



**Department of General Services  
Procurement Division**

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**Bulletin #: F-3-21**

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

**RE: Identifying Acquisitions Related to California Governor's Office of Emergency Services (Cal OES) Mission Tasked & Statewide Incidents for the Contracting Activity Report (CAR)**

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The purpose of this broadcast bulletin is to announce new functionality for identifying acquisitions related to the Cal OES mission tasked and statewide incidents available in the Financial Information System for California (FI\$Cal).

Acquisitions related to Cal OES mission tasked and statewide incidents and identified in FI\$Cal will be reported in the state department's annual Contracting Activity Report (CAR). This data may be used to support California Small and Disabled Veteran Business Enterprise (SB/DVBE) contracting participation goals.

Implementation of this new functionality is for CAR purposes only and is not intended to replace any other required tracking and reporting as instructed by the Department of Finance (DOF) and/or Cal OES. This functionality is also limited to manual entry only and has NOT been updated for any of the interface options (i.e., Requisition, Contracts, PO, and SCPRS).

Effective July 28, 2021, FI\$Cal has been updated to offer the following functionality:

1. Four optional data fields have been added to the Procurement Contract, Purchase Order (including Amendments/Change Orders), PCard, and SCPRS modules to allow the identification of mission tasked and statewide incident related transactions in the Contracting Activity Report Form 810 section:
  - **Mission Task ID** – Enter the assigned mission task ID by Cal OES (e.g., M23030 T27201).
  - **Mission Task Description** – Enter the description of the mission task when a Mission Task ID is entered.
  - **Statewide Incident ID** – Use the look-up tool to select a statewide incident ID.
  - **Statewide Incident Description:** This field will auto-populate by the system upon selection of a statewide incident ID.

2. The Form 810 Reports Run Control Page has been updated to include a “Statewide Incidents” section and a check box labeled “Exclude Mission Tasks.”
3. The Data Validation Query (DVQ) format has been updated to include the following: Mission Task ID, Mission Task Description, Statewide Incident ID, and Statewide Incident Description.

A training webinar for this new functionality will be provided in August 2021. The FI\$Cal/SCPRS User Guide for CAR Reporting will be updated and available on the following webpage:

[File Consolidated Annual Report for State Contracting \(ca.gov\)](#)

For questions related to CAR reporting and this notice, please contact:

Office of Small Business and DVBE Services

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