

Department of **GENERAL SERVICES** **PROCUREMENT DIVISION**

Updated 11262014

DGS

CALIFORNIA DEPARTMENT OF GENERAL SERVICES • PROCUREMENT DIVISION

**How to do Business with CA State Government
Step 4 , Look into Becoming a CA Multiple Award
Schedules (CMAS) Contractor**

Outreach Liaison

Department of General Services

Procurement Division

Certification and Outreach Branch

707 3rd Street

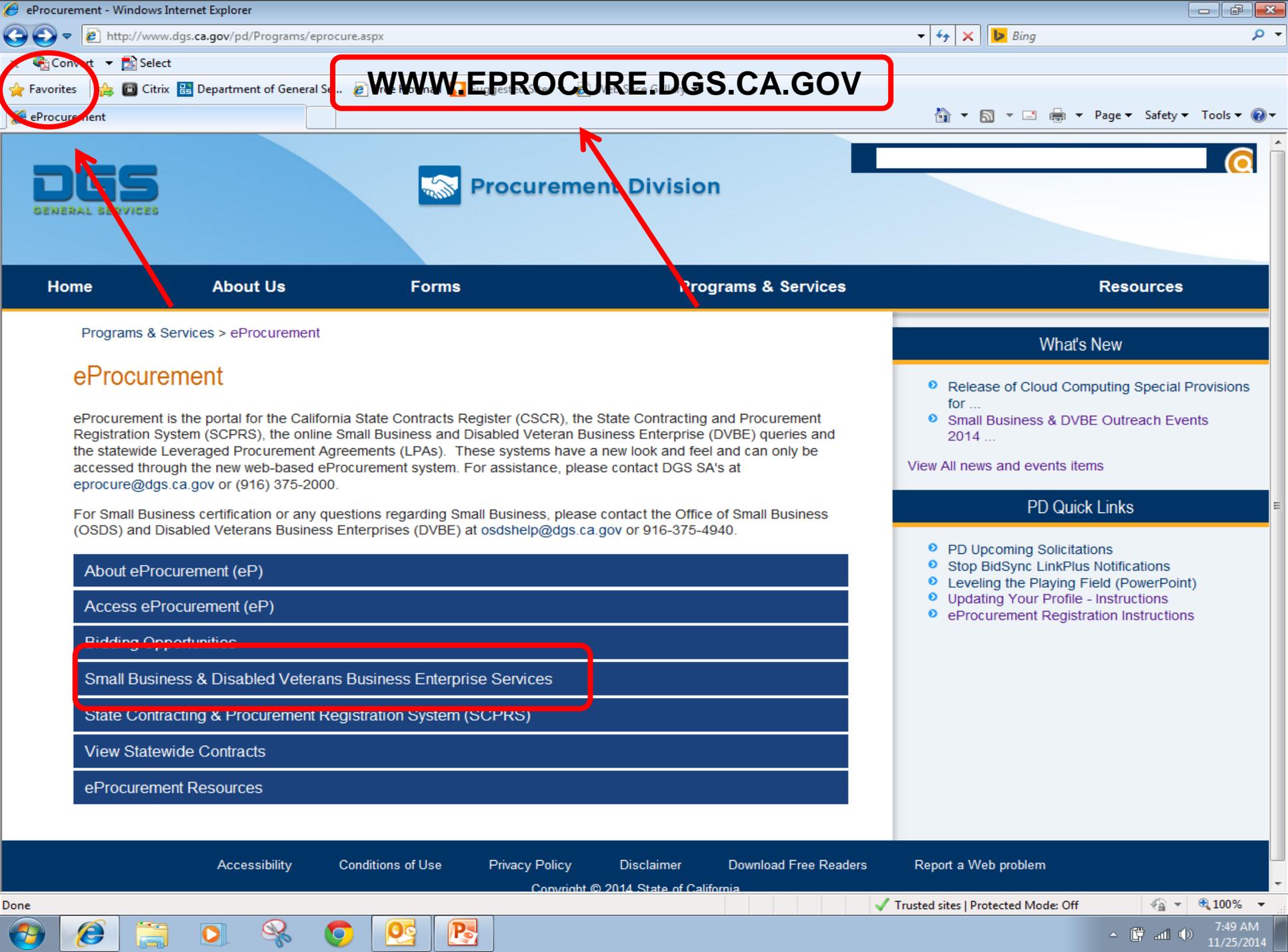
West Sacramento, CA 95605

Wayne.Gross@dgs.ca.gov

California Department of General Services
Procurement Division
DGS

How to do **Business** with California State **Government**

A 5-STEP PROCESS



WWW.EPROCURE.DGS.CA.GOV



Procurement Division

- Home
- About Us
- Forms
- Programs & Services
- Resources

Programs & Services > eProcurement

eProcurement

eProcurement is the portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system. For assistance, please contact DGS SA's at eprocure@dgs.ca.gov or (916) 375-2000.

For Small Business certification or any questions regarding Small Business, please contact the Office of Small Business (OSDS) and Disabled Veterans Business Enterprises (DVBE) at osdshelp@dgs.ca.gov or 916-375-4940.

- About eProcurement (eP)
- Access eProcurement (eP)
- Bidding Opportunities
- Small Business & Disabled Veterans Business Enterprise Services**
- State Contracting & Procurement Registration System (SCPRS)
- View Statewide Contracts
- eProcurement Resources

What's New

- Release of Cloud Computing Special Provisions for ...
- Small Business & DVBE Outreach Events 2014 ...

[View All news and events items](#)

PD Quick Links

- PD Upcoming Solicitations
- Stop BidSync LinkPlus Notifications
- Leveling the Playing Field (PowerPoint)
- Updating Your Profile - Instructions
- eProcurement Registration Instructions





Programs & Services > eProcurement

eProcurement

eProcurement is the portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system. For assistance, please contact DGS SA's at eprocure@dgs.ca.gov or (916) 375-2000.

For Small Business certification or any questions regarding Small Business, please contact the Office of Small Business (OSDS) and Disabled Veterans Business Enterprises (DVBE) at osdshelp@dgs.ca.gov or 916-375-4940.

About eProcurement (eP)

Access eProcurement (eP)

Bidding Opportunities

Small Business & Disabled Veterans Business Enterprise Services

- SB/DVBE Search
- SB/DVBE Online Certification**
- SB/DVBE Home Page

State Contracting & Procurement Registration System (SCPRS)

View Statewide Contracts

eProcurement Resources

What's New

- Release of Cloud Computing Special Provisions for ...
- Small Business & DVBE Outreach Events 2014 ...

[View All news and events items](#)

PD Quick Links

- PD Upcoming Solicitations
- Stop BidSync LinkPlus Notifications
- Leveling the Playing Field (PowerPoint)
- Updating Your Profile - Instructions
- eProcurement Registration Instructions



- Home
- About Us
- Forms
- Programs & Services
- Resources

Programs & Services > Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS) > Get Certified!

Get Certified!

The Department of General Services, Procurement Division (DGS-PD) strives to make doing business with the State easier. Our contractor for the eProcurement system, BidSync, provides one location to advertise procurement opportunities and to get certified as a California Small or Disabled Veteran Business Enterprise supplier.

Renewals may be submitted 90 days before expiration date.

For more information, view the How to do Business with California State Government brochure ([English Version](#)) ([Spanish Version](#)), as well as the Disabled Veteran Business Enterprise Brochure.

Certification Requirements

Certification Instructions and Access

Certification Expedite Process

Contact OSDS

What's New

- Release of Cloud Computing Special Provisions for ...
- Small Business & DVBE Outreach Events 2014 ...

[View All news and events items](#)

PD Quick Links

- Notice of Rulemaking
- SB/DVBE Legislation & Executive Orders
- Broadcast Bulletins
- Communications & Outreach
- RESD Small Business and DVBE Outreach Program
- SB/DVBE Reports
- eProcurement
- Prompt Payment
- DVBE Substitution Instructions and Form
- How to Establish Disabled Veteran Business Enterprise (DVBE) Equipment Ownership for **New Certifications**
- How to Establish Disabled Veteran Business Enterprise (DVBE) Equipment Ownership for **Renewal Certifications**

STEP 4. LOOK INTO BECOMING A CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) CONTRACTOR

DGS, Procurement Division establishes agreements with businesses who offer products and/or services available through current Federal General Services Administration (GSA) multiple award schedules. CMAS offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive.

State and local governmental agencies shop and compare CMAS for the best value, e.g., best price, product, service, etc., and place orders directly with these businesses. Use of CMAS is optional.

Find out more about CMAS at www.dgs.ca.gov/pd/CMAS or phone (916) 375-4363



STEP 5. MARKET YOUR BUSINESS TO STATE AGENCIES

Once you become a certified firm or a CMAS contractor your business information is included in databases accessible to State purchasing officials. However, you must still market your products and services to state agencies.

- Most state agencies have an Advocate to disseminate information on pending solicitations to SBs/DVBEs, ensure prompt payments and resolve contracting issues. Find the Advocates at www.dgs.ca.gov/pd/advocate
- Some state agencies have delegated purchasing authority to allow them to contract directly with vendors. Find out which agencies have delegated purchasing authority at www.dgs.ca.gov/pd/delegated
- Find out what state agencies buy and the dollar amount of the contracts. Go to www.dgs.ca.gov/pd/SCPRSdata
- Certain other local government and industry partners honor the State's SB/DVBE certification. Visit www.dgs.ca.gov/pd/reciprocity
- The California Online Directory provides access to state government information and services including employee phone numbers, agency information, and a government organization chart. www.cold.ca.gov
- Keep up-to-date on news and events relevant to the SB/DVBE community. Access www.dgs.ca.gov/pd/communicationsoutreach
- If your business currently accepts VISA cards for payment, you can accept the CAL-Card VISA and receive payment in two to three days. If you do not currently accept credit card payments, contact your bank to determine how to do this.

www.dgs.ca.gov/pd

DGS
STATE OF CALIFORNIA
Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605
www.dgs.ca.gov/pd



California Department of General Services
Procurement Division
DGS

How to do Business with California State Government

A 5-STEP PROCESS

OBJECTIVES

By the end of this webinar, you will be able to define:

- What a California Multiple Award (CMAS) Schedule is
- What a Federal General Services Administration (GSA) Schedule is
- What “piggy backing” means
- What is the CMAS contract term?
- Who Can Use CMAS Contracts?
- Any Program Fees?
- What types of products/services are available?
- What types of services are excluded?
- What is prohibited?

What is a CMAS Contract

- A California Multiple Award contract is an award to two or more contractors for the same products and/or services at the same or similar prices. Multiple award does not pertain to the number of buyers who would be ordering from the contract, but rather the number of contractors receiving an award from a common bid process.
- CMAS contracts are not established through a competitive bid process conducted by the State of California. Because of this, all pricing, products and /or services offered must have been previously bid and awarded on a Federal General Services Administration (GSA) schedule.

What is a Federal GSA Schedule

- The Federal General Services Administration (GSA) Schedule is a contract in which suppliers can offer products and/or services at the same or similar prices.
- Suppliers complete a 90-page application telling the federal government their best price for products and/or services. This application contains pre-negotiated prices, delivery terms, warranties, and other terms and conditions. This process can take from one year to two years for approval.

Federal GSA or CMAS?

- Since all pricing, products and/or services offered must have been previously assessed and awarded on a Federal GSA schedule, the supplier must make a choice.
- The supplier either completes the Federal GSA or find an established Federal GSA offering the same pricing, products, and/or services that he is looking for.
- This is referred to as “piggybacking”.
- CMAS application is only 16 pages and takes 45 to 60 days to get approved

CMAS Contract Term

- The term of a CMAS contract begins upon award by the CMAS Unit, and technically expires on the same date as the referenced Federal GSA schedule;
- CMAS adds three months to the GSA schedule end date to allow time for processing the CMAS contract renewal or extension.
- CMAS contract renewals/extensions do not occur automatically when the term of the base GSA schedule is renewed or extended.

Who Can Use CMAS Contracts

- State and local government agencies may use CMAS contracts unless the contractor explicitly stipulates in their CMAS contract offer that the contract is not available to local governments.
- A local government agency is any city, county, district, or other local governmental body, including the California State University (CSU) and University of California (UC) systems, K-12 public schools and community colleges empowered to expend public funds.

CMAS Program Fees

- There is no fee to apply for a CMAS contract.
- For CMAS sales to State agencies, the State agency pays the DGS an administrative fee. CMAS contractors do not pay fees for sales to State agencies.
- For CMAS sales to local government agencies, the CMAS contractor pays the DGS-CMAS a 1% incentive fee based on the total value of all local government orders each quarter.
- If the CMAS contractor is a California certified small business, both the administrative and incentive fees are waived.

What is Available

- CMAS contracts are established for both information technology and non-information technology products and services.

What is Excluded (1)

- Products and Services from Other DGS-Procurement Division Contracts Products, services and prices from an existing CMAS contract, statewide or master contract awarded by the DGS Procurement Division cannot be used as the basis of a CMAS contract application.
- Facility Planning, Medical Services, Registered Nursing, Human Resources and Security Guard Services.

What is Excluded (2)

- Architectural, Construction, Engineering, and Environmental Services are not allowed on CMAS. One exception is that third party verification services of greenhouse gas emission reports for existing facilities and operations are available on the CMAS Program. (If you have questions, contact the DGS Real Estate Services Division at 916-376-1752.)
- Financial Audits
- Legal Services
- Public Works (If you have questions, contact the DGS Real Estate Services Division at 916-376-1752.)

Fiscal Agents and Protests

- When a subcontractor ultimately performs all of the services that a prime contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.
- California code does not provide for formal protest of CMAS transactions.



Procurement Division

www.pd.dgs.ca.gov/cmas

Home

About Us

Forms

Programs & Services

Programs & Services > Leveraged Procurement Agreements (LPAs) > California Multiple Award Schedules (CMAS)

California Multiple Award Schedules (CMAS)

The California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. Suppliers may apply for a CMAS contract at anytime - no bids are required.

The use of these contracts is optional and is available to state and local government agencies.

CMAS News

Find a CMAS Contract

For Suppliers / Contractors

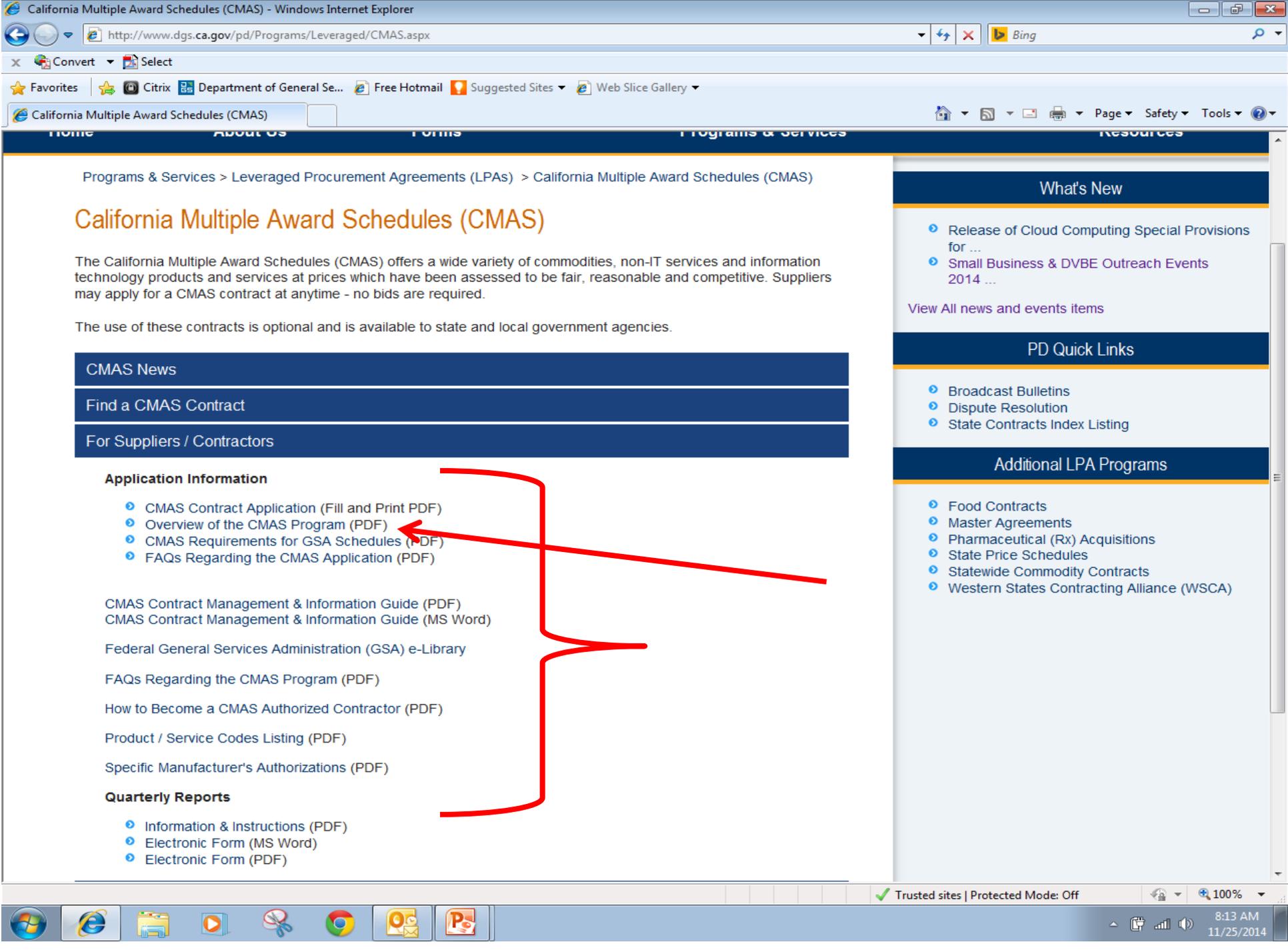
CMAS Contract Terms & Conditions

- Re...
- for
- Sm...
- 20...

View All n...

- Bro...
- Dis...
- Sta...

- Fo...



Programs & Services > Leveraged Procurement Agreements (LPAs) > California Multiple Award Schedules (CMAS)

California Multiple Award Schedules (CMAS)

The California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. Suppliers may apply for a CMAS contract at anytime - no bids are required.

The use of these contracts is optional and is available to state and local government agencies.

CMAS News

Find a CMAS Contract

For Suppliers / Contractors

Application Information

- ◊ [CMAS Contract Application \(Fill and Print PDF\)](#)
- ◊ [Overview of the CMAS Program \(PDF\)](#)
- ◊ [CMAS Requirements for GSA Schedules \(PDF\)](#)
- ◊ [FAQs Regarding the CMAS Application \(PDF\)](#)

[CMAS Contract Management & Information Guide \(PDF\)](#)
[CMAS Contract Management & Information Guide \(MS Word\)](#)

[Federal General Services Administration \(GSA\) e-Library](#)

[FAQs Regarding the CMAS Program \(PDF\)](#)

[How to Become a CMAS Authorized Contractor \(PDF\)](#)

[Product / Service Codes Listing \(PDF\)](#)

[Specific Manufacturer's Authorizations \(PDF\)](#)

Quarterly Reports

- ◊ [Information & Instructions \(PDF\)](#)
- ◊ [Electronic Form \(MS Word\)](#)
- ◊ [Electronic Form \(PDF\)](#)

What's New

- ◊ [Release of Cloud Computing Special Provisions for ...](#)
- ◊ [Small Business & DVBE Outreach Events 2014 ...](#)

[View All news and events items](#)

PD Quick Links

- ◊ [Broadcast Bulletins](#)
- ◊ [Dispute Resolution](#)
- ◊ [State Contracts Index Listing](#)

Additional LPA Programs

- ◊ [Food Contracts](#)
- ◊ [Master Agreements](#)
- ◊ [Pharmaceutical \(Rx\) Acquisitions](#)
- ◊ [State Price Schedules](#)
- ◊ [Statewide Commodity Contracts](#)
- ◊ [Western States Contracting Alliance \(WSCA\)](#)

SUMMARY

- Define what a California Multiple Award Schedule (CMAS) is
- Define what a Federal General Services Administration (GSA) schedule is
- Piggy Backing
- What is the contract term
- Who Can Use CMAS Contracts
- CMAS Program Fees
- What types of products/services are available
- What types of services are excluded
- What is prohibited

CMAS



- For more information about CMAS:
- Visit the website: www.pd.dgs.ca.gov/cmas
- E-mail: cmas@dgs.ca.gov
- Phone: **(916) 375-4363**

QUESTIONS

Thank you for participating in our presentation

We wish you success!

Email us at:

- Wayne.Gross@dgs.ca.gov
- Advocate@dgs.ca.gov or

Phone us at **(800) 559-5529 X 3#**