TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)  
SB/DVBE Advocates  

RE: Consolidated Annual Report (CAR) Training  
Reports are due August 1, 2018  

Consolidated Annual Report (CAR) Report covering fiscal year (FY) 2017-18 is due on Aug., 1, 2018. The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is offering a CAR Report Training on:  

**May 29, 2018, 9 a.m. – 12 p.m.**

**Who Should Attend:** Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) Report Coordinators, SB/DVBE Report Approvers and SB/DVBE Advocates.

**Where will it be held:** DGS (Auditorium), 707 Third Street, West Sacramento, CA 95605.

A live webinar broadcast will be provided for those who cannot attend in person. The auditorium is wheelchair accessible.

**What will be covered:** The training session will cover all aspects of FY 2017-18 report, mainly:

- Background, Statutes and Regulations
- CAR Reporting Requirements
- CAR Reporting Forms and Instructions
- Improvement Plan Requirements
- Fi$Cal Updates

**How to RSVP:** Registration is open until May 28, 2018. To attend this training session, please click the link below to register (one registration per email address):

- [Registration](#)

**How to Join:** By telephone at: (408) 638-0968, (646) 876-9923 or (669) 900-6833  
From your PC, Mac, Linux, iOS, or Android:

- [https://zoom.us/j/504994283](https://zoom.us/j/504994283)  
  Meeting ID: 504 994 283
If you have additional questions or need further information regarding this training, please contact OSDS Reports Coordinator at (916) 375-4937, or by email at: 
  OSDSReports@dgs.ca.gov

**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 this event, please contact:

  Dickson Owino  
  OSDSReports@dgs.ca.gov  
  (916) 375-4937

Additional ADA information regarding reasonable accommodation is available at:

- [http://www.dgs.ca.gov/access_detail.html](http://www.dgs.ca.gov/access_detail.html)