



**Department of General Services**

**Procurement Division**

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

**Broadcast Date: September 7, 2016**

**Bulletin #: E-15-16**

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

**RE: DVBE Subcontracting Report Training  
Reports are due Nov. 1 Annually**

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The DVBE Subcontracting Report for FY 2015-16 is due Tuesday Nov. 1. The Department of General Services (DGS), Procurement Division, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is offering DVBE Subcontracting Report Training covering the Fiscal Year 2015-16 report.

**Who Should Attend:** DVBE Subcontracting Report Coordinators, DVBE Approvers and SB/DVBE Advocates.

**DVBE Subcontracting Report Training Date:  
Oct. 5, 2016 9 a.m. – 12 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:

- Background, Statutes & Regulations
- DVBE Reporting Requirements
- DVBE Reporting Forms

**How to RSVP:** To attend a training session, please send an e-mail with your name, department, and your function regarding the DVBE Subcontracting Report (Report Coordinator, Approver, SB/DVBE Advocate or other) to:

- [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov).

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

DGS' Office of Small Business and DVBE Services  
(916) 375-4937 or

[OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov)

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**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 Dickson Owino at 916.375.4937 or [dickson.owino@dgs.ca.gov](mailto:dickson.owino@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.**