



**Department of General Services
Procurement Division**

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

Broadcast Date: July 16, 2013

Bulletin #: P-09-13

**TO: Reports Coordinators
Small Business/DVBE Advocates
Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)**

RE: Fiscal Year 2012-2013 Consolidated Annual Report – DUE: August 1, 2013

The Department of General Services, Procurement Division announces that the July 1, 2012, through June 30, 2013, Consolidated Annual Report is due August 1, 2013, by close-of-business.

As a reminder, departments who submit a cover letter and Improvement Plan must also include a description of prior fiscal year improvements enacted and how they affected participation goals. Review instructions for Form 810 & 810A at <http://www.dgs.ca.gov/pd/Programs/OSDS/ContractReporting.aspx>. The last page of instructions contains an Improvement Plan template:

Submit reports by U.S. mail or by email to:

Department of General Services
Procurement Division
ATTN: DGS Reports Coordinator
707 3rd Street, Room 1-400, IMS Z-1, MS 210
West Sacramento, CA 95605

OSDSReports@dgs.ca.gov

If you have questions regarding this notification, please contact:

Brittney Heth
916-375-4937
OSDSReports@dgs.ca.gov