



**Department of General Services  
Procurement Division**

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

**Broadcast Date: July 1, 2019**

**Bulletin #: E-09-19**

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

**RE: FAQ Webinar on Consolidated Annual Report (CAR) for All Departments  
(FI\$Cal and non-FI\$Cal departments)**

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The Consolidated Annual Report (CAR) 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) implemented the CAR functionality in FI\$Cal and provided six training sessions on the CAR reporting for FI\$Cal and SCPRS users between February and April 2019. In addition, OSDS conducted two training sessions on CAR training for all departments in May 2019.

OSDS will conduct one final Frequently Asked Questions (FAQ) webinar session on CAR reporting on:

July 12, 2019

9 a.m. – 12 p.m.

**Who Should Attend:**

All procurement and contracting officials that have CAR reporting responsibilities for their departments regardless if their departments are transacting in FI\$Cal or not, including:

- Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) advocates
- Procurement staff including PO reporters and SCPRS processors with responsibilities for creating and/or approving the departmental CAR report

Departments that are deferred or exempt from FI\$Cal should plan to attend this training.

**Where will it be held:**

This FAQ session is a live webinar broadcast.

## **What will be covered:**

This webinar will include questions and answers regarding:

- Reporting in FI\$Cal
- Reporting in paper format
- Reporting processes and timelines
- Submittal and extension requirements

**How to RSVP:** To RSVP, please register by clicking on the link below.

- [Access the July 12, 2019, 9 a.m. - 12 p.m. webinar – Friday's training registration here](#)

Please note that the system does not generate automatic confirmations of registration.

**How to Join the Live Webinars:** All who RSVP at the link above will be emailed a webinar log-in link and code.

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

Caesar Gutierrez, OSDS Certification Analyst

[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:

Caesar Gutierrez

[caesar.gutierrez@dgs.ca.gov](mailto:caesar.gutierrez@dgs.ca.gov)

916-375-4931

Additional ADA information regarding reasonable accommodation is available at:

- [Access Reasonable Accommodation information here](#)

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