



**Department of General Services  
Procurement Division**

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**Broadcast Date: May 13, 2022**

**Bulletin #: E-05-22**

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**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**

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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. In support of social distancing, the training will not be held in-person at this time. The webinar dates are listed below:

- June 2, 2022 9 a.m. – 12 p.m. Zoom
- June 7, 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 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 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 Processes and Timelines
- 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 June 2, 2022, 9 a.m. – 12 p.m. Zoom webinar here](#)

[Register for the June 7, 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

For questions regarding this notification please contact:

Mamta Srivastava, OSDS Research Specialist

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