



**Department of General Services  
Procurement Division**

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

**RE: Consolidated Annual Report (CAR) Process – New Requirements**

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This Broadcast Bulletin (BB) announces the release of revised policy and procedures in the State Contracting Manual (SCM) specific to the Consolidated Annual Report process. The new requirements identified in the revised SCM policy and procedures are effective immediately and must be fully implemented before March 30, 2020.

DGS is implementing this change as a result of recommendations provided by the California State Auditor (CSA) in audit report NO. 2018-114.

The revised SCM policy and procedures require state agencies to:

- Implement a review process to ensure that the Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation data, including for Microbusiness (SB/MB), Small Business for the purpose of Public Works (SB-PW) and Nonprofit Veteran Services Agency (NVSA), is accurate.
- Verify on a sample basis, the amounts awarded to and the certification status of the SB, SB/MB, SB-PW, DVBE or the NVSA contractor or subcontractors for high value contracts that included SB or DVBE participation.
- Provide by request a written statement signed by the Procurement and Contracting Officer (PCO) confirming completion of the review of the CAR.

The following volumes and sections of the SCM have been updated:

- **SCM Volume 2 Chapter 12 - Reporting Requirements**  
12.B1.1 Contracting Activity Report
- **SCM Volume 3 Chapter 12 - Reporting Requirements**  
12.B1.1 Contracting Activity Report
- **SCM Volume F Chapter 9 - Post Award Activities**  
9.E2.1 Reporting to DGS/PD/OSDS

SCM Volume 1 will also be updated to reflect the new requirements.

All volumes of the SCMs can be found on the Procurement Divisions webpage at:

- [www.dgs.ca.gov/PD](http://www.dgs.ca.gov/PD)

For questions regarding this notification, please contact:

Office of Small Business and Disabled Veteran Business Enterprise Services

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