



**Department of General Services  
Procurement Division**

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

**Broadcast Date: June 15, 2020**

**Bulletin #: F-03-20**

---

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

**RE: Certified SB/DVBE Subcontractor Listing Notification in FI\$Cal**

---

The Department of General Services, Office of Small Business and Disabled Veteran Business Enterprises (OSDS), has implemented in the Financial Information System for California (FI\$Cal) a system-generated notification to be sent to both prime contractors and certified small business (SB) and disabled veteran business enterprise (DVBE) subcontractors upon approval of a purchase order (PO) or contract with SB/DVBE subcontractors listed. This notification became effective as of May 6, 2020, and addresses a DVBE audit recommendation by the California State Auditor (CSA).

The implementation of this system-generated notification will allow the SB and DVBE firms to be made aware when their businesses are listed as a subcontractor on a PO or contract. Firms will have the option to opt-out of these notifications in their notification center located in their bidder/supplier accounts.

Transactions will trigger a system-generated email notification to both the prime contractor and any certified SB/DVBE subcontractors that were entered on the SB/DVBE contracting page, as follows:

- Upon approval of FI\$Cal procurement contracts and purchase orders not associated with another procurement contract.
- Upon recording State Contract and Procurement Registration System (SCPRS) transactions with certified SB or DVBE subcontractors.
- Upon updating an approved contract or approved PO to add another certified SB or DVBE subcontractor on the SB/DVBE contracting page.

A pop-up warning message will act as a reminder that when adding the certified subcontractors to the SB/DVBE contracting page, a system-generated notification will be sent out. It is essential to verify the data is accurate and correctly entered on the SB/DVBE contracting page.

As a reminder, the Consolidated Annual Report (CAR) reportable field and the SB/DVBE subcontractor link will only display and open to allow data entry after a valid supplier is selected on the procurement transaction.

For any questions, please contact OSDS at:

[OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)