

Fiscal Year 2019-20 Consolidated Annual Report Frequently Asked Questions

Q1: Which of the five main reports that compose the Consolidated Annual Report (CAR) can be run in FI\$Cal?

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

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

Departments that are deferred from FI\$Cal can enter data for and run the ERGSO report.

For detailed information on how data is captured and reported by FI\$Cal/SCPRS user role, please access the [FI\\$Cal/SCPRS User's Guide to CAR Reporting](#) (May 2019).

Q2: What is the reason for capturing multi-year contract being captured in the award year and not annually at the Purchase order level?

A2: 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 in 2013 and 2018 found that this type of reporting is inconsistent and not statistically sound as it added "apples and oranges". With the implementation of the CAR functionality in FI\$Cal, we addressed the inconsistency while meeting the audit recommendations and legislative intent.

Q3: Do we report expenses for utilities such as telephone service, cell phone service or electricity?

A3: No, you do not include utility expenses as they are a "cost of doing business" and are not CAR reportable. However, your department would report contract dollars where you solicited bids for items related to your utilities such as telephones.

Q4: 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 being counted this year so I do not double report?

A4: The following scenarios can occur:

- If you mark these PO with No for CAR Reportable, the system will not count them in the report.
- If you are unable to mark them with No, please report on the Form 810 paper the amount as described in the Scenario 1 Q3. OSDS will subtract that amount from your system-generated report.

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Q5: Data Validation Query shows both contracts and POs released against the contract. How can we avoid double counting?

A5: The data validation Query is a data extract that includes:

- On the left side 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 system will not double count by design and will not report POs that are released against contracts even if the transaction is flagged as CAR Reportable. Those POs will show up in the query with a “0” dollar value. Only CAR Reportable POs that are stand-alone POs or CAR Reportable POs released against an LPA will be captured in the 810 report.
- The POs that are released against a contract should show “0” dollars in the reported section. If you see that dollars for both transactions are included in the reported section, report this to FSC and copy OSDS as soon as possible.
- 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.

Q6: Our PCard reconciler did not include SB/DVBE information on the transactions. How do we capture that in the 810 report?

A6: This was an issue brought to our attention in 2019 that we hope has been addressed. During our 2019 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 for FY 2019-20 please contact OSDS to determine the best course of action.

Q7: Are contracts awarded in previous years and expiring in current fiscal year included in the 810 report?

A7: Only contracts and amendment awarded in the reporting fiscal year are included in the 810, so the expired contract awarded in previous years will not be included in this year’s report.

Q8: Are Joint Power Agreements are CAR reportable?

A8: No, Joint Power Agreements are not CAR Reportable.

Q9: Is Form 810P report in FI\$Cal?

A9: No, the Form 810P report is part of the *DVBE Subcontracting Report* that awarding departments must submit to DGS on September 30 of each year. Form 810P are completed by the prime contractors therefore the report is not implemented in FI\$Cal.

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Q10: Should we enter race and ethnicity information for all suppliers in the system to report on the ERGSO Report (Form 810E) even if we did not receive their survey information?

A10: No, ERGSO report is solely based on the Voluntary Statistical Data Sheet (VSDS) received from business owners on a voluntary basis. If you have not received a VSDS data sheet, you do not enter data into the ERGO data entry page.

Q11: If my department does not meet only one of the participation goals, do I still have to submit an Improvement Plan?

A11: 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. Here is the link to the Improvement Plan template: [SB/DVBE Participation Improvement Plan \(PDF\)](#).

Q12: Do I need to send the Data Validation Query to OSDS?

A12: No but keep it for your records to substantiate the transactions that went into the report in case of an audit.

Q13: Who can run the Data Validation Query and the reports?

A13: Only PO reporters and the SCPRS Processors can run the data validation queries and the reports.

Q14: When should I check the checkbox on the Exempt from DVBE Incentive?

A14: Check the box every time you have a signed/approved waiver for the DVBE Incentive (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.

Q15: 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?

A15: 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 PO 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.

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Q16: My department has a secondary department (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?

A16: We encourage departments to run the separate reports in Fi\$Cal. If there are issues with running report for two different BUs please let OSDS know.

Q17: Who must submit a cover letter to DGS? If department has met all goals, is a cover letter required to be submitted via email?

A17: 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).
- With your paper submittal, if agreed with OSDS to submit in paper, or if your department is not transacting in Fi\$Cal (deferred departments or voluntary reporters).
- When there are revisions necessary to the report after submission.

Q18: Do we need a Form 204 (Payee Data Record) for a subcontractor?

A18: No, Form 204 is only required by State Controller when the vendor receives payments directly from the state and becomes a supplier. Forms 204 are not required for certified firms that are only doing business as subcontractors and remain only bidders in the system.

Q19: Would transactions modified through the buyer's workbench be captured?

A19: Transactions will be captured according to the CAR rules and logic, regardless if they were modified one at a time or through the buyer's workbench.

Q20: Is there a place within Fi\$Cal to enter the 810P's we receive, or will we be submitting a paper subcontracting report? (Like there is for the ERGSO).

A20: No, there is not. See **Q9**. You will still need to email those reports as before.

Q21: For the 810C, do we really have to provide all reasons?

A21: Yes, because reporting reasons for amendments or awarding non-competitive bids (NCBs) is required by the statute – Public Contract Code Section 10111.

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Q22: How will reporting work with FEMA funds due to COVID-19? Do we mark any COVID-19 emergency contracts as not reportable?

A22: Emergency contracts that include state funding are CAR reportable. In the state funding percent box, enter the percent that is not reimbursed by FEMA, if you know it. If not, it is all CAR reportable. Departments can go back and revise that percentage once they know the FEMA reimbursement rate and as long as the transactions are open. We encourage all departments to reconcile often and not wait until the end of the year.

Q23: If we create a PO using our Special Fund account for funding, not General Fund, would we mark the percentage of State funds as 0%?

A23: If the Special Fund has state dollars, (not federal, local, private, etc.), then the State fund percentage is 100%. The funding does not depend on the name of the fund, only the source of the funds.

Q24: Does the Data Validation Query include only approved contracts and POs?

A24: Yes, the data validation query only extracts approved contracts and POs.

Q25: Will all forms and instructions be available via the DGS/OSDS portal?

A25: No, forms and instructions are no longer on the portal. They are available on the website now at <https://www.dgs.ca.gov/PD/Forms> .

Q26: Which columns in the 810 Form show if my department has met the participation goal?

A26: The DVBE Participation Percentage column and the data from the SB/MB Participation Percentage column show the level of participation achieved and will tell departments if they met the goals.

Q27: Are transactions with Non-Profits Reportable?

A27: Transactions with non-profits are reportable.

Q28: Are LPA/MAs/Statewide Contracts Reportable?

A28: Transactions involving LPAs/MAs/Statewide Contracts are reportable at the PO level, so departments can get proper credit for the SB/DVBE Participation. On the CAR Reportable section, please ensure you select Yes for PO associated with LPAs.

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Q29: How do I fix data when I find that it is incorrect once I have run the Data Validation Query?

A29: Contracts at header level are never changed to “Closed” status, so users always have the ability to update those at any point, by making the changes in the Contracts module, documenting the change order reason, and saving the updates.

For PO with no Contracts created in FI\$Cal, changes can be made to POs that have not been closed. It is imperative that departments are running the DVQ often to make sure that all transactions are reported correctly. Currently, once the PO is closed there is no easy way to change the reporting.

SCPRS entries where a PO was not created in FI\$Cal can be updated at any point by opening the transaction up in SCPRS module making the changes, documenting the change order reason and saving the updates.