



**Department of General Services
Procurement Division**

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

Broadcast Date: March 25, 2020

Bulletin #: E-05-20

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

RE: Webinar on Consolidated Annual Report (CAR) for FI\$Cal Departments

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

- April 13, 2020 9am - 12pm
- April 20, 2020 9am - 12pm

Who Should Participate:

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

Where it will be held: These sessions will be live webinar broadcasts.

What will be covered:

The training session will cover all aspects of FY 2019-20 CAR report, mainly:

- Background, Statutes and Regulations
- Brief CAR Reporting Requirements
- Improvement Plan Requirements
- Reporting in paper format versus reporting in FI\$Cal
- CAR Functionality in FI\$Cal
- Questions and Answers

How to RSVP: To RSVP, please register by clicking on the links below. Please note that the system does not generate automatic confirmations of registration.

- [Register for the April 13, 2020, 9 a.m. - 12 p.m. webinar here](#)
- [Register for the April 20, 2020 9 a.m. - 12 p.m. webinar here](#)

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

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

Josh Wallman, OSDS Research Specialist

OSDSReports@dgs.ca.gov

916-375-4937

Americans with Disabilities Act (ADA): Persons with disabilities requiring reasonable accommodation to participate in this event, please contact:

Josh Wallman

Josh.wallman@dgs.ca.gov

916-375-4937

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.