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DATE ISSUED: July 18, 2022
EFFECTIVE: July 18, 2022

BROADCAST BULLETIN

TO:
Procurement and Contracting Officers (PCO)
Purchasing Authority Contacts (PAC)
Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Advocates

SUBJECT:
Contracting Activity Report (CAR) New Due Date is October 1

Purpose The purpose of this broadcast bulletin is to announce the Contracting Activity Report (CAR) due date has permanently changed from August 1 to October 1.

Policy Public Contract Code Section 10111 requires the Department of General Services (DGS) to prepare an annual report containing specific contracting activity data. Prior years required state departments to collect and report the required data to the DGS by August 1st of each year. The State Contracting Manual (SCM) policy for the CAR due date has permanently changed to October 1.

When October 1 falls on a Saturday or Sunday, the due date will be the Monday immediately following October 1.

Background In 2019, the Contracting Activity Report (CAR) was implemented in the Financial Information System for California (FI\$Cal). Departments transacting in FI\$Cal rely on FI\$Cal's timelines and processes to capture reportable CAR transactions. For fiscal years 2018-19 and 2019-20, departments had to either ask for extensions or submit a paper report because they could not meet the August 1 due date which created additional work for both DGS and reporting departments. For fiscal year 2020-21, a one-time due date extension was granted from August 1, 2021, to October 31, 2021.

Effective 2022, the new due date, October 1, will provide additional time for state departments to capture all reportable transactions, including emergency procurements.

Procedure OSDS will generate the report one day after the October 1 due date.

There is no change in procedure for departments that transact in FI\$Cal. The CAR report will generate directly from FI\$Cal.

Department of General Services
Procurement Division

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Through the Form 810 Intake Pages and prior to the due date, deferred or exempt departments can enter the CAR information directly into FI\$Cal online in lieu of submitting the reports electronically or in hard copy.

Departments transacting in FI\$Cal should generate reports through the system for their records.

The following volume and section in the State Contracting Manual will be updated:

Volume 2: Reporting Requirements: Chapter 22
Annual Contracting Activity Report (STD 810): Section 2200.2
Reporting to DGS/PD/OSDS

Questions

For questions regarding this notification please contact:

OSDS at OSDSReports@dgs.ca.gov