Fiscal Year (FY) 2018-19
Consolidated Annual Report
- Annual Training for All Departments

Anda Draghici, OSDS Manager
Welcome and Introductions

Anda Draghici  
OSDS Manager

Mamta Srivastava  
OSDS Certification

Matthew Zweier  
OSDS Outreach

Michael Sauter  
OSDS Certification

Chris Calceta  
OSDS Certification

April Reding  
OSDS Certification
Who is today’s audience?

FI$Cal Departments/SCPRS manual data entry –

6 training sessions Feb.-Apr., 2019, for:

- FI$Cal Buyers
- P Card Reconcilers
- PO Reporters
- SCPRS processors

Departments using uploads into SCPRS (automated or spreadsheets):

- CAR Reporters
- SB/DVBE Advocates
- CAR Approvers
Agenda

- Introductions and Objectives
- Background
- DVBE Program Audit
- Changes from the previous year:
  - Award data, multi-year contracts
  - FI$Cal and SCPRS new functionality
  - Paper forms updates-ADA compliance
- Reports Requirements
- Process, timelines, extensions
- Questions and Answers
- How to run/validate the reports
- Who to contact
Objectives

By the end of the training, you should know…

- Why and which reports are required
- 2018 DVBE Program Audit recommendations
- Changes from last year
- Implementation in FI$Cal/SCPRS
- How data is captured/reported
- What to do if you need to revise the data
- Who to contact with questions
- How to run your reports
SB & DVBE Program Authority

REPORTING IS MANDATORY

SB and DVBE Program Statutes:

- SB - Government Code 14835
- DVBE - Military and Veterans Code 999

Consolidated Annual Report (CAR) Statutes:

- Public Contract Code (PCC) §10111 - all reports
- Government Code Section 14838.1(f) - I-Bond report 810A
Reporting Structure

**Mandatory reporting departments**
- All Agencies/Departments under DGS purchasing authority
- If exempt must send justification with legal basis to OSDS

**Voluntary reporting departments** - elected to report
- Universities
- Offices not under the governor’s jurisdiction and not under DGS purchasing authority
Changes from last year

- Statutory/Regulatory
  - New SB for the purpose of public works certification
  - DVBE Incentive Waiver based on justification

- 2018-114 Audit recommendations/requirements

- CAR Implementation in FI$Cal and SCPRS

- Report Form and Instructions Updates
  - ADA Compliance
  - Forms 810 updated with the number of subcontractors
  - Separate the SB Option from the DVBE Option
DVBE Program Audit 2018-114

Audit recommendations/requirements:

- Increase accuracy
  - Develop/strengthen second departmental review for accuracy
  - Conduct sample data verification of the high dollar contracts
  - Verify reported data against procurement records/data validation query

- Ensure consistency
  - Awards vs. expenditures
  - Multiyear contract reported fully in the award year (front loaded)

Implementation in FI$Cal and SCPRS ensures:

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

Non-FI$Cal Departments

Must maintain records supporting amounts and SB/DVBE participation reported, including:

- List Contracts, Purchase Orders, Cal Card Transactions
- Transaction Number
- Reporting Category, Acquisition Type, Sub-Type and Method
- Total Transaction Amount
- Prime & Certified Subcontractor Amounts/Percentages
- Certification Type and Expiration Dates

FI$Cal Departments : Data Validation Query (built in 2019):

- Data extract including all of the above + much more
- Support documentation for Forms 810, 810S and 810A
- Shows data includes on subcontracting page and how is reported
- Runs automatically when you run Form 810
- Can be ran for the entire fiscal year, YTD, or with custom dates
- Job-aid /instructions available
- Available to departments using SCPRS
Consolidated Annual Report

- Form 810: DVBE and SB/MB Contracting Activity Report
  Improvement plans required if SB/DVBE goal(s) not met

- Form 810S: DVBE and SB/MB Option & DVBE Incentive Report

- Form 810A: Infrastructure Bond Report
  Improvement Plan required if SB goal is not met

- Form 810C: Consulting Services Report

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

Hyperlink: Consolidated Annual Report Forms and Instructions
### Form 810 - Contracting Activity Report

**Fi$Cal Departmental Report – Part 1 DVBE Contracting Activity Report**

<table>
<thead>
<tr>
<th>Contracting Activity Category</th>
<th>Total State Contracting Activity</th>
<th>Certified Disabled Veteran Business Enterprise (DVBE) Participation in State Contracting Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Contract A</td>
<td>Total to DVBE Prime Contractors C A1 E1 F1 FM1 HK1 HM1 J1 GN1 HN1</td>
</tr>
<tr>
<td></td>
<td>Number of Contracts B</td>
<td>Number of Sub-Contractors D2 E2 F2 FM2 G2 H2 J2 GN2 HN2</td>
</tr>
<tr>
<td></td>
<td>Awarded Amounts AN1</td>
<td>Number of contracts with DVBE Participation % I (G/A) J (H/M/B) GN1 HN1</td>
</tr>
<tr>
<td></td>
<td>Share of Total Contract BN1</td>
<td>Shares of DVBE Prime Contracts with DVBE Participation % G (D+F) H (D+F-M) GN1 HN1</td>
</tr>
<tr>
<td></td>
<td>Shares of Dollars Awarded % AN2</td>
<td>Shares of DVBE Sub-Contractors with DVBE Participation % J (H/M/B) GN1 HN1</td>
</tr>
<tr>
<td></td>
<td>Shares of Number of Contracts BN2</td>
<td>Shares of DVBE Contracts by Activity I (G/A) J (H/M/B) GN1 HN1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shares of DVBE Participation % I (G/A) J (H/M/B) GN1 HN1</td>
</tr>
</tbody>
</table>

**Totals**

- Total awards:
- Added to the paper form
- New!
Form 810 - Contracting Activity Report

FI$Cal Departmental Report – Part 2 SB/MB Contracting Activity Report

SB/MB Participation

New!

Added to the paper form
## Certification Types and SB/DVBE Participation Goals

<table>
<thead>
<tr>
<th>Certification Type Criteria</th>
<th>DVBE</th>
<th>SB</th>
<th>MB</th>
<th>SB-PW</th>
<th>NVSA Nonprofit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counts toward participation</td>
<td>DVBE goal</td>
<td>SB goal</td>
<td>SB</td>
<td>SB goal on public works</td>
<td>SB goal</td>
</tr>
<tr>
<td>Cert. Length</td>
<td>2 years</td>
<td>2 years</td>
<td>2 years</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>CA located</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3-year avg. Gross Receipts (GARs)</td>
<td>No limit</td>
<td>$15 million</td>
<td>$5 million</td>
<td>$36 million</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>No limit</td>
<td>100</td>
<td>25</td>
<td>200</td>
<td>N/A</td>
</tr>
<tr>
<td>Owners domiciled in CA</td>
<td>Yes, the DVs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>GARs limits for Manufacturers</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
<td>$36 million</td>
<td>N/A</td>
</tr>
</tbody>
</table>
New! SB Certification for the Purpose of Public Works (SB-PW)

For the purposes of public works contracts, as defined in:
- Section 1101 of the Public Contract Code
- Section 4525 Gov. Code, engineering contracts

Similar to SB, with higher $ and employee # thresholds:
- 200 or fewer employees cumulatively for applicant and its affiliates
- 3-year avg. annual gross receipts (GARs) of $36,000,000 cumulatively for applicant and its affiliates

Both SB and SB-PW count toward SB goal on public works

Hyperlink: SB/DVBE Certification Information
Report on Form 810:

- All purchase orders and contracts (STD 65, STD 210, STD 213, STD 213A, STD 215, service orders, purchase orders, sub-purchase orders)
- All Cal-Card purchases, even if less than $100, and emergency purchases.
- All contracts issued by DGS or any other department on your behalf.
- All amendments, alterations, change orders, and extensions that change the total amount by more than $1.00
- All contracts/POs issued pursuant to delegation of authority or under a Leveraged Procurement Agreement (LPA)
Report on Form 810 (cont.):

Count SB/DVBE prime contractors’ participation at 100%!

- Award Amounts Only

- Multiyear contract in full in the award year (frontloaded)
  - Contact OSDS to work through this transition
  - Contact OSDS to capture previous years multiyear remaining dollars

- Report only State funds to the extend possible, including in mixed funded contracts
  - For FI$Cal, enter the state funding percentage
  - For all others, contact OSDS if you cannot separate the state funds from federal funds
Do Not Report on Form 810:

Not CAR Reportable (for FI$Cal departments)

- 100% federally funded
- Federal government (including grants)
- Any state or local government
- Prison Industry Authority
- Interagency Agreements
- Joint Powers Agreements
- California State Universities (CSU)
- Universities of California (UC)
Form 810 –Contracting Activity Report

FI$Cal/SCPRS:
Captures all CAR Reportable transactions in the following (cascade) order:

CONTRACTS, then
  → POs with no associated contracts, LPA POs, then
  → Cal Card transactions not reported

All multi-year contracts captured up front at award!

Contact OSDS if previously reported multi-year contracts on an annual basis.
## How are transactions captured?

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Contract</th>
<th>PO</th>
<th>SCPRS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Transactions</strong></td>
<td>FY - Contract start date &lt;br&gt;Status - Approved</td>
<td>FY -PO dispatch date &lt;br&gt;Looks for Dispatch</td>
<td>FY – PO Date &lt;br&gt;Status -Approved</td>
</tr>
<tr>
<td><strong>New Transactions</strong>&lt;br&gt;Jul. 1 – Aug. 1 or by extension date</td>
<td>FY - Contract start date*&lt;br&gt;Status - Approved</td>
<td>FY – PO Dispatch and PO date*&lt;br&gt;Look at dispatch date</td>
<td>FY - PO Date &lt;br&gt;Status – Approved</td>
</tr>
<tr>
<td><strong>Amendments and Change orders</strong></td>
<td>FY – selected in FY field of the Reason Code Page&lt;br&gt;Status-Approved</td>
<td>FY – selected in FY field on the Reason Code Page&lt;br&gt;Look at dispatch date</td>
<td>FY – selected in FY field on the Reason Code Page&lt;br&gt;Status - Approved</td>
</tr>
</tbody>
</table>

**Cal Card transactions:**
- FIS$Cal – reconciled and approved P-Card transactions not reported under a PO
- SCPRS – *P-Card Data Summary Entry Page* – one time data entry of sum of transaction not reported in SCPRS + <$2,500
Form 810 - Reporting Categories

- 4 major reporting categories
- correspond to FI$Cal Acquisition Types

<table>
<thead>
<tr>
<th>Category</th>
<th>Acquisition Type</th>
<th>Acquisition Sub-type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-IT Goods</td>
<td>Non-IT Goods</td>
<td>All</td>
</tr>
<tr>
<td>Non-IT Services</td>
<td>Non-IT Services</td>
<td>All except Public Works</td>
</tr>
<tr>
<td>Construction</td>
<td>Non-IT Services</td>
<td>Public Works</td>
</tr>
<tr>
<td>IT (Goods, Services)</td>
<td>IT Goods or IT Services</td>
<td>All</td>
</tr>
</tbody>
</table>

Count SB-PW under SB participation only on Public Works contracts/projects!
1. Click on “?” symbol for Help Text for reportable transaction definition
2. Select “Yes” on the drop down menu on CAR Reportable
3. Add SB/DVBE subcontractors on the page
4. Enter the percentage of State funds, if known
   If unavailable, leave blank and the system will pull 100%
5. Select the Check if exempt from DVBE Incentive box only if you have an approved DVBE Incentive Waiver for this transaction or the contract is of such nature that the DVBE Incentive is not applicable
SB/DVBE Subcontracting Page

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

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

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

**Access at later time:**
- Click on “Add Subcontracting and SB/DVBE Contracting” link
- If the firm expires in the meantime, it cannot be captured
- If a certified firm does not display on this page, report as defect!
SB/DVBE Subcontracting Page

Add subcontractors

Enter subcontractor percentage

New SB_PW certification type

NVSA
SCPRS-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 810.

Business Unit: 3100 Exposition Park

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total PCard Dollars</th>
<th>Total Dollars to DVBE</th>
<th>Total Dollars to MB</th>
<th>Total Dollars to SB</th>
<th>Last Updated By</th>
<th>Last Update Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2019</td>
<td>80,000.00</td>
<td>2,500.00</td>
<td>1,500.00</td>
<td>18,000.00</td>
<td>Jon Tugade</td>
<td>12/19/18 3:31:00PM</td>
</tr>
<tr>
<td>2017-2018</td>
<td>90,000.00</td>
<td>2,000.00</td>
<td>1,000.00</td>
<td>21,000.00</td>
<td>Jon Tugade</td>
<td>12/19/18 3:31:00PM</td>
</tr>
</tbody>
</table>
Form 810S – SB/DVBE Option and DVBE Incentive

New this year! The report has 3 parts, separating SB and DVBE Option!

<table>
<thead>
<tr>
<th>Acquisition Method: SB Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works SB Option</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acquisition Method: DVBE Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works DVBE Option</td>
</tr>
</tbody>
</table>

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

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

SB or DVBE Option
- If the contract is $5,000.01 to $249,999.99

Public Works SB or DVBE Option:
- If the contract is $5,000.01 up to $314,000

What is captured on Form 810S Part 1 and Part 2?
Transactions dollars and count in the Acquisition Methods:
- SB Option
- Public Works SB Option
- DVBE Option
- Public Works DVBE Option
Form 810S: DVBE Incentive - Part 3

Effective 2005, the Military and Veterans Code section 999.5(a) applies to all competitive solicitations post-October 09, 2007.

For FI$Cal departments:

Check the DVBE Incentive Exempt box on the CAR Reportable section if:

- If you have an approved **DVBE Incentive Waiver**
- SB/DVBE Option or other non-competitive transactions
Form 810C Consulting Services Report

No changes to the paper Form 810C!

Contractors List

Explanation Section

Codes

Acquisition method code
1 - COMPETITIVE Others
2 - Formal COMPETITIVE
3 - NCB
4 - CMAS
5 - MSA
6 - Emergency
7 - Others
Not included = this method is not captured in the 810C
"Consulting services contract," means services that do all of the following:

- Consulting Services Contracts are those that are defined for services of an advisory nature.
- The final product is a transmittal of information in either written or verbal form.
- The product may be answers to questions, the design of systems or plans, workshops, seminars, retreats or conferences.
- All “Consulting Services Contracts” must be reported unless excluded.
Form 810C Report Details

E – Entered Into – awarded/entered during the reporting period

A – Amended:
- for time and dollars, or
- contract price, or
- contract purpose (NOT COMMON-justification required), or
- the contractor’s duties (NOT COMMON –justification required)

C – Completed – work ended in the reporting period
Form 810C - Consulting Services Report

Not captured on Form 810C:

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

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

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

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

For FI$Cal departments:

- No need for additional data entry
- Exclusions are already addressed
- The system will pull all the data needed form the Consulting Services Justification box
- PO Reporters and SCPRS Processors can run the report
## Form 810C Details (Cont.)

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

### Reasons for not accepting low bid based on the selection below.

If Lowest Bid not accepted, the system will display the reason selected in the Explanation Section.

### Acquisition method code

- 1 - COMPETITIVE Others
- 2 - Formal COMPETITIVE
- 3 - NCB
- 4 - CMAS
- 5 - MSA
- 6 - Emergency
- 7 - Others

*Not included = this method is not captured in the 810C*
Form 810C: FI$Cal Departments

Consulting Services Justification
**Form 810E: ERGSO Report**

No changes to the paper Form 810E!

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

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity Classifications</th>
<th>All Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Goods</td>
</tr>
<tr>
<td></td>
<td>Column A</td>
</tr>
<tr>
<td>Asian-Indian</td>
<td>$</td>
</tr>
<tr>
<td>Black</td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
</tr>
<tr>
<td>Pacific Islander</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race Classifications</th>
<th>All Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Goods</td>
</tr>
<tr>
<td></td>
<td>Column A</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>$</td>
</tr>
<tr>
<td>Asian</td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td></td>
</tr>
<tr>
<td>Hawaiian or Other Pacific Islander</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>All Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Goods</td>
</tr>
<tr>
<td></td>
<td>Column A</td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Transgender</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sexual Orientation</th>
<th>All Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Goods</td>
</tr>
<tr>
<td></td>
<td>Column A</td>
</tr>
<tr>
<td>Lesbian</td>
<td></td>
</tr>
<tr>
<td>Gay</td>
<td></td>
</tr>
<tr>
<td>Bisexual</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Comments**

<table>
<thead>
<tr>
<th>Part</th>
<th>Name:</th>
<th>Title</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email Address:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

---

MAY 8, 2019  OFFICE OF SMALL BUSINESS AND DVBE SERVICES, DGS  35
Form 810E: ERGSO Report

Public Contract Code Section 10111

Includes voluntarily provided contract dollars by business owners on:

- Ethnicity
- Race
- Gender
- Sexual orientation

Information received on Voluntary Statistical Data Sheets (VSDS)

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

For FI$Cal Departments:

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

- Asian
- Black
- Hispanic
- Native American
- Other
- Pacific Asian
- Other

**Race Classification**

- American Indian
- Asian
- Black
- Native Hawaiian
- Other
- White

**Gender Classification**

- Female
- Male

**Sexual Orientation Classification**

- Lesbian
- Bisexual
- Gay
- Transgender

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

- Goods
- Services
- Construction

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

DGS VSDS (Rev 12/12)
Fi$Cal and SCPRS - ERGSO Data Entry

Fi$Cal Buyers and SCPRS Processors can entry VSDS data on this page.
No changes to the paper Form 810A

Form 810A I-Bond Activity Report

I-Bond Name

DVBE Participation

SB Participation
Form 810A I-Bond Activity Report

Infrastructure Bond Acts of 2006


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 Activity Report

Government Code 14838.1 (f)

- 25 percent Small Business participation goal in all contracts financed with the proceeds of the infrastructure related bond acts of 2006

- An Improvement Plan is required when the SB participation goal for I-Bond contracts is not met

- FY 2017-18 - 5 departments reported the I-Bond
Important!

OSDS and all reporting departments to SAVE all reports for their own records!

In FI$Cal, all BU reports will display who ran the report, the date/time stamp, and type of report.
For paper submittal, always submit to OSDS with your reports.

For FI$Cal departments submit to OSDS only if:

- Reporting for multiple BUs
- Submitting an Improvement Plan because your department did not meet its goal(s)
- If you need to make revisions to your report

include:

- If multiple BUs, specify what BUs are included in the report
- An analysis of trends and any anomalies in the SB/MB or DVBE participation.
- Review of progress on all prior year Improvement Plan items enacted and their effect on current participation goals.
Cover Letter

- SB/MB and DVBE participation trends over the last three years
- Include high level explanation for upward or downward trends

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>Total Contract $</th>
<th>SB/MB $</th>
<th>SB/MB %</th>
<th>DVBE $</th>
<th>DVBE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2015-16</td>
<td>$239,000,000</td>
<td>$75,000,000</td>
<td>31.38%</td>
<td>$25,000,000</td>
<td>10.46%</td>
</tr>
<tr>
<td>FY 2014-15</td>
<td>$409,000,000</td>
<td>$112,000,000</td>
<td>27.38%</td>
<td>$26,000,000</td>
<td>6.35%</td>
</tr>
<tr>
<td>FY 2013-14</td>
<td>$316,000,000</td>
<td>$77,000,000</td>
<td>24.36%</td>
<td>$7,000,000</td>
<td>2.21%</td>
</tr>
<tr>
<td>Trend</td>
<td>Decreasing</td>
<td>Decreasing</td>
<td>Increasing</td>
<td>Increasing</td>
<td>Increasing</td>
</tr>
</tbody>
</table>

Tip: Even if you do not need to submit it to OSDS, use the cover letter to communicate to your executive team about your departments participation!
Improvement Plan(s)

FY___ Department/Division/Office

i. Summary of reportable, non-reportable, and other contracts

ii. Explain why your SB and/or DVBE participation goal was not achieved.

iii. Plan to improve contracting opportunities for SB/DVBE

iv. Improvement Summary

v. Other comments/challenges

vi. Contact Information

Hyperlink to fillable form:

SB/DVBE Participation Improvement Plan (PDF)
Important CAR Reporting Deadlines

Feb. – April
OSDS conducted 6 training sessions for FI$Cal/SCPRS departments

May 3
OSDS conducts CAR training for all departments

May 8
OSDS conducts CAR training for all departments

July 12
OSDS conducts CAR FAQ session/user lab

June 1 - 30
OSDS sends reminders about upcoming reporting

July 1 - 31
BUs run their draft reports, verify against queries/own records

July 31
Last day to request extension from OSDS

August 1
CAR Report DUE DATE

August 2
OSDS runs and saves all reports, except extensions

August 2 or 3
BUs run their own final reports and SAVE FOR THEIR RECORDS

Post extension
BUs to run their own report

October 15
No revisions or extension past this date

January 1, 2020
OSDS publishes the report
Contact OSDS

CAR Report Questions:

OSDSReports@dgs.ca.gov
(916) 375-4940

Anda Draghici, OSDS Manager
Anda.Draghici@dgs.ca.gov
(916) 375-3115

Improvement Plan Questions:

Brooke Droege, Outreach Manager
Brooke.droege@dgs.ca.gov
(916) 375-4394

For reports requirements, forms, and instructions, please go to:
https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report
For PO Reporters and SCPRS Processors …
Reporting Structure – FI$Cal

What can be run in FI$Cal:

By Business Unit (BU) –
- Individual Departmental (BU) Reports
- Data Validation Query

By OSDS -
- Individual Departmental (BU) Reports
- Statewide and agencies aggregates
- Publishable Summary - mandatory, voluntary, statewide
- Statewide Validation Query
Form 810 Report - Run Control Page

Form 810 Reports

Run Control ID 09

Business Unit

Reporting Period

*CAR Fiscal Year

Fiscal Year to Date

Custom Date Range

From Date

To Date

(Choose From and To Date within the selected CAR Fiscal Year)

Type of Report

Individual Business Unit

Summary

Run
How do I revise my report?

Post August 2 –

- Contact OSDS immediately to inform of needed revision
  - OSDS will unlock the BU to allow for changes
  - BU makes all the needed transaction(s) changes in FI$Cal
  - BU runs its own departmental report
  - BU obtains official approval to submit revisions to OSDS
  - BU adds signed cover letter explaining the change
  - BU emails PDF to OSDS
- OSDS runs new statewide report to include revised reports

Post October 15 –

- Revisions may not be included in the published report

OSDS and all BUs to SAVE all reports for their own records!
Last Minute Tips

All Departments:

- Keep in touch with OSDS at OSDSReports@dgs.ca.gov
- Run your report and verify data on a sample basis monthly, or at least quarterly
- Reconcile the reports with your transactions
- Develop/strengthen secondary review and approval process
- Go back and correct during the fiscal year to the extent possible
- Contact OSDS if you reported multi-year on an annual basis to determine how we can capture and report the remaining dollars

FI$CAL Departments:

- Specify fiscal year on Change Orders or amendments
- Report defects to FSC and cc OSDSReports@dgs.ca.gov
- Sign up for July FAQ/user lab session
Due Date: August 1st by COB

• Paper submittal:

Preferred! Email to OSDSReports@dgs.ca.gov in PDF

By mail: Department of General Services
Procurement Division
Office of Small Business & DVBE Services
Attn: Reports Coordinator
707 3rd Street, Room 1-400, IMS Z-1. MS 210
West Sacramento, CA 95605
Contact OSDS

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Questions?

THANK YOU!

Next...

“How to run your reports”
(All Form 810s)
“How to validate the 810 report”

Step-by-Step / Job Aid