

# California Multiple Award Schedules (CMAS)

## Frequently Asked Questions (FAQs)

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### Regarding the CMAS Contract Application

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| <b>1. What is the turn-around time for processing CMAS contract applications?</b>                                | The current time from receipt of a CMAS application to award of a CMAS contract is about 30 days, providing the application contains all the required information.   |
| <b>2. What is the difference between a request for a contract renewal and a new contract application?</b>        | If the base GSA schedule number remains the same as the initial CMAS contract submission, and the base GSA schedule has been renewed for more than one year, a contract renewal application must be submitted to the CMAS Unit. A CMAS contract renewal application contains all the same requirements as a new CMAS contract application.   |
| <b>3. Can a manufacturer offer their own products from a reseller's GSA schedule?</b>                            | Yes, providing the GSA schedule meets all of the CMAS Program requirements. In this case, a letter of authorization is not required from the GSA holder.   |
| <b>4. Does CMAS accept a base multiple award contract other than a GSA schedule?</b>                             | If the product you wish to offer is found on a GSA schedule, CMAS will not consider a non-GSA multiple award contract. In order to determine if the proposed base non-GSA multiple award contract is acceptable for a CMAS contract, the following items must be submitted for review: <ul style="list-style-type: none"><li>• The original solicitation as issued by the awarding entity</li><li>• The response to this solicitation from the awarded contractor</li><li>• The contract resulting from this solicitation</li><li>• Evidence that multiple awards were made on this contract</li></ul> |
| <b>5. In regard to customer references, what is meant by "a clear correlation to the GSA labor categories"?</b>  | The CMAS analyst reviews the narrative of the project against the GSA labor category descriptions to determine whether the concept of the service performed on the project relates to the description of the labor categories. Copying the GSA job descriptions into a CMAS customer reference is not acceptable.  |
| <b>6. Are there exceptions to the 3 reference requirement for small businesses offering consulting services?</b> | Each application is considered on a case-by-case basis. If your company is a certified small business and has been working on the same project for the last two years, include a letter with your application explaining your situation.   |
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# California Multiple Award Schedules (CMAS)

## Frequently Asked Questions (FAQs), Continued

**7. What is the process to remove the restriction from a consulting CMAS contract?**

CMAS contracts for newly formed companies that do not have a minimum of three customer references in their company name can be awarded based on references in the name of the owner and/or a partner(s) for services provided prior to the formation of the new company. This CMAS contract will be restricted so only the owner and/or partner(s) can provide services on the contract.

After a minimum of 6 months, and after the new company has a minimum of 3 references in their company name, a request to remove the restriction may be submitted. The request letter must identify your company name, your CMAS contract number, the reason for the change (i.e. requesting removal of the restriction on your CMAS contract), and be signed. Include with the letter a minimum of 3 customer references in your new company name that substantiate qualification to provide the services in the labor categories previously approved on your CMAS contract. These references must also correlate with the CMAS Product & Service Codes on your CMAS contract.

Submit the request letter and the references to the CMAS Unit in hard copy. Your request will be assigned to a CMAS analyst, reviewed for completeness, and if approved, a contract supplement will be awarded removing the restriction.

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**8. Can a CMAS contractor hold multiple contracts for the same consulting services?**

No. CMAS does not allow the same consulting services on multiple CMAS contracts. Suppliers should research the GSA eLibrary for a base GSA schedule that encompasses all the consulting services they want to offer. This does not prohibit a supplier from offering separate IT consulting and non-IT consulting GSA schedules.

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**9. Is there a specific definition for each CMAS Product & Service consulting code?**

No. CMAS does not define the CMAS Product & Service consulting codes. These codes are merely used to describe and market the services available on a CMAS contract

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