



**Department of General Services
Procurement Division**

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

Broadcast Date: April 26, 2019

Bulletin #: E-08-19

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

**RE: Annual Training on Fiscal Year 2018-19 Consolidated Annual Report (CAR) for
All Departments (FI\$Cal and non-FI\$Cal departments)**

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) 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.

OSDS will conduct its annual *Fiscal Year 2018-19 CAR Report Training* for all departments on the following dates:

May 3, 2019	9 a.m. – 12 p.m.
May 8, 2019	1 p.m. – 4 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 Purchase Order reporters and State Contract & Procurement Registration System 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 it will 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
- CAR Reporting Requirements
- DVBE Audit Reporting Recommendations
- Reporting in FI\$Cal
- Reporting in paper format
- Reporting processes and timelines
- Submittal and extension requirements
- 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 the May 3, 2019, 9 a.m. - 12 p.m. – Friday's training registration here](#)
- [Access the May 8, 2019, 1 p.m. - 4 p.m. – Wednesday's training registration 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](#)