



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
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Broadcast Date: May 7, 2020

Bulletin #: E-07-20

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

RE: Webinar on Consolidated Annual Report (CAR) for all Departments

The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS), is offering a training webinar about the CAR on two separate dates. In support of social distancing, the training will not be held in-person at this time. The webinar dates are listed below:

May 11, 2020 9 a.m. – 12 p.m.

May 18, 2020 9 a.m. – 12 p.m.

Who should participate:

- Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) Advocates
- Procurement staff including those responsible for State Contracts and Procurement Reporting System (SCPRS) and Purchase Order reporting in Fi\$Cal
- Other staff responsible for creating and/or approving the departmental CAR report

Where will it be held: Live webinar via Microsoft Teams

What will be covered:

- Background, Statutes and Regulations
- Brief CAR Reporting Requirements
- Improvement Plan Requirements
- Reporting Processes and Timelines
- Questions and Answers

How to register: Click on the link below to select your desired date.

[Register for the May 11, 2020, 9 a.m. - 12 p.m. webinar](#)

[Register for the May 18, 2020, 9 a.m. - 12 p.m. webinar](#)

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

How to join the live webinars: All who registered using the links above will receive an email confirming their registration. They will then receive a separate email containing the webinar link.

If you have any questions regarding this notification, or require a reasonable accommodation to participate in this event, please contact:

OSDSReports@dgs.ca.gov

916-375-4937

Please note that a minimum of five business days is required when requesting a reasonable accommodation.