

November 12, 2021

CMAS Before You Apply Guide

- If you have previously applied for CMAS, access the [CMAS Portal](https://dgs.service-now.com/cmas) at dgs.service-now.com/cmas.
- If you are new to the CMAS program, review this guide for important information on the CMAS program, and the application process.



Procurement Division • Department of General Services
State of California

CMAS – Before You Apply Guide

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Section 1 – Introduction

Overview

The State of California establishes multiple award agreements in accordance with Public Contract Code Sections 10290 and 12101.5 (effective January 1994). A multiple award 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 agreement, but rather the number of contractors receiving an award from a common bid process.

California Multiple Award Schedules (CMAS) agreements 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 base schedule. The supplier completes a CMAS Application offering products and/or services at prices based on an existing multiple award schedule. This schedule is referred to as the “base” schedule. Upon review and acceptance of the application, the CMAS Unit awards a CMAS agreement which includes the State of California contract terms and conditions, procurement codes, policies, and guidelines.

For clarity, the CMAS Program does not “use” the base schedule. Instead, we establish a totally independent California agreement for the same products and services at equal or lower prices. Once a CMAS is awarded, the Contractor markets and distributes the CMAS, and provides the CMAS Unit with quarterly reports of CMAS sales transactions.

Offer

Suppliers can offer products, services, and prices from their own base schedule. They can also offer products, services, and prices from a base schedule held by another company. In this case, the supplier must provide written substantiation that they are qualified to provide the consulting or personal services offered by including supporting customer references. Customer references are not required for products or technical services such as installation, maintenance, and repair.

Term Dates

The term of a CMAS agreement begins upon award by the CMAS Unit and expires on the same date as the referenced base schedule.

CMAS renewals/extensions do not occur automatically when the term of the base schedule is renewed or extended. It is the responsibility of the CMAS contractor to request the renewal or extension at the time the base schedule is renewed or extended.

Program Fees

There is no fee to apply for a CMAS. There are incentive fees for local government agency sales for large businesses only. The table below lists the incentive fee percentage for all CMAS agreements based on when they were awarded.

Award Date Range	Percent
Before 7/1/2019	1
7/1/2019 through 6/30/2020	1.25
7/1/2020 through Current	1.2

Protests

California code does not provide for formal protest of CMAS transactions. The individual ordering agency handles informal complaints. If necessary, customers may contact the CMAS Unit at CMAS@dgs.ca.gov for assistance.

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Section 1 – Introduction

What Is Excluded

The following products and services are not available through the CMAS program:

- Facility Planning
- Medical Services
- Registered Nursing
- Human Resources
- Security Guard Services

By CMAS policy, the services noted cannot be procured via a CMAS agreement:

- Architectural
- Construction
- Engineering
- Environmental Services (this does not include Leadership in Energy and Environmental Design (LEED) services)

Services are not allowed on CMAS that are required by law to be performed by a licensed architect, licensed registered engineer, licensed landscape architect, construction project manager, licensed land surveyor, or environmental services as defined in Government Code (GC) 4525. One exception is that third party verification services of greenhouse gas emission reports for existing facilities and operations are available on the CMAS Program. See State Contracting Manual (SCM), Volume I, Chapter 11 for information on Architectural and Engineering contracts. If you have questions about Architectural, Construction, Engineering, and Environmental Services, the DGS, [Real Estate Services Division \(RESD\)](http://www.dgs.ca.gov/RESD) contact information can be found on their website at www.dgs.ca.gov/RESD.

Financial Audits

GC 8546.4(e) requires prior written approval from the State Controller and the Director of Finance for state agencies entering into contracts for financial auditing services. The approval shall state the reason for the contract and shall be filed with the State Auditor at least 30 days prior to the award of the contract.

Legal Services

Contracting for legal services by state agencies is controlled by statute (GC 11040) and requires Attorney General approval prior to entering into contracts with outside counsel. Additionally, Article VII of the California Constitution requires that state legal work be performed by state employees, absent limited exceptions (GC 19130). There are also policy-based approval requirements for all Executive Branch agencies that control the use of private counsel.

Public Works

Public works projects involve erection, construction, alteration, repair, or improvement of a public structure as defined in Public Contract Code 1101. See SCM, Volume I, Chapter 10 for information on Public Works projects. If you have questions about Public Works projects, the [DGS-RESD](http://www.dgs.ca.gov/RESD) contact information can be found on their website at www.dgs.ca.gov/RESD.

Types of GSA Schedules That Cannot Be Offered

Please see [Section 6 – SINs Not Allowed](#) to review types of GSA schedules that are not allowed.

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Section 2 – Base Schedule

Find a Base Schedule

The first step in completing a CMAS Application is to find a base schedule that contains the products, services, and maximum prices you can offer. This base schedule can be held either by your company or by another company. A separate CMAS Application must be submitted for each base schedule offered. To search for a Federal General Services Administration (GSA) schedule, visit the [GSA eLibrary](http://www.gsaelibrary.gsa.gov) (www.gsaelibrary.gsa.gov).

You can find GSA schedules already being used at the [CMAS Search](http://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Find-a-CMAS-Contractor) (www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Find-a-CMAS-Contractor). Search for product and service codes that match what you are looking to offer, and then view that GSA schedule at the GSA eLibrary.

Help for [navigating and searching the GSA eLibrary](http://www.gsaadvantage.gov/images/products/elib/pdf_files/elibhp.pdf) can be found here www.gsaadvantage.gov/images/products/elib/pdf_files/elibhp.pdf.

You can search for specific brands and products at [GSA Advantage](http://www.gsaadvantage.gov/) (www.gsaadvantage.gov/) to see what GSA schedules are offering those specific products. For help searching GSA Advantage, click the HELP button on the top ribbon.

There are three ways to search:

- **Keyword Search:** type in a keyword, part number, National Stock Number manufacturer, contractor, or contract number in the search box. Select one of the categories from the drop-down menu and click the "go" button.
- **Browse by Category:** Browse by products, services or Special Programs then click on product, service, or Special Program subcategory that best fits what you are searching for.
- **Advanced Search:** Advanced search allows you to search for an exact phrase in a particular product or service field, restrict your search by category, price, minimum order, or socioeconomic factors, and limit your display options.

Find GSA Schedule Pricing

Once on the Contractor Information page for a specific GSA schedule, the pricelist can be found either in the Contractor Terms & Conditions (T&Cs)/Pricelist document or at GSA Advantage. The Contractor T&Cs/Pricelist document is provided by the contractor as a requirement of GSA and can be found under the Contractor T&Cs/Pricelist heading by clicking on the page icon.

If the contractor has products/services available for ordering on GSA Advantage, a 'GSA Advantage' icon will be displayed. By clicking this image link, this will execute a search against GSA Advantage. Depending on the category, whether product or service related, will return either: 1) if products - a listing of all products available for the contractor under this contract, or 2) if services – the same document provided under the column Contractor T&Cs/Pricelist by clicking View Contractor Information and then View Contractor Catalog.

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Section 2 – Base Schedule

Base Schedule Number

The GSA schedule number is the official contract number awarded to the contractor. These typically begin with GS- or 47Q. For your application, we will need this number.

A Special Item Number (SIN) is a specific supply and service subcategory within schedule. These SINs define the types of products/services that are available on each GSA schedule. These are listed under the category heading on the Contractor Information page. For example, 54151S is a SIN that identifies IT consulting services are available on a GSA schedule. These are not needed for applications.

Base Schedule Considerations

Things to consider when selecting a base schedule:

- Services such as installation, maintenance, and repair must be priced in the base schedule to be included in a CMAS.
 - The base schedule pricing is the maximum pricing allowed using a CMAS.
 - You can offer all the products and/or services available on the base schedule, or only portions of it. All products and/or services must be priced in the base schedule to be offered in your CMAS.
 - The CMAS term is based on the expiration date of the base schedule offered.
-

GSA Requirements

For a GSA schedule to be used as the base for a CMAS application, it must be active and posted at the GSA eLibrary. A complete GSA schedule consists of the following components:

- Cover Page
 - GSA Number
 - Up to Date Ordering Instructions
 - SIN-Specific (for IT only) Terms & Conditions
 - Pricing
 - GSA Holder Name & Address
 - Beginning & Ending Term Dates
 - Up to Date Terms & Conditions
 - Product & Service Descriptions
-

Non-GSA Base

CMAS may accept a non-GSA multiple award contract. To be eligible, multiple awards had to have been made by the awarding agency, actual pricing must be available online for viewing, or a contact from the awarding agency must be available to provide up to date pricing, and the contract must have available terms and conditions. The original solicitation, the resulting contract and the advertisement must be provided or be available online. Not every non-GSA schedule is acceptable. Consulting services are not available on a non-GSA base.

Types of GSA Schedules That Cannot Be Offered

Please see [Section 6 – SINs Not Allowed](#) to review types of GSA schedules that are not allowed.

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Section 2 – Base Schedule

Training Requirements

For training course offers, each GSA course outline must contain the following information:

- The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training, etc.)
- The length of the course
- Mandatory and/or desirable prerequisites for student enrollment
- The minimum and maximum number of students per class
- The location where the course is offered
- Price (per student or per class)

If the CMAS applicant is not the base GSA schedule holder, they must also provide the same information shown above for each of their courses offered to verify that their courses are substantially the same as the GSA courses.

Consulting Services

GSA schedules for consulting services must have labor categories/job titles with:

- Well defined functional requirements that identify the tasks to be performed. (Functional responsibilities described only as “ability to” or “experience with” are not acceptable.)
- Minimum education requirements
- Minimum experience requirements
- Labor rates

Only one GSA schedule may be offered as the base for a CMAS consulting services agreement, and it must encompass all the labor categories/job titles desired.

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Section 3 – CMAS Portal Company Registration

To register your company, click on “New Company Registration Only.” The company registration can take up to 24 to 48 hours for CMAS unit approval. You will receive an email once the registration has been approved.

Company Name

Provide your company name as registered with the California Secretary of State (SOS). This information can be found at the [California SOS Business Search website](https://businesssearch.sos.ca.gov/) (businesssearch.sos.ca.gov/).

Fictitious Details

Companies “doing business as” (dba) a different name than as registered with the California SOS, must include a valid Fictitious Business Number, the California County/City the statement was filed with, and expiration date. This information is filed with a California County/City. When the company has no place of business in California, they shall file with the [Sacramento County Clerk](http://www.finance.saccounty.net/Tax/Pages/FBNResourceLinks.aspx) (www.finance.saccounty.net/Tax/Pages/FBNResourceLinks.aspx).

If you wish to be shown on your CMAS as a dba instead of the company name as registered with the SOS, check the box for fictitious business name and provide the required details.

Previous CMAS Company Name

If your company previously held a CMAS under a different company name, include that information here.

FISCAL Vendor ID

Companies new to State purchasing may not have been registered in the FISCal system, and will not have a FISCal Vendor ID. If you do not have an ID, an analyst will contact you for an Std. 204 to register your company in FISCal.

To find a FISCal ID, visit the [Cal eProcure State Leveraged Procurement Agreements Search](https://caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx) (caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx). Click the three lines next to Supplier Id, enter the company name in the Name field, and select Search. Enter the name without punctuation, and the name may be shortened.

Payee Data Record (Std. 204)

The Payee Data Record must include your legal business name as shown at the California SOS, and your dba name, if applicable. An analyst will send you the form to fill out if it is needed.

The Std. 204 must be the Rev 03/2021 version. For line one, the name must match the Federal Employer Identification Number or Social Security Number being used. In most cases, this will be your business name and any dba names will go on the line below.

Contact: Questions on Resulting Schedule

Provide your company’s contact person and their contact information. This person is the first point of contact for customers needing information about, or a copy of your company’s CMAS. Only one person’s name can be provided for this purpose. The name and contact information will be shown in the resulting agreement and at the CMAS website along with your company name and CMAS schedule number.

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Purchase Order Mailing Address

If your purchase order (PO) mailing address is different than the physical address, check the box and provide the mailing address where POs issued against the CMAS should be sent. Either a street address or Post Office Box is acceptable. Provide an email address where orders can be sent. Only one name can be listed for the PO Attention To field.

California Secretary of State Registration

To do business in California, any Corporation, Limited Liability Company (LLC), Limited Liability Partnership (LLP), or Limited Partnership (LP) must be registered, and your corporate status must have an "active" status with the [California Secretary of State](#). You can review their website at www.sos.ca.gov. For Corporations, LLCs, and LPs, an entity number from the SOS website showing your status as active will meet this requirement.

For LLPs, attach a copy of your Certificate of Status from the SOS.

If your company is a Sole Proprietor or a Partnership, registration with the SOS is not required, if using a dba name, you must include information for your fictitious business name.

Company's Business Status

If your company is a California certified small business (SB) or disabled veteran business enterprise (DVBE), include your certification number and the expiration date. Small businesses that are not certified by the State of California Office of Small Business and DVBE Services (OSDS) as a SB or are registered as a SB for the Purpose of Public Works will be shown as a large business.

NOTE: DGS waives the administrative fee charged to State agencies if they place their CMAS order with a California certified SB. Also, the incentive fee charged to contractors for local agency CMAS orders is waived if the contractor is a California certified SB.

The certification information can be verified at [Cal eProcure](#) (caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx).

For information on SB and DVBE certifications, visit the [OSDS website](#) (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Office-of-Small-Business-and-Disabled-Veteran-Business-Enterprise/Certification-Program).

California Contractor's License

All companies who construct or alter any building, highway, road, parking facility, railroad, excavation, or other public structure in California must be licensed by the Contractors State License Board (CSLB). Licenses can be verified at the [CLSB Website](#) (www.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx). This type of work is considered Public Works. The CMAS requirements for including Public Works components are:

- CMAS purchase orders may allow for Public Works installation only when it is incidental to the total purchase order amount.
- When a Contractor's License is required, the prime contractor and any subcontractors must hold a valid license for the type of work being performed.
- The public works installation service must be included and priced in the base schedule for it to be included in a CMAS.

Examples of Public Works components covered on the CMAS Program are the pulling of cable and wire and attaching shelving systems to the walls or floor.

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Base Schedule

Please see [Section 2 – Base Schedule](#) for help with filling out information on a base schedule.

California Seller's Permit

In accordance with Public Contract Code Section 10295.1, before being awarded a State of California contract to provide personal tangible property, your firm must hold a valid California Seller's Permit or Certification of Registration – Use Tax issued by the California Department of Tax and Fee Administration (CDTFA). If applicable, you must provide your California Seller's Permit number with your CMAS Application. The contact information for CDTFA is available on their website www.cdtfa.ca.gov/.

Customer References

Contractors offering consulting or personal services from their own base schedule are not required to include customer references.

Contractors offering consulting or personal services from another company's base schedule must include customer references to substantiate their qualification to provide these services

Download the [Reference form](http://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-a-California-Multiple-Award-Schedules) (www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-a-California-Multiple-Award-Schedules) under the Resources heading and attach the document.

Definitions of Services

Consulting Services: Services of an advisory nature that provide a recommended course of action or personal expertise (product of the mind).

Personal Services: Services that have someone doing something, e.g., film production, interpretation/translation, record shredding, training, etc.

Customer Reference Requirements

The following requirements apply to customer references:

- Provide a minimum of 3 customer references to support all of the job titles/labor categories offered from the base schedule. This does not mean 3 references per labor category, as each reference can encompass multiple labor categories. If necessary, more references can be submitted as needed to support all categories. If an SB certification has been entered into the company profile section, only one reference is required.
 - References must be for projects your company completed within the last 2 years or are currently on-going.
 - References can be from either the public or private sector.
-

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Section 4 – CMAS Portal Application

Customer References, Continued

Company (CMAS Applicant)

This is the CMAS applicant company.

For newly formed companies who do not have a minimum of 3 customer references in their company name, the name of the owner or partner who provided the services to the referenced customer should be provided instead. The resulting CMAS will be restricted so only the owner and/or partners can provide services on the schedule. After a minimum of 6 months, and after the new company has a minimum of 3 customer references in their company name, a request to remove the restriction may be submitted.

Project Title

This is the title of the project.

Project Start and End Date

Provide the project start date for services performed within the last two years and the last date services were performed. If the project has been started but not completed, “On-going” for the end date should be entered and identify the tasks that have been completed in the narrative. If the project is on-going, provide information concerning the deliverables completed to date. Only job titles/labor categories for the completed components of the project will qualify for consideration.

Reference Customer Name and Contact Information

Provide the agency/company name of the reference customer who received the services. Provide this agency/company address, contact person, phone number and email address of the person who has direct knowledge of the services your company provided. If you worked as a subcontractor on a project, your customer would be the prime contractor who hired your company.

Project Description

Briefly describe the nature of the project. Explain what the project entailed and what services your company was hired to provide.

Job Titles/Labor Categories

List the requested job titles/labor categories from the base schedule offered that this reference supports.

Specific Services Provided

Describe the services your company provided in chronological order of the project. Provide enough detail to demonstrate a clear correlation between the services provided by your company to the base schedule job titles/labor categories offered/chosen. Look at the functional responsibilities of each labor category/job title and describe the tasks performed by your company’s staff that supports awarding each labor category/job title.

Reference Validation

The State will validate references via email or phone. The State reserves the right to reject any reference it reasonably believes to have been falsified or if the referencing customer is an entity the applicant partially or wholly owns. Applicants are responsible for staying in contact with their references to ensure prompt attention to the State’s validation.

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CMAS Product & Service Codes

A [list of CMAS Product & Service \(P&S\) Codes](#) is located on the website under the Resources heading. These P&S Codes are used to identify, describe, and market the primary products and/or services offered. Contractors may select up to 20 CMAS P&S Codes per base schedule offered. At least one of the codes selected must be a product description or a service description other than a brand code.

CMAS applicants can propose new CMAS P&S Codes if the product or service offered is not represented by an existing code. Provide a UNSPSC (not applicable to brands) and description for the proposed code and attach the document to your application.

CMAS contractors can sell all the products/services approved in their CMAS and are not limited to the CMAS P&S Codes selected. Customer agencies will use these codes to search the CMAS Search Portal (www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Find-a-CMAS-Contractor) for brands, products, or services they need to procure.

If including references, list the CMAS P&S Codes your references support. The CMAS P&S Codes must correlate with the services provided by your company for this project.

Do not combine IT and non-IT P&S Codes for consulting or personal services.

Resellers on CMAS

Resellers are permitted on a CMAS for products only if the CMAS holder is the manufacturer or publisher. Resellers are not permitted on schedules for consulting or personal services. If the CMAS contractor authorizes resellers, a list of authorized resellers is required.

Resellers cannot be listed on a CMAS if they are only marketing products and not performing a commercially useful function. Resellers must accept purchase orders, payments and provide products. Download the [CMAS Reseller List](http://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-a-California-Multiple-Award-Schedules?search=cmas) from www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-a-California-Multiple-Award-Schedules?search=cmas under the Resources heading and attach the document.

Local Government Agency Orders

A local government agency is any city, county, district, other local governmental body, or educational system including the California State University, the University of California, K-12 public schools, and community colleges empowered to expend public funds.

You must indicate your company's acceptance of local government agency orders placed against your CMAS. Suppliers must agree to pay DGS Procurement Division an incentive fee for all CMAS orders from local government agencies. This incentive fee can be found in the DGS Price Book (www.dgs.ca.gov/OFS/Price-Book) and is waived for all California Certified Small Businesses.

CAL-Card

CAL-Card (State of California Credit Card) is a payment mechanism. Indicate if your company accepts this form of payment, non-acceptance will not affect the approval of your CMAS.

Minimum Order Amount

This is the minimum order amount your company will accept against your CMAS.

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CMAS California Terms & Conditions

To review the current CMAS Terms and Conditions visit the CMAS website and select the applicable Terms and Conditions.

You must include acceptance of the current, applicable CMAS Terms and Conditions without exceptions. There are three sets of Terms and Conditions:

1. [CMAS IT Goods & Services](http://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/IT-CMAS-Terms-and-Conditions.ashx?la=en&hash=B41342080DE511121ECC253A04D62AC90CED6123)
www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/IT-CMAS-Terms-and-Conditions.ashx?la=en&hash=B41342080DE511121ECC253A04D62AC90CED6123
2. [CMAS Non-IT Commodities](http://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Commodities-CMAS-Terms-and-Conditions.ashx?la=en&hash=9AD54FF697C740F342E8B9B5BDEEDFC263632CB3)
www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Commodities-CMAS-Terms-and-Conditions.ashx?la=en&hash=9AD54FF697C740F342E8B9B5BDEEDFC263632CB3
3. [CMAS Non-IT Services](http://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Services-CMAS-Terms-and-Conditions.ashx?la=en&hash=92AA280E48541FC0C20C59E569DE3473ADF8D3C9)
www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Services-CMAS-Terms-and-Conditions.ashx?la=en&hash=92AA280E48541FC0C20C59E569DE3473ADF8D3C9

Proposed changes to the CMAS State of California Terms and Conditions will not be considered.

CMAS Contractor Certification

By signing the CMAS Application, applicant certifies that their company will comply with the following requirements:

- **False Claims**
Section 12650 et seq. of the California Government Code provides for the imposition of treble damages for making false claims against the State. False claims may also result in immediate termination of the schedule resulting from this application.
- **Contractor Responsibility**
My company will be responsible, in accordance with the terms and conditions of the schedule, for all products and services sold through my company's CMAS.
- **Sell Only Approved Products and Services**
My company will sell only products and services approved for my CMAS. This may include the entire or partial base schedule.
My company is authorized to resell all products identified in our CMAS application.
All products and services offered by my company under our CMAS appear on and meet all requirements expressly stated in the base schedule.
- **Product Installation and Other Services**
My company will perform product installation and other services only if specifically provided for in the CMAS. All product installation and other services performed by my company will be by publisher or manufacturer authorized personnel and meet publisher or manufacturer documented specifications, unless otherwise specifically stated in the agency's purchase order/Statement of Work.
- **Schedule Prices**
My company will offer our CMAS customers prices for products and services equal to or lower than the prices in the base schedule.

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Section 4 – CMAS Portal Application

CMAS Contractor Certification, Continued

- **Keeping Current**
My company will use due diligence to verify that our base schedule is active and will notify CMAS of any changes to the base schedule status. My company will maintain files (including all modifications) to substantiate compliance with this requirement. This requirement also applies to my company if I am establishing my CMAS based on another company's base schedule.
- **Education & Experience Requirements**
My company will only provide qualified personnel who meet the education and experience requirements as stipulated in the base schedule.
- **References and Resumes**
My company will provide customer references and resumes upon request by the ordering agency.
- **Darfur Contracting Act Certification**
Pursuant to Public Contract Code section 10478, my company has either not had business activities or other operations outside of the United States currently or within the previous three years, or my company certifies that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Signature

The CMAS Application must be signed by a person authorized to bind your company to the CMAS resulting from the application.

By signing the CMAS Application, your firm is making a legal, binding offer for a CMAS to provide products and/or services to the State of California.

Rejected Submittals

All required attachments and information must be submitted with a CMAS Application, as incomplete submittals may be rejected by the analyst. Rejection will not remove the application; you may make corrections and resubmit for up to 90 days.

Separate Application

A separate CMAS Application must be submitted for each base schedule offered.

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Section 5 – CMAS User Instructions

This section covers the language included in a CMAS agreement. Provisions cover different types of CMAS agreements, and not every CMAS will have the same provisions.

General Language

NOTICE: Products and/or services on the CMAS agreement may be available on a Mandatory Statewide Contracts. If this is the case, the use of the CMAS agreement is restricted unless the State agency has an approved exemption as explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the: Statewide Contract Index Listing (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/Statewide-Contracts). This requirement is not applicable to local government agencies.

Any reference to a specific manufacturer's or publisher's warranty or terms and conditions as shown in the base schedule are not applicable to the CMAS agreement.

Agency buyers must verify that the CMAS vendor has a letter of authorization from the manufacturer or an authorized distributor for the sale of the products being procured. Service specific letters of authorization from the manufacturer are required if the CMAS vendor is providing installation, maintenance, and/or repair services.

The installation, maintenance, and/or repair services provided under the CMAS agreement are only in support of the products covered by the CMAS agreement.

State agencies cannot use the CMAS agreement to purchase products available through the California Prison Industry Authority (CALPIA) without a one-time exemption from CALPIA. Agencies may request an exemption at the following website: www.calpia.ca.gov/products-services/customer-support/exemption-process/. A copy of the approved exemption must be kept with the purchase order for audit purposes.

The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included in every CMAS agreement. All purchase orders issued by State agencies shall incorporate the Ordering Instructions and Special Provisions and CMAS Terms and Conditions.

Agency non-compliance with the requirements may result in the loss of delegated authority to use the CMAS program.

CMAS contractor non-compliance with the requirements may result in termination.

CMAS Product & Service Codes

Product & Service Codes listed are for marketing purposes only.

Excluded Products and/or Services

Any products and services not applicable or allowed on the CMAS agreement will be listed here for exclusion.

Issue Purchase Order To

Agency purchase orders must be either mailed/emailed to the address/email address included in the CMAS agreement.

Agencies with questions regarding products and/or services may contact the CMAS contractor individual listed in the CMAS agreement.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Top 500 Delinquent Taxpayers

In accordance with Public Contract Code (PCC) 10295.4, and prior to placing an order for non-IT or IT goods and/or services, agencies must verify with the Franchise Tax Board and the California Department of Tax and Fee Administration that the CMAS contractor's name does not appear on either list of the 500 largest tax delinquencies pursuant to Revenue and Taxation Code 7063 or 19195. See next paragraph for information.

The Franchise Tax Board's list of Top 500 Delinquent Taxpayers is available at www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html.

The California Department of Tax and Fee Administration's list of Top 500 Sales & Use Tax Delinquencies in California is available at www.cdtfa.ca.gov/taxes-and-fees/top500.htm.

California Seller's Permit

This is only required for the sale of tangible goods.

Prior to placing an order with the company, agencies must verify that the permit is still valid at the California Department of Tax and Fee Administration website (cdtfa.ca.gov).

When issuing an order to an authorized reseller listed on a CMAS, it is the agency's responsibility to ensure that the reseller holds a valid California Seller's Permit.

Minimum Order Limitation

The minimum order amount indicated during the application will be here, or the agreement will indicate no minimum order amount.

CMAS Prices

The maximum prices allowed for the products and/or services available are those set forth in the base schedule.

The ordering agency is encouraged to seek prices lower than those in the base schedule. When responding to an agency's Request for Offer (RFO), you can offer lower prices to be competitive.

Price Discounts

If the base schedule includes any discounts, they will be listed here.

Acquisition of IaaS and/or PaaS

If using the CMAS for the purpose of acquiring Infrastructure as a Service (IaaS) and/or Platform as a Service (PaaS), State agencies must first obtain approval to use the CMAS agreement by the California Department of Technology (CDT) in accordance with TL 17-06 (www.cdt.ca.gov/wp-content/uploads/2017/08/TL-17-06.pdf). State agencies must document CDT's approval and maintain in the procurement file. Contact CDT for all questions related to the acquisition of IaaS and PaaS and TL 17-06.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Darfur Contracting Act

If the CMAS is for non-IT goods/services, the Darfur Contracting Act provision will apply.

The CMAS contractor has certified compliance to the Darfur Contracting Act, per PCC 10475. It is the agency's responsibility to verify that the contractor has a Darfur Contracting Act Certification on file.

When issuing an order to an authorized reseller listed on a CMAS, it is the agency's responsibility to ensure that the reseller provides a Darfur Contracting Act Certification.

California Civil Rights Law Certification

Pursuant to PCC 2010, effective January 1, 2017, applicants must certify compliance with the California Civil Rights laws and Employer Discriminatory Policies (Civil Code 51, GC 12960). It is the agency's responsibility to verify that the contractor has a California Civil Rights Law Certification on file.

When issuing an order to an authorized reseller listed on a CMAS, it is the agency's responsibility to ensure that the reseller provides a California Civil Rights Law Certification.

Warranty

For warranties, see the base schedule, the CMAS Terms and Conditions, General Provisions, and CMAS Warranty.

If labor categories/job titles are included, the CMAS contractor personnel shall have the experience, education, and expertise as defined in the base schedule.

Delivery

The delivery term from the base schedule will be listed here.

Shipping Instructions

The shipping option from the base schedule will be listed here.

The options include:

- F.O.B. (Free on Board) Destination. Seller pays the freight charges.
- F.O.B. Destination – Prepaid and Add
- F.O.B. Origin. Buying agency pays the freight charges.

For F.O.B. Destination – Prepaid and Add and F.O.B. Origin, the following information applies:

State agencies shall follow the instructions below whenever the weight of the purchase is 100-lbs or more and F.O.B. Destination, Freight Prepaid is not used. This requirement is not applicable to local government agencies.

All shipments will be made by ground transportation unless otherwise ordered on the purchase order.

Before placing order, contact DGS Transportation Management Unit (TMU) to determine the routing of freight shipments. The TMU contact information can be found at the TMU website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/Transportation-Management). You will need to provide Transportation Management with the point of origin and destination. They will also want to know the commodity being shipped and the estimated shipping weight of the order. If shipping overnight, the account number must be included.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Shipping Instructions, continued

Routing information should be shown on the face of the purchase order in the format shown below.

Shipping Instructions:

Supplier route via:

Carrier's telephone number: _____

Annotate bill/s of lading as follows:

"Freight for account of State of California. Tender Number: _____ applies. State of California Purchase Order Number: _____ SHIP FREIGHT COLLECT." Estimated Freight charges: _____.

If supplier is unable to use this carrier, contact TMU

The following statement must be noted on the purchase order when the commodities are being shipped via UPS (United Parcel Service) and the State is paying directly to UPS (Collect).

Shipping Instructions:

Supplier route via United Parcel Service (ground).

State of California, Department of _____ UPS account number applies.

State of California Purchase Order Number _____. SHIP COLLECT. Estimated UPS charges: _____.

If supplier is unable to use UPS, contact TMU.

CMAS Contractor Note: Additional shipping costs incurred by deviation to above shipping instructions, without Transportation Management approval, shall be charged to the CMAS contractor.

Purchasing Authority Dollar Threshold

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold.

No CMAS order may be executed by a State agency that exceeds that agency's purchasing authority threshold. State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the List of State Departments with Approved Purchasing Authority website (www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority).

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CMAS – Before You Apply Guide

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How to Use CMAS

Agencies must adhere to the detailed requirements in the State Contracting Manual (SCM) when using CMAS. The requirements for the following bullets are in SCM, Volume 2, Chapter 6 (for non-IT), SCM, Volume 3, Chapter 6 (for IT), and SCM, Volume FISCal, Chapter 5 (FISCal):

- Develop an RFO, which includes a Scope of Work (SOW) and Bidder Declaration form. For information on the Bidder Declaration requirements, see SCM, Volume 2, Chapter 3, 3.5.7 and Volume 3, Chapter 3, 3.4.7.
- Search for potential CMAS contractors on the CMAS website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules) and select “Find a CMAS Contractor.”
- Request offers from a minimum of 3 CMAS contractors including one small business (SB) and/or Disabled Veteran Business Enterprise (DVBE), if available, who are authorized to sell the products and/or services needed.
- If requesting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Standard 843) in the RFO. This declaration must be completed and returned by the DVBE prime contractor and/or any DVBE subcontractors. (See SCM Volumes 2, 3, and FISCal, Chapter 3).
- This is not a bid transaction, so the small business preference, DVBE incentives, protest language, intent to award, evaluation criteria, advertising, etc., are not applicable.
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers did not respond with an offer.
- Assess the offers received using best value methodology, with cost as one of the criteria.
- Issue a Purchase Order to the selected CMAS contractor.
- For CMAS transactions under \$10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair and reasonable method can only be used for non-customizable purchases.

Splitting Orders

Splitting orders to avoid any monetary limitations is prohibited.

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders, per PCC 10329. Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited, per State Administrative Manual (SAM) § 4819.34.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Ordering Procedures

Purchase Orders

All Ordering Agency purchase order documents executed under the CMAS must contain the applicable CMAS number.

a. State Departments:

Standard 65 Purchase Documents – State departments not transacting in FISCal must use the Purchasing Authority Purchase Order (Standard 65) for purchase execution. An electronic version of the Standard 65 is available at the Department of General Services (DGS), Procurement Division (PD) website (www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx), select Standard (STD) Forms.

FISCAL Purchase Documents – State departments transacting in FISCal will follow the FISCal procurement and contracting procedures.

b. Local Governmental Departments:

Local governmental agencies may use their own purchase document for purchase execution.

The agency is required to complete and distribute the purchase order. For services, the agency shall modify the information contained on the order to include the service period (start and end date), and the monthly cost (or other intermittent cost), and any other information pertinent to the services. The cost for each line item must be included in the order, not just system totals.

You must immediately reject purchase orders that are not accurate. Discrepancies are to be negotiated and incorporated into the purchase order prior to the products and services being delivered.

Service and Delivery after CMAS Expiration

The purchase order must be issued before the CMAS expires. However, delivery of the products or completion of the services may be after the CMAS expires (unless otherwise specifically stated in the purchase order).

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Ordering Procedures, Continued

Multiple CMAS Agreements on a Single Purchase Order

Agencies wishing to include multiple CMAS agreements on a single FISCal purchase order must adhere to the following guidelines:

- All CMAS must be for the same CMAS contractor.
 - The purchase order must go to one contractor location.
 - Enter the word “CMAS” in the space reserved for the Leveraged Procurement Agreement (LPA) number. The word “CMAS” signifies that the purchase order contains items from multiple CMAS agreements. The purchasing agency may only use one bill code.
 - For each individual CMAS, the agency must identify and group together the CMAS number with the line items and subtotal per CMAS number (do not include tax in the subtotal), and sequentially identify each individual CMAS as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing of administrative fees by the Procurement Division.
 - The total of all items on the purchase order must not exceed the purchase order limit identified in the CMAS.
 - Do not combine items from IT and non-IT CMAS agreements. An Information Technology CMAS begins with the number “3” and a non-IT CMAS begins with the number “4.” The purchase order limits are different for these CMAS agreements.
-

Amendments to Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS has expired.

SCM, Volumes 2 & 3, Chapter 6, 6.A5.0 and SCM, Volume FISCal, Chapter 5, 5.A4.0 provides the following direction regarding amendments to all types of LPA purchase orders:

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an NCB is approved for those amendments.

Amendments unique to non-IT services are covered in SCM, Volume 2, Chapter 6, 6.B2.9 and SCM, Volume FISCal, Chapter 5, 5.A4.1 as follows:

If the original contract permitted amendments, but did not specify the changes (e.g., quantity or time), it may be amended, per Public Contract Code (PCC) § 10335 (d)(1). Only a contract may be amended once under this exemption. The time shall not exceed one year, or add not more than 30% of the original order value and may not exceed \$250,000. If the original contract did not have language permitting amendments, the NCB process must be followed.

CMAS Contractor Ownership Information

Any applicable SB/DVBE certification information will be listed here.

If certified, and the certification has expired, agencies should verify the current expiration date at: Cal eProcure (caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx). The OSDS contact information can be found on the OSDS website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Office-of-Small-Business-and-Disabled-Veteran-Business-Enterprise/Certification-Program).

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Small Business Must Be Considered

Prior to placing orders under the CMAS program, State agencies shall whenever practicable first consider offers from small businesses that have established CMAS (GC 14846(b)). NOTE: DGS auditors will request substantiation of compliance with this requirement when agency files are reviewed.

CMAS Small Business and Disabled Veteran Partners lists (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules) can be found on the CMAS website by selecting “Find a CMAS Contractor”.

In response to our commitment to increase participation by small businesses, DGS waives the administrative fee (a fee currently charged to customer agencies to support the CMAS program) for orders to California certified small business enterprises.

Small Business/DVBE - Tracking

State agencies are able to claim subcontracting dollars towards their SB or DVBE goals whenever the CMAS contractor subcontracts a commercially useful function to a certified SB or DVBE. The CMAS contractor will provide the ordering agency with the name of the SB or DVBE used and the dollar amount the ordering agency can apply towards its SB or DVBE goal.

Small Business/DVBE - Subcontracting

1. The amount an ordering agency can claim towards achieving its SB or DVBE goals is the dollar amount of the subcontract award made by the CMAS contractor to each SB or DVBE.
 2. The CMAS contractor will provide an ordering agency with the following information at the time the order is quoted:
 - a. The CMAS contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.
 - b. The CMAS contractor will indicate to the ordering agency how the order meets the SB or DVBE goal, as follows:
 - i. List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and
 - ii. Include the SB or DVBE certification number of each company listed, and attach a copy of each certification; and
 - iii. Indicate the dollar amount of each subcontract with a SB or DVBE that may be claimed by the ordering agency towards the SB or DVBE goal; and
 - iv. Indicate what commercially useful function the SB or DVBE subcontractor will be providing towards fulfillment of the order.
 3. The ordering agency’s purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor as outlined above.
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CMAS – Before You Apply Guide

Section 5 – User Instructions

Withhold Language (SB588)

Option 1 – Withhold Language

Upon delivery or completion of ordered goods or services, for which the Contractor committed to DVBE subcontractor participation, state departments shall require the Contractor to certify all the following:

1. The amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the Contractor.
2. That all payments under the contract have been made to the DVBE. Upon request, the Contractor shall provide proof of payment for the work.

In accordance with the Military and Veterans Code 999.7, state departments shall withhold \$10,000 from the final payment, or the full final payment if less than \$10,000, if the Contractor fails to meet the certification requirements identified above. State departments shall notify the Contractor of their failure to meet the certification requirements and give the Contractor an opportunity to comply with the certification requirements. If after 30 calendar days from the date of notice, the Contractor refuses to comply with the certification requirements, the state department shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

Option 2 – No Withhold Language

During the contract term, and upon completion of the contract for which a DVBE subcontractor commitment was made, DGS-PD will require the Contractor to certify all participation commitments and payments under the contract have been made to the DVBE. Upon request by DGS-PD, the Contractor shall provide proof of payment for the work.

Product Substitutions

Substitution of Deliverables may not be tendered without advance written consent of the Buyer. The Contractor must offer an equivalent or newer model of the product from the same manufacturer at the same or lower price. Contractor cannot use any specification in lieu of those contained in the Contract without written consent from the Buyer.

New Equipment Required

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Where Federal Energy Management Program (FEMP) standards are available, all State agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

Special Manufactured Goods

Any CMAS for goods to be manufactured by the CMAS contractor specifically for the State and not suitable for sale to others may require progress payments.

For a Non-IT goods CMAS, see the CMAS Non-IT Commodities Terms and Conditions, Provision 69, Progress Payments.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Product Installation

The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications.

The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project.

Public Works (Installation Services Only)

A public works contract is defined as an agreement for “the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind” in accordance with the PCC 1101. State agencies planning these types of projects need to review SCM, Volume 1, Chapters 10 and 11 for applicable guidelines and regulations. Visit the DGS, Real Estate Services Division (RESA) website (www.dgs.ca.gov/RESA) if you have questions about public works transactions.

Agency CMAS purchase orders may allow for public works installation only when it is incidental to the total purchase order amount.

Agencies are to ensure that the applicable laws and codes pertaining to the contractor and sub-contractor licensing, prevailing wage rates, bonding, labor code requirements, etc., are adhered to by the prime contractor as well as any sub-contractor during performance under the CMAS purchase order.

The bond amount for public works is not less than 100% of the purchase order price.

NOTE: In accordance with Labor Code (LC) 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works. Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the order that the prevailing wage rates are on file at the agency’s office and will be made available upon request. The prevailing wage rates are available from the DIR at www.dir.ca.gov (select Statistics & Research).

State Contractor’s License: Public works services can be obtained through CMAS only if incidental to the overall purchase order. If incidental public works services are included in the purchase order, prior to issuing the order agencies should contact the State Contractor’s License Board (www.cslb.ca.gov) to verify that the Contractor’s License shown below is still active and in good standing.

The CMAS contractor’s California Contractor’s License information will be listed here.

Cable and Wire: Cable and wire products that are purchased under this CMAS must be for information technology projects only (computers, telecommunications, and security systems) and cannot be used for general purpose installations.

Purchase orders for cable and wire installation services only are prohibited.

Cable and wire installations under this CMAS must be installed and tested to EIA/TIA Standards.

Agency questions regarding the purchase and/or installation of cable and wire for computers and/or telecommunications may be directed to the California Department of Technology, Statewide Telecommunications and Network Division.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Public Works (Installation Services Only), Continued

Telecommunication Requirements

The California Department of Technology, Statewide Telecommunications and Network Division manages the current CALNET contract, which contains voice and data telecommunication services.

Per Technology Letter (TL) 12-6 (cdt.ca.gov/wp-content/uploads/2017/03/TL_12-6_TelecommunicationProcurementAuthority_Final.pdf)

“All contracts for the acquisition of telecommunications services and all contracts for the acquisition of telecommunications goods, whether by lease or purchase, shall be made by, or under the supervision of, the California Technology Agency.”

Bond Requirements

Public Works: Prior to the commencement of performance, the contractor must obtain and provide to the ordering agency, a payment bond, on Std. Form 807, when the purchase order involves a public works expenditure (labor/installation costs) in excess of \$25,000. Such bond shall be in a sum not less than one hundred percent of the purchase order price. Forms shall be provided to the Contractor by the ordering agency.

Progress Payments: Any CMAS for goods (PCC 10314), to be manufactured or performed by the Contractor especially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide, on such terms and conditions as the department deems necessary to protect the State's interests, for progress payments for work performed and costs incurred at the Contractor's shop or plant, provided that not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance of the goods or services, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor.

Any contract for information technology products and/or services (PCC 12112) or non-IT services (PCC 10346) may include progress payments; however, no bond is required.

Contractor's License Requirements

Contracts that include installation or the wording “Furnish and Install” require at the time of Contract award that Contractors possess a valid California State Contractor's License. If sub-Contractors are used, they must also possess a valid California State Contractor's License. All businesses which construct or alter any building, highway, road, parking facility, railroad, excavation, or other structure in California must be licensed by the California State License Board if the total cost (labor and materials) of the project is \$500.00 or more.

Failure to be licensed or to keep the license current and in good standing shall be grounds for Contract revocation. The CMAS Unit substantiates that the Contractor holds the appropriate license when the CMAS is established. However, the agency must verify that the Contractor's license is still active and in good standing prior to placing an order by contacting the State Contractor's License Board. Their contact information can be found on their website at: www.cslb.ca.gov.

Carpet

Contractors who install carpet must possess a valid C15 Contractor's License.

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Section 5 – User Instructions

Public Works (Installation Services Only), Continued

Data Wiring and Cabling

Contractors who install voice or data wiring and cabling must possess a valid C-7 or C-10 Contractor's License.

Storage Devices & Shelving Systems, Pallets, Bookstacks, Racks, etc.

Contractors who install storage devices, storage systems, shelving systems, bookstacks, pallet racks, etc., must possess a valid C61, D24 or D34, Contractor's License.

Prime and Subcontractor Must Be Licensed

When Contractor's Licenses are required, the prime and subcontractor (when applicable) must both hold a valid license for the work being performed.

Grounds for Termination

Failure to be licensed or to keep the Contractor's License current and in good standing shall be grounds for CMAS termination.

Integrated Services

Agencies are prohibited from using CMAS for large-scale information technology system integration projects except when specifically approved by the California Department of Technology.

Consulting or Personal Services

When implementing both IT consulting services and cloud computing solutions on the same purchase order, the IT consulting services provided are only to implement the cloud computing solutions covered.

To ensure sufficient expertise for all consulting or personal services, prior to issuing an order, the agency is required to review the resumes of all personnel the CMAS contractor intends to use to fulfill the order. Each agency is responsible for verifying that contractor personnel meet any education or experience requirements listed in the base schedule.

Each order should contain, as a minimum, a description of the task, a statement of the contractor's responsibilities, completion criteria, a list of deliverable items (if any), the estimated starting date, the scheduled completion date, and a fixed cost for each task.

The aggregate of the fixed costs for all tasks constitutes the fixed price ceiling for all tasks described.

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Section 5 – User Instructions

Consulting or Personal Services, Continued

Progress Payments

A progress payment is a partial payment for a portion or segment of the work needed to complete a task.

To determine whether a particular task is separate and distinct, you must decide if later tasks build on it.

a. Special Goods and Information Technology Products and/or Services

Any CMAS for goods (PCC 10314) or information technology products and/or services (PCC 12112), to be manufactured or performed by the Contractor especially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide for progress payments to protect the State's interests. Such progress payments are for work performed and costs incurred at the Contractor's shop or plant, provided not less than 10 percent of the purchase order price is required to be withheld until final delivery and acceptance of the goods or services. Furthermore, on CMAS agreements for non-IT goods only, the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor.

b. Non-Information Technology Services

Any CMAS for non-information technology services (PCC 10346) may provide for progress payments to contractors for work performed and costs incurred in the performance of the contract. Not less than 10 percent of the contract amount shall be withheld pending final completion of the contract. However, if the contract consists of the performance of separate and distinct tasks, then any funds so withheld with regard to a particular task may be paid upon completion of that task.

Outsourcing Services

Careful analysis must be given by State agencies to using contracted personnel rather than using civil service positions within State government.

GC 19130(c) requires that all persons who provide services to the State under conditions that constitute an employment relationship shall, unless exempted by Article VII (Section 4) of the California Constitution, be retained under an appropriate civil service appointment.

Issuing a CMAS purchase order for services to an independent contractor is permissible when any of the following conditions set forth in GC19130(b) can be met:

- Exempt under Constitution
 - New State function and legislative authority
 - Service not available; highly specialized or
 - Technical
 - Incidental to the purchase or lease
 - Conflict of interest; need unbiased findings
 - Emergency appointment
 - Private counsel, with Attorney General approval and Governor's Office, if applicable
 - Contractor will provide deliverables that are not feasible for the State to provide
 - Training when civil service is not available
 - Urgent, temporary, or occasional services when civil service delay would frustrate the purpose (see Option 2)
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CMAS – Before You Apply Guide

Section 5 – User Instructions

Outsourcing Services, Continued

When justified as outlined previously, personal services must fall under one of the two following options:

Option 1: CMAS orders for personal services such as project management, independent verification and validation, systems analysis and design, and miscellaneous services are not limited to the number of hours or months per year that a consultant can work if the services contracted for are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system (GC 19130.b (3)).

Option 2: CMAS personal services orders for programmers, systems analysts, and technical specialists which are of an urgent, temporary, or occasional nature, such that hiring additional civil service positions is not feasible, are limited to 9 months (1,548 hours) per consultant within a 12 consecutive month period (GC 19130.b (10)/California State Constitution, Article VII, Section 5).

This provision is per agency and is inclusive of orders issued on your behalf by another agency. Contractors must wait three months from CMAS order termination/expiration before submitting the candidate's resume for work at the same agency/department.

For both options above, the contractor may conduct training courses for which appropriately qualified civil service instructors are not available, provided that permanent instructor positions in academies or similar settings shall be filled through civil service appointment (GC 19130.b (9)).

For each order, the agency must prepare and retain in their file a written justification that includes specific and detailed factual information that demonstrates that the contract meets one or more of the conditions set forth in (GC 19130(b)).

State Personnel Board Requirements

State Personnel Board approval is required for a purchase order based on cost savings to the State as justification for not using civil service personnel.

Statement of Work

A Statement of Work (SOW) must be prepared as applicable for each purchase order. Information regarding the preparation of a SOW is available at the CMAS website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules), select "Statement of Work Information". Agencies are strongly encouraged to use this information when developing SOW requirements that will accompany the Request for Offer and the resulting purchase order.

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CMAS – Before You Apply Guide

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Consulting or Personal Services, Continued

Follow-on Contracts Are Prohibited

No person, firm, or subsidiary thereof who has been awarded a purchase order for consulting services, or a purchase order that includes a consulting component, may be awarded a purchase order for the provision of services, delivery of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the purchase order (PCC 10365.5).

Therefore, any consultant who develops a program study or provides formal recommendations is precluded from providing any work recommended in the program study or the formal recommendation.

Approval of CMAS Orders for Non-IT Services

State agencies entering into CMAS contracts for non-Information Technology services exceeding \$50,000 must forward their purchase order package to the CMAS Unit for review and approval prior to issuing the purchase order.

State agencies entering into more than one CMAS contract for non-Information Technology consulting services with the same CMAS contractor within a 12-month period for an aggregate amount of \$12,500 or more must have each contract approved by the CMAS Unit in compliance with PCC 10371.

For either of these situations, the following documents must be sent to the CMAS unit for review and approval prior to sending the order to the CMAS contractor:

- Signed purchase order document
- Signed Summary Agreement (Standard 215)
- Copy of RFO
- Listing of all CMAS contractors sent RFO
- Copies of all supplier's responses to RFO
- Complete copy of awarded supplier's CMAS
- Copy of assessment and selection documents
- Certification for public relations services valued at \$100,000 or more (SAM MM 12-07)

Contractors must not accept purchase orders for non-IT services that exceed \$50,000 unless they include the required approval stamp from DGS.

The information technology services offered can only be provided where they are incidental to and in support of the business solutions developed.

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Productive Use Requirements

The customer in-use requirement applies to all procurements of information technology equipment and software, per SCM, Volume 3, Chapter 2, 2.B6.2 and SCM, Volume FISCal, Chapter 2, 2.E3.2.

Each equipment or software component must be in current operation for a paying customer and the paying customer must be external to the contractor's organization (not owned by the contractor and not owning the contractor).

To substantiate compliance with the Productive Use Requirements, the CMAS contractor must provide upon request the name and address of a customer installation and the name and telephone number of a contact person.

The elapsed time such equipment or software must have been in operation is based upon the importance of the equipment or software for system operation and its cost. The following designates product categories and the required period of time for equipment or software operation prior to approval of the replacement item on CMAS.

Successful operation of a State program frequently depends upon reliable operation of IT equipment or software. Failure of procured IT products may result in loss of revenue, unnecessary expenditure of funds, idling of State personnel or interruption of services to program recipients.

These Productive Use Requirements are intended to: (1) minimize risk of failure of a procured product; and (2) protect the State from procuring equipment or software that has no record of proven performance. The requirements pertain to all procurements for IT goods.

Categories 1 and 2 below designate product categories and the required period of time for equipment or software operation before replacement products and Not Specifically Priced items are acceptable.

Category 1 - Critical Software: Critical software is software that is required to control the overall operation of a computer system or peripheral equipment. Included in this category are operating systems, data base management systems, language interpreters, assemblers and compilers, communications software, and other essential system software.

Cost	Installation	Final Bid Submission
More than \$100,000	8 months	6 months
\$10,000 up to \$100,000	4 months	3 months
Less than \$10,000	1 month	1 month

Category 2 - All Information Technology Equipment and Non-Critical Software: Information technology equipment is defined in SAM 4819.2.

Cost	Installation	Final Bid Submission
More than \$100,000	6 months	4 months
\$10,000 up to \$100,000	4 months	3 months
Less than \$10,000	1 month	1 month

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Not Specifically Priced Items

The Not Specifically Priced (NSP) provision enables the agency to include in the purchase order open market/incidental, non-schedule items and services that are subordinate and peripheral to the other purchase order items, within the following parameters.

Not all CMAS include the NSP provision. The NSP provision is included at the option of the Contractor and the CMAS Unit. If the NSP provision is not included in the CMAS, or the products and/or services required do not qualify under the parameters of the NSP provision, then the products and/or services must be procured separate from CMAS. If the NSP provision is included in the CMAS, the Contractor agrees to monitor all purchase orders received to ensure adherence to all NSP provisions.

CMAS contractors must be authorized providers of the hardware, software and/or services they offer under the NSP Items provision.

The NSP provision will not be included in a CMAS for only services, only software, or for office supplies.

Agency and CMAS contractor use of the NSP provision is subject to the following requirements:

1. Purchase orders containing only NSP items are prohibited.
2. A purchase order containing NSP items may be issued only if it results in the lowest overall alternative to the State.
3. NSP items shall be clearly identified in the order. Any product or service already specifically priced and included in the base schedule may not be identified as an NSP item.
4. NSP Installation Services: The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications. The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project. The total dollar value of all installation services included in the purchase order cannot exceed the dollar value of the products included in the purchase order, nor can they exceed the NSP Maximum Order Limitation.
5. Maximum Order Limitation: For orders \$250,000, or less, the total dollar value of all NSP items included in a purchase order shall not exceed \$5,000. For orders exceeding \$250,000, and at the option of the contractor, the total dollar value of all NSP items in a purchase order shall not exceed 5% of the total cost of the order, or \$25,000 whichever is lower.
6. An NSP item included in an order issued against a CMAS is subject to all of the terms and conditions set forth in the contract.
7. Trade-ins, upgrades, involving the swapping of boards, are permissible, where the contract makes specific provisions for this action. In those instances, where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

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Not Specifically Priced Items, Continued

The following NSP items are specifically excluded from any order issued under this CMAS:

1. Items not intended for use in directly supporting the priced items included in the same order. An NSP item must be subordinate to the specifically priced item that it is supporting. For example, a cable, which is not otherwise specifically priced in the base schedule, is subordinate to a specifically priced printer or facsimile machine and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer or facsimile machine, which is not otherwise specifically priced in the base schedule, is not subordinate to a specifically priced cable, and is not eligible to be an NSP item.
2. Supply type items, except for the minimum amount necessary to provide initial support to the priced items included in the same order.
3. Items that do not meet the Productive Use Requirements for information technology products, per SCM, Volume 3, Chapter 2, 2.B6.2 and SCM, Volume FISCal, Chapter 2, 2.E3.2.
4. Any other item or class of items specifically excluded from the scope of this CMAS.
5. Public Works components NOT incidental to the total purchase order amount.
6. Products or services the CMAS contractor is NOT factory authorized or otherwise certified or trained to provide.
7. Follow-on consultant services that were previously recommended or suggested by the same CMAS contractor.

The CMAS contractor is required to reject purchase orders containing NSP items that do not conform to the above requirements. The CMAS contractor will promptly notify the agency issuing the non-conforming order of its non-acceptance and the reasons for its non-acceptance.

State and Local Governments Can Use CMAS

State and local government agency use of CMAS is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including Universities of California, California State Universities, K-12 schools, and community colleges empowered to expend public funds. While the State makes this CMAS available, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.

PCC 10298 allows any city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds to contract with suppliers awarded CMAS without further competitive bidding.

See complete PCC 10298 language at (leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC§ionNum=10298).

PCC 10299 allows any school district empowered to expend public funds to CMAS without further competitive bidding.

See complete PCC 10299 language at (leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC§ionNum=10299).

Contractor Option

It is the Contractor's option to offer (or not) the CMAS to local government agencies.

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State and Local Governments Can Use CMAS, Continued

Use Own Guidelines

While the CMAS program is available to local government agencies, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.

Use Own Order Limits

Local government agencies are NOT subject to the CMAS maximum order limits but should make a determination of order limits that are consistent with their own policies and procedures. Local government agencies are subject to the NSP dollar limits.

Use Own Order Forms

Local government agencies may use their own purchase order forms (in lieu of the State's purchase order form) and shall issue it directly to the CMAS contractor via mail or facsimile. Local government agencies may also transact in FISCal.

Quarterly Reports

Contractors must report all CMAS activity by local government agencies in their quarterly reports.

Payment

Local government agencies shall accept sole responsibility for payment to the Contractor.

Updates and/or Changes

A CMAS supplement is not required for updates and/or changes once the update and/or change becomes effective for the base schedule, except as follows:

- A CMAS supplement is required when the CMAS is based on specific products and/or services from another contractor's multiple award contract and the contractor wants to add a new manufacturer's products and/or services.
 - A CMAS supplement is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the contractor or on the cost to the State.
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Self-Deleting Base Schedule Terms and Conditions

Instructions, or terms and conditions that appear in the Special Items or other provisions of the base schedule and apply to the purchase, license, or rental (as applicable) of products or services by the US Government in the United States, and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation, Federal Information Resources Management Regulation, Federal Information Processing Standards, General Services Administration Regulation, or Federal Installment Payment Agreement shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Order of Precedence

The CMAS Terms and Conditions takes precedence if there is a conflict between the terms and conditions of the contractor's base schedule, packaging, invoices, catalogs, brochures, technical data sheets or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

Applicable Codes, Policies and Guidelines

All California codes, policies, and guidelines are applicable. The use of CMAS does not reduce or relieve state agencies of their responsibility to meet statewide requirements regarding contracting or the procurement of goods or services. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS agreements. Nonetheless, there is no guarantee that every possible requirement that pertains to all the different and unique State processes has been included.

Payments and Invoices

Payment Terms

Payment terms for CMAS agreements are net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, GC 927. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice, whichever is later.

Payee Data Record (Standard 204)

State Agencies not transacting in FISCal, must obtain a copy of the Payee Data Record (Standard 204) in order to process payments. State Ordering Agencies forward a copy of the Standard 204 to their accounting offices. Without the Standard 204, payment may be unnecessarily delayed. State Agencies should contact the CMAS contractor for copies of the Payee Data Record.

DGS Administrative and Incentive Fees

Orders from State Agencies:

DGS will bill each State agency directly an administrative fee for use of CMAS. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

Orders from Local Government Agencies:

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and shipping) placed against their CMAS.

This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Payments and Invoices, Continued

Contractor Invoices

Unless otherwise stipulated, the CMAS contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- CMAS number
- Agency purchase order number
- Agency Bill Code (State Only)
- Line-item number
- Unit price
- Extended line-item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS, purchase order and invoice must match, or the State Controller's Office will not approve payment.

Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, i.e., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 through 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Software warranty upgrades and extensions may also be paid for in advance, one time.

CAL-Card Transactions

CAL-Card is a payment mechanism some State and local government agencies use for the purchase of goods and services. The CMAS will stipulate whether or not the Contractor accepts the CAL-Card.

A purchase order is required even when the ordering department chooses to pay the contractor via the CAL-Card. Also, the DGS administrative fee is applicable for all CMAS orders. This fee is waived for purchase orders to California certified small businesses, providing they have requested small business status on their CMAS.

Leasing/Financing

California State Agencies are required to utilize the Golden State Financial Marketplace (GS Smart) program for all financing and leasing needs. California Local Government Agencies (counties, cities, K-12 school districts, community colleges, California State Universities, Universities of California, etc.) may utilize the GS Smart program for financing and leasing according to PCC 14937. The minimum dollar amount for Local Government Agency financing and leasing is \$100,000.

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Section 5 – User Instructions

Payments and Invoices, Continued

Lease/Purchase Analysis

State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental and retain a copy for future audit purposes (SAM 3710).

For short-term rental equipment, the lease/purchase analysis must be approved by the DGS, Office of Legal Services.

The lease/purchase analysis for all other purchases must be approved by the Department of General Services, GS SMart State Financial Marketplace. Buyers may contact the GS SMart Administrator, Kris Bianchini via e-mail at kristopher.bianchini@dgs.ca.gov for further information.

Leasing

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS SMart and/or Lease SMart). If payment is via the financial marketplace, the Supplier will invoice the State and the State will approve the invoice and the selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State.

Buyers may contact the GS SMart Administrator, Kris Bianchini via e-mail at kristopher.bianchini@dgs.ca.gov for further information.

Maintenance Tax

The California Department of Tax and Fee Administration has ruled that in accordance with Section 1546 of the Sales and Use Tax Regulations of the Business Taxes Law Guide, whenever optional maintenance contracts include consumable supplies, such supplies are subject to sales tax.

Generally, the State has two options:

1. For agreements that provide for only maintenance services (i.e., the furnishing of labor and parts necessary to maintain equipment), the charges for the provision of maintenance services are not taxable.
2. For agreements that provide for both maintenance services and consumable supply items (i.e., toner, developer, and staples, for example), the provision of the consumable supplies is considered a taxable sale of tangible personal property. Therefore, State agencies awarding optional maintenance contracts are responsible for paying the applicable sales tax on the consumable supplies used during the performance period of the maintenance contract.

The Contractor will be required to itemize the consumables being taxed for State accounting purposes.

Training Vouchers

It is acceptable to purchase training vouchers in advance of the training being performed as long as the CMAS contractor does not invoice, and the State does not pay for the training services in advance of using the vouchers.

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Section 5 – User Instructions

Contractor Quarterly Report Process

CMAS contractors are required to submit a detailed CMAS Business Activity Report on a quarterly basis to the CMAS Unit. A quarterly report is required for each CMAS, even if no new Purchase Orders were received for the quarter.

CMAS Quarterly Business Activity Reports are due in the CMAS Unit within two weeks after the end of each quarter as shown below:

Quarter 1 January 1 to March 31 Due April 15

Quarter 2 April 1 to June 30 Due July 15

Quarter 3 July 1 to September 30 Due October 15

Quarter 4 October 1 to December 31 Due January 15

For more information on CMAS Quarterly Reports, visit the [CMAS website](http://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-a-California-Multiple-Award-Schedules) (www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-a-California-Multiple-Award-Schedules) and open the “CMAS Management and Information Guide” under the “CMAS Guide” heading.

Obtaining Copy of Original CMAS and Supplements

A copy of a CMAS and supplements, if any, can be obtained at Cal eProcure (caleprocure.ca.gov). A complete CMAS consists of the following:

- CMAS cover pages (which includes the signature page, ordering instructions and special provisions, and any attachments or exhibits as prepared by the CMAS Unit)
- CMAS Terms and Conditions.
- Base schedule terms and conditions
- Product/service listing and prices
- Supplements, if applicable.

It is important for the agency to confirm that the required products, services, and prices are included in the CMAS and are at or below base schedule rates. To streamline substantiation that the needed items are in the base schedule, the agencies should ask the CMAS contractor to identify the specific pages from the base schedule that include the required products, services, and prices. Agencies should save these pages for their file documentation.

Contractors Acting as Fiscal Agents Are Prohibited

When a subcontractor ultimately provides all of the products or performs all of the services that a CMAS 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 and does not provide a Commercially Useful Function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

Subcontracting Requirements

Any subcontractor that the CMAS supplier chooses to use in fulfilling the requirements of this agreement/purchase order, and which is expected to receive more than 10 percent of value of the agreement /purchase order, must also meet all contractual, administrative, and technical requirements of the agreement /purchase order, as applicable.

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CMAS – Before You Apply Guide

Section 5 – User Instructions

Agency Responsibility

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.

This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's interests, obtaining required approvals, and documenting compliance with (GC 19130.b (3)) for outsourcing services.

It is the responsibility of each agency to consult as applicable with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.

If you do not have legal services available to you within your agency, DGS Office of Legal Services is available to provide services.

Conflict of Interest

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the CMAS Terms and Conditions, Conflict of Interest, for more information.

Federal Debarment

When federal funds are being expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the CMAS contractor before the purchase order is issued.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Contractor Travel

Travel is not included for every CMAS agreement.

Travel costs are not included in the contractor's awarded hourly rates. If a subsequent user agency purchase allows for travel costs, reimbursement for contractor's personnel for travel, per diem, lodging, meals, and incidentals shall not exceed State rates current at the time of purchase as defined in the California Department of Human Resources Rules 599.615 to 599.635 (www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx). Travel costs allowed by the user agency shall be itemized separately on the user agency purchase contract.

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Liquidated Damages for Late Delivery

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

Acceptance Testing Criteria

If the agency wants to include acceptance testing for all newly installed technology systems, and individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

Americans With Disability Act

To view the DGS Accessibility Policy, please visit www.dgs.ca.gov/Configuration/Footer-Utility-Links/Accessibility/Accessibility.

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Section 6 – SINs Not Allowed

SIN	Title
334290OS	Overseas (International) Audio/Visual Products
81111 and 811122	Automotive Body Maintenance and Repair
541214HR	Compensation and Benefits
4PL, ANCRA, ANCILLARY, 238910, NEW, OLM	Complementary Special Item Numbers
531	Employee Relocation Solution
541620, 562910REM, 562112, 562910RMI	Environmental Services
561210FAC	Facilities Maintenance and Management (elevator maintenance services are allowed)
561210FS, 561730, 238320	Facilities Services
541211	Auditing Services
541219	Budget and Financial Management Services
561440	Debt Collection Services
541214	Payroll Services
713940	Fitness Center Management Services
713940PACK	Packaged Fitness Center
812990	Personal Trainer and Aerobic/Cardio Class Leader/Instructor
561EEO	EEO Services
541612EPM	Employee Performance Management
541612ER	Employee Relations
541612LR	Labor Relations
524292	Separation and Retirement
541519CDM	Continuous Diagnostics and Mitigation Tools
541519PIV	Homeland Security Presidential Directive 12 Product and Service Components
541519ICAM	Identity, Credentialing and Access Management
541519PKI	Public Key Infrastructure Shared Service Providers Program
541110	Legal Services
561599L, 531110	Lodging
541614, 541614SVC	Logistical Services
561499M	Mail Management
541810ODC	Other Direct Costs for Marketing and Public Relations Services
561410	Editorial, Publishing, and Library Media Services
33721RSB	Remanufactured Furniture
488190	Aircraft Components, Maintenance, Repair Services, Extended Warranties, And Maintenance Agreements
3361E	Electric and Autonomous Vehicles and Accessories
3361	Law Enforcement and Fire Fighting Vehicles and Attachments
532120	Leased Heavy Duty Vehicles
532112	Leasing of Passenger Cars, SUVs, Vans, and Light Trucks
336612	Marine Craft
336611	Marine Craft Repairing
336612R	Recreational Watercraft

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Section 6 – SINs Not Allowed

SIN	Title
336350	Remanufactured Automotive Components
336211	Tank Trucks
326211	Tires - New
326212	Tires - Retreaded
3363	Upfitting of Government-owned Emergency Response Vehicles to Provide Turn-key Solutions
811212R	Office Management Maintenance and Repair
561320SBSA	Temporary Staffing
339940SVC	Office Supply Support Services
492210SB, 492110	Package Delivery
337127P, 339113P, 337121P, 33721P	Packaged Furniture
561910, 334419	Packaging Services
333316OS	Overseas Copiers and Supplies
541990TAD	Scientific Services
334511	Search and Navigation
812910	Security Animals and Related Services
541990L	Professional Law Enforcement Services
561612	Protective Service Occupations
624SS	Social Services
332312	Temporary and Permanent Structures
541713, 541714, 541715AIR, 541715APM, 541330EMI, 541720, 541715, 541330ENG, 541420, 541370GIS, 541690	Technical and Engineering Services (non-IT)
517410, 517312	Telecommunications
561320SBSA	Temporary Help Services
541380	Testing and Analysis
611TRAINAW	Defense Acquisition Workforce Improvement Act and Federal Acquisition Certification in Contracting Professional Development Training for Acquisition Workforce Personnel
611512	Flight Training
481211B, 481211O, 532111, 485	Transportation of Things
561510, 561599	Travel Agent and Misc. Services