

California Multiple Award Schedules (CMAS) agreements are established for State and Local government agencies in California to purchase information technology and non-information technology products and services. CMAS agreements are based on Federal General Services Administration (GSA) multiple award schedule contracts which have been competitively assessed and negotiated. CMAS agreements comply with California procurement codes, guidelines, and policies, and provide for the highest level of contractual protection.

California Ordering Agencies realize cost savings, experience flexibility and choice of vendors, save-time, realize transparency and control the procurement process through the use of CMAS agreements.

How to Use CMAS

Step 1: Define Order Requirements (RFO/Statement of Work)

- ❖ Develop an RFO identifying your needs and requirements for the purchase. The RFO could be simple for a product, or more detailed and contain a Statement of Work (SOW) for a services project.
- ❖ The RFO can be mailed, faxed, or e-mailed to the selected CMAS contractors. In the case of a simple product purchase, the agency offer and CMAS contractor quote can be verbal.

Step 2: Search for CMAS contractors

- ❖ Research a CMAS contractor at caleprocure.ca.gov or obtain a copy of a contractor's CMAS agreement(s) directly from the CMAS contractor.

NOTE: When using CMAS, State agencies are required to seek offers from a minimum of 3 CMAS contractors, including one California Certified SB and/or DVBE (if available). Local government agencies are not bound by this requirement, and can set their own policy of how many contractors to solicit.

Step 3: Review the CMAS agreements

- ❖ Review the CMAS agreements in context with your agency requirements and CMAS contractor offer then make a selection based on best value criteria.

Step 4: Compare offers from all CMAS contractors who responded to the RFO

- ❖ Encourage CMAS contractors to prepare a detailed quote referencing each CMAS agreement, part numbers and price.
- ❖ Parts and pricing offered from the CMAS contractor must be less than or equal to the items offered on the GSA Base Contract tied to the contractor's CMAS agreement.

Step 5: Issue a PO to the selected CMAS Contractor

- ❖ The purchase order must be issued before the CMAS agreement expires.
- ❖ Multiple CMAS contracts can be referenced on a single purchase order for the same contractors.
- ❖ Use the detailed quote prepared by the CMAS contractor to generate the Purchase Order and subtotal per CMAS agreement.

Step 6: Ensure all purchase order limits are met if you are a State agency

- ❖ CMAS agreements have set maximum order limits for State agencies. Local government agencies are subject to their own procurement policies and procedures, and therefore set their own purchase order limits.
- ❖ Check with the CMAS vendor for State maximum order limits. Splitting orders to avoid monetary limitations is prohibited.

Step 7: Send original purchase order to awarded CMAS contractor

- ❖ The original purchase order is sent directly to the awarded CMAS contractor.
- ❖ Local government agencies are required to send a copy of the purchase order to the California Department of General Services, Procurement Division-Data Management Unit, MS #2-203, PO Box 989052, West Sacramento, CA 95798-9052

Step 8: Payment of administrative fee (if applicable)

- ❖ Local government agencies do not pay DGS an administrative fee to place an order against a CMAS. In lieu of this fee paid by the local government agency, the selling CMAS contractor pays DGS a 1% incentive fee (excluding sales tax and freight) if they are not a California certified small business.

Step 9: Payment by agency to CMAS contractor

- ❖ Payment will be made in accordance with the California Prompt Payment Act, Government Code (GC) §927 et. seq. which requires agencies to properly pay submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

For clarification or additional information, go to the CMAS website <http://www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx> to download the Local Agency CMAS Guide or the CMAS Contractor Management Information Guide.