



Department of General Services

Procurement Division

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

Broadcast Date: April 29, 2024

Bulletin #: E-05-24

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

RE: Annual Training Webinars on Consolidated Annual Report

The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is offering four training webinars on Consolidated Annual Report (CAR), as follows:

For FI\$Cal reporting departments:

- May 8, 2024, 9 a.m. – 12 p.m. (Microsoft Teams)
- May 17, 2024, 1 p.m. – 4 p.m. (Zoom)

For non-FI\$Cal reporting departments:

- May 7, 2024, 1 p.m. – 4 p.m. (Zoom)
- May 14, 2024, 9 a.m. – 12 p.m. (Microsoft Teams)

Who should attend:

- Small Business (SB) and Disabled Veteran Business Enterprise (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 it will be held:

These sessions will be live via Microsoft Teams and Zoom.

What will be covered:

- Background, statutes and regulations
- New reporting requirements on Infrastructure Investment and Jobs Act-funded contracts
- CAR reporting requirements
- Improvement Plan requirements
- Reporting in FI\$Cal (FI\$Cal reporting departments)
- Data Validation Query walk-through (FI\$Cal reporting departments)
- Reporting via Intake Pages (non-FI\$Cal reporting departments)
- Questions and answers

How to register:

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

FI\$Cal reporting departments:

- [Register for the May 8, 2024, 9 a.m. – 12 p.m. Microsoft Teams here.](#)
- [Register for the May 17, 2024, 1 p.m. – 4 p.m. Zoom here.](#)

Non-FI\$Cal reporting departments:

- [Register for the May 7, 2024, 1 p.m. – 4 p.m. Zoom here.](#)
- [Register for the May 14, 2024, 9 a.m. – 12 p.m. Microsoft Teams here.](#)

How to join the live webinars:

All who register via the links above will be emailed a webinar login link and code.

Americans with Disabilities Act (ADA) accommodations:

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:

Imran Chaudhary
Imran.chaudhary@dgs.ca.gov
(279) 799-4644

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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(279) 799-4644