

January 2020

CMAS Application

(This version supersedes all previous CMAS applications)

- Contains Links to Overview of the CMAS Program & FAQs
- Contains CMAS Application (Offer) & Instructions
- Call CMAS Unit for Information (916) 375-4365
- Contact [CMAS Unit](mailto:cmas@dgs.ca.gov) at cmas@dgs.ca.gov
- [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)



Procurement Division • Department of General Services
State of California

**CMAS Application
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CMAS Application

Section 1 – Introduction

Before You Get Started

For a brief overview of the California Multiple Award Schedule (CMAS) Program, including a list of some products and services not available through the CMAS Program, visit the [Overview of the CMAS Program](http://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/CMAS-Program-Overview) (www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/CMAS-Program-Overview).

For a listing of [Frequently Asked Questions \(FAQs\)](#) about completing this CMAS Application, visit the FAQs under the Program Guide heading. (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules).

Steps for Completing this Application

The following steps apply to an application for either a new or amended CMAS:

- Step 1: Find a base Federal GSA schedule. (For new applications only)
 - Step 2: Read the instructions for completing this application.
 - Step 3: Complete your CMAS Application.
 - Step 4: Submit your CMAS Application.
-

Incomplete Submittals

All required documents must be submitted with a CMAS Application, as incomplete submittals may be returned unprocessed.

Step 1 – Find A Base Federal GSA Schedule

Find a Base GSA Schedule

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

GSA Requirements

To access a document providing the CMAS requirements for base GSA schedules and a listing of GSA schedule types that cannot be offered, visit the [CMAS Requirements for GSA Schedules](http://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/CMAS-Program-Overview/CMAS-Requirements-for-GSA-Schedules) (www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/CMAS-Program-Overview/CMAS-Requirements-for-GSA-Schedules).

A complete GSA schedule consists of the following components:

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

Step 2 – Read The Instructions for Completing This Application

Read the Instructions

In order to accurately complete this CMAS Application, you must first read the instructions for each field on the application. Complete all applicable fields of the application.

Continued on next page

CMAS Application

Section 1 – Introduction, Continued

Step 3 – Complete Your CMAS Application

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.

Separate Application

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

Checklist

The checklist contains a list of items to be included with the CMAS Application.

Payee Data Record (Std. 204)

A completed [Payee Data Record \(Std. 204\)](#) is required; leave Section 6 blank. The Payee Data Record must include your legal business name as shown at the California Secretary of State, and your “doing business as” (dba) name, if applicable.

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 12 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. Only submit the pages of CMAS P&S Codes on which a code has been selected.

CMAS applicants can propose new CMAS P&S Codes if the product or service offered is not represented by an existing code. To do so, write the proposed code description anywhere on the list of existing CMAS P&S Codes for review and consideration by the CMAS Unit.

CMAS contractors can sell all of 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 website 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.

For amendment requests, include a list of revised CMAS P&S Codes.

Step 4 – Submit Your CMAS Application

Where to Send Your Application

Do not include blank forms or instruction pages with your application.

Mail your CMAS Application to:

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

Hand deliver your CMAS Application to:

California Department of General Services
Procurement Division – CMAS Unit
Attention – Application Processing
707 Third Street, 2nd Floor, MS # 2-202
West Sacramento, CA 95605-2811

CMAS Application

Section 2 – Instructions for Completing Application

These are the corresponding set of instructions for each numbered item in the application.

1. New or amended CMAS

A CMAS Application is considered new if it is the first time a company has offered a particular base schedule.

Attention: Starting January 2020, CMAS renewals are now considered amendments. If the base schedule has been renewed for a year or more, submit all required documents as if it were a new CMAS application. This includes Section 3 of the Application, Payee Data Record, Product & Service Code list, and Customer Reference Forms (for consulting and personal services).

For amendment requests, complete the sections that apply to the requested changes. All CMAS Quarterly Reports must be current prior to award of a new or amended CMAS.

2. Base schedule selected

Provide the base schedule number offered as the base for your CMAS, the base schedule company name, and the base schedule start and end dates. A separate CMAS Application must be submitted for each base schedule offered.

See Section 1, Step 1, “Find a Base Federal GSA Schedule” for a link to the GSA eLibrary, which can be used to search for a GSA schedule. This section also contains a link to the CMAS requirements for base GSA schedules.

Base schedule terms and conditions and ordering instructions must be current to be considered.

3. CMAS offering all or part of base schedule

You can offer all of the products and/or services available on the base schedule, or only portions of it. If your company is offering the entire base schedule, check the first box and move on to the next question.

If your company is offering only certain portions of the base schedule, check the second box and complete the information identifying the brands and/or services offered. All products and/or services must be priced in the base schedule to be included in your CMAS.

4. Customer references (*Attachment A*)

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. See Attachment A for definitions of the various types of services, the customer reference forms, and the instructions to complete these forms.

Base schedules for consulting services must have labor categories 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 experience requirements
- Minimum education requirements

Newly formed companies who do not have a minimum of three customer references in their company name can still be considered for a CMAS. References may be submitted in the name of the owner and/or partners for services prior to the formation of the new company. 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.

CMAS Application

Section 2 – Instructions for Completing Application, Continued

5. Company making CMAS offer

Provide your company name as registered with the California Secretary of State, street address (no rental box or PO Box), city, state, and zip code.

If your company previously held a CMAS under a different company name, or your company is requesting to change their name on a current CMAS agreement, include that information here. If making a name change, you must also fill out the Exhibit F found in the “CMAS Management and Information Guide”.

6. Fictitious business name

If you wish to be shown on your CMAS as a “doing business as” (dba) instead of the company name as registered with the Secretary of State, include your dba name here.

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

The Payee Data Record must include your legal business name as shown at the California Secretary of State, and your “doing business as” (dba) name.

7. Contact: Questions on resulting schedule

Provide your company’s CMAS contact person and their contact information. This person is the first point of contact for CMAS 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 number.

8. Address where Purchase Orders are sent

Provide the mailing address where purchase orders issued against the CMAS should be sent. Either a street address or PO Box is acceptable. In the “Email Address” field, provide an email address where orders can be sent. Complete the “Attention” field, only one name can be listed.

9. Contact: Authorized consulting firm

If a consulting firm has been hired to complete and submit the CMAS Application on your behalf, provide the consulting company’s name and contact information. By signing this application, you are authorizing this consulting company to act on your behalf regarding all questions relevant to this application.

10. Company’s business status

Check the applicable boxes to identify your 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 as a SB will be shown as a large business.

NOTE: The Department of General Services 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.

For information on [SB and DVBE certifications](#), visit The Office of Small Business and DVBE Services (OSDS) website.

CMAS Application

Section 2 – Instructions for Completing Application, Continued

11. Secretary of State (SOS)

If your company is a Corporation, a Limited Liability Company (LLC), a Limited Liability Partnership (LLP), or a Limited Partnership (LP), you must be registered with the [California Secretary of State](#) (SOS) to be awarded a CMAS. For Corporations, LLCs, and LPs, an entity number from the SOS website showing your status as active will meet this requirement. For LLPs, submit a copy of your Certificate of Status from the SOS. The contact information for the SOS is available on their website. If your company is a Sole Proprietor or a Partnership, registration with the SOS is not required.

12. 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 the CDTFA is available on their website.

13. 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). 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. See more information about Public Works projects in the "CMAS Management & Information Guide". The contact information for the CSLB is available on their website.

CMAS Application

Section 2 – Instructions for Completing Application, Continued

14. 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. The following information must be included for each reseller:

- Resellers must be registered with the California Secretary of State (SOS) if they are a Corporation, LLC, LLP, or LP.
- Include a screen print from the SOS website for each reseller to document their status is “active.” For LLPs, a copy of the Certificate of Status from the SOS is required.
- Include a Payee Data Record (STD 204) form for each reseller.

On an attached sheet, provide the following information for each reseller: company name, address, contact person’s name, phone number, and email address. If numerous resellers are requested, the CMAS analyst may request a soft copy of this information.

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.

Amendment applications must include a list of revised resellers with the applicable information.

15. CAL-Card

[CAL-Card](#) (State of California Credit Card) is a payment mechanism. If your company accepts this form of payment, then check the box advising CAL-Card is accepted. Non-acceptance of CAL-Card will not affect the approval of your CMAS.

16. 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 (CSU), the University of California (UC), K-12 public schools, and community colleges empowered to expend public funds.

Supplier must indicate your company’s acceptance of local government agency orders placed against your CMAS. Suppliers must agree to pay DGS-PD 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.

17. Minimum order amount

This is the minimum order amount your company will accept against your CMAS. If your company has no minimum order requirement, check the box next to “None”. If your company has a minimum order amount, provide that dollar amount in the space provided.

CMAS Application

Section 2 – Instructions for Completing Application, Continued

18. 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](#)
 - www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/IT-CMAS-Terms-and-Conditions.ashx?la=en&hash=B41342080DE511121ECC253A04D62AC90CED6123
- 2) [CMAS Non-IT Commodities](#)
 - 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](#)
 - www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Services-CMAS-Terms-and-Conditions.ashx?la=en&hash=92AA280E48541FC0C20C59E569DE3473ADF8D3C9

Check only one box next to the set that applies. Proposed changes to the CMAS State of California Terms and Conditions will not be considered.

19. CMAS Contractor Certification

By signing the CMAS Application, applicant certifies that their company will comply with the listed requirements.

20. Signature Block

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

Sign and date, and provide all required information in the signature block.

CMAS Application

Section 3 – CMAS Application

1. New or amended CMAS (*check only one box*)

- This application is for a new CMAS.
 This application is to amend our existing CMAS. (*Change only applicable sections*)

CMAS Numbers

2. Schedule selected as base for this CMAS Application

GSA Non-GSA Non-GSA type: _____

Base Schedule Number

Base Schedule Company Name

Base Schedule Term Start Date: _____ End Date: _____

3. Offering all or part of base schedule (*check only one box*)

- Offering all products and/or services in base schedule
 Offering only products and/or services identified in the following sections

Brands of products offered (*include a separate list if needed*):

Brand Name	Hardware	Software
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Services offered (*check only the services offered that are available in the base schedule*):

- Installation Repair Hardware Maintenance Software Maintenance
 IT Consulting Non-IT Consulting Training Courses Personal Services
 Infrastructure as a Service Platform as a Service Software as a Service

4. Customer References, Attachment A (*check only one box*)

- Customer reference forms (Attachment A) included.
 Customer references not required (*offering own base schedule or products only*)

CMAS Application

Section 3 – CMAS Application, Continued

5. Company making CMAS offer:

Company Name

Previous CMAS Company Name *(if applicable)*

Street Address *(No PO Box, or Rented Mailbox)*

City

State

Zip Code

6. Fictitious business name *(check if applicable)*

Fictitious Business Name

County/City: _____ Number: _____

7. Contact: Questions on resulting schedule

Contact Name

Phone Number

Extension

Email Address

Street Address or PO Box *(If different from #1)*

City *(If different from #1)*

State

Zip Code

8. Address where Purchase Orders are sent:

Street Address or PO Box *(If different from #1)*

City *(If different from #1)*

State

Zip Code

Attention

Email Address

9. Contact: Authorized consulting firm

Company Name

Contact Name

Phone Number

Extension

Email Address

CMAS Application

Section 3 – CMAS Application, Continued

10. Company's business status *(check applicable boxes)*

California SB Certification Number: _____

California DVBE Certification Number: _____

11. Secretary of State (SOS) registration *(check only one box)*

Corporation, LLC, LP Number: _____

LLP *(SOS screen print or certificate included)*

Sole Proprietor or Partnership

12. California Seller's Permit *(check if applicable and provide permit number)*

Number

Expiration Date

13. California Contractor's License *(check if applicable and provide license number)*

Number

Expiration Date

14. Resellers on CMAS requested *(check if applicable and include required information)*

15. CAL-Card is accepted *(check if applicable)*

16. Local government agency orders accepted *(check if applicable)*

17. Minimum order amount *(select one)* None or \$ _____

18. CMAS California Terms & Conditions *(check only one box)*

This company accepts the current CMAS State of California Terms & Conditions, without exceptions.

[Information Technology Goods & Services](#)

[Non-Information Technology Commodities](#)

[Non-Information Technology Services](#)

CMAS Application

Section 3 – CMAS Application, Continued

19. 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.

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.

CMAS Application

Section 3 – CMAS Application, Continued

20. Signature Block:

The person identified is authorized to bind this company to the CMAS resulting from this application. By signing, the contractor certifies compliance with the requirements listed in #19.

Company Name

Printed Name and Title of Signer (*Example: Mr. John Doe, President*)

Authorized Signature

Date Signed

CMAS Application

Attachment A – Instructions for Completing References

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.
 - 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.
 - Must use the required reference form in this application.
-

Company (CMAS Applicant)

Enter the name of the company that provided the service. This is the CMAS applicant company. For newly formed companies who do not have a minimum of three customer references in their company name, enter the name of the owner or partner who provided the services to this referenced customer. See more information under the Instructions for “Customer references (Attachment A)” in Section 2.

Project Title

Enter the project title.

Project Begin and End Date

Enter the project start date for services performed within the last two years. Enter the last date services were performed. If the project has been started but not completed, enter “On-going” for the end date and identify the task(s) 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

Enter 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.

Continued on next page

CMAS Application

Attachment A – Instructions for Completing References, Continued

Job Titles/Labor Categories

List the job titles offered from the base schedule you identified in Section 3 that this reference supports.

Specific Services Provided

In narrative form, 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 chosen, and to the CMAS P&S Codes selected. If more space is needed, use an additional sheet.

Base schedules for consulting services must have labor categories 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 experience requirements
- Minimum education requirement
- Labor rates

For guidance, reference the FAQs regarding the CMAS application process at the CMAS website

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.

CMAS Application

Attachment A – Customer Reference Form

Company (CMAS Applicant)	
Project Title	
Project Begin Date	
Project End Date	
Reference Customer Agency/Company Street Address City, State and Zip Code Contact Person Contact Phone Number and Extension Contact Email Address	
Project Description: This description should briefly describe what the project entailed, i.e. the scope of the project.	
Requested Job Titles/ Labor Categories: List the job titles offered from the base schedule you identified in Section 3 that this reference supports.	

Continued on next page

CMAS Application

Attachment A – Customer Reference Form, Continued

If more space is needed, use additional sheets.

The specific services my company provided to this referenced customer within the last 2 years are:

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.

CMAS Application

Attachment A – Customer Reference Form

Company (CMAS Applicant)	
Project Title	
Project Begin Date	
Project End Date	
Reference Customer Agency/Company Street Address City, State and Zip Code Contact Person Contact Phone Number and Extension Contact Email Address	
Project Description: This description should briefly describe what the project entailed, i.e. the scope of the project.	
Requested Job Titles/ Labor Categories: List the job titles offered from the base schedule you identified in Section 3 that this reference supports.	

Continued on next page

CMAS Application

Attachment A – Customer Reference Form, Continued

If more space is needed, use additional sheets.

The specific services my company provided to this referenced customer within the last 2 years are:

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Applicants are responsible for staying in contact with their references to ensure prompt attention to the State's validation.

CMAS Application

Attachment A – Customer Reference Form

Company (CMAS Applicant)	
Project Title	
Project Begin Date	
Project End Date	
Reference Customer Agency/Company Street Address City, State and Zip Code Contact Person Contact Phone Number and Extension Contact Email Address	
Project Description: This description should briefly describe what the project entailed, i.e. the scope of the project.	
Requested Job Titles/ Labor Categories: List the job titles offered from the base schedule you identified in Section 3 that this reference supports.	

Continued on next page

CMAS Application

Attachment A – Customer Reference Form, Continued

If more space is needed, use additional sheets.

The specific services my company provided to this referenced customer within the last 2 years are:

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.

CMAS Application

Checklist

Purpose

The purpose of this checklist is to ensure all required documents are included with your CMAS Application. Put a check mark in the box next to each document included in your application. Missing or incomplete documents from this checklist may cause your CMAS Application to be returned unprocessed.

Required Attachments (*Must be signed*)

- CMAS Application
 - Payee Data Record – Std. 204
-

Required Attachments (*No signature*)

- CMAS Product & Service Codes Selected
-

Other Attachments (*Check only applicable items*)

- Secretary of State – Documentation of Registration for LLPs (*certificate of status*)
 - List of Authorized Resellers
 - Customer References
-

CMAS Quarterly Activity Reports

Companies who have previously been awarded a CMAS must be current with all required CMAS Quarterly Activity Reports prior to being awarded a new, renewed or amended CMAS. See the “CMAS Management & Information Guide” for information on CMAS Quarterly Reports.
