

California Multiple Award Schedules (CMAS)

Frequently Asked Questions (FAQ's)



By Contractors

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 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", which can be accessed at www.dgs.ca.gov/pd/programs/leveraged/cmas.aspx, then select the "For Suppliers/Contractors" link.

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" which is available on the CMAS website at www.dgs.ca.gov/pd/programs/leveraged/cmas.aspx, then select the "For Suppliers/Contractors" link.

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.dgs.ca.gov/pd/programs/leveraged/cmas.aspx, then select the "For Suppliers/Contractors" link.

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.

Continued on next page

California Multiple Award Schedules (CMAS), Continued

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- 5. Can a CMAS contractor provide products or services after the CMAS contract expires?**
- 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.
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- 6. 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.
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- 7. If the CMAS contractor is a California certified small business, and they accept a CMAS purchase order from a local government agency, is the 1% incentive fee waived?**
- Yes, providing their small business status is identified on their CMAS contract.
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- 8. Can the contractor charge local government agencies an additional 1% line item fee above the GSA prices on their CMAS contract to cover the incentive fee they must pay to DGS?**
- No. The contractor must include the 1% incentive fee in the price of the products or services offered, and the line item prices must not exceed the applicable GSA prices.
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- 9. When are incentive fees for local government CMAS sales due at DGS?**
- The incentive fees for local government CMAS sales are due at DGS when the CMAS quarterly reports are due on the 15th day after the end of each quarter. (April 15th, July 15th, October 15th, January 15th)
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- 10. Can the CMAS contractor withhold paying DGS the 1% incentive fee until they have received payment from the local agency for the products and/or services provided?**
- No. See above answer for more information.
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11. If a purchase order from a local government agency is reduced in value or cancelled, can the CMAS contractor be reimbursed for incentive fees already paid?

Yes. They will either be credited for other incentive fees due, or reimbursed.

12. Does the 1% incentive fee apply to the entire purchase order amount?

No. The incentive applies to the entire purchase order amount, less taxes and line item freight charges.

13. Is there a cap to the 1% incentive fee?

No.
