



**Department of General Services
Procurement Division**
707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: March 14, 2013

Bulletin #: E-05-13

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

**RE: Consolidated Annual Reports Training – Fiscal Year 2012-13
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 conducting five FY 2012-2013 Consolidated Annual Reports (CAR) Training sessions.

Click on the corresponding date to register:

<u>DATE</u>	<u>TIME</u>
Friday, April 12, 2013	9:00 a.m. to 4:00 p.m.
Friday, April 19, 2013	9:00 a.m. to 4:00 p.m.
Tuesday, April 30, 2013	9:00 a.m. to 4:00 p.m.
Wednesday, May 1, 2013	9:00 a.m. to 4:00 p.m.
Tuesday, May 7, 2013	9:00 a.m. to 4:00 p.m.

Webinar training is also available. A link to log-in to training will be emailed the day before training.

Click on the following link to register for the webinar training:

<u>DATE</u>	<u>TIME</u>
Wednesday, May 1, 2013 Webinar	9:00 a.m. to 4:00 p.m.

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 Brittney Heth at 916.375.4937 or brittnev.heth@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.**

Agenda Topics:

- Form 810: DVBE and SB/MB Contracting Activity Report and Improvement Plans
- Form 810S: SB/DVBE Option & DVBE Incentive report
- Form 810A: Infrastructure Bond Report (AB 761) and Improvement Plan
- Form 810C: Consulting Services Report
- Form 810E: Ethnicity, Race, Gender and Sexual Orientation (ERGSO) Report
- Cover Letter

All classes will be held at: Department of General Services
Executive Dining Room, 1st Floor
707 3rd St., West Sacramento, CA 95605

The Executive Dining Room is located at the far left end of the DGS cafeteria. 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.

Please visit:

<http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx> for training material, forms, instructions, and contact information.

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

Brittney Heth
916.375.4937
OSDSReports@dgs.ca.gov

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