

Broadcast Date: March 23, 2010

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

RE: Consolidated Annual Reports Training

The Department of General Services (DGS), Procurement Division, Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services (OSDS) will hold eight training sessions for reports listed below. Each session will be held from 9:00 a.m. to 4:00 p.m.

Agenda Topics

- Loss Leader Reporting 
- STD 810: DVBE, SB, and Microbusiness (MB) Contracting Report
- DVBE and SB/MB Improvement Plans
- STD 810S: SB/DVBE Option & DVBE Incentive report
- STD 810A: Infrastructure Bond Report (AB 761) and Improvement Plan
- Consulting Services Report
- Ethnicity, Race and Gender Report

Click on the corresponding date to register:

<u>DATES</u>	<u>TIME</u>
April 6, 2010, Tuesday;	9:00 AM ~ 4:00 PM
April 7, 2010, Wednesday;	9:00 AM ~ 4:00 PM
April 8, 2010, Thursday;	9:00 AM ~ 4:00 PM
April 20, 2010, Tuesday;	9:00 AM ~ 4:00 PM
April 21, 2010, Wednesday;	9:00 AM ~ 4:00 PM
April 22, 2010, Thursday;	9:00 AM ~ 4:00 PM

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 Michael Aguilio (916) 375-4328 or Michael.Aguilio@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 1-900735-2929 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**

[May 4, 2010, Tuesday; 9:00 AM ~ 4:00 PM](#)
[May 5, 2010, Wednesday; 9:00 AM ~ 4:00 PM](#)

Attendees are encouraged to submit questions by March 30, 2010, to Reports Coordinator Alex Mora at Alex.Mora@dgs.ca.gov to enhance the learning experience for all attendees.

Please visit <http://www.pd.dgs.ca.gov/smbus/annualreports.htm> for contract reporting requirements.

All training sessions will be held at:

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

*The Executive Dining room is located at the far left end of the DGS cafeteria

Parking: Should you park in the parking structure next to the Ziggurat, please refrain from parking in the reserved parking spaces on the 3rd Floor.

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

Michael Aguilio
(916) 375-4328
Michael.Aguilio@dgs.ca.gov