



**Department of General Services
Procurement Division**

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

Broadcast Date: April 15, 2019

Bulletin #: E-07-19

**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

The Consolidated Annual Report (CAR) Report covering fiscal year (FY) 2018-19 is due on August 1, 2019. 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. The Contracting Activity Report (Form 810) functionality is now available in FI\$Cal.

In addition to the four sessions that OSDS previously offered, two training sessions on *CAR Reporting in FI\$Cal* will be offered on the following dates:

April 24, 2019	9 a.m. -12 p.m.
April 25, 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

Departments that are deferred or exempt from FI\$Cal should plan to attend the regular CAR Training on May 3 and May 8, 2019, for which the broadcast bulletin will released in late April.

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:

- Overview of statute and CAR Reporting Requirements
- Reporting in FI\$Cal and SCPRS
- CAR Functionality in FI\$Cal
- New fields for buyers
- New process for PO reporters
- 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. Please note that the system does not generate automatic confirmations of registration. OSDS will email your confirmation prior to the session.

- [Access April 24, 2019, 9 a.m. - 12 p.m. – Wednesday's training here](#)
- [Access April 25, 2019, 9 a.m. - 12 p.m. – Thursday's training here](#)

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 registered.

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

Anda Draghici, OSDS Manager

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:

Caesar Gutierrez

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(916) 375-4931

A minimum of five business days is required when requesting a reasonable accommodation.

- [Access Additional ADA information regarding reasonable accommodation here](#)