

CMAS QUARTERLY REPORTS

Information & Instructions

Quarterly Reports Required CMAS contractors are required to submit business activity reports each quarter. A quarterly report is required for each CMAS contract, even if no new Purchase Orders were received for the quarter

Delinquent Reports If a contractor who was previously awarded a CMAS contract applies for, 1) a new contract or 2) an extension, renewal, or modification of an existing contract, CMAS staff will first verify that all required quarterly reports have been received for all current and past CMAS contracts prior to approving the new request. Delinquent reports can also result in termination of unexpired CMAS contracts.

Reseller's Sales Activity Contractors must report the sales activity for all authorized resellers listed in their CMAS contract.

Local Government Agency Orders Effective January 1, 2010, all CMAS contractors who are not a California certified small business are required to pay the Department of General Services-Procurement Division a 1% incentive fee on all orders placed by local government agencies via a CMAS contract. Also, copies of local government agency CMAS orders are no longer required to accompany each CMAS quarterly report.

Mandatory Format Any report that does not follow the required format or excludes required information will be deemed incomplete and returned to the contractor. See the required format on the last page of this document.

Required Information The report must include the following information:

- Quarter number and year
- CMAS contract number
- Company name
- Name, phone number and email address of person who may be contacted for questions about the report
- Agency name (separate State agencies and local government agencies)
- Purchase order number
- Purchase order date
- Agency billing code (state agencies only)
- Total purchase order amount (less tax and freight)
- Agency contact name
- Agency address
- Agency telephone number
- Total dollars for quarter
- 1% of total local government agency sales remitted to DGS

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Purchase Order Amount

The total value of the purchase order (less tax and freight) must be reported (only once) for the quarter in which the purchase order is dated, regardless of when the services were performed, the products were delivered, the agency was invoiced, or when payment was received. For example, on a service purchase order with a one year term, the amount reported on the quarterly report is the total dollar amount on the order, not the incremental amount being invoiced after the service is rendered.

Total All Purchase Orders

The total dollars for the quarter is the sum of all purchase orders listed on the report. It is NOT the sum of monies invoiced or payment received.

Amended Purchase Orders and Reports

A CMAS order cannot be amended after the base CMAS contract expires. If an agency amends their purchase order to increase or decrease the dollar amount, the incremental dollar difference must be reported in the quarter the amendment was issued. Do not report the total purchase order amount. Under the purchase order number, include the word "amendment".

Tax and Freight Not Included

Tax and freight must NOT be included on the quarterly report, even if included on the purchase order.

Report and Incentive Fee Due Date

Quarterly reports and incentive fee (if applicable) are required within two weeks after the end of March, June, September, and December of each calendar year.

Calendar Quarter 1	(Jan 1 to Mar 31)	Due Apr 15
Calendar Quarter 2	(Apr 1 to Jun 30)	Due Jul 15
Calendar Quarter 3	(Jul 1 to Sep 30)	Due Oct 15
Calendar Quarter 4	(Oct 1 to Dec 31)	Due Jan 15

Address to Send Report and Incentive Fee

CMAS quarterly reports that include checks for incentive fees or that exceed 5 pages must be mailed to:

Department of General Services
Procurement Division – CMAS Unit
Attention – Quarterly Report Processing
PO Box 989052, MS #2-202
West Sacramento, CA 95798-9052

All other CMAS quarterly reports may be faxed or e-mailed to the attention of Quarterly Report Processing as follows:

Facsimile: (916) 375-4663
E-mail: cmas@dgs.ca.gov

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Instructions for completing the CMAS Quarterly Business Activity Report.

1. Complete the top of the form with the appropriate information for your company.
2. **Agency Name** - Identify the State agency or Local Government agency that issued the order.
3. **Purchase Order Number** - Identify the purchase order number (and amendment number if applicable) on the order form. This is not your invoice number. This is the number the State agency or Local Government agency assigns to the order.
4. **Purchase Order Date** - Identify the date the purchase order was issued, as shown on the order. This is not the date you received, accepted, or invoiced the order.
5. **Agency Billing Code** - Identify the State agency billing code. This is a five-digit number identified on the upper right hand corner of the Std. 65 purchase order form. You must identify this number on all purchases made by State of California agencies. Billing codes are not applicable to Local Government agencies.
6. **Total Dollars Per PO** - Identify the total dollars of the order excluding tax and freight. Tax must NOT be included in the quarterly report, even if the agency includes tax on the purchase order. The total dollars per order should indicate the entire purchase order amount (less tax and freight) regardless of when you invoice order, perform services, deliver product, or receive payment.
7. **Agency Contact** - Identify the ordering agency's contact person on the purchase order.
8. **Agency Address** - Identify the ordering agency's address on the purchase order.
9. **Phone Number** - Identify the phone number for the ordering agency's contact person.
10. **Total State Sales & Total Local Sales** - Separately identify the total State dollars and/or Local Government agency dollars (pre-tax) for all orders placed in quarter.
11. **1% Remitted to DGS** - Identify 1% of the total Local Government agency dollars reported for the quarter. This is the amount to be remitted to DGS by contractors who are not California certified small businesses.
12. **Grand Total** - Identify the total of all State and Local Government agency dollars reported for the quarter.

Notes:

- A report is required for each CMAS contract each quarter even when there are no new orders for the quarter.
- Quarterly reports are due two weeks after the end of the quarter.