

How to Become an Authorized CMAS Contractor



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 contract. To these products, services and prices, we add California contract terms and conditions and 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 contract 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 contract is issued, the contractor markets and distributes the contract, and provides the CMAS Unit with a quarterly report of all sales transactions.

The agency orders directly from the contractor and sends CMAS a copy of their purchase order.

What is a Multiple Award Contract?

A multiple award contract 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 from the contract, but instead, the number of contractors receiving the award from a common bid or negotiation process.

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

DGS Fees

Orders from State Agencies:

The Department of General Services (DGS) will bill each state agency directly an administrative fee for use of CMAS contracts. The administrative fee should 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 <http://www.ofs.dgs.ca.gov/Price+Book/main.htm>, then select the link under the "Procurement Division" heading entitled "Purchasing".

Orders from Local Government Agencies:

Effective for CMAS orders dated 1/1/2010 or later, CMAS contractors, who are not California certified small businesses, are required to remit to the 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 contract(s). 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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What's Available

CMAS contracts are established for both information technology and non-information technology products and services. Contractors are limited to a maximum of 15 CMAS contracts.

CMAS Contract Term

The CMAS contract typically reflects the same start and end term as the referenced federal GSA schedule or non-GSA multiple award contract, except for federal GSA based CMAS contracts we add three months to the end term to allow time for contract renewal processing.

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

CMAS Contract 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, however, the contractor must provide written substantiation that they are:

1. Authorized to sell the products and provide the technical services being offered, or
 2. Provide references to demonstrate their qualification to provide the consulting, personal, or technical (without products) 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 contract, statewide or master contract, or strategically sourced contract awarded by the DGS Procurement Division cannot be used as the basis of a CMAS contract offer.

Facility Planning, Registered Nursing, and Security Guard Services

By CMAS policy, the services noted cannot be procured via a CMAS contract.

Architectural, Construction, Engineering, and Environmental Services

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 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) 376-1752.

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What is Excluded? (continued)

Financial Audits

Government Code 8546.4(e) requires prior written approval from the State Controller and the Director of Finance for state agencies entering into contracts for financial auditing services. The approval shall state the reason for the contract and shall be filed with the State Auditor at least 30 days prior to the award of the contract.

Legal Services

Contracting for legal services by state agencies is controlled by statute (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 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 1101.

See the State Contracting Manual, Volume I, Sections 10 and 11 and the CMAS Contract Management and Information Guide for information on Public Works projects.

The DGS Real Estate Services Division (RESA) should be contacted for information on these types of transactions. For Architectural and Engineering, contact 916/376-1752. For Public Works, contact 916/376-1768.

Make Us An Offer

Start with Section 2 of the "[CMAS Contract Application Guide](#)" to create your CMAS contract offer. This guide contains the required forms and instructions to complete your CMAS contract offer.

If you have questions, contact CMAS at (916) 375-4363 or at cmas@dgs.ca.gov.
