Consolidated Annual Report
Frequently Asked Questions
Fiscal Year 2020-21

Q1: 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?

A1: 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.

Q2: 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?

A2: 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 the DGS Office of Legal Services for concurrence and will let you know if the contract can be exempted from the CAR report(s).

Q3: What if the certification expires midway through the contract? Does the department get some DVBE percentage for when they are certified and then just 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?

A3: 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.

Q4: How to correct P-Card transactions if they are not capturing dollars correctly

A4: 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.

Q5: If the Acquisition method is DVBE option, SB option, or informal competitive, should the DVBE Incentive box be checked?

A5: 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.

Q6: Would we check the DVBE Incentive check box for informal competitive bid?

A6: 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.

Q7: Is encumbrance only PO for rent CAR reportable?

A7: Encumbrance only POs are not CAR reportable.

Q8: Do we not need to enter Acquisition sub-type for reasonable accommodation commodities?

A8: Acquisition subtype for reasonable accommodation commodities is not required by the system. The subtype is only required for non-IT services Acquisition type.

Q9: How can FI$Cal users validate the data on Form 810c?

A9: There is no data validation query report for Form 810 C. This report itself is detailed on each transaction line.

Q10: When is the due date for submitting the improvement plan?

A10: 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. Here is the link to the Improvement Plan template: SB/DVBE Participation Improvement Plan (PDF).

Q11: 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?

A11: 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.

Q12: Do you check the DVBE Incentive check box for both SB/DVBE Participation Waiver and just the Incentive waiver?

A12: Check the box every time you have a waiver for the DVBE Incentive only.

Q13: How does the system pull the Form 810C Consulting Services report? Which field includes them?

A13: 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.

Q 14: Since the acquisition sub-type is not required for the IT services, will the transactions be omitted from consulting report?

A14: 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).

Q15: Is the DGS Equipment Maintenance Management Insurance Program (EMMP) through Alliant Insurance Services, Inc. CAR reportable?

A15: All State funded contracts are CAR reportable.

Q16: Is there any way we can run a Form 810 on P-Card transactions only?

A16. 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.

Q17: 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?

A17: 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).

Q18: If you add the subcontractors that are not certified, won't those dollars count towards SB/DVBE goals?

A18: 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.