



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
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Broadcast Date: July 16, 2013

Bulletin #: P-09-13

**TO: Reports Coordinators
Small Business/DVBE Advocates
Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)**

RE: Fiscal Year 2012-2013 Consolidated Annual Report – DUE: August 1, 2013

The Department of General Services, Procurement Division announces that the July 1, 2012, through June 30, 2013, Consolidated Annual Report is due August 1, 2013, by close-of-business.

As a reminder, departments who submit a cover letter and Improvement Plan must also include a description of prior fiscal year improvements enacted and how they affected participation goals. Review instructions for Form 810 & 810A at:

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

The Improvement Plan template can also be found there.

Submit reports by U.S. mail or by email to:

Department of General Services
Procurement Division
ATTN: DGS Reports Coordinator
707 3rd Street, Room 1-400, IMS Z-1, MS 210
West Sacramento, CA 95605

OSDSReports@dgs.ca.gov

If you have questions regarding this notification, please contact:

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