



**Department of General Services
Procurement Division**

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Broadcast Date: May 11, 2022

Bulletin #: E-04-22

**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:

- May 17, 2022 9 a.m. – 12 p.m. Zoom
- May 19, 2022 1 p.m. – 4 p.m. Microsoft (MS) Teams

Who should attend:

- Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) Advocates
- Procurement staff including State Contracts and Procurement Registration System (SCPRS) processors, P-Card reconcilers, and purchase order reporters
- Other staff responsible for creating and/or approving the departmental CAR Report

Where it will be held: These sessions will be live webinars in Zoom and MS Teams.

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 Walkthrough
- Questions and Answers

How to register: Click on one of the links below. The system will send an email notification to confirm the registration.

[Register for the May 17, 2022, 9 a.m. - 12 p.m. Zoom webinar here](#)

[Register for the May 19, 2022, 1 p.m. - 4 p.m. MS Teams 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

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(279) 946-8202

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.

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

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