



**Department of General Services
Procurement Division**

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Broadcast Date: April 05, 2021

Bulletin #: E-03-21

**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 two training webinars about CAR reporting. In support of social distancing, the training will not be held in-person at this time. The webinar dates are listed below:

- May 20, 2021 9 a.m. – 12 p.m. Microsoft (MS) Teams
- May 24, 2021 1 p.m. – 4 p.m. Zoom

Who Should Attend:

- Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) Advocates
- Procurement staff including State Contracts and Procurement Registration System (SCPRS) processors and purchase order reporters that use FI\$Cal
- Other staff responsible for creating and/or approving the departmental CAR report

Where will it be held: These sessions will be a live webinar in MS Teams and Zoom

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

- [Register for the May 20, 2021, 9 a.m. – 12 p.m. MS Teams webinar here](#)
- [Register for the May 24, 2021, 1 p.m. – 4 p.m. Zoom webinar here](#)

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

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

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916-883-3578

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.

For questions regarding this notification please contact:

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