



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
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Broadcast Date: May 15, 2023

Bulletin #: E-02-23

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

RE: Webinar on Consolidated Annual Report (CAR) for Non-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 about CAR reporting. The webinar dates are listed below:

- June 5, 2023, 10 a.m. – 12 p.m. (Microsoft Teams)
- June 7, 2023, 1 p.m. – 3 p.m. (Zoom)

Who Should Attend:

- Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) Advocates
- Procurement staff including those responsible for State Contracts and Procurement Reporting System (SCPRS) and Purchase Order reporting
- Other staff responsible for creating and/or approving the departmental CAR report

Where will it be held:

These sessions will be held live via Microsoft 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:

To register for your preferred date and time, click on one of the links below. You will receive an automatic confirmation of registration.

- Register for the June 5, 2023, 10 a.m. – 12 p.m. (Microsoft Teams) [here](#)
- Register for the June 7, 2023, 1 p.m. – 3 p.m. (Zoom) [here](#)

How to Join the Live Webinars:

Upon registration, an email will be sent with a webinar log-in link and code.

Americans with Disabilities Act (ADA):

A minimum of five (5) business days are required when requesting a reasonable accommodation. 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](#)

For additional information and/or questions, please contact:

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