



Consolidated Annual Report Training for Non- FI\$Cal Users

FISCAL YEAR 2025-26

Presented by
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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



Agenda

- Objectives
- Background
- The “810” forms via Intake Pages
- Submission process, timelines and extensions
- Reporting resources
- Questions and answers

Objectives

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

- Reporting requirements, relevant legislation and audit findings
- The different forms of "CAR"
- How data should be reported
- Who to contact with questions
- How to submit your reports by Intake Pages
- Important reporting deadlines

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 granted purchasing authority through DGS (primary and secondary)
- Agencies or departments that are under the California Governor’s authority

REPORTING IS MANDATORY

Seeking an exemption?

- Departments should work with their legal counsel to draft a justification citing the legal basis that supports an exemption
 - Concurrence on the exemption from DGS’ Office of Legal Services
 - 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
- California State Universities, the Lottery Commission, Public Employees Retirement System, State Teachers’ Retirement System, etc.

Encouraged to include SBs and DVBEs in their contracting activities and to report!

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.

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 – DGS PD 810Ae
- **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
- 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:

1. An increase in reporting accuracy, including a way to strengthen departmental review and verification.
2. A way to ensure reporting was consistent between departments.
3. Decision that reporting to be based on initial award amounts, including multiyear contracts (front loading).

Implementation of reporting in FI\$Cal did the following:

1. Eliminated paper submittals. The system is fully automated to capture procurement and contracting data.
2. Met audit recommendations/requirements:
 - Data Validation Query (DVQ) for departments to verify and approve their procurement or contracting transactions.
 - Addressed reporting inconsistencies by automatically calculating transactions based on award totals and front-loaded multiyear contracts.
 - Increased accuracy in reporting and reduced human error with paper submittals.

Non-FI\$Cal Department Report Validation

Maintain records supporting all reported totals and SB/DVBE participation:

- List of contracts, standalone purchase orders, Cal Card Transactions
- Contract or Purchase Order IDs
- Total Award Amount
- Date of amendments and change orders
- Reporting Categories, Acquisition Type, Acquisition Sub-Type and Acquisition Method
- Prime and subcontractor certification information (at the time of award)
 - Certification IDs
 - Certification type
 - Dates certification started and ended
- Percentage of work and dollar amounts for subcontractors
- Percentage of state funds

Conduct secondary review and approval prior to submission!

FI\$Cal Update: ERGSO Report Automation

Form 810E: Ethnicity, Race, Gender and Sexual Orientation (ERGSO) Report Automation

- Added to FI\$Cal in September 2025.
- Diversity data and awarded dollar amounts automatically aggregated from FI\$Cal procurement modules and vendor profiles in Cal eProcure.
- Voluntary diversity information will not be available, accessible, viewable or reportable at the transaction level, only at an aggregate level for departments and the state.
- Departments who enter transactions into FI\$Cal and/or SCPRS will no longer use the ERGSO Data Entry Page for Form 810E reporting.

Background and Legislation Recap

- Legal authorities behind the SB, DVBE Programs and reporting for CAR
- 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)
 - 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
- Maintenance and review of contracting/procurement records

Consolidated Annual Report (CAR)

Includes five different reports that FI\$Cal will generate after Intake Pages have been submitted:

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

Getting Access to Intake Pages

- Non-FI\$Cal department's use Intake Pages to manually submit their CAR reports.
- 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 cannot assist with this process.**
- For more information regarding FI\$Cal access, please visit [End User Access|FI\\$Cal - State of California. One state. One system.](#)
- Any questions about gaining access or role mapping should be directed to the [FI\\$Cal Service Center - FiscalServiceCenter@fiscal.ca.gov.](#)

Form 810 – 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 begins with |

Fiscal Year = |

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- Intake Pages are the equivalent of submitting reportable numbers manually.
- Departments that do not transact within FI\$Cal (Non-FI\$Cal departments) can enter their CAR data into the FI\$Cal system.

Intake Pages – Form 810: Total Contracting Activity

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal 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	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"/>	<input type="text"/>
2. Services (Non-IT)	<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"/>
4. IT (Goods and Services)	<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"/>
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:

Intake Pages – Form 810: DVBE Participation

Favorites ▾ Main Menu ▾ > FI\$Cal Processes ▾ > FI\$Cal 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 \$ (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)	<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"/>				%	%	%	%
3. Construction	<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"/>				%	%	%	%
5. Cal Card Transactions	<input type="text"/>								%	%	%	%
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

Intake Pages – Form 810: SB/Micro Participation

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	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

Form 810: Contracting Activity Report

Report ID: RPTPO130

FORM 810 Contracting Activity Report

Agency:

CAR Categories

Contracting Activity Category	Part 0 Total State Contracting Activity				Part 1 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 (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	J5	GN5	HN5	
TOTALS	A6	B6	AN6	BN6	C6	DVBE Participation						I6	J6	GN6	HN6	
					# DVBE Firms Awarded - Prime		# DVBE Firms Awarded - Sub			# Awards by DVBE Cert ID - Prime			# Awards by DVBE Cert ID - Sub			
					CR14		EF14			GH14			IJ14			

Total awards

Column I displays the DVBE participation achieved!

Form 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					40.39%	0.90%	8.22%	21.92%
17,366,011.79		SB Participation				41.29%			30.14%

Column S displays the SB participation achieved!

What to Report on the Form 810?

- All purchase orders, Pcard purchases and contracts

This Includes:

- Emergency contracts, including contracts or purchases for Statewide Incidents and Mission Tasks
- 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

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

Reporting Categories

Four 810 CAR reporting categories correspond to 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

- PCard transactions are collected in their own category.

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

- SB-PW are counted under SB participation only on Public Works contracts/projects!
- Firms with both SB and DVBE certifications are counted on both goals!
- When determining SB participation credit, departments should calculate participation by adding award totals for MBs first, then SBs that are not MBs, then SB-PWs that are not SBs (PW sub-types only)

Helpful Links to find Certified Firms:

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

PCard FY Summary Entry Page

[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 [Print] [Refresh]					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	+	-	

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

What is Not CAR (Form 810) 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 California Correctional Training and Rehabilitation Authority (CALCTRA)
- 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

Form 810: Contracting Activity Report Recap

- Completing CAR via Intake Pages
 - All contracts, purchase orders and PCard purchases must be captured for the report.
- Four main reporting categories
- Accuracy is key!
 - Report on initial award amount.
 - Count of unique certified firms and number of awards to certified firms.
 - Award amounts and participation percentages to SBs and MBs.
 - Include subcontracting information.
 - Percentage of state funds used.
- Use Save and Submit button features

Up Next – 810S: SB Option, DVBE Option and DVBE Incentive Report!

Intake Pages – Form 810S: SB/DVBE Options

Favorites ▾ Main Menu ▾ > FI\$Cal Processes ▾ > FI\$Cal 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

	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

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 999.5 (a) and (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 999.5 (a) and (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 Code Section 999.5. Column A includes the total contract dollars awarded using the DVBE Incentive. Column B includes the number of contracts awarded using the DVBE Incentive. If your data collection system cannot identify contracts and dollars attributed to the DVBE Incentive, indicate that in the comments box.
	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

- Contracts awarded using the 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, without advertising as long as price quotations are obtained from two or more certified SB/MBs or two or more DVBEs.
- SB or DVBE Option for Public Work Contracts:
 - Maximum threshold increased to \$484,000
- More instructions can be found in the State Contracting Manual, Vol. 2, [SB/DVBE Option - 1405.3](#)

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

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)
- Departments must follow their own internal policies and procedures to receive an approved STD 816.
- More information can be found in SCM, Vol. 2, Exemptions to the DVBE Incentive Requirement - 1202.1
- Do not include contracts or procurements that have an Acquisition Method of SB or DVBE Option or some other noncompetitive acquisition method in the DVBE Incentive total.

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

- Use the 810S tab to complete. Accuracy is key!
 - Acquisition Method – SB Option
 - Acquisition Method – Public Works SB Option
 - Acquisition Method – DVBE Option
 - Acquisition Method – Public Works DVBE Option
- DVBE Incentive Exemptions are completed on an STD 816
- For DVBE Incentive calculations, do not include:
 - Contracts with an approved STD 816
 - Contracts awarded because of an SB or DVBE Option Acquisition Method
 - Contracts awarded due to a noncompetitive acquisition method
- Supplier must be certified at the time of award!

Up Next – A quick break and then the 810A: I-Bond/IIJA Activity Report.

Form 810 Intake Pages – 810A: IBond/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

Form 810A: IBond/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							
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

IBond/IIJA Reporting Requirements and Exemptions

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, subd. \(c\).](#))
- An Improvement Plan is required when the 25% SB participation goal for IIJA contracts is not met.

Exemptions:

- Departments are responsible for determining which IIJA funded contracts are exempted from the 25% SB participation goal. Completed on the [DGS PD 810Ae](#).
- Report each IIJA exemption to OSDSReports@dgs.ca.gov.

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.

Infrastructure Investment and Jobs Acts 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: IBond/IIJA Activity Report Recap

- Completed on 810A tab
- New contracts over \$500,000 financed in whole or part by IIJA require 25% SB participation goal required
 - Improvement Plan is required when the contract-specific 25% SB participation goal is not met
- A department is responsible to determine exemptions, and all exemptions are completed on the [DGS PD 810Ae](#)
- Ensure all IBond and IIJA funds are being appropriately captured and reported

Up next – The 810C Consulting Services Report.

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	FO	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	2			
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	test333333333333
▼	osds tesr	345	2	01/01/2021	05/01/2021	05/31/2021	06/01/2021	test2	tset4	test5	test555555555555
▼											

Form 810C: Consulting Services Report

Form 810C (Consulting Services Report)

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICE
PROCUREMENT DIVISION

Form 810C Consulting Services Report

Report Codes & Amounts											Contractor's Information		Contract Action Dates				Consulting Services Justification			Explanation	
Line #	Transaction ID #	Entered \$	Acquisition Method Code	Low Bid Y/N	Amended \$	Acquisition Method Code	Low Bid Y/N	Completed \$	Acquisition Method Code	Low Bid Y/N	Contractor's Name	Contractor's ID #	Number of Bids	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:			

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

What is a Consulting Service?

- 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 should not be captured on the Form 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.

Form 810C: Consulting Services Report Recap

- Completed on the 810C tab.
- Consulting services defined according to PCC Section 10335 et seq.
- Accuracy is key!
 - Ensure all consulting services contracts are entered in.
 - Entered, amended and/or completed checkboxes
 - Complete all applicable entry fields
 - Verify calculated totals are correct
- Use Save feature when necessary.

Up Next – 810E: Ethnicity, Race, Gender and Sexual Orientation report

Form 810E: ERGSO Report

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES
 Ethnicity, Race, Gender, and Sexual Orientation (ERGSO) Report
 DGS PD 810E formerly GSPD 810E (REV 3/2026) PROCUREMENT DIVISION

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

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
	Black			\$0
	Hispanic or Latino			\$0
	Non-Hispanic or Non-Latino			\$0
	Native American			\$0
	Pacific Asian			\$0
	Other (specify)			\$0
	TOTALS	\$0	\$0	\$0
Part 2	Race Classifications			
	American Indian or Alaska Native			\$0
	Asian			\$0
	Black or African American			\$0
	Native Hawaiian or Other Pacific Islander			\$0
	White			\$0
	Two or more races			\$0
	Other (specify)			\$0
	TOTALS	\$0	\$0	\$0
Part 3	Gender			
	Female/Woman			\$0
	Male			\$0
	Non-binary			\$0
	Other Gender Identity (specify)			\$0
	TOTALS	\$0	\$0	\$0
Part 4	Sexual Orientation			
	Lesbian			\$0
	Gay			\$0
	Bisexual			\$0
	Transgender			\$0
	Other LGBTQIA (specify)			\$0
	TOTALS	\$0	\$0	\$0

- 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

Form 810E: ERGSO Report

Departments that use FI\$Cal and/or SCPRS:

- Automated for departments that record their transactions in FI\$Cal and/or SCPRS!
 - DGS PD 802 – Voluntary Statistical Data Sheets no longer needed.
 - Contract and/or award notification language should be updated to encourage vendors to keep their Cal eProcure profiles up to date, including their diversity information.
- FI\$Cal will automatically calculate totals for all diversity categories and contracting categories.
 - Voluntary diversity information will not be available, accessible, viewable or reportable at the transaction level, only at an aggregate level for departments and the state.

Form 810E: ERGSO Report

Departments that DO NOT USE FI\$Cal and/or SCPRS:

- Must send DGS PD 802 – Voluntary Statistical Data Sheets to suppliers:
 - Contract and/or award notification language should encourage vendors to return the completed DGS PD 802 to the awarding department.
 - Suppliers are not required to submit DGS PD 802 back to awarding department.
- Compile and total all received DGS PD 802s to manually create separate Form 810E copy. Email finalized copy to OSDS by reporting deadline.
- Enter in diversity information into ERGSO Data Entry Pages within FI\$Cal.

Form 810E: Voluntary Statistical Data Sheet (VSDDS) - 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.

VSDS – DGS PD 802 Maintenance

Departments that DO NOT USE FI\$Cal and/or SCPRS:

- 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 influence on the final contract or procurement award.
- Job Aids are available to help guide users on where to go to enter in diversity information.

Form 810E: ERGSO Data Entry Page

ERGSO Entry Page

Business Unit

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: Recap

- Suppliers reporting on their diversity data is voluntary.
- FI\$Cal automatically generates Form 810E based on automated reporting.
- Temporary manual 810E submissions required for departments not captured within the automation.
- OSDS Reporting will to combine automated calculations with the manual submissions.
- Suppliers reporting on their diversity data and VSIDS must be kept separately from the contracting or procurement file.

Up Next – Submissions, Cover Letters, Reporting Best Practices, Remedial Actions and Improvement Plans!

Submissions & Corrections

OSDS Reports will pull all reports directly from FI\$Cal after the CAR deadline. There is no need to email the reports to the OSDS if your department completed and **submitted** the 810 forms via Intake Pages, except for departments that need to manually complete a Form 810E.

- Click the submit button on **every tab and subtab** of the Intake Pages to submit each report. Otherwise, the report will reflect zero in each entry field of the generated report.
- Contact OSDS Reports as soon as possible if there is an error in the Intake Page submission. We can reopen the submission 810 tabs and applicable subtabs for corrections.
- 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!

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

Departments submit to OSDS only if:

- They are reporting for multiple BUs or other state entities within one BU.
- If they 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.
- The 2024-25 CAR includes a list of departments subject to remedial actions and what those remedial actions are.
- Departments at risk for remedial actions based on their 2025-26 midyear numbers have been emailed.
- Management Memo and State Contract Manual chapter in progress.

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 - April	OSDS publishes the report

Reporting Best Practices

- Keep in touch with OSDS at Advocate@dgs.ca.gov and OSDSReports@dgs.ca.gov
- Verify and validate any internal contracting data and/or SCPRS entries. Keep track of reportable numbers through the fiscal year.
- Encourage department buyers or SCPRS processors take necessary trainings and track or enter in transaction information accurately.
- Correct internal data or SCPRS transactions throughout the fiscal year to the extent possible.
- Visit OSDS' webpages to access guides and other reporting resources.
- 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 correct in the [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
 - 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
 - Intake Pages Job Aid
 - CalOES Mission Task & Statewide Incident IDs Training
 - DGS PD 810Ae - SB IIJA Participation Exemption

Other Helpful Resources

- [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