

Broadcast Date: April 30, 2010

**TO: Report Coordinators
Small Business/DVBE Advocates**

CC: Purchasing Authority Contacts (PACs)

RE: Consolidated Annual Reports Training (Two Additional Sessions)

The Department of General Services (DGS), Procurement Division, Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services (OSDS) added two sessions to this year's CAR Training for **May 18th** and **19th**. Each session will be held from 9:00 a.m. to 4:00 p.m.

Agenda Topics

- Loss Leader Reporting 
- STD 810: DVBE, SB, and Microbusiness (MB) Contracting Report
- DVBE and SB/MB Improvement Plans
- STD 810S: SB/DVBE Option & DVBE Incentive report
- STD 810A: Infrastructure Bond Report (AB 761) and Improvement Plan
- Consulting Services Report
- Ethnicity, Race and Gender Report

Upcoming sessions on: May 4th and 5th are full. If you have not received a confirmation for the May 4th or 5th sessions, please register for either May 18th or 19th session.

Click on the corresponding date to register:

<u>DATES</u>	<u>TIME</u>
May 18, 2010, Tuesday;	9:00 AM ~ 4:00 PM
May 19, 2010, Wednesday;	9:00 AM ~ 4:00 PM

Please visit <http://www.pd.dgs.ca.gov/smbus/annualreports.htm> for contract reporting requirements.

Americans with Disabilities Act (ADA): It is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with disabilities requiring reasonable modification to participate in the meeting/training should **provide their request to Alex Mora (916) 375-4937 or Alex.Mora@dgs.ca.gov**. You may also contact the Procurement Division main office at (916) 375-4400 or the **Procurement Division TTY** (West Sacramento) at (916) 376-1891, **California Relay Service** at 1-800-735-2922 or 1-888-877-5379; TTY at 1-900735-2929 or 1-888-877-5378, Speech to speech at 1-800-854-7784. It is recommended that DGS receives the request **at least five working days prior to the event.**

All training sessions will be held at:
Department of General Services (DGS)
Executive Dining Room*, 1st Floor
707 3rd Street, West Sacramento, CA 95605

*The Executive Dining room is located at the far left end of the DGS cafeteria.

Parking: Should you park in the parking structure next to the Ziggurat, please refrain from parking in reserved parking spaces.

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

Alex Mora
(916) 375-4937
Alex.Mora@dgs.ca.gov

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