

June 18, 2026

CMAS Contractor Management Guide

(This packet supersedes all previous CMAS management guides)



Procurement Division • Department of General Services
State of California

CMAS Management Guide

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CMAS Management Guide

Introduction

The California Multiple Award Schedules (CMAS) Management Guide addresses specific processes CMAS Contractors must adhere to. Topics include quarterly reports, company name/ownership changes, marketing CMAS agreements (hereinafter referred to as “Agreement(s)”, and Contractor Compliance.

CMAS Contact Information and Useful Links

For questions regarding CMAS contact:

- Contact the [CMAS Unit](mailto:cmas@dgs.ca.gov) at cmas@dgs.ca.gov

CMAS Contractor links:

- CMAS Website - [California Multiple Award Schedules](https://www.dgs.ca.gov/pd/about/page-content/pd-branch-intro-accordion-list/acquisitions/california-multiple-award-schedules?search=cmas) (<https://www.dgs.ca.gov/pd/about/page-content/pd-branch-intro-accordion-list/acquisitions/california-multiple-award-schedules?search=cmas>)
- CMAS ServiceNow Portal - [CMAS - California Multiple Award Schedules \(service-now.com\)](https://dgs.service-now.com/cmas) (<https://dgs.service-now.com/cmas>)
- CMAS Contractor Search Portal - [CMAS Agreement Search](https://cmasearch-prod.apps.dgs.ca.gov/) (<https://cmasearch-prod.apps.dgs.ca.gov/>)

Topic 1 – Quarterly Reports

Quarterly Reports Required

California Multiple Award Schedules (CMAS) Contractors are required to submit business activity reports each quarter through the [CMAS Portal](https://dgs.service-now.com/cmas) (<https://dgs.service-now.com/cmas>). A quarterly report is required for each CMAS agreement for all invoiced purchases, including quarters with no new activity.

Delinquent Reports

If a Contractor who was previously awarded an Agreement applies for a new Agreement or a supplement of an existing Agreement, CMAS staff will first verify that all required quarterly reports and applicable payments have been received for all current and past Agreements prior to approving the new request. To view your company’s delinquent reports, log in to the CMAS Portal, click on the “Submit a Quarterly Report” button, select your company’s name, select the CMAS number you wish to research, and there will be a “Pending Quarterly Report” section that will show the missing quarterly reports. Delinquent reports and/or payments may result in termination of active Agreements.

List of State of California Agencies

Verify if an agency is a local government agency or state agency by visiting the [CA.gov Departments List](https://www.ca.gov/departments/list/) (<https://www.ca.gov/departments/list/>) website.

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Topic 1 – Quarterly Reports, Continued

Local Government Agency Orders

All CMAS Contractors who are not a California certified small business are required to pay the Department of General Services-Procurement Division (DGS-PD) an incentive fee for all orders placed by local government agencies via an Agreement. The table below lists the incentive fee percentage rate for all Agreements based on when the Agreement was initially awarded

Award Date Range	Percent
Before 7/1/2019	1
7/1/2019 through Current	1.25

When submitting your quarterly report in the CMAS Portal, the incentive fee will automatically be calculated at the applicable percentage.

Please note that a California small business certified for public works (SB-PW) does not qualify for the incentive fee exemption.

Copies of local government agency CMAS purchase order documents are not required and should not be submitted with a CMAS quarterly report.

CMAS Contractors cannot charge local government agencies an additional charge on a separate line item to cover the incentive fee. The Contractor must include the incentive fee in the price of the products and/or services offered, and the line-item prices must not exceed the applicable base General Services Administration (GSA) schedule or other multiple award contract prices.

Reseller's Sales Activity

The prime CMAS contractor must report the sales activity for all authorized resellers listed in their CMAS.

Reportable Spend

Contractor shall report the value of each invoiced purchase order (minus sales tax and shipping) for the quarter in which the agency was invoiced. If the purchase order allows for staggered delivery of goods or a prolonged schedule of services, and invoices have been submitted to the ordering agency for partial fulfillment, the Contractor must report those invoices. In this instance, the purchase order may be imputed several times in a quarterly report until the purchase order has been fulfilled in its entirety.

Total All Reportable Spend

The total reportable spend for the quarter is the sum of all invoiced amounts listed on the report. It is NOT the sum of all purchase orders.

Amended Reports

E-mail the CMAS unit at cmas@dgs.ca.gov for changes to previously submitted reports. The previously submitted report will need to be rejected, and the contractor must submit a new quarterly report.

Sales Tax and Shipping Not Included

Sales tax and shipping must NOT be included on the quarterly report, even if included on the purchase order.

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Topic 1 – Quarterly Reports, Continued

Report and Incentive Fee Due Date

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

Quarter Definition	Months Covered each Quarter	Quarterly Reports Due
Calendar Quarter 1	January 1 to March 31	Due April 15
Calendar Quarter 2	April 1 to June 30	Due July 15
Calendar Quarter 3	July 1 to September 30	Due October 15
Calendar Quarter 4	October 1 to December 31	Due January 15

Fiserv Portal

Prior to submitting your reports, we recommend logging into the fiserv Portal [CMAS-QR - Sign In](https://www3.thepayplace.com/ca/dgspd/ctmasqr/enrollmentlogin.aspx) (https://www3.thepayplace.com/ca/dgspd/ctmasqr/enrollmentlogin.aspx) to register a new fiserv user account. This reduces timeout errors between the CMAS Portal and the fiserv Portal when submitting Quarterly Reports.

Submitting Reports and Incentive Fees

CMAS quarterly reports must be submitted through the [CMAS Portal](https://dgs.service-now.com/ctmas) (https://dgs.service-now.com/ctmas). One person from the Contractor's company is designated as the CMAS Quarterly Report (QR) submitter and can enter and submit reports and incentive fees. By default, this role is assigned to the Super User. This role can be changed to another user using the Profile Creation button while logged in as the Super User. Make sure to check the box labeled "Is this user a CMAS Quarterly Reports Submitter?". All users associated with the company can save a quarterly report, but only the QR Submitter has the Submit button and the ability to make a payment.

Once logged in, click the button labeled "Submit a Quarterly Report". Please select the company name, CMAS number, reporting quarter, and reporting year. Next indicate if there are invoiced purchase orders to report during the applicable quarter. If there are no invoices to report, select No and then check the certification box and either save or submit the report. If there are invoiced purchase orders to submit, indicate if they are for State or Local agency, and click the Add button under the applicable category. You must enter the Agency name, address, buyer name and email, the PO number, PO date, and the total dollar amount invoiced.

Once all the invoiced POs have been entered, if you are not the QR submitter click Save. The QR submitter can access the saved reports by clicking the "Quarterly Report Records" tab on the top ribbon of the CMAS Portal home page. Click on the report requiring review, ensure all information is correct, then click Submit. If a local incentive fee payment is owed, the system will calculate the fee and direct you to the fiserv Portal to make the payment. If you have not already created one, you must create a registration for fiserv, **this is separate from your CMAS Portal registration**. There is a 2.99% fee for credit/debit payments that is calculated by fiserv when you enter your information. This fee does not apply to electronic check payments.

No attachments are required unless you have more than 10 invoiced purchase orders. Do not mail in paper checks or quarterly reports.

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Topic 2 – CMAS Supplements

CMAS Supplement

A CMAS Agreement can only be supplemented if the base schedule is still active. A request to change the CMAS Contractor's name to facilitate payment of valid billings by the State Controller may be considered after the CMAS has expired.

A CMAS supplement is required in the following scenarios:

1. When the CMAS is based on specific products and/or services from another Contractor's multiple award contract and the CMAS Contractor wants to add a new manufacturer's products and/or services.
2. If the shipping terms, delivery time, and/or discounts change, or if GSA Special Item Number (SIN) categories have been added to the base schedule, and the contractor wants to offer the new SIN categories on their CMAS agreement
3. If the base schedule or other multiple award contract has been renewed and the CMAS Contractor would like to renew their CMAS agreement.
4. Contractor Information Change - If a CMAS Contractor's contact person, address, phone number, or email address changes, the changes must be reported to the CMAS Unit for each active CMAS agreement by submitting a supplement request to make the applicable changes. A supplement will be issued for each active CMAS reflecting the changes, and this information will be updated in the CMAS Search Portal.

To submit a supplement, login to the [CMAS Portal](https://dgs.service-now.com/cmas) (<https://dgs.service-now.com/cmas>) and click the Supplement or Renewal button. Enter the supplement reason and make changes to the applicable fields. Once finished, click Submit for CMAS review.

For Renewals, change the base end date to reflect the new end date for the base schedule.

It is the Contractor's responsibility to update the CMAS Portal when their company's licenses/certifications expiration dates change.

Changes Not Requiring a Supplement

. Below are examples of changes not requiring a Supplement:

1. CMAS instructs agencies to verify pricing in the base schedule. It is not necessary to notify CMAS of price changes.
 2. CMAS agreements do not require yearly renewals. The exception to this is if the base schedule or other multiple award contract has been renewed.
-

Current with Quarterly Reports

Supplements of existing CMAS agreements will only be approved if all past due quarterly reports and incentive fees have been received.

Base Schedule Terminations

CMAS Contractors must immediately notify the CMAS Unit, and any affected purchase order holders, if the base schedule is terminated. The CMAS Unit will then issue a supplement terminating the CMAS. Termination of the CMAS does not terminate POs already in place prior to the CMAS termination, however, POs cannot be amended after the CMAS is terminated.

CMAS Management Guide

Topic 3 – Company Name/Ownership Change

Company Name

The company name on a CMAS must match the company name on all purchase orders and invoices issued against the CMAS or the State Controller's Office will not approve payment of invoices.

Company Name Ownership Change

When a company changes its name or has been purchased or merged with another company resulting in a company name change, the company must submit a request for a legal name change to the CMAS department using the Company Name Change Form found under Resources on the [CMAS Website](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-California-Multiple-Award-Schedules-CMAS) (https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-California-Multiple-Award-Schedules-CMAS).

New Forms Required

New certifications and licenses may be required in the company's new name when a company name change occurs. See the Company Name Change Form under Resources on the [CMAS Website](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-California-Multiple-Award-Schedules-CMAS). (https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-California-Multiple-Award-Schedules-CMAS).

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Topic 4 – Marketing Your CMAS

Contractor Markets CMAS

CMAS Contractors are competing with many other Contractors, so to be successful CMAS Contractors must proactively market their CMAS Agreement to State and Local Government agencies. Listed below are some useful websites for contacting State and Local Government Agencies.

- [California State Government Marketplace](https://caleprocure.ca.gov/pages/index.aspx)
(<https://caleprocure.ca.gov/pages/index.aspx>)
- [List of State Departments with Approved Purchasing Authority \(ca.gov\)](https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/list-of-state-departments-with-approved-purchasing-authority)
(<https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/list-of-state-departments-with-approved-purchasing-authority>)
- [Find-a-SB DVBE-Advocate](https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/small-business-disabled-veteran-business-enterprise-advocate-directory?search=small%20business%20advocate)
([https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/small-business-disabled-veteran-business-enterprise-advocate-directory?search=small business advocate](https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/small-business-disabled-veteran-business-enterprise-advocate-directory?search=small%20business%20advocate))
- [California School Directory \(CA Dept of Education\)](https://www.cde.ca.gov/schooldirectory/)
(<https://www.cde.ca.gov/schooldirectory/>)
- [Home | Cal Cities](https://www.calcities.org/)
(<https://www.calcities.org/>)
- [California Association of Public Procurement Officials \(cappo.org\)](https://www.cappo.org/)
(<https://www.cappo.org/>)
- [Home - California Association of School Business Officials \(casbo.org\)](https://www.casbo.org/)
(<https://www.casbo.org/>)
- [FI\\$Cal SCPRS Search](https://suppliers.fiscal.ca.gov/psc/psfpd1/supplier/erp/c/zz_po.zz_scprs1_cmp.gbl?folderpath=portal_root_object.zz_fiscal_scprs.zz_scprs1_cmp_gbl&isfolder=false&ignoreparamtempl=folderpath,isfolder&)
(https://suppliers.fiscal.ca.gov/psc/psfpd1/supplier/erp/c/zz_po.zz_scprs1_cmp.gbl?folderpath=portal_root_object.zz_fiscal_scprs.zz_scprs1_cmp_gbl&isfolder=false&ignoreparamtempl=folderpath,isfolder&)

State Seal and Golden Bear

Contractors are prohibited from using the State of California Seal or Golden Bear on any documents or materials per Government Code (GC) 402 and 402.5.

CMAS Logo

Upon award of a CMAS Agreement, the CMAS logo is available for your use to display at conferences or on other marketing material. You may request a copy of the logo by contacting the CMAS Unit at cmas@dgs.ca.gov.

The logos are available in four formats: .eps, .gif, .jpg, and .png. The .eps is for high quality print, .jpg can be used for print, Word, PowerPoint, and several other applications, .gif is for web only, and .png is for web, Word, PowerPoint, etc.

You may not be able to “open” all of the logo formats. Save the logos in a folder on your hard drive, then open your document and “insert”, “import”, or “place” the required logo (picture) from the file.

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Topic 4 – Marketing Your CMAS, Continued

News Releases

Prior approval is required from the State for all news releases a Contractor issues regarding their CMAS Agreement. A copy of the news release must be emailed to the CMAS Unit at cmas@dgs.ca.gov for review and approval prior to public release.

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Topic 5 – Contractor Compliance

Compliance Focus

In accordance with the California General Provisions in each CMAS, the Statewide Procurement Oversight and Consulting Unit (SPOC) may request substantiating documentation from the CMAS Contractor to confirm they are providing products and services at a price equal to or lower than shown in the base Federal GSA schedule or non-GSA multiple award contract.

SPOC will also ensure that all other CMAS program parameters are in compliance with California General Provisions and the CMAS Special Provisions.

The CMAS Contractor will be required to submit to SPOC, upon request, copies of all supplements to the base schedule, including the Federal Standard Form 30 for GSA schedules with supplements and all attachments.

The CMAS Contractor is required to provide current price sheets for all products and services offered in the base Federal GSA schedule or non-GSA multiple award contract.

The CMAS Contractor will be required to provide SPOC copies of purchase orders and/or quarterly reports including all incorporated references and invoices during the compliance review process.

To substantiate pricing, CMAS Contractors must maintain a file of all past and current applicable Federal GSA schedules and/or non-GSA multiple award contracts and supplements for all products and services they offer.

SB 1422 / 10298.5 PILOT PROGRAM: ALTERNATIVE CONTRACTING PROCEDURES FOR PUBLIC WORKS INSTALLATION

[Public Contract Code \(PCC\) 10298.5](#) establishes a pilot program for alternative contracting procedures for certain public works installations not including new construction. This program only applies to the installation, or purchase and installation, of resilient flooring, carpet, lighting fixtures, and synthetic turf. The program modifies existing rules which restrict State agencies from using CMAS agreements for public works contracts wherein the cost of the public works services exceeds the cost of the materials being purchased. State and local agencies should refer to PCC Section 10298.5 for additional requirements including the requirement to notify the Department of Industrial Relations in accordance with Section 1773.3 of the Labor Code.

This program expires January 1, 2028.

Contractors and contracting agencies must comply with all requirements for this program as defined in Article 2. Approval of Contracts [PCC 10298.5](#) (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=10298.5.&awCode=PCC)

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Topic 5 – Contractor Compliance, Continued

CMAS Components

Copies of a CMAS Agreement can be obtained at [CaleProcure](https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx) (<https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>).

CMAS agreements can be downloaded by clicking on Quick Links in the top bar and pressing “Find State Contracts (LPA)”. Then you would simply enter the CMAS agreement number into the Contract ID field and press search. The CMAS agreement number will appear in the search results as a hyperlink, clicking on the hyperlink Contract ID will take you to the LPA Contract Details page where you can download a PDF copy of the agreement.

A complete copy of a CMAS consists of the following:

- The most recent CMAS agreement (which includes the ordering instructions and special provisions, and any attachments or exhibits as prepared by the CMAS Unit)
- The California General Provisions referenced on the cover page of the CMAS agreement.
- The CMAS Special Provisions referenced on the cover of the CMAS agreement
- Federal GSA (or Non-GSA) terms and conditions.
- Product/service listing and prices
- Supplements, if any

CMAS Contractor’s Responsibility

It is the responsibility of the CMAS Contractor to:

- Maintain copies of the Federal GSA schedule or non-GSA multiple award contract and all applicable modifications.
- Ensure the CMAS Agreement includes the most current and up-to-date products, services and prices as approved for the Federal GSA schedule or non-GSA multiple award contract.

When responding to a request for offer from an agency, the CMAS Contractor must verify current base schedule pricing and include the relevant pricing pages with the response to the agency.

Product and Price Bundling

Product bundling is not allowed. All components shall be priced as separate line items with individual product numbers or identifiers, unless specified in the base schedule as a “bundled item” having a single “bundled” product number.

Contract Amount

There is no guarantee of minimum purchase of a CMAS Contractor’s products or services by the State.

Line-Item Substantiation

Contractors must substantiate that specific line-item products and services shown on the purchase order were included on the base schedule at the time the order was generated, and that pricing was at the base schedule price or lower.

Contractors must ensure the purchase order includes specific part numbers for products and services, and descriptions “exactly” as referenced in the base schedule.

Job title, skill level, and hourly rate for all consulting services must be properly identified on the purchase order in the same manner as the base Federal GSA schedule.

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Topic 5 – Contractor Compliance, Continued

Approval Required for Non-IT Services Exceeding \$50,000

State agency purchase orders (not applicable to local government agencies) for non-information technology (non-IT) services that exceed \$50,000 must be reviewed and approved by DGS-PD before issuance to the Contractor.

An approved purchase order will be stamped “Approved”, signed by DGS-PD, and returned to the State agency for issuance to the Contractor. Contractors are prohibited from accepting purchase orders for non-IT Services exceeding \$50,000 without DGS-PD approval signature. Violation of this requirement may result in CMAS termination.
