



**Department of General Services
Procurement Division**

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

Broadcast Date: March 13, 2012

Bulletin #: E-04-12

**TO: Report Coordinators
Small Business/DVBE Advocates
Purchasing Authority Contacts (PACs)**

**RE: Fiscal Year (FY) 2011-2012 Consolidated Annual Reports (CAR) Training
and CAR Submission – Annually by August 1st**

The Department of General Services (DGS), Procurement Division, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is conducting five FY 2011-2012 Consolidated Annual Reports (CAR) Training sessions. Each session is scheduled from 9:00 a.m. to 4:00 p.m. All training sessions will be held at:

**Department of General Services
Executive Dining Room
1st Floor
707 3rd Street
West Sacramento, CA 95605**

To register, click on the corresponding date:

[Thursday, April 12, 2012](#)

[Tuesday, April 17, 2012](#)

[Friday, April 20, 2012](#)

[Tuesday, April 24, 2012](#)

[Thursday, April 26, 2012](#)

The training will address:

- STD 810: DVBE and SB/MB Contracting Activity Report and Improvement Plans
- STD 810S: SB/DVBE Option & DVBE Incentive report
- STD 810A: Infrastructure Bond Report (AB 761) and Improvement Plan

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 Rakesh Sharma at 916.375.4937 or Rakesh.Sharma@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.**

- STD 810C: Consulting Services Report
- STD 810E: Ethnicity, Race and Gender Report
- Cover Letter

Participants are encouraged to submit questions regarding the training by March 26, 2012, to Reports Coordinator, Rakesh Sharma at Rakesh.Sharma@dgs.ca.gov.

General (unreserved) parking spaces are available for \$12.00/day in the garage adjacent to the Ziggurat building; be advised there are no "In and Out" privileges. Lunch will be from 12:00 p.m. to 1:00 p.m. The River View Café is located onsite for your convenience.

The CAR is due annually by **August 1st** to the 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. The CAR may be submitted as a Portable Document Format (PDF) scanned with signatures to OSDSReports@dgs.ca.gov; by fax at 916.375.4950; or by U.S. mail to:

**Department of General Services
Procurement Division
Office of Small Business & DVBE Services
Attn: Reports Coordinator
707 3rd Street, Room 1-400, IMS Z-1. MS 210
West Sacramento, CA 95605**

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

Rakesh Sharma
916.375.4937
Rakesh.Sharma@dgs.ca.gov

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