

# **Consolidated Annual Report**

## **Frequently Asked Questions (FAQs)**

Effective July 18, 2022, the Consolidated Annual Reports are now permanently Due October 1.

All the questions that the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) received during each of the fiscal year CAR (FY 18-19 to FY 21-22) Trainings were accumulated and then answered for all Reports Coordinators to view on this FAQ sheet. The answers to the following questions will assist Reports Coordinators in completing their reports and in understanding specific reporting requirements.

### **Q1: Which of the five Consolidated Annual Report (CAR) can be ran in FI\$Cal?**

**A1.** Departments transacting in FI\$Cal or using SCPRS data entry can use the following features and run the following reports in FI\$Cal:

- Form 810: DVBE and SB/MB Contracting Activity Report
- Form 810S: DVBE and SB/MB Option & DVBE Incentive Report
- Form 810A: Infrastructure Bond Report
- Form 810C: Consulting Services Report
- Form 810E: Ethnicity, Race, Gender, and Sexual Orientation Report (ERGSO)
- Department Data Validation Query

### **Q2: Can a department uploading in SCPRS use any of the functionality implemented to run the above reports?**

**A2.** Departments uploading spreadsheets in FI\$Cal can generate two of the reports and the Data Validation Query by taking the steps enumerated below.

1. To generate the Contracting Activity Report (Form 810):
  - If you haven't entered SB/DVBE Subcontracting information in all your transactions, either manually update each transaction Subcontracting page or upload the SB/DVBE spreadsheets covering all the transactions missing the SB/DVBE information in the fiscal year.
  - Update each of your transactions by answering the questions on the CAR reportable section. Refer to the *CAR for FI\$Cal/SCPRS Users* training materials for information regarding the CAR Reportable Sections.
  - Departments can also work with OSDS to turn the CAR Reportable section on for all transactions and then go in and update only the transaction that does not match the pre-selected response.
  - Enter the sum of all PCard transactions that are not reported anywhere else in SCPRS and which are not linked to a PO on the PCard FY Summary Entry Page, including the PCard transactions that are under \$2,500.
2. To capture information for the Ethnicity, Race, Gender, Sexual Orientation (ERGSO) Report (Form 810E):

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- Enter all the Voluntary Statistical Data Sheet(s) (VSDS) on the ERGSO data Entry Page.
3. To run the Contract Activity Report Form 810 and ERGSO Form 810 E Reports:
- Refer to the Department Run Control Page and the Data Validation Query job-aids provided by OSDS.
  - Run the two reports and the Data Validation Query.

#### **Q3. What's new for CAR reporting?**

##### **A3.** Changes starting FY 2018-19 regarding CAR reporting include:

- SB/DVBE Subcontracting page is required to be filled with SB/DVBE certification data when applicable in all modules and is a key component of the CAR Reporting; no SB/DVBE data on this page means no SB/DVBE participation is counted and reported.
- All the data pulled by the report is award data.
- All transactions data including for multiyear contracts will be pulled in the year they are awarded.
- Departments have the ability to run a Validation Data Query with transaction details to validate the data for the Contracting Activity Report, the SB/DVBE Option and the I-Bond reports.
- Departments have the ability to run all their reports and the Data Validation query at any time during the fiscal year, giving them the possibility to verify reported data throughout the year, not only at the end of the fiscal year.
- Departments transacting in FI\$Cal and using manual data entry in SCPRS no longer have to submit their reports to OSDS, because OSDS has the ability to pull all the data directly from the system on their end.
- OSDS will run all five departmental reports as well as the statewide reports directly from FI\$Cal pulling the transaction information entered by departments when they create the transactions.
- Because OSDS will run all the reports in FI\$Cal on October 2, cover letters are no longer needed but are strongly recommended to be used as an internal communication tool within your department to inform your executive team about the SB/DVBE participation goals, achievement trends from past years, others.
- Cover letters are still required if your department has not met one or any of the goals to accompany the Improvement Plan, or if you are requesting revisions after the submittal of the report, or if you report for multiple Business Units (BUs).

#### **Q4. What is included on the SB/DVBE Subcontracting Page?**

##### **A4.** The SB/DVBE Subcontracting Page in all modules includes the following:

- Prime Contractors information is automatically populated. If prime contractor is certified, the report will capture 100% of the transaction's dollars toward participation data.

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- Subcontractors must be added for each transaction where applicable along with the percentage of work they perform. If subcontractors are certified, the certification information will automatically display with all application certification types.
- The new Small Business for the purpose of Public Works (SB-PW) certification type was added to the SB/DVBE Subcontracting page; SB-PW will be counted toward SB participation only on transactions with the Public Works or Public Works SB 605-related Acquisition Sub-types, or on Public Works SB Option Acquisition method.
- The Nonprofit Veteran Services Agency (NVSA) certification was added to the SB/DVBE Subcontracting page and will be counted under SB participation.

### **Q5. How is the data captured?**

**A5.** In order to make sure that transaction data isn't duplicated in the report, information is only pulled from one transaction, in a cascade method, pulling first from departmental contracts, then non-contract Purchase orders (POs), then non-PO Cal-Card transactions. POs released against Leveraged Procurement Agreements (LPAs) are also captured in order to give proper credit to each department.

For more information, refer to the CAR training materials and job aids for FI\$Cal /SCPRS Users available at:

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report>

### **Q6. How are multi-year contracts reported?**

**A6.** Starting with fiscal year 2018-19, all multi-year contracts are to be reported in full in the year they are awarded (front loaded) to ensure reporting consistency statewide and meet legislative requirements of reporting awards, and address audit concerns. If your departments reported multiyear contracts on an annual basis in the past and you have difficulties during this transition year to implement the change or have remaining unreported dollars from previous years, please contact OSDS.

### **Q7. What if I entered transactions incorrectly?**

**A7.** Transactions (POs, Contracts, PCard transactions or SCPRS entries) will need to be corrected during the fiscal year to the extent possible, in order for reporting to be accurate. Corrections are possible as follows:

- The CAR Reportable Section and the SB/DVBE Subcontracting page cannot be edited without a change order or triggering workflow approval.
- Closed P-Card transactions cannot be edited without workflow approval. The system has securities in place, so all the information on closed PCard transactions is grayed out; after payment, the entire PCard transaction is removed from the reconcile page.
- Corrections prior to submittal date (report due date or extension date if one requested) can be done without notifying OSDS.

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- Report corrections after the submittal date (October 1 or extension date) need to be done with OSDS approval, because OSDS will need to unlock your department's report, and re-run the statewide report to reflect the revised data.

#### **Q8. Who can enter ERGSO information?**

**A8.** All FI\$Cal departments' buyers and non-FI\$Cal departments' SCPRS processors can enter the ERGSO information on the page created.

- The link to the ERGSO Data Entry page is located at the top of the FI\$Cal page, next to the FI\$Cal SCPRS link.
- Use the information you receive on the Voluntary Statistical Data Sheets (VSDS) from business owners only.
- Only create one entry per VSDS received.
- Use the " + " button to enter more VSDS data in one single session.

#### **Q9. How can my department keep track of our participation data?**

**A9.** PO reporters and SCPRS Processors can run all the 810 reports and data validation query at any time in FI\$Cal. OSDS recommends running and reviewing these reports for accuracy at least every quarter, if not monthly.

- Report any CAR-related defect to FSC and copy [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov) .

#### **Q10. Can a department or OSDS run reports and the data validation query previous to fiscal year 2018-19?**

**A10.** Reports and data validation query can be ran only starting with fiscal year 2018-19, because CAR functionality did not exist prior to June 2018.

#### **Q11. How can I run a query?**

**A11.** The step-by-step instructions for running the data validation query are included below:

[Running the CAR Reports \(Form 810 Reports\) in FI\\$Cal Job Aid](#) (Sept 2021)

#### **Q12. What do I need to do to run the CAR reports?**

**A12.** The following are steps to assist with running your reports:

- Ensure you have the appropriate role of PO Reporter or SCPRS Processors to run the reports. If you do not have the PO Reporter role, please work with your department FI\$Cal Liaison to obtain them right away.
- Ensure that all transactions for the fiscal year are entered prior to October 1 or request an extension from OSDS with a justification.
- Using the job-aid included below, run your 810 reports:  
[Running the CAR Reports \(Form 810 Reports\) in FI\\$Cal Job Aid](#) (Sept 2021)

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- Using the job-aid above run a query to validate the data and save a copy of the report in case of an audit or system glitch.
- Validate your data and make any necessary corrections before October 1.
- If a goal was not met, develop and submit an Improvement Plan. A survey monkey link is available on the CAR webpage.
- If any revisions are needed after OSDS runs the statewide report on October 2, notify OSDS and provide an explanation for the revision, so OSDS can re-run the statewide report.
- Send cover letters, Improvement Plans, and revision explanations to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov).

### **Q13. What reports are impacted by the “CAR Not Reportable” button being checked?**

**A13.** The following reports are impacted by the CAR Reportable answer:

- Form 810: DVBE and SB/MB Contracting Activity Report
- Form 810S: DVBE and SB/MB Option & DVBE Incentive Report
- Form 810A: Infrastructure Bond Report

### **Q14. Why do transactions that we marked as “Not reportable” show up on the data validation query? Aren’t they excluded from the report?**

**A14.** Transactions marked as “not reportable” are excluded from the reports but are not excluded from the validation query. The validation list includes all transactions to help you confirm a transaction wasn’t marked in error as reportable/not reportable.

### **Q15. How is P-Card transaction data captured for non-FI\$Cal departments?**

**A15.** For P-Card transactions that are not reconciled in FI\$Cal (including the transactions under \$2,500), calculate the total amount of all such transactions and the participation outside the system, and enter as one-line item on the *P-Card FY Summary Entry Page*. If a P-Card transaction is tied to a PO, then information will be captured from the PO (not the P-Card transaction).

### **Q16. Are P-Card transactions that are closed captured in the report?**

**A16.** Yes, the system will pull all the reconciled P-Card with an approval date that falls during the fiscal year, regardless of the status at the time of reporting.

### **Q17. Is state subventions CAR reportable?**

**A17.** Per the CAR Form 810 Instructions, state subventions local assistance are not CAR Reportable transactions.

### **Q18. Who do we report a missing certification status to?**

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**A18.** If you have evidence (e.g. a printout of the supplier's certification profile), that the prime or subcontractor is certified, but the certification isn't displaying on the subcontracting page, report as a defect to [FiscalServiceCenter@fiscal.ca.gov](mailto:FiscalServiceCenter@fiscal.ca.gov) , and copy [OSDSREports@dgs.ca.gov](mailto:OSDSREports@dgs.ca.gov) .

**Q19. Do we need to separate out Federal and State contracting dollars when reporting contracts?**

**A19.** Yes, Public Contract Code 10111 requires that only state funded contracts are reported. For this reason, if contracts are funded from both State and Federal dollars then the contracting dollars need to be separated out and only the State dollars are to be reported.

For departments transacting in FI\$Cal there is an optional state funding percent check box allowing buyers to enter the percent of state funds for each transaction, if available and known.

This will ensure a more accurate reporting and has the net effect of lowering the total contract awarded dollars based on which SB/DVBE participation percentages are calculated.

**Q20. What types of contracts are not reported on the STD 810 Contracting Activity Form?**

**A20.** Per Public Contract Code 10111 contracts or agreements with the federal government, any other state government, the Prison Industry Authority, Interagency Agreements, and Joint Powers Agreements. Contracts or agreements with any county, city, school, or special district (commonly referred to as local agencies). Contracts or agreements with the California State University or the University of California or any of their respective campuses. Concession contracts, revenue/reimbursement contracts, loans, local assistance/subvention agreements, or court-ordered settlements or cost.

**Q21. What types of contracts are not reported on the STD 810C Consulting Services Form?**

**A21.** Per Public Contract Code 10335.5 contracts between a state agency or department and the Federal government, contracts 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, and architectural and engineering (A&E) service contracts as specified in Public Contract Code.

**Q22. Can a contract be reported on both Contracting Activity Report (Form 810) and the Consulting Services Report (Form 810 C)?**

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**A22.** Absolutely, Form 810 and Form 810 C are two different reports serving different purposes so contracts must be reported on both forms, as applicable.

**Q23. Do I need to report every Consulting Services contract, or can I just report the main ones?**

**A23.** All applicable Consulting Services contracts per the reporting fiscal year need to be reported on the Consulting Services Form. You may insert lines in the form to add in more contract data.

For FI\$Cal departments all transactions under the Acquisition Sub types Consulting Services, Consulting Services for IT, and Consulting Services for CDT use only, will be captured.

**Q24. Are the Off-Ramp Reports included in the Reports Package?**

**A24.** No, the Reports Package includes the STD 810 Contracting Activity Report, STD 810S SB/DVBE Option & DVBE Incentive Report, STD 810A Infrastructure Bond Report, STD 810C Consulting Services Report, STD 810E Ethnicity, Race, and Gender Report, the Cover Letter, and all Improvement Plan/s and or Action Plan.

**Q25. What do I do if I think a contract should not be reported?**

**A25.** DGS has no authority to exempt any state contract from the CAR reporting. Work with your legal office to write a justification including the reason for exemption citing the statute or regulation supporting the exemption and submit it to OSDS. OSDS will check with DGS Office of Legal Services for concurrence and will let you know if the contract can be exempted from the CAR report(s).

**Q26. Do I still submit a cover letter with my reports?**

**A26.** For Non-FI\$Cal departments that still submit paper reports, the cover letter is still required. For departments with FI\$Cal-generated CAR Reports, a cover letter is required in the following situations:

- If reporting for multiple BUs
- If the departments did not meet one or both SB/DVBE participation goals
- If the departments are asking for revisions.

**Q27. What is the reason for capturing multi-year contracts in the award year and not annually at the Purchase Order level?**

**A27.** Legislative intent is to capture award dollars. In prior years, DGS allowed departments to either report the multi-year fully in the award year (front loaded) or report on an annual basis. The DVBE Program Audits from 2013 and 2018 found that this type of reporting is inconsistent and not statistically sound as it added “apples and oranges”.

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With the implementation of the CAR functionality in FI\$Cal, we addressed the inconsistency while meeting the audit recommendations and legislative intent.

**Q28: How do we report the remaining dollars from the previously reported multi-year contracts on an annual basis?**

**A28.** The following scenarios can occur:

**Scenario 1: If your department has been transacting in FI\$Cal for several years:**

- Use the Intake page Form 810 to report the remaining dollars along with the SB and DVBE participation.
- Include a cover letter explaining what the remaining dollars represent for which contracts, etc.
- OSDS will add those amounts to your report with a footnote explaining the difference.

**Scenario 2: If your department started in FI\$Cal in 2018, conversion instructions were to create a contract for all remaining dollars on previously awarded multi-year contracts.**

- If the instructions were followed, a contract was created for the remaining dollars and it was marked with Yes for CAR Reportable, the system will capture that amount into your report.
- If the conversion instructions were not followed, please report in Intake page Forms as described in Scenario 1.

**Q29: I have a multiyear award that I reported fully in a previous year. This year I am releasing POs for that contract but unfortunately, they are not tied to the contract in the system. How can I avoid having these POs counted this year, so I do not double report?**

**A29:** The following scenario can occur:

- If you are able to mark these POs with No for CAR Reportable, the system will not count them in the report.
- If you are unable to mark them with No, please contact OSDS.

**Q30: Data Validation Query shows both contracts and POs released against the contract. How can we avoid double counting?**

**A30.** The data validation Query is a data extract that includes:

- On the left side of the extract, it shows all the transactions created during the fiscal year or the date range selected.
- On the right side of the extract, it shows how these transactions are captured and reported in the CAR report.
- The POs that are released against a contract should show “0” dollars in the reported section. If you see dollars for both transactions are included in the



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reported section, report this to FSC and cc us at [osdsreports@dgs.ca.gov](mailto:osdsreports@dgs.ca.gov) as soon as possible.

#### **Q31: Our P-Card reconciler did not include SB/DVBE information on the transactions. How do we capture that in the Form 810 report?**

**A31:** During our training sessions we emphasized the importance of filling in the SB/DVBE Subcontracting page as it is the key feature that provides information for the report.

If that has not been done, please use the Intake page Form 810 to report the totals for the P-Card transactions that are not associated with contracts and POs, along with a cover letter with justification.

**Note:** Moving forward please ensure that the P-Card reconcilers add the SB/DVBE information on the subcontracting page, so it is correctly captured and reported next year.

#### **Q32: Are contracts awarded in previous years and expiring in current fiscal year included in the Form 810 report?**

**A32:** Only awarded contracts are included in the Form 810 report and amendments, so the expired contracts awarded in previous years will not be included in this year's report.

#### **Q33: Are Joint Power Agreements CAR reportable?**

**A33:** No, Joint Power Agreements are not CAR Reportable.

#### **Q34: Is Form 810D report in FI\$Cal?**

**A34:** No, the Form 810D report is part of the *DVBE Subcontracting Report* that awarding departments must submit to DGS on November 1<sup>st</sup> of each year. Form 817 are completed by the prime contractors therefore the report is not implemented in FI\$Cal.

#### **Q35: Should we enter race and ethnicity information for all suppliers in the system to report on the ERGSO Report (Form 810E)?**

**A35:** No, the ERGSO report is solely based on the Voluntary Statistical Data Sheet (VSDS) received from business owners on a voluntary basis. If no VSDS was received, then no data entry is needed into the ERGSO data entry page.

#### **Q36: If my department does not meet only one of the participation goals, do I still have to submit an Improvement Plan?**

**A36:** Absolutely! The Improvement Plan along with the cover letter are required if your department has not met either one or any of the participation goals. A survey monkey

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link is available on the CAR webpage: <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report>

### **Q37: Do I need to send the Data Validation Query to OSDS?**

**A37:** No but keep it for your records to substantiate the transactions that went into the report in case of an audit.

### **Q38: Who can run the Data Validation Query and the reports?**

**A38:** Only PO Reporters and the SCPRS Processors can run the data validation queries and the reports.

### **Q39: When should I check the checkbox on the Exempt from DVBE Incentive?**

**A39:** Check the box every time you have a waiver for the DVBE Incentive only (not for the DVBE requirements), or if the transaction is of such nature that the DVBE Incentive does not apply (e.g., DVBE Option). The system will see the box checked and will not pull that transaction in the DVBE Incentive report.

### **Q40: I have an issue with some transactions that are marked Yes under CAR Reportable but are not pulled into the report. What can I do?**

**A40:** All transactions marked with Yes under CAR reportable should be included in the report with the following exception: POs that are released against contracts. To avoid double counting, these POs are not included in the report even if they are marked as CAR Reportable.

If you have contracts or stand-alone POs (not associated with a contract) that are marked as CAR reportable but are not captured, please report this as a defect to FSC and copy OSDS at [osdsreports@dgs.ca.gov](mailto:osdsreports@dgs.ca.gov).

### **Q41: My department has a secondary department business unit (BU) under their purchasing authority. That is why we usually submit paper reports. Is that ok or should we just run two different fiscal reports?**

**A41:** We encourage you to run the reports in FI\$Cal. If there are issues with running reports for two different BUs, please let OSDS know at [osdsreports@dgs.ca.gov](mailto:osdsreports@dgs.ca.gov).

### **Q42: Who must submit a cover letter to DGS? If a department has met all goals, is a cover letter required to be submitted via email?**

**A42:** If your department is transacting in FI\$Cal and met both participation goals, it is not required to send a cover letter to DGS. The cover letter is required only in the following situations:

- With the Improvement Plan when the department has not met the participation goal(s).

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- With your Intake page submittal, if agreed with OSDS to submit via Intake page, or not transacting in FI\$Cal (deferred departments or voluntary reporters).
- When there are revisions necessary to the report after submission.
- When the department previously reported a multi-year contract on an annual basis and has remaining dollars.
- When submitting a correction on the Intake Page form (such as addition of P-Card transactions not captured, or POs for contracts that were fully reported already, or for POs that should have been included but because of defects are not, etc.).

#### **Q43: Do we need a Form 204 (Payee Data Record) for a subcontractor?**

**A43:** No, 204 is only required by State Controllers when the vendor receives payments directly from the state and become suppliers. Form 204 is not required for certified firms that are only doing business as subcontractors and remain only bidders in the system.

#### **Q44: Would transactions modified through the buyer's workbench be captured?**

**A44:** Transactions will be captured according to the CAR rules and logic, regardless of if they were modified one at a time or through the buyer's workbench.

#### **Q45: Since ERGSO (Ethnicity, Race, Gender, and Sexual Orientation) is confidential and voluntary that has no reference to contract number, how will vendors/suppliers know if they completed the Voluntary Statistical Data Sheet form (VSDS) for a specific contract when they hold multiple State contracts?**

**A45:** The ERGSO report will be confidential and voluntary. Currently, suppliers submit ERGSO data via paper to departments at the completion of a contract or procurement (DGS PD 810E). This voluntary submission is kept separate from the procurement file and is not associated with the transaction or vendor record. The ERGSO portal would provide vendors with a way to input the data directly into FI\$Cal and eliminate the need for the paper form. The Prime will be sent an email with the contract information and link to fill out the survey online. The Data entered into the portal will be aggregated into the ERGSO report directly.

#### **Q46: Are we able to request an exemption from CAR for certain purchases that do not fall under the non-reportable purchase's category? That is, can we exempt specific types of purchases from CAR? Can this be modified when, for example, a DVBE subcontract substitution was approved?**

**A46:** Work with your legal office to write a justification including the reason for exemption citing the statute or regulation supporting the exemption and submit it to OSDS. Please keep a copy of this justification for your records in case of an audit.

#### **Q47: What if the certification expires midway through the contract? Does the department get some DVBE percentage for when they are certified and then just**

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**does not get it later in the contract? What if they are not certified initially and then get certified through the course of the contract?**

**A47:** If the certification expires midway through the contract, the buyer should encourage the firm to renew its certification. The system captures the certification information when the transaction was created and locks it. If the certification is approved, the department will get full credit for the SB/DVBE participation. If the supplier was not certified initially and then gets certified through the course of the contract, the department will not get credit for SB/DVBE participation.

**Q48: How to correct P-Card transactions if they are not capturing dollars correctly?**

**A48:** A closed P-Card transaction cannot be edited without the workflow approval process. The system has securities in place, so all the information on closed P-Card transactions is grayed out; after payment, the entire P-Card transaction is removed from the reconcile page.

**Q49: If the Acquisition method is DVBE option, SB option, or informal competitive, should the DVBE Incentive box be checked?**

**A49:** Check the box every time you have a waiver for the DVBE Incentive only (not for the DVBE requirements), or if the transaction is of such nature that the DVBE Incentive does not apply (e.g., DVBE Option). The system will see the box checked and will not pull that transaction in the DVBE Incentive report.

**Q50: Would we check the DVBE Incentive check box for informal competitive bid?**

**A50:** Per State Contracting Manual, the DVBE incentive rule may apply to the informal procurements. If the check box is checked, the system will not calculate the DVBE incentive.

**Q51: Is encumbrance only PO for rent CAR reportable?**

**A51:** Encumbrance only POs are not CAR reportable.

**Q52: Do we not need to enter Acquisition sub-type for reasonable accommodation commodities?**

**A52:** Acquisition subtype for reasonable accommodation commodities is not required by the system. The subtype is only required for non-IT services Acquisition type.

**Q53: How can FI\$Cal users validate the data on Form 810c?**

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**A53:** There is no data validation query report for Form 810 C. This report itself is detailed on each transaction line.

**Q54: When is the due date for submitting the improvement plan?**

**A54:** The departments are only required to submit the Improvement Plan on or before the CAR due date if they do not meet the SB and/or DVBE goals.

**Q55: For Non-IT Goods POs, do I need to enter an acquisition sub-type to have the SB/DVBE dollar amount for it to get captured towards our numbers?**

**A55:** No, acquisition sub-type is optional when acquisition type is non-IT goods. If Non-IT goods PO has SB/DVBE supplier on the sub-contracting page and is not linked to a departmental contract and has a "Yes" CAR reportable selection, the system will calculate the SB/DVBE dollar amount.

**Q56: Do you check the DVBE Incentive check box for both SB/DVBE Participation Waiver and just the Incentive waiver?**

**A56:** Check the box every time you have a waiver for the DVBE Incentive only.

**Q57: How does the system pull the Form 810C Consulting Services report? Which field includes them?**

**A57:** If a transaction within the reporting period has acquisition type IT services or non-IT services and acquisition sub type Consulting Services, Consulting Services Related to an (IT Project) or Consulting Services Related to an IT Project-CDT Use Only), the system pulls those transactions into the Consulting Services report. When the user selects Consulting Services acquisition subtype, the Consulting Services justification page opens. This page was implemented in the system for the form 810C report. All the information on this page is required, and the entries will populate on the Form 810C report.

**Q58: Since the acquisition sub-type is not required for the IT services, will the transactions be omitted from consulting report?**

**A58:** If a transaction has an IT services acquisition type, the acquisition subtype is not a required field. To capture IT services contracts on the Consulting service report, the user must select the acquisition subtype as Consulting Service, Consulting Services Related to an (IT Project) or Consulting Services Related to an IT Project-CDT Use Only).

**Q59: Is the DGS Equipment Maintenance Management Insurance Program (EMMP) through Alliant Insurance Services, Inc. CAR reportable?**

**A59:** All State funded contracts are CAR reportable.

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**Q60: Is there any way we can run a Form 810 on P-Card transactions only?**

**A60:** No, there is no separate report for the P-Card transactions only. The data validation query report pulls the summary of each P-Card transaction.

**Q61: If a subcontractor is not certified, do we need to enter them on the Sub-contracting page? Or is it only the sub-contractors that are certified SB/DVBE?**

**A61:** Each subcontractor must be added on a transaction where applicable along with the percentage of work they perform irrespective of their certification status (certified and non-certified). If subcontractors are certified, the certification information will automatically display with certification types (SB, SB(Micro), SB-PW, DVBE, and NVSA).

**Q62: If you add the subcontractors that are not certified, won't those dollars count towards SB/DVBE goals?**

**A62:** If a subcontractor is not certified, the department will not get credit for SB/DVBE participation for that transaction. However, if it meets the reporting requirement the system will calculate the CAR reportable amount.

**Q63: Do the statewide incidents need to be entered at the time of the purchase or can it be entered after?**

**A63:** Preferable the statewide incidents should be entered at the time of transaction creation. If you need to do it later, please ensure to update before the transaction gets closed. If the transaction gets in closed status, you will not be able to revise/update it.

**Q64: Can you repeat which contracts require the check mark on DVBE Exempt?**

**A64:** Contracts for which either you have an approved DVBE exemption, or the exemption would not apply, such as on the SB/DVBE options, or non-competitive. To clarify, DVBE exemption means an exemption from the DVBE Incentive, using Form STD 816. For more information, check the following broadcast bulletin:

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

**Q65: Can you provide examples of mixed-fund contracts where we report the percentage of state funding? Is COVID funding reportable?**

**A65:** The federalization is not applicable to all; it depends if the federal funding comes with its own requirements. For example, Caltrans federal dollars from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) come with the Disadvantaged Business Enterprise (DBE), and they can only use DBEs on those

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mixed funded contracts. Also, High Speed Rail uses mixed funded contracts on which they can use both SB/DVBE and DBE.

COVID contracts paid with state funds are reportable until they get reimbursed by the federal government. If you already know with certainty the percentage of reimbursement at the time you create the transaction (you have support documentation) you can use that to tell the system what is left as a percent of state funding by entering the percentages in “Percent of State funds in Total contract, if available/known” field under the Contracting Activity Report (CAR)-Form 810 section. Please keep all the information for your records in case of an audit.

#### **Q66: Can you provide examples of typical defects?**

**A66:** Most common defect is supplier certification linking error. For e.g.: The buyer used a SB certified supplier, yet it does not show as certified in the SB/DVBE Subcontracting page.

#### **Q67: Must subcontractors be “registered” in FI\$Cal in order to be entered in the “Add Subcontracting and SB/DVBE Contracting” page? Or can that information be entered manually?**

**A67:** To add a subcontractor on the SB/DVBE contracting page the firm must have either a bidder or a supplier id number in FI\$Cal.

#### **Q68: If subcontractors must be registered (as a vendor or bidder) in FI\$Cal is a STD 204 always required? What exactly does “registered” mean?**

**A68:** STD 204s are required for vendors to the state that are paid by the state. A contractor may be registered as a bidder (no 204) or as a supplier (204 required). Registered means the firm must complete an application in the FI\$Cal system to acquire a bidder or supplier id. A certified firm must register in FI\$Cal as bidders before getting certified.

#### **Q69: Are all subcontractors required to be entered in the “Add Subcontracting and SB/DVBE Contracting” section regardless of if they are/aren’t a certified SB and/or DVBE? We assume because if they were not, the total would not add up to 100%.**

**A69:** Yes, all subcontractors must be entered on the “Add Subcontracting and SB/DVBE Contracting” section regardless of whether firms are certified.

#### **Q70: POs that are associated with contracts (linked to the FI\$Cal contract) do not carry over the subcontracting information to each PO. Is all subcontracting pulled from the FI\$Cal contract only? Any worry of duplicate reporting if staff are re-entering the subcontracting information in each FY PO linked to a FI\$Cal contract?**

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**A70:** POs on departmental contracts are not pulled in the CAR, because data is pulled at the contract header level once in the year it has been awarded. Exception for POs under LPAs -those are pulled at PO level.

**Q71: So non-certified subs do not need to be entered at all, correct?**

**A71:** We recommend entering all subs in the system. The FI\$Cal system is the book of record for procurement and reporting for FI\$Cal departments so it is advisable to enter as complete information as possible in case of an audit.

**Q72: When is the Improvement Plan due if we are not running our reports until 10/1 which is the date the CAR is due?**

**A72:** Improvement Plan is due on the same due date as CAR.