

# California Multiple Award Schedules (CMAS)



## Frequently Asked Questions (FAQ's)

(Last Updated 7/30/09)

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### By Agencies

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| <p>1. <b>How do agencies find a CMAS contract (or) for the product and/or service that they want to buy?</b></p>           | <p>There is a CMAS search engine on our web page that enables searching for a CMAS contract(or). Go to: <a href="http://www.applications.dgs.ca.gov/pd/search/main.asp">www.applications.dgs.ca.gov/pd/search/main.asp</a> and in step one of the CMAS basic search, select the "view products/services" link to access a listing of search criteria. Then follow the directions on the site.</p>   |
| <p>2. <b>How do I obtain a copy of a CMAS contract?</b></p>  | <p>CMAS contractors are contractually required to provide complete copies of their CMAS contracts upon request. Contact the CMAS contractor to receive a copy of their contract.</p>  |
| <p>3. <b>How can I verify if the CMAS contractor gave me the current CMAS price or lower?</b></p>                          | <p>The maximum CMAS pricing is the same as the GSA price which can be found on the GSA website. Go to: <a href="http://www.gsaelibrary.gsa.gov">www.gsaelibrary.gsa.gov</a> and enter the base GSA contract number in the search window. Then continue to look for the GSA contract until you get to the Contractor Information page. Then click on the word <i>Advantage!</i> in red. Then search for the price of the part that you want.</p> |
| <p>4. <b>How do I amend a CMAS purchase order?</b></p>   | <p>The processes for amending CMAS Purchase Orders are detailed in the State Contracting Manual (SCM), Volume 2, Chapter 6, and in the SCM, Volume 3, Chapter 5. The SCM can be accessed at: <a href="http://www.pd.dgs.ca.gov">www.pd.dgs.ca.gov</a>, under the "Policies/Training" tab.</p>   |
| <p>5. <b>Can a CMAS contractor provide products or services after the CMAS contract expires?</b></p>                       | <p>The Purchase Order can direct that products and/or services will be provided after the CMAS contract expires, but only if the CMAS order is issued prior to the expiration of the CMAS contract. No new orders can be placed against an expired CMAS contract.</p>   |
| <p>6. <b>Can resellers on a CMAS contract be used to meet the requirement to solicit 3 suppliers?</b></p>                  | <p>Yes.</p>   |
| <p>7. <b>Why are CMAS contracts not available via the internet like other Leveraged Procurement Agreements (LPAs)?</b></p> | <p>Procurement Division (PD) does not have the capacity to provide over 1,700 CMAS contracts on the internet at this time. PD is currently looking at other methods to provide these contracts electronically but these options will not be available for some time.</p>  |
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# California Multiple Award Schedules (CMAS), Continued

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### By Contractors

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- 1. How do I become a CMAS contractor?**

First, you will need to find and obtain a copy of an active Federal General Services Administration (GSA) contract that encompasses the products and/or services your firm provides. Applicants can search the GSA website for contracts by starting at: [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) and searching for the contracts that provide the products and/or services you want to provide.

The information and documents needed to develop a CMAS contract offer are in the "CMAS Contract Application Guide", which can be accessed at [www.pd.dgs.ca.gov/ctmas](http://www.pd.dgs.ca.gov/ctmas)

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- 2. How do I renew my CMAS contract?**

CMAS contracts may be renewed when the base GSA contract is renewed for a period of one year or more. The process to renew a CMAS contract is the same as the process to apply for a new contract. See Section 2 of the "CMAS Contract Application Guide" which is available on the CMAS website at: [www.pd.dgs.ca.gov/ctmas](http://www.pd.dgs.ca.gov/ctmas).

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- 3. How do I extend my CMAS contract?**

CMAS contracts may be extended when the base GSA contract is extended for a period of less than a year. The CMAS contractor must prepare a letter requesting the CMAS Unit to extend their CMAS contract based on the GSA modification (mod. 30). See information about CMAS contract extensions in the "CMAS Contract Management & Information Guide", which can be accessed at [www.pd.dgs.ca.gov/ctmas](http://www.pd.dgs.ca.gov/ctmas)

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- 4. What is the purpose of the CMAS Product and Service Codes?**

The purpose of the CMAS Product and Service Codes is to provide a tool for referencing, advertising and marketing the products and/or services available via the CMAS contract. However, since only 12 codes can be used, agencies do not assume that these codes are the only products and/or services that can be provided. Agencies will request a copy of the complete CMAS contract from the contractor and review it to determine the full extent of the products and/or services available.

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- 5. Can a CMAS contractor provide products or services after the CMAS contract expires?**

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# California Multiple Award Schedules (CMAS), Continued

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### By Contractors (continued)

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- 6. What information needs to be provided on the CMAS Contractor Certification (Exhibit B)?** The Contractor needs to provide the GSA Schedule number that they will use as a basis for their CMAS contract along with the GSA Contractor's name and the GSA schedule start and end dates. This information is generally found on the first or second pages of the GSA Schedule. Then check the appropriate box to show if your company is offering everything on the GSA schedule, or is not offering everything on the GSA schedule. If not offering everything on the GSA Schedule, identify the products/services you are offering. This form also needs to be signed by someone within your company who is empowered to bind the firm contractually.
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- 7. Why do suppliers need to be registered with the Secretary of State?** In order to do business in California, all Corporations, LLCs, LLPs and LPs must be registered with the Secretary of State. You can review their website at [www.sos.ca.gov](http://www.sos.ca.gov).
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