
 - Reporting based on awarded amount
 - Front-loaded multiyear contracts
- FI\$Cal Update
 - SB or DVBE Option Acquisition Methods
 - Certification verification in FI\$Cal

Consolidated Annual Report (CAR)

Composed of 5 different reports that FI\$Cal will automatically generate:

- DGS PD 810 – Contracting Activity Report
 - Generates a Data Validate Report/Query
- DGS PD 810S – SB Option, DVBE Option and DVBE Incentive Report
- DGS PD 810C – Consulting Services Report
- DGS PD 810E – Ethnicity, Race, Gender and Sexual Orientation Report (ERGSO)
- DGS PD 810A – Infrastructure Bonds of 2006 (I-Bond) / Infrastructure Investment and Jobs Act (IIJA) Report
 - Generates a Data Validate Report/Query

Data Validation Query (DVQ)

- A comprehensive list of contracts, purchase orders and PCard transactions entered in FI\$Cal as well as entries entered in the State Contract & Procurement Registration System (SCPRS).
- Available to FI\$Cal and SCPRS transacting departments!
- Populated when a user runs a report for the DGS PD 810 or 810A.
 - Most departments will only need to rely on the DVQ that populates after pulling the DGS PD 810 form.
 - The DGS PD 810A DVQ includes additional information about IIJA.
- Can be used for the following:
 - Review approved FI\$Cal and SCPRS transactions for accuracy
 - Review data entered into the subcontracting page for accuracy
 - Monitor SB and DVBE participation goals
 - Validate calculate results for DGS PD 810, 810A, 810C and 810S
- Job aids are available to walk users through on how to obtain the DVQ and how to properly filter the columns to validate the calculations on all 810 forms:
 - [Running the Form 810 Reports and DVQ Job Aid](#)
 - [Using a Department's DVQ Job Aid](#)

DGS PD 810: Contracting Activity Report

Report ID: RPTPO130

FORM 810 Contracting Activity Report

Agency:	Part 0				Part 1											
Contracting Activity Category	Total State Contracting Activity				Certified Disabled Veteran Business Enterprise (DVBE) Participation in State Contracting Activity											
	Total Contract*		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 D /Column A)		Share of DVBE Contracts by Activity	
	Awarded Amount \$	Number of Contracts #	Share of Dollars Awarded %	Share of Number of Contracts %	Awarded Amount \$	Number of Contracts #	Awarded Amount \$	Number of Sub-Contracts awarded to DVBE #	Number of contracts with DVBE Sub-contractors #	Awarded Amount \$	Total Number of DVBE Contracts #	Number of Contracts with DVBE Participation in (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 (HM/B)	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	N/A	GN5	N/A
TOTALS	A6	B6			C6								I6	J6		
Total awards																
					# DVBE Firms Awarded - Prime		# DVBE Firms Awarded - Sub		# Awards by DVBE Cert ID - Prime		# Awards by DVBE Cert ID - Sub					
					CD14		EF14		GH14		IJ14					

Column I displays the DVBE participation achieved!

DGS PD 810: Contracting Activity Report

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%		
16,986,622.54	379,389.25	SB Participation				40.39%	0.90%	8.22%	21.92%
17,366,011.79						41.29%		30.14%	

Column S displays the SB participation achieved!

What gets captured for an 810?

- All purchase orders, Pcard purchases and contracts

This Includes:

- Emergency contracts
- All contracts issued by DGS or any other department on the reporting department's behalf.
- All standalone POs.
- All POs off of Leveraged Procurement Agreements (LPA).
- All POs off of Design Build Contracts.
- All amendments, alterations, change orders, and extensions that change the total amount by more than \$1.00.
- All state funds, including in mixed funded contracts.

How Does FI\$Cal Capture and Report Data?

- **Departmental contracts** are captured at the contract level and purchase orders off of those contracts are excluded from the report.
- **Standalone purchase orders** are included in the report.
- **Purchase orders off of LPAs** are included in the report.
- **Design-Build contracts** captures data at the PO level, not contract level.
 - Note: The design-build functionality in FI\$Cal is not to be used to circumvent any procurement or reporting requirements.
- **Cal Card (PCard)** transactions that were not reported yet.
 - Note: Departments that have unreported PCard transactions must use the PCard FY Summary Entry Page.

P-Card FY Summary Entry Page

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	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

Save Return to Search Previous in List Next in List Notify

How are new transactions captured in FI\$Cal?

- Contracts
 - Contract start date determines what fiscal year it is reported in
 - And the contract's status is "Approved"
- Purchase Orders
 - PO's dispatch date determines what fiscal year it is reported in
 - And status is PO's status is "Dispatched"
- SCPRS
 - SCPRS PO start date determines what fiscal year it is reported
 - And PO's status is "Approved"
- **IMPORTANT:** The appropriate fiscal year is determined by the start date for new purchase orders or contracts entered between July 1 and Oct. 1 (or extension date) to capture contracts from the end of the prior fiscal year.

How are amendments and change orders are captured in FI\$Cal?

- User must enter in intended reporting fiscal year in the Reason Code page.
 - Fiscal year selection in the Reason Code Page will default to the current fiscal year.

- Contracts
 - Determined by selected fiscal year
 - Only applies once the status is "Approved"

- Purchase Orders
 - Determined by selected fiscal year
 - Only applies once the status is "Dispatched"

- SCPRS
 - Determined by selected fiscal year
 - Only applies once the status is "Approved"

Reason Code Page

Enter a reason code and comment for making changes that are being tracked.

Unit 8880 PO ID

Reason Code Fiscal Year

Comment

2015-2016
2016-2017
2017-2018
2018-2019
2019-2020
2020-2021
2021-2022
2022-2023
2023-2024
2024-2025
2025-2026
2026-2027

OK Cancel Refresh

Reporting Categories

Four 810 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. Sub-type is a required field when Non-IT Services Acq. Type is selected

- Pcard transactions are collected in their own category.
- SB-PW are counted under SB participation only on Public Works contracts/projects! Public Works or the SB 605 related public works Acquisition Sub-type must be selected.

Certification Types and SB/DVBE Participation Goals

DVBE	SB	Micro SB designation	SB-PW	NVSA Nonprofit
DVBE goal	SB goal	SB goal	SB goal on public works transactions only	SB goal

- Firms with both SB and DVBE certifications are counted on both goals!
- FI\$Cal first checks for SB(Micro), then SB, then SB-PW (PW subtypes only) when determining SB participation credit.

Helpful Links to find Certified Firms:

- [Cal eProcure](#)
- [SB/DVBE Emergency Registry](#)

CAR Reportable Section

- CAR Reportable Section is available for all new transactions from the contract, purchase order and SCPRS entry modules.
- Drop down allows for users to select "Yes" or "No" for a transaction to be reported for CAR.
 - All transactions, whether marked as reportable for CAR or not, will be shown on the DVQ.
 - By selecting "Yes," the "Add Subcontracting and SB/DVBE Contracting" link can be selected, the entry field for the percentage of state funds, and the checkbox marking a transaction as exempt from the DVBE Incentive will appear.
- Job Aid FISCal.464 – Completing CAR Reportable Section can be downloaded from the [FI\\$Cal Learning Center](#).

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable Yes [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

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

What is Not CAR Reportable

- 100% federally funded contracts or procurements
- Agreements or procurements with the federal government (including grants)
- Agreements or procurements with any state or local government
- Agreements or procurements with the Prison Industry Authority (CalPIA)
- Interagency Agreements
- Joint Powers Agreements
- Agreements with California State Universities (CSU)
- Agreements with Universities of California (UC)
- Loans, local assistance or subvention agreements
- Any court-ordered settlements or costs
- Real estate/property leases
- Contracts or procurements that are, **by law**, not required to be captured for CAR

To see more about what is or is not reportable, click the  symbol within the CAR Reportable Section.

Subcontracting and SB/DVBE Contracting Page

- Adding subcontractor information is available for the contract, purchase order, P-Card and SCPRS entry modules.
- After selecting “**Yes**,” a pop-up window will ask if there is any subcontracting information that needs to be provided.
- If subcontractors need to be reported, allow for this page to open and do the following:
 - Verify the prime contractor and its certification (if applicable) populated correctly
 - Add subcontractors and enter the percentage of work that the subcontractor will be performing. Subcontractor certification information will automatically populate.
- The subcontractor page can be revisited by selecting the “View/Edit Subcontracting and SB/DVBE Contracting” link.

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable [View/Edit 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

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

Adding Subcontractors

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	1567540	<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="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 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"/>		

Statewide Emergency Transactions – Mission Tasks

- Four optional data entry fields to capture emergency transactions assigned by the California Office of Emergency Services (CalOES)
 - These fields are always visible and can be filled out regardless if a transaction is reportable for CAR.
 - Very important to complete because it helps capture how much money departments are spending toward emergencies.
- If an emergency acquisition method is chosen for a transaction, a warning message will appear reminding users to enter in the Statewide Incident and/or Mission Task IDs.
- More guidance can be found here: [CalOES Mission Task and Statewide Incident IDs Training](#).

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable View/Edit 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

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

Percentage of State Funds and DVBE Incentive Exemption

Percentage of state funds

- Enter the percentage of state funds if a transaction also has federal funds.
 - If the transaction is 100% funded by state funds, enter in 100% or leave blank.
- FI\$Cal will automatically calculate and capture reportable CAR amount and SB or DVBE participation amounts (if applicable) based on the entered percentage.

Exempt from DVBE Incentive

- Mark checkbox if the department has an approved DVBE Incentive Exemption (STD 816) or the acquisition method is SB or DVBE Option or another non-competitive method
- Transaction information will not be captured on the DGS PD 810S.

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable View/Edit 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

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

☒ Check if exempt from DVBE Incentive

Design Build Contracts and Design Build POs

- In the CAR Reportable section, the checkbox titled “Design Build Contract – Report Associated PO(s) only” will allow users to identify Design Build contracts for CAR reporting purposes.

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: [] %

☐ Design Build Contract - Report Associated PO(s) only

☐ Check if exempt from DVBE Incentive

- Any PO associated with a Design Build Contract will display a message indicating that the reported information is captured at the PO level.

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

For the purpose of CAR, this Design Build Contract is reported at the PO level.

DGS PD 810 Recap

- The CAR Reportable Section in FI\$Cal is very important and is what the system looks at for calculating the totals for the DGS PD 810!
 - All contracts, purchase orders and PCard purchases must be captured for the report
- Four main reporting categories
- Accuracy is key!
 - CAR “Y” versus “N”
 - Subcontracting information
 - Percentage of state funds
 - DVBE Incentive Exemption
 - Statewide Incident IDs and Mission Task IDs
- FI\$Cal automatically generates DGS PD 810, including participation SB and DVBE amounts
- Departments should review DVQ for transaction accuracy and participation status
- Up Next – 810S: SB Option, DVBE Option and DVBE Incentive Report!

Form 810S: SB Option, DVBE Option and DVBE Incentive Report

Form 810S (Supplemental Report) STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICE
PROCUREMENT DIVISION

Report ID: RPTPO130 Form 810 S SB Option, DVBE Option and DVBE Incentive Report

AGENCY:		Fiscal Year:	
		DEPARTMENT:	
		SB Option	
Part 1 PC 10111 Mandated	Total Contract Dollars Awarded as a Result of Option	Number of Contracts Awarded	Public Contract Code 10111 Section (c) amounts awarded annually pursuant to Section 10000 (a) and 10000 (b) of the Government Code to Small Businesses, and Microbusinesses (SB/MBs).
	Column A	Column B	
	\$0.00	0	
		DVBE Option	
Part 2 PC 10111 Mandated	Total Contract Dollars Awarded as a Result of Option	Number of Contracts Awarded	Public Contract Code 10111 Section (e) amounts awarded annually pursuant to Section 10000 (a) and 10000 (b) of the Government Code to Disabled Veteran Business Enterprises (DVBEs).
	Column A	Column B	
	\$0.00	0	
Comments:			
		DVBE Incentive	
Part 3 MVC 999.5	Total Contract Dollars Awarded as a Result of DVBE Incentive	Number of Contracts Awarded as a Result of DVBE Incentive	This report (Part 3) captures DVBE participation on contracts awarded using the DVBE Incentive pursuant to Military and Veterans Affairs Code 10000 (a) and 10000 (b) of the Government Code. It includes the total contract dollars awarded and the number of contracts awarded. If the collection system cannot identify contracts awarded as a result of a DVBE Incentive, indicate that in the comments below.
	Column A	Column B	
	\$0.00	0	
Comments:			
Approver's Information:			
Name:		Title:	
Signature:		Date:	
Telephone:		Fax:	
Email:		City & Zip:	
Notes:			

- Acquisition Method - SB Option
- Acquisition Method - Public Works SB Option

- Acquisition Method - DVBE Option
- Acquisition Method - Public Works DVBE Option

- DVBE Incentive Checkbox left unchecked
- Contracts awarded as a result of a DVBE Incentive

SB or DVBE Option Acquisition Methods

- Allowed by [Government Code Section 14838.5](#)
 - Contracts may be awarded for goods, services or IT valued from \$5,000.01 to \$249,999.99 to a certified SB or a DVBE, as long as price quotations are obtained from two or more certified SB/MBs or two or more DVBEs.
 - More instructions can be found in the State Contracting Manual, Vol. 2, [SB/DVBE Option - 1405.3](#)
- SB or DVBE Option for Public Work Contracts:
 - Maximum threshold increased to \$461,000
 - BB. No. P-02-24 - SUBJECT: [SB and DVBE Option Acquisition Methods - Dollar Threshold Increase for Public Works Contracts](#)

When using an SB or DVBE Option, the prime contractor or supplier must be certified at the time of award!

SB or DVBE Option Acquisition Methods Part 2

If a non-certified business is selected with an SB Option, Public Works SB Option, DVBE Option or DVBE Option – Public Works Acquisition Method, FI\$Cal will generate a pop-up window warning buyers that the selection cannot be made.

Message

Warning -- The combination of supplier and acquisition method does not meet the requirement for GC 14838.5. (25005,5110)

When using any of the "Option" acquisition methods, the supplier must hold the appropriate active certification at the time of award. To ensure the supplier certification status is correctly captured based on award date, you must confirm the transaction date in FI\$Cal hasn't incorrectly defaulted to another date.

To verify a supplier's certification type and status, use the "Advanced Supplier Search", and in the Bidder Type field, select "Vendor" to return the correct results. Click "View Certification" to verify the certification status for the selected supplier.

For questions relating to the validity of a supplier's certification status please contact the DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) at Certification@dgs.ca.gov.

Please see the State Contracting Manual for more information on using the SB or DVBE Option acquisition method, and direct any further questions to your departments SB/DVBE Advocate and Purchasing Authority Contact.

OK

DVBE Incentive and DVBE Incentive Exemptions

- [Military and Veterans Code Section 999.5, subdivision \(a\)](#) applies to all competitive solicitations, unless a DVBE Incentive exemption is approved.
- BB. No. P-08-20 - SUBJECT: [DVBE Incentive Exemption Regulation Update & DVBE Exemption Request Form \(STD 816\)](#)
- More information can be found in SCM, Vol. 2, [Exemptions to the DVBE Incentive Requirement - 1202.1](#)
- Mark the **Check if exempt from DVBE Incentive** box if:
 - Departments must follow their own internal policies and procedures to receive an approved STD 816.
 - The Acquisition Method is SB or DVBE Option or other noncompetitive acquisition method.

Contract Activity Report (CAR) - Form 810 ?

CAR Reportable View/Edit 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

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

☒ Check if exempt from DVBE Incentive

810S: SB Option, DVBE Option and DVBE Incentive Report Recap

- FI\$Cal automatically generates DGS PD 810S based on transactions that were awarded through an SB or DVBE Option Acquisition Method
 - Acquisition Method – SB Option
 - Acquisition Method – Public Works SB Option
 - Acquisition Method – DVBE Option
 - Acquisition Method Public Works DVBE Option
- Accuracy is key!
- Supplier must be certified at the time of award!
- DVBE Incentive Checkbox in CAR Reportable Section
- Up Next – A quick break and then the 810C: Consulting Services Report.



BREAK TIME!

**PLEASE
RETURN IN
10 MINUTES**

810C: Consulting Services Report

Form 810C (Consulting Services Report)

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICE
PROCUREMENT DIVISION

Form 810C Consulting Services Report

Agency:												Fiscal Department:											
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																							

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:			

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

Acquisition Method Codes

810C: Consulting Services Justification Window

Consulting Services

Header ?

*Contract Style Purchase Order

Process Option Purchase Order

*Acquisition Type NON-IT Services

*Acquisition Method SB Option - COMPETITIVE

Consulting Service Justification

SetID: STATE Contract ID: NEXT

Consulting Service Justification

*Number of Offers:

*Purpose:

*Potential Beneficiaries:

Low Bid Not Accepted Reason:

*Justification:

Id Comments and Attachments Activity Log

Consulting Services Justification

Acquisition Sub -Type Consulting Services

Favorites Main Menu > FISCAL SCPRS > FISCAL SCPRS Data Entry

Home New Window

SCPRS Entry

Report SCPRS Order

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

Purchase Document # sdtg 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

Consulting Service Justification

*Number of Offers

*Purpose

*Potential Beneficiaries

*Low Bid Not Accepted Reason

*Justification

810C: Acquisition Method Codes and Explanation Fields

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 810 C

Look Up Low Bid Not Accepted Reason:

Low Bid Not Accepted Reason

[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

Low Bid Not Accepted Reason Field:

- FI\$Cal will capture if a transaction is a non-competitively bid contract (NCB), in the Explanation Section.
- Reasons for not accepting the low bid will appear in the Explanation Section.

Report Codes & Amounts								
Entered \$	Acquisition Method Code	Low Bid Y/N	Amended \$	Acquisition Method Code	Low Bid Y/N	Completed \$	Acquisition Method Code	Low Bid Y/N

Explanation
Use best scoring method
Only goods and services that meet the needs of the State, Amendment Added - For Time
Best value criteria meets needs at reasonable costs, Data Entry Error Corrected

How FI\$Cal Captures Consulting Services

- FI\$Cal automatically pulls consulting service contract information from transaction and Consulting Services Justification window.
 - It is very important to ensure that all entry fields are completed and accurate!
 - Review the 810C frequently to check for errors and use the DVQ to validate the report.
- Consulting services contracts are defined within [PCC Section 10335 et seq.](#) and they:
 - Are advisory in nature and provide a recommended course of action or personal expertise.
 - Have an end product that is basically a transmittal of information either written or verbal.
 - Have a final product that may include answering specific questions to design of a system or plan, or workshops, seminars, retreats and conferences.
 - Include expert witness contracts and contracts for legal services ([PCC, § 10335.5](#))

What is not captured on the 810C?

- What is not considered a “consulting services” contract is defined within [PCC Section 10335 et seq.](#) and includes:
 - Contracts between a state agency or department and a local agency or the federal government
 - Contracts with local agencies, as defined in [Revenue and Taxation Code Section 2211](#), to subvene federal funds for no matching state funds are required
 - Architectural and Engineering (A&E) contracts per Chapter 10 (commencing with 4525) of division 5 of Title 1 of the Government Code

FI\$Cal automatically ensures that transactions that do not have the “Consulting Services” Acquisition Sub-type do not get captured!

810C: Consulting Services Report Recap

- FI\$Cal automatically generates DGS PD 810C based on entered consulting services transactions
- Accuracy is key!
 - Acquisition Sub-type – Consulting Services
 - Do not leave Acquisition Sub-type field blank
 - Complete Consulting Services Justification window
- Consulting services defined according to PCC Section 10335 et seq.
- Up Next – 810E: Ethnicity, Race, Gender and Sexual Orientation report

Form 810E: ERGSO Report

Report ID: RPTP0130		STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES 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 Column A	Services Column B	Construction Column C	Totals Column D
Part 1	Ethnicity Classifications				
	Asian-Indian	\$0	\$0	\$0	\$0
	Black	\$0	\$0	\$0	\$0
	Hispanic	\$0	\$0	\$0	\$0
	Native American	\$0	\$0	\$0	\$0
	Pacific-Asian	\$0	\$0	\$0	\$0
	Other	\$0	\$0	\$0	\$0
	TOTALS	\$0	\$0	\$0	\$0
Part 2	Race Classifications				
	American Indian or Alaska Native	\$0	\$0	\$0	\$0
	Asian	\$0	\$0	\$0	\$0
	Black or African American	\$0	\$0	\$0	\$0
	Native Hawaiian or Other Pacific Islander	\$0	\$0	\$0	\$0
	White	\$0	\$0	\$0	\$0
	Other	\$0	\$0	\$0	\$0
	TOTALS	\$0	\$0	\$0	\$0
Part 3	Gender				
	Male	\$0	\$0	\$0	\$0
	Female	\$0	\$0	\$0	\$0
	Transgender	\$0	\$0	\$0	\$0
	TOTALS	\$0	\$0	\$0	\$0
Part 4	Sexual Orientation				
	Lesbian	\$0	\$0	\$0	\$0
	Gay	\$0	\$0	\$0	\$0
	Bisexual	\$0	\$0	\$0	\$0
	TOTALS	\$0	\$0	\$0	\$0
Comments:					
Part 5	Approved By:				
	Name:				
	Title:				
	Telephone:				
	Fax:				
	Email Address:				
	Signature:				

- Reports on voluntarily provided diversity information from business owners.
- The diversity information is split into three primary contracting categories:
 - Goods
 - Services
 - Construction
- Those contracting categories are split up by diversity categories:
 - Ethnicity
 - Race
 - Gender
 - Sexual orientation

Voluntary Statistical Data Sheet (VSDS) – DGS PD 802

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(c)

- ☐ **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, Inuk, 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:

Contract Award Date:

- Departments must identify and enter in the contracting category, total contract purchase (award) amount and the contract award date.

ERGSO Data Entry Page

ERGSO Entry Page

Business Unit 6630 CSU Systemwide Offices

Ethnicity, Race, Gender, and Sexual Orientation (ERGSO) Find View 1 First 1-2 of 2 Last

*Award Amount *Award Date 10/27/2021 *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"/>

*Award Amount *Award Date 10/27/2021 *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"/>

Enter data for another DGS PD 802 - VSDS

Form 810E: ERGSO Report

- Reporting on voluntarily provided diversity information is required according to [PCC Section 10111](#).
- The DGS PD 802 - Voluntary Statistical Data Sheet (VSDS) or any information collected on the form **must** be saved and maintained separately from the contracting or procurement file!
 - Information is provided voluntarily by business owners and must be maintained in a confidential nature.
 - Maintains the integrity of the procurement process as the information on the VSDS should have no impact or weight on the final contract or procurement award.
- FI\$Cal will automatically calculate totals for all diversity categories and contracting categories.
- Job Aids are available to help guide users on where to go to enter in diversity information:
 - [ERGSO Entry Page Job Aid](#)
 - [FI\\$Cal/SCPRS User Guide to CAR Reporting](#)

DGS PD 810E: Recap

- FI\$Cal automatically generates DGS PD 810E based on what is entered in the ERGSO Data Entry Page
- Suppliers reporting on their diversity data and sending in a VSDS are optional.
 - It is possible to have nothing to report for a fiscal year.
- VSDS must be kept separately from the contracting or procurement file.
- OSDS is working to automate and enhance ERGSO reporting.
- Up Next – 810A: I-Bond/IIJA Activity Report

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						Fiscal Year: 2022-2023							
						Department: 8880 - Financial Information System							
Part 0		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
Grand Total	31,500.00	31,000.00	0.00	31,000.00	98.41	31,000.00	0.00	0.00	0.00	31,000.00	0.00	98.41	0.00

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

Comments:

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

SB Participation

Form 810A: I-Bond/IIJA Activity Report Part 2

Government Code §14838.1

- New contracts over \$500,000 financed in whole or part with the proceeds of the Infrastructure Investment and Jobs Act (IIJA).
- 25% Small Business participation goal required.
- Unless an exemption determination is made ([Gov. Code, § 14838.1, subdiv. \(c\).](#))
- An Improvement Plan is required when the 25% SB participation goal for IIJA contracts is not met.

Exemptions:

- A department is responsible to determine which IIJA funded contracts are exempted from the 25% SB participation goal. Completed on the [DGS PD 810Ae](#).
- Report each instance in which a IIJA exemption determination is made to DGS, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) at OSDSReports@dgs.ca.gov.

Form 810A: I-Bond/IIJA Activity Report Part 3

Infrastructure Investment and Jobs Acts (IIJA) of 2023:

- Division A, The Surface Transportation Reauthorization Act of 2021.
- Division B, The Surface Transportation Investment Act of 2021.
- Division E, The Drinking Water and Wastewater Infrastructure Act of 2021.
- Division F, Broadband.
- Title IX of Division G, the Build America, Buy America Act

Form 810A: I-Bond/IIJA Activity Report Part 4

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.

Form 810A: I-Bond/IIJA Activity Report Part 5

- Check the "Exempt from SB Goal-IIJA only" check box if IIJA fund is exempt from SB goal.
- As required by law, for each of these checked exemptions, an exemption should be submitted to OSDS. OSDS and PD are in the process of vetting the exemption form with the applicable departments.

Contract Entry Contract

SetID	STATE	Copy From Contract
Contract ID	NEXT	
*Status	Open	
*Contract Type	Departmental	
View Approvals		
Administrator/Buyer		
<input type="checkbox"/> Leased <input type="checkbox"/> Financed <input type="checkbox"/> GS Smart		
Add a Document		
Buyer Details		
Buyer Name		
Email ID		
Phone		
Header		
*Contract Style	Purchase Order	
Process Option	Purchase Order	
*Acquisition Type		
*Acquisition Method		
*DGS Billing Code		
LPA Contract ID		
I Bond/IIJA	Prop 1C	
The Housing and Emergency Shelter Trust Fund Act		
<input type="checkbox"/> Exempt from SB Goal-IIJA only		

Form 810A: I-Bond/IIJA Activity Report Part 6

- Reports on departmental I-Bond and IIJA activity can be obtained from the Form 810 Report page in FI\$Cal.

Form 810 Reports

Run Control ID Test Report Manager Process Monitor Run

Business Unit 7760 Department of General Services

Reporting Period

*CAR Fiscal Year 2022-2023

☒ 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

Save Notify

SelectAll De-SelectAll

IBond/IIJA

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

810A: I-Bond/IIJA Activity Report Recap

- New contracts over \$500,000 financed in whole or part by IIJA require 25% SB participation goal required
- Improvement Plan is required when the 25% SB participation goal for IIJA contracts is not met
- Departments are responsible for determining exemptions, and submitting these on the [DGS PD 810Ae](#)
- Ensure all IIJA funds are being appropriately captured and reported
- Up next – Submitting reports for CAR and reminders.

Submissions & Corrections

OSDS Reports will pull all reports directly from FI\$Cal after the CAR due date. There is no need to email the reports to the OSDS.

- Contact OSDS well in advance of the due date to make corrections.
- OSDS enables access to Intake Pages if it is determined that a manual submission is required.
 - The DVQ will no longer be accessible.
 - Run all 810 form reports and DVQ prior to requesting Intake Pages.
 - Reports will generate as blank until Intake Page submission is complete.
- OSDS and all reporting departments should SAVE all reports they run on the due date or closest to the due date for their own records!

Obtaining Access to Intake Pages

- Intake Pages are the equivalent of submitting the reports for CAR manually.
- Each department needs to have at least one user that is mapped to the SCPRS Processor role.
- All system access and role mapping must be done between the department/state entity and FI\$Cal.
 - **DGS or OSDS is not able to assist with this process.**
- For more information regarding FI\$Cal access, please visit the [End User Access|FI\\$Cal - State of California. One state. One system](#) webpage.

Intake Pages Pathway

Form 810 - Intake Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

▼ **Search Criteria**

Business Unit

Fiscal Year

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Note: Intake Pages (manual submission) are only allowed on a case-by-case basis and access is granted at the discretion of OSDS Reports.

Intake Pages – Form 810 Total Contracting Activity

Navigation: Favorites ▾ Main Menu ▾ > FISCal Processes ▾ > FISCal Extension ▾ > PO ▾ > Form 810 - Intake Pages

Form 810 Contract Activity | Form 810S SB/DVBE Options | Form 810A I-Bond Report | Form 810C Consulting Services

Fiscal Year:
Business Unit: Modified On:
Modified By:

Note: Form 810 have three tabs below. All three tabs must be completed before submitting the report.

Contracting Activity Category	Total Awarded Amount \$	Total Number of Contracts #	Share of Dollars Awarded %	Share of Number of Contracts %
1. Goods (Non-IT)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Services (Non-IT)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. IT (Goods and Services)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Cal Card Transactions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# of Certified DVBE's as Prime	<input type="text"/>	# of Awards to DVBE's as Prime	<input type="text"/>
# of Certified DVBE's as Subs	<input type="text"/>	# of Awards to DVBE's as Subs	<input type="text"/>
# of Certified SB's as Prime	<input type="text"/>	# of Awards to SB's as Prime	<input type="text"/>
# of Certified SB's as Subs	<input type="text"/>	# of Awards to SB's as Subs	<input type="text"/>

Buttons: Save Submit Print Report

Note: Intake Pages (manual submission) are only allowed on a case-by-case basis and access is granted at the discretion of OSDS Reports.

Intake Pages – Form 810 DVBE Participation

Form 810 Contract Activity Form 810S SB/DVBE Options Form 810A I-Bond Report Form 810C Consulting Services

Fiscal Year
Business Unit
Modified On
Modified By

Note: Form 810 have three tabs below. All three tabs must be completed before submitting the report.

Total State Contracting Activity DVBE Participation Small Business (SB)/Micro Business Participation

Contracting Activity Category	Awarded Amount \$ (Prime)	Number of Contracts # (Prime)	Awarded Amount \$ (Sub)	Number of Sub Contracts Awarded to DVBE #	Number of Contracts with DVBE Sub-contractors #	Awarded Amount \$ Prime or Sub	Number of Contracts with DVBE participation (Prime or Sub) #	Total Number of DVBE Contracts #	DVBE Participation %	Contracts with DVBE participation in All Contracts %	Dollars Awarded %	Number of Contracts %
1. Goods (Non-IT)									%	%	%	%
2. Services (Non-IT)									%	%	%	%
3. Construction									%	%	%	%
4. IT (Goods and Services)									%	%	%	%
5. Cal Card Transactions									%	%	%	%
TOTALS									%	%		

of Certified DVBE's as Prime # of Awards to DVBE's as Prime
of Certified DVBE's as Subs # of Awards to DVBE's as Subs
of Certified SB's as Prime # of Awards to SB's as Prime
of Certified SB's as Subs # of Awards to SB's as Subs

Save Submit Print Report

Note: Intake Pages (manual submission) are only allowed on a case-by-case basis and access is granted at the discretion of OSDS Reports.

Intake Pages – Form 810 SB Participation

[Favorites](#) > [Main Menu](#) > [FISCAL Processes](#) > [FISCAL Extension](#) > [PO](#) > [Form 810 - Intake Pages](#)

[Form 810 Contract Activity](#) | [Form 810S SB/DVBE Options](#) | [Form 810A I-Bond Report](#) | [Form 810C Consulting Services](#)

Fiscal Year:
 Business Unit: Modified On:
 Modified By:

Note: Form 810 have three tabs below. All three tabs must be completed before submitting the report.

[Total State Contracting Activity](#) | [DVBE Participation](#) | [Small Business \(SB\)/Micro Business Participation](#)

Contracting Activity Category	Awarded Amount \$ (SB Primes)	Awarded Amount \$ (Micro Primes)	Number of Contracts # (SB Primes)	Number of Contracts # (Micro Primes)	Awarded Amount \$ (SB Sub)	Awarded Amount \$ (Micro Sub)	Number of Sub Contracts awarded # (SB)	Number of Sub Contracts awarded # (Micro)	Number of Contracts with SB Sub-Contractors #	Number of Contracts with Micro Sub-Contractors #	Awarded Amount \$ (SB Prime and Sub)	Awarded Amount \$ (Micro Prime and Sub)
1. Goods (Non-IT)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Services (Non-IT)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. IT (Goods and Services)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Cal Card Transactions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

of Certified DVBE's as Prime
of Awards to DVBE's as Prime

of Certified DVBE's as Subs
of Awards to DVBE's as Subs

of Certified SB's as Prime
of Awards to SB's as Prime

of Certified SB's as Subs
of Awards to SB's as Subs

Note: Intake Pages (manual submission) are only allowed on a case-by-case basis and access is granted at the discretion of OSDS Reports.

Intake Pages – Form 810S SB/DVBE Options

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Form 810 - Intake Pages

Form 810 Contract Activity

Form 810S SB/DVBE Options

Form 810A I-Bond Report

Form 810C Consulting Services

Fiscal Year

Business Unit

Modified On

Modified By

	Total Contract Dollars Awarded	Number of Contracts Awarded
SB Option	<input type="text"/>	<input type="text"/>
DVBE Option	<input type="text"/>	<input type="text"/>
DVBE Incentive	<input type="text"/>	<input type="text"/>

Save

Submit

Print Report

Form 810 Contract Activity | Form 810S SB/DVBE Options | Form 810A I-Bond Report | Form 810C Consulting Services

Note: Intake Pages (manual submission) are only allowed on a case-by-case basis and access is granted at the discretion of OSDS Reports.

Form 810 Intake Pages – 810A I-Bond/IIJA

Form 810 Contract Activity

Form 810S SB/DVBE Options

Form 810A IBond/IIJA Report

Form 810C Consulting Services

Fiscal Year

Business Unit

Modified On

Modified By

IBond/IIJA	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 Prime Contractors (SB)	IBond/IIJA Total \$ to Prime Contractors (Micro)	IBond/IIJA Total \$ to Sub Contractors (SB)	IBond/IIJA Total \$ to Sub Contractors (Micro)	IBond/IIJA Total \$ to Prime & Sub Contractors
IIJA Division A					%					
IIJA Division B					%					
IIJA Division E					%					
IIJA Division F					%					
IIJA Division G Title IX					%					
Prop 1					%					
Prop 1B					%					
Prop 1C					%					
Prop 1D					%					
Prop 1E					%					
Prop 84					%					
Grand Total					%					

Save

Submit

Print Report

Note: Intake Pages (manual submission) are only allowed on a case-by-case basis and access is granted at the discretion of OSDS Reports.

Form 810 Intake Pages – 810C Consulting Services

Form 810 Contract Activity | Form 810S SB/DVBE Options | Form 810A I-Bond Report | **Form 810C Consulting Services**

Fiscal Year: _____ Business Unit: _____ Modified On: _____ Modified By: _____

List of Transactions

	Transaction Type	Transaction ID#	Entered	Entered \$	Acquisition Method Code (E)	Low Bid Y/N (E)	Amended	Amended \$	Acquisition Method Code (A)	Low Bid Y/N (A)	Completed	Completed \$	Acquisition Method Code (C)	Low Bid Y/N (C)
1	PO	7679	<input checked="" type="checkbox"/>	3000.00	Non Competitive Bid	N	<input type="checkbox"/>		Non Competitive Bid	N	<input checked="" type="checkbox"/>	6000.00	Non Competitive Bid	N
2	PCard	3145325235	<input type="checkbox"/>		California MultiAward Schedule	Y	<input checked="" type="checkbox"/>	45464.000	California MultiAward Schedule	Y	<input type="checkbox"/>		California MultiAward S	Y
3	Contract	523	<input checked="" type="checkbox"/>	67788.000	Non Competitive Bid	Y	<input type="checkbox"/>		Non Competitive Bid	Y	<input type="checkbox"/>		Non Competitive Bid	Y

Report Codes & Amounts Summary

	Total Amount \$	Total Contract Number #	Low Bid [Y]es	Low Bid [N]o	3 - Non Competitive Bid	4 - California Multi Award Schedule	5 - Master Service Agreement	Total CMAS & MSA
Entered	70788.00	2	1		1			
Amended	45464.00	1	1			1		1
Completed	6000.00	1		1	1			

Save Submit Print Report

Find | View All | First 1-3 of 3

N (C)	Contractor's Name	Contractor's ID#	Number of Bids	Contract Signed Date	Contract Work Started Date	Contract Work Amended Date	Contract Work Completed Date	Contract Purpose	Beneficiary	Justification	Explanation
▼	OSDS test	123	3	03/01/2021	05/03/2021	05/31/2021	05/31/2021	test1	test2	test3	test3333333333
▼	osds tesr	345	2	01/01/2021	05/01/2021	05/31/2021	06/01/2021	test2	tset4	test5	test5555555555
▼											

Note: Intake Pages (manual submission) are only allowed on a case-by-case basis and access is granted at the discretion of OSDS Reports.

Intake Pages Recap

- Manual submission only allowed at the discretion of OSDS
- Enabling intake disables a department's ability to pull reports based on FI\$Cal's calculations and a DVQ
- Departments must maintain records supporting manual changes, reported amounts and SB/DVBE participation:
 - Prior to being enabled Intake Pages, download ALL 810 forms and DVQ. Manually document changes and final calculations.
 - Ensure secondary review and approval are done prior to submitting.
- Ensure "submit" button is pressed on all tabs and subtabs of the 810 forms.

Improvement Plans

- Required if a department misses one or both participation goals for a reporting fiscal year.
- Any contract that uses IIJA funds that did not meet the 25% SB participation goal.
- Submitted through [DGS Shared Services Portal](#) (new users will have to register)
 - [Guide to accessing the Improvement Plan](#)

For questions about Improvement Plans, please contact:

**Statewide Advocacy
Support Section**

Advocate@dgs.ca.gov

Imran Chaudhary

Statewide Advocacy Support
Section Manager

Imran.Chaudhary@dgs.ca.gov

(916) 597-3139

Cover Letters

FI\$Cal reporting departments submit to OSDS only if:

- They are reporting for multiple BUs or other state entities.
- If your department did not meet one or more of its participation goals due to extreme or uncontrollable circumstances. While this cover letter will not exempt the department from any of its reporting requirements, it will allow OSDS to better assess the hurdles the department is facing and develop strategies to better aid them in meeting their goals in the future.

Please include the following:

- If reporting for multiple BUs or state entities, specify which groups are included in the report.
- An analysis of trends and any anomalies in the SB or DVBE participation.
- Review of progress on all prior year Improvement Plan items enacted and their effect on current participation goals, if applicable.

Cover letter submissions must be sent to OSDSReports@DGS.ca.gov by Oct. 1. Submitting a cover letter is not the same as submitting an Improvement Plan.

Important – AB 2019 Remedial Actions

- AB 2019 requires DGS to consider remedial actions for any department that does not meet either the SB or DVBE participation goals for three out of five years beginning with fiscal year 2022-23.
- Letters have been sent to departments that did not meet 2 out of 3 years.
- An interdepartmental work group developed the remedial actions.
- Once approved, communications explaining the remedial actions will be sent to departments.
- As required by law, the 2024-25 CAR will include a list of departments subject to remedial actions and what those remedial actions are.

Important CAR Reporting Dates

July 31	Final day to request an extension.
October 1	CAR Report + Improvement Plans DUE DATE
October 2	OSDS runs and saves all reports, except extensions
October 1 or 2	BUs run their own final reports and SAVE FOR THEIR RECORDS
October 15	Deadline for departments with extensions.
Post extension	BUs to run their own report
January – February	DGS' Purchasing Authority Unit sends deficiency letters to departments that did not report or did not submit improvement plans
January - March	OSDS publishes the report

Reporting Best Practices

- Keep in touch with OSDS at Advocate@dgs.ca.gov and OSDSReports@dgs.ca.gov
- Run your report and verify data on a sample basis monthly, or at least quarterly
- Correct transactions throughout the fiscal year to the extent possible
- Ensure that the correct fiscal year was selected on all Change Orders or amendments
- Encourage department buyers, PCard reconcilers or SCPRS processors take necessary trainings and enter in transaction information into FI\$Cal accurately
- Develop/strengthen internal review and approval processes
- Report defects to FI\$Cal Services Center and cc OSDSReports@dgs.ca.gov
- Subscribe to DGS [Broadcast Bulletins](#) to be notified of upcoming events and trainings, policy changes and other reporting related announcements
- Ensure your department's SB/DVBE Advocate's contact information is up to date in our [SB/DVBE Advocate Directory](#).

Resources and Tools for CAR Reporting

- All trainings, resources, tools and job aids can be found on our [File Consolidated Annual Report for State Contracting](#) webpage.
- [Consolidated Annual Report - Frequently Asked Questions](#) (in the process of being revised!)
- [FI\\$Cal/SCPRS User Guide to CAR Reporting](#)
- [Running the CAR Reports \(Form 810\) Reports and DVQ in FI\\$Cal Job Aid](#)
- [Using a Department's Data Validation Query Job Aid](#)
- [ERGSO Entry Page Job Aid](#)
- [Intake Pages Job Aid](#)
- [CalOES Mission Take & Statewide Incident IDs Training](#)
- [DGS PD 810Ae - SB IIJA Participation Exemption](#)

Other Helpful Resources

- [FI\\$Cal Learning Center|FI\\$Cal - State of California. One state. One system.](#)
- [FI\\$Cal Service Center|FI\\$Cal - State of California. One state. One system.](#)
- [Office of Small Business and Disabled Veteran Business Enterprise Services](#)
- [SB/DVBE Best Practices for State Departments](#)
- [State Contracting Manual, Vol. 1](#)
- [State Contracting Manual, Vol. 2](#)
- [California Legislative Information](#)
- Subscribe to DGS [Broadcast Bulletins](#)
- Subscribe to receive DGS [Management Memo](#) updates
- [OSDS Compliance Webpage](#)

Contact OSDS

REPORTING RELATED QUESTIONS

Alannah Chapman, Research and Data Specialist

Luke Scholl, Reporting Analyst

OSDSReports@dgs.ca.gov

WAYS TO INCREASE SB OR DVBE PARTICIPATION AND IMPROVEMENT PLAN QUESTIONS

Statewide Advocacy Support Section

Advocate@dgs.ca.gov



BREAK TIME!

**PLEASE
RETURN IN 5
MINUTES**

Questions?

Next ...

**“How to run your reports”
(Form 810 Series) + DVQ
“How to validate the 810
report”**

Step-by-Step / Job Aid