

Requirements for CMAS Purchase Orders for Non-IT Services over \$50,000



Introduction

State agencies (not local governments) must send all CMAS orders for non-IT services that exceed \$50,000 to the Department of General Services, Procurement Division, CMAS Unit for review and approval prior to execution of the order.

What Documents Are Needed

The following documents must be included in the package sent to DGS/PD. Items No. 1 & 2 below must be original documents with original signatures, while items No. 3 through 8 should be copies, as they will not be returned.

1. Completed purchase document (Std. 65) with all attachments
 - Attachments must include the Statement of Work (SOW)
 - Labor category titles on PO must match CMAS contract
 - Prices must be equal to or lower than CMAS contract
 - All required fields must be completed
 - Order must have all required signatures
2. Summary Agreement (Std. 215)
 - All required fields must be completed
 - Must have all required signatures
3. Copy of Request for Offer (RFO)
 - Must include the SOW
 - Must include clearly defined deliverables and any other requirements
4. Listing of all CMAS Contractors solicited on this RFO
 - Must solicit a minimum of 3 CMAS contractors
 - Must include one SB and/or DVBE if available
5. Copies of all supplier responses to the RFO
 - If only one offer is received, must include reasons why two other suppliers did not respond with an offer
 - If two offers are received, must include reason why one other supplier did not respond with an offer
6. Complete copy of awarded supplier's CMAS contract
 - Ensure that contract is still valid
 - Must include approved labor categories and/or services from base GSA contract
7. Copy of assessment and selection documents
 - Include evaluation methodology used (See PAM)
 - Include copies of all completed evaluation documents
 - Include reason for selecting proposed contractor
8. Mission critical Certification for Expenditure of Funds, signed by your Agency's Secretary or Department's Director, as required by the SCM, Volume 2, Chapter 2, Section 2.B3.15.
9. Certification of review and approval for public relations services valued at \$100,000 or more, signed by your Agency Secretary, as required by Management Memo 12-07.

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Requirements for CMAS Purchase Orders for Non-IT Services over \$50,000, Continued

Where to Send

Add a cover page to the package advising that it is being sent to DGS, Procurement Division, CMAS Unit for review and approval. Provide the name, phone number, and email address of the person at your agency who can be contacted for questions regarding this package. Also advise how you want the approved file returned (via US Mail, IMS, or picked up by your agency). Send the above documents to:

Department of General Services
Procurement Division, IMS Z-1
Attn: CMAS Unit - PO Approval
707 Third Street, 2nd Floor, MS 202
West Sacramento, CA 95605

Review Process

After receiving a CMAS PO for non-IT services for approval with all required documentation, the goal of DGS-PD is to complete the review process within 10 working days. If approved, the PO will be stamped "Approved" by DGS and returned to the requesting agency along with the original Std. 215. All other supporting documents will be retained at DGS-PD.

It is the agency's responsibility to distribute the approved PO and enter it into the State Contract and Procurement Registration System (SCPRS).

Contractors cannot accept Purchase Orders for non-IT services exceeding \$50,000 unless they include the required approval stamp from DGS-PD.

Fiscal Year Deadlines

Agencies must submit their non-IT service Purchase Orders to the CMAS Unit for review and approval by June 15th of each year for monies encumbered in that fiscal year.

There are no CMAS approval deadlines for non-IT service Purchase Orders received in June if the order is funded from the next fiscal year.
