



**Department of General Services
Procurement Division**

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

Broadcast Date: April 23, 2012

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

**RE: Webinar for Fiscal Year (FY) 2011-2012 Consolidated Annual Reports (CAR)
Training on April 24, 2012, and CAR Submission – Annually by August 1**

The Department of General Services (DGS), Procurement Division, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is conducting a webinar for the FY 2011-2012 Consolidated Annual Reports (CAR) Training. The webinar is scheduled for April 24, 2012, from 9:00 a.m. to 4:00 p.m. Use the link below to register for the webinar training. The day before the webinar training you will receive an email to the link to log-in to the training:

[April 24, 2012-Webinar](#)

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

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

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.**

Delegated Purchasing Authority. The CAR may be submitted as a Portable Document Format (PDF) scanned with signatures to OSDSReports@dgs.ca.gov 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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