



**Department of General Services
Procurement Division**

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**TO: Agency Secretaries
Report Coordinators
Department Directors
Purchasing Authority Contacts
Small Business/DVBE Advocates
Procurement and Contracting Officers**

**RE: Consolidated Annual Reports Training – Fiscal Year 2014-15 Reports
Due August 1st Annually**

The Department of General Services (DGS), Procurement Division, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is posting the Consolidated Annual Report (CAR) Training covering the Fiscal Year 2014-15 in the following 6 pre-recorded webinar modules each covering a section of the report:

- 1) Background and Cover Letter
 - <http://media.dgs.ca.gov/opa/webinars/Part1BackgroundandCoverLetter.wmv>
- 2) Form 810: DVBE and SB/MB Contracting Activity Report (**Revised**) & Improvement Plans
 - <http://media.dgs.ca.gov/opa/webinars/Part2Form810ContractingActivityReport.wmv>
- 3) Form 810S: SB/MB/DVBE Option & DVBE Incentive report
 - <http://media.dgs.ca.gov/opa/webinars/Part3Form810SSBDVBEOption&DVBEIncentive.wmv>
- 4) Form 810A: Infrastructure Bond Report (AB 761) and Improvement Plan
 - <http://media.dgs.ca.gov/opa/webinars/Part4Form810AInfrastructureBondActsof2006.wmv>
- 5) Form 810C: Consulting Services Report
 - <http://media.dgs.ca.gov/opa/webinars/Part5Form801CConsultingServicesReport.wmv>
- 6) Form 810E: Ethnicity, Race, Gender & Sexual Orientation(ERGSO) Report (**Revised**)
 - <http://media.dgs.ca.gov/opa/webinars/Part6ERGSORReport.wmv>

Please note that the CAR is due annually by **August 1st** to OSDS. Failure to submit the CAR will lead to being published on the “Did Not Report List” and may affect your department’s Delegated Purchasing Authority.

For training material, forms, instructions, and contact information, please visit:

- <http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>

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

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