

# How to Become an Authorized CMAS Contractor



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## How Do We Do It?

The CMAS Unit does not conduct a bid. The contractor offers us products, services and prices from an already existing competitively assessed, cost compared multiple award schedule. To these products, services and prices, we add California terms and conditions, procurement codes, policies, and guidelines.

The CMAS Program does not "use" the federal GSA schedule or other non-GSA multiple award contract. Instead, we establish a totally independent California agreement for the same products, services and prices. The GSA products pricing for the GSA schedule offered must be available at the [GSA eLibrary](#) so customer agencies can verify pricing.

Once a CMAS is issued, the CMAS contractor markets and distributes the CMAS, as well as provides the CMAS Unit with quarterly reports of all sales transactions.

The agency orders directly from the CMAS contractor.

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## What is a Multiple Award Schedule?

A multiple award schedule is one that is awarded to multiple contractors (two or more) for same and similar products and services at same and similar costs. Multiple award does not pertain to the number of buyers ordering, but instead, the number of contractors receiving the award from a common bid or negotiation process.

**NOTE:** CMAS is based primarily on products, services and prices from the federal General Services Administration (GSA) multiple award schedule program, but not exclusively.

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## DGS Fees

### Orders from State Agencies:

The Department of General Services (DGS) will bill each state agency directly an administrative fee for the use of CMAS. The administrative fee must NOT be included in the order total, nor remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

See the current administrative fees in the DGS Price Book at [www.documents.dgs.ca.gov/OFS/Pricebook/PricebookCurrentVersion.pdf](http://www.documents.dgs.ca.gov/OFS/Pricebook/PricebookCurrentVersion.pdf), then select the link under the "Procurement Division" heading entitled "Purchasing."

### Orders from Local Government Agencies:

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to 1% of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS. This incentive fee is in lieu of local government agencies being billed the above referenced DGS administrative fee.

This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

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# How to Become an Authorized CMAS Contractor, Continued

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**What's Available** A CMAS is established for both information technology and non-information technology products and services.

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**CMAS Term** The CMAS start date is the date that the CMAS is awarded. The awarded CMAS reflects the same end date as the referenced federal GSA schedule or non-GSA multiple award contract.

CMAS contractors must immediately notify the CMAS Unit if the GSA schedule they are using as the base for their CMAS is terminated. The CMAS Unit will then issue a supplement to terminate that CMAS.

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**CMAS Offer** Contractors can offer products, services, and prices from their own Federal GSA schedule. In addition, contractors can also offer products, services, and prices from a Federal GSA schedule held by another company. In this scenario the contractor must:

1. Be authorized to sell the products and provide the technical services being offered, or
  2. Provide customer references to demonstrate their qualification to provide the consulting or personal services being offered.
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**What is Excluded?** The following products and services are not available through the CMAS program:

**Products and Services from Other DGS-Procurement Division Contracts**

Products, services and prices from an existing CMAS, statewide or master contract, or strategically sourced contract awarded by the DGS Procurement Division cannot be used as the basis of a CMAS offer.

**Facility Planning, Registered Nursing, and Security Guard Services**

By CMAS policy, these services cannot be procured via a CMAS.

**Architectural, Construction, Engineering, and Environmental Services**

These services are not allowed on CMAS that are required by law to be performed by a licensed architect, licensed registered engineer, licensed landscape architect, construction project manager, licensed land surveyor, or environmental services as defined in Government Code (GC) § 4525. One exception is that the service of third party verification of greenhouse gas emission reports for existing facilities and operations is available on the CMAS Program.

If you have questions about Architectural, Construction, Engineering, and Environmental Services, the Department of General Services (DGS), Real Estate Services Division (RESA) can be contacted at (916) 375-4700.

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# How to Become an Authorized CMAS Contractor, Continued

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## What is Excluded? (continued)

### Legal Services

Contracting for legal services by state agencies is controlled by statute (Government Code (GC) § 11040) and requires Attorney General approval prior to entering into contracts with outside counsel. Additionally, Article VII of the California Constitution requires that state legal work be performed by state employees, absent limited exceptions (Government Code (GC) § 19130). There are also policy-based approval requirements for all Executive Branch agencies that control the use of private counsel.

### Public Works

Public works projects involve erection, construction, alteration, repair or improvement of a public structure as defined in Public Contract Code (PCC) § 1101.

See the State Contracting Manual, Volume I, Sections 10 and 11 and the [“CMAS Management & Information Guide”](#) for information on Public Works projects.

The DGS Real Estate Services Division (RESO) should be contacted for information on these types of transactions.

For Architectural and Engineering, visit:

[www.dgs.ca.gov/resd/Programs/ArchitectureandEngineering.aspx](http://www.dgs.ca.gov/resd/Programs/ArchitectureandEngineering.aspx).

For Public Works, visit: [www.dgs.ca.gov/resd/Programs/RealPropertyServices.aspx](http://www.dgs.ca.gov/resd/Programs/RealPropertyServices.aspx).

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## Make Us An Offer

Begin with “Step 1” of the [CMAS Application](#) to create your CMAS offer. The application contains the required forms and instructions to complete your CMAS offer.

If you have questions, contact CMAS at (916) 375-4365 or at [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov).