



**Department of General Services
Procurement Division**

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

Broadcast Date: April 26, 2021

Bulletin #: E-04-21

**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 three training webinars about 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:

- May 4, 2021 1 p.m. – 4 p.m. Microsoft (MS) Teams
- May 11, 2021 9 a.m. – 12 p.m. MS Teams
- May 18, 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, PCard Reconcilers and purchase order reporters.
- 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 in FI\$Cal
- CAR Functionality in FI\$Cal
- Data Validation Query walk-through
- 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 4, 2021, 1 p.m. - 4 p.m. MS Teams webinar here](#)
- [Register for the May 11, 2021, 9 a.m. - 12 p.m. MS Teams webinar here](#)
- [Register for the May 18, 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:

Mamta Srivastava

mamta.srivastava@dgs.ca.gov

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:

Mamta Srivastava, OSDS Research Specialist

mamta.srivastava@dgs.ca.gov

916-883-3578