



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: February 6, 2019**

**Bulletin #: E-03-19**

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

**RE: Training on Reporting Consolidated Annual Report (CAR) in FI\$Cal**

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The Consolidated Annual Report (CAR) Report covering fiscal year (FY) 2018-19 is due on August 1, 2019. As you know, the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) has been working with the FI\$Cal team over the past year to implement the CAR functionality in FI\$Cal. This development and implementation effort is to be completed by the end of March 2019.

OSDS is offering four separate training sessions on *CAR Reporting in FI\$Cal* on the following dates:

February 26, 2019	1 p.m. – 4 p.m.
March 6, 2019	1 p.m. – 4 p.m.
March 13, 2019	9 a.m. – 12 p.m.
March 20, 2019	9 a.m. – 12 p.m.

**Who Should Attend:**

All procurement and contracting officials from departments transacting in or transitioning to FI\$Cal, and from departments transacting in FI\$Cal-SCPRS using the manual data entry, including:

- Buyers creating or entering transactions
- Purchase Order reporters
- Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) advocates
- Responsibilities for creating and/or approving the departmental CAR report

All reporting departments, including departments that are **deferred or exempt** from FI\$Cal should plan to attend the regular CAR Training in May 2019.

**Where will it be held:**

DGS (Auditorium), 707 Third Street, West Sacramento, CA 95605.

A live webinar broadcast will be provided for those who RSVP and cannot attend in person. The auditorium is wheelchair accessible.

**What will be covered:**

The training session will cover all aspects of FY 2018-19 CAR report, mainly:

- Background, Statutes and Regulations
- Brief CAR Reporting Requirements
- Improvement Plan Requirements
- Reporting in paper format versus reporting in FI\$Cal
- CAR Functionality in FI\$Cal
- New processes
- Questions and Answers

**How to RSVP:** To RSVP for a specific training session, please click to register on the link by the session you are interested to attend, and enter the requested information. Registrations will close two days prior to session dates.

- [Access February 26, 2019, 1 p.m. - 4 p.m. – Tuesday here](#)
- <https://www.dgsapps.dgs.ca.gov/pd/cssibid/RegisterIntro.asp?EventID=503>
- [Access March 06, 2019, 1 p.m. - 4 p.m. – Wednesday here](#)
- <https://www.dgsapps.dgs.ca.gov/pd/cssibid/RegisterIntro.asp?EventID=504>
- [Access March 13, 2019, 9 a.m. - 12 p.m. – Wednesday here](#)
- <https://www.dgsapps.dgs.ca.gov/pd/cssibid/RegisterIntro.asp?EventID=505>
- [Access March 20, 2019, 9 a.m. - 12 p.m. – Wednesday here](#)
- <https://www.dgsapps.dgs.ca.gov/pd/cssibid/RegisterIntro.asp?EventID=506>

**How to Join the Live Webinars:** All who RSVP at the links above will be emailed webinar log-in links and codes based on the day for which they register.

If you have any questions regarding this notification, please contact:

Anda Draghici, OSDS Manager

[OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)

916-375-4940

**Americans with Disabilities Act (ADA):** Persons with disabilities requiring reasonable accommodation to participate in this event, please contact:

Jaime Wilson

[Jaime.wilson@dgs.ca.gov](mailto:Jaime.wilson@dgs.ca.gov)

(916) 375-4929

Five business days are required when requesting a reasonable accommodation.

- [Additional ADA information regarding reasonable accommodation is available here](#)
- [http://www.dgs.ca.gov/access\\_detail.html](http://www.dgs.ca.gov/access_detail.html)