



**Department of General Services
Procurement Division**

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

Broadcast Date: April 21, 2016

Bulletin #: E-06-16

**TO: CAR Report Coordinators
CAR Approvers (Managers that approve the report)
SB/DVBE Advocates**

**RE: Consolidated Annual Report Training
Reports due August 1, Annually**

The Consolidated Annual Report (CAR) for FY 2015-16 is due Monday Aug. 1, 2016. The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is offering CAR Training covering the Fiscal Year 2015-16 report.

Who Should Attend: CAR Report Coordinators, CAR Approvers and SB/DVBE Advocates

**CAR Training Date
May 23, 2016 starting at 9:00 a.m. – 12:00 p.m.**

Where will it be held: Department of General Services, 707 3rd Street, Auditorium West Sacramento, CA. The auditorium is wheelchair accessible.

What will be covered: The training session will cover all aspects of the 2015-16 Report including:

- What to include in your report's cover letter
- SB/MB and DVBE Contracting Activity Report & Improvement Plans
- SB/MB/DVBE Option & DVBE Incentive Report
- Infrastructure Bond Report (AB 761) and Improvement Plans
- Consulting Services Report
- Ethnicity, Race, Gender & Sexual Orientation (ERGSO) Report
- Additional time saving tips
- Questions and Answers

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 Carl Josephson at 916.375.4917 or Carl.Josephson@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 1.900.735.2929 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.**

How to RSVP: To attend a training session, please send an e-mail with your name, department, and your function regarding the CAR (Report Coordinator, Approver, SB/DVBE Advocate or other) to OSDSReports@dgs.ca.gov.

Failure to submit the CAR will lead to being published on the “Did Not Report List” and may affect your department’s Delegated Purchase Authority.

If you have additional questions or need information about this training, please contact:

DGS’ Office of Small Business and DVBE Services
(916) 375-4917
OSDSReports@dgs.ca.gov

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