

December 8, 2023

# CMAS Management Guide

(This packet supersedes all previous CMAS management guides)

- This CMAS Management Guide is for Suppliers
- Contact the [CMAS Unit](mailto:cmas@dgs.ca.gov) at [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov)
- CMAS Website - [California Multiple Award Schedules](https://www.dgs.ca.gov/pd/about/page-content/pd-branch-intro-accordion-list/acquisitions/california-multiple-award-schedules?search=cmas)  
(<https://www.dgs.ca.gov/pd/about/page-content/pd-branch-intro-accordion-list/acquisitions/california-multiple-award-schedules?search=cmas>)
- CMAS ServiceNow Portal - [CMAS - California Multiple Award Schedule \(service-now.com\)](https://dgs.service-now.com/cmas)  
(<https://dgs.service-now.com/cmas>)
- CMAS Supplier Search Portal - [Power BI Embedded sample \(ca.gov\)](https://cmasearch-prod.apps.dgs.ca.gov/)  
(<https://cmasearch-prod.apps.dgs.ca.gov/>)



# CMAS Management Guide

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# CMAS Management Guide

## Topic 1 – Quarterly Reports

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### Quarterly Reports Required

California Multiple Award Schedules (CMAS) Suppliers are required to submit business activity reports each quarter. A quarterly report is required for each CMAS, even if no new purchase orders were received during the quarter.

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### Delinquent Reports

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

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### List of State of California Agencies

Verify if an agency is a local government or state agency by visiting the [State Agency Listing | www.ca.gov](https://www.ca.gov/agenciesall/) (<https://www.ca.gov/agenciesall/>) website.

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### Local Government Agency Orders

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

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

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

Copies of local government agency CMAS orders are not required to accompany each CMAS quarterly report.

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

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### Reseller's Sales Activity

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

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# CMAS Management Guide

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## Topic 1 – Quarterly Reports, Continued

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### Purchase Order Amount

The total value of each purchase order (minus sales tax and shipping) must be reported only once for the quarter in which the purchase order is dated, regardless of when services were performed, products were delivered, the agency was invoiced, or payment was received. For example, on a service purchase order with a one-year term, the amount reported on the quarterly report is the total dollar amount on the order, not the incremental amount invoiced after service is rendered.

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### Total All Purchase Orders

The total dollars for the quarter is the sum of all purchase orders listed on the report. It is NOT the sum invoiced or payment received.

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### Amended Purchase Orders and Reports

E-mail the CMAS unit at [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov) for changes to previously submitted reports.

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### Sales Tax and Shipping Not Included

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

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### Report and Incentive Fee Due Date

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

Calendar Quarter 1	(January 1 to March 31)	Due April 15
Calendar Quarter 2	(April 1 to June 30)	Due July 15
Calendar Quarter 3	(July 1 to September 30)	Due October 15
Calendar Quarter 4	(October 1 to December 31)	Due January 15

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### fiserv Portal

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

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# CMAS Management Guide

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## Topic 1 – Quarterly Reports, Continued

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### Submitting Reports and Incentive Fees

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

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

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

**No attachments are required unless you have more than 10 purchase orders.**

**Do not mail in paper checks or quarterly reports.**

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# CMAS Management Guide

## Topic 2 – CMAS Supplements

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### CMAS Supplement

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

A CMAS supplement is required in the following scenarios:

1. When the CMAS is based on specific products and/or services from another Supplier's multiple award contract and the CMAS Supplier wants to add a new manufacturer's products and/or services.
2. If the shipping terms, delivery time, and/or discounts change, or if GSA SIN categories have been added to the base schedule.
3. If the base schedule or other multiple award contract has been renewed and the CMAS Supplier would like to renew their CMAS agreement.

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

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

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

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### Changes Not Requiring a Supplement

A CMAS supplement is not required for updates and/or changes once the update and/or change becomes effective for the base schedule. Below are examples of changes not requiring a Supplement:

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

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

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### Base Schedule Terminations

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

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### Supplier Information Change

If a CMAS Supplier's contact person, address, phone number, or email address changes, the changes must be reported to the CMAS Unit. Submit a supplement request by clicking the Supplement or Renewal button for each active CMAS agreement and make the applicable changes. A supplement will be issued for each active CMAS reflecting the changes, and this information will be updated in the CMAS Search Portal.

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# CMAS Management Guide

## Topic 3 – Company Name/Ownership Change

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### Company Name

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

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### Company Name Ownership Change

When a company changes its name or has been purchased or merged with another company resulting in a company name change, they must request a legal name change to the CMAS using the Company Name Change Form in this guide (page 12). Submit a supplement request by clicking the Supplement or Renewal button for each active CMAS agreement and make the applicable changes. Update the company profile section to reflect any changes for the name change. Attach the form to each request. A new STD 204 Payee Data Record form will also be required. Email the CMAS Unit for at [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov) for a Payee Data Record form.

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### New Forms Required

New certifications and licenses may be required in the company's new name when a company name change occurs. See the Company Name Change Form in this guide.

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# CMAS Management Guide

## Topic 4 – Marketing Your CMAS

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### Supplier Markets CMAS

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

- [California State Government Marketplace](https://caleprocure.ca.gov/pages/index.aspx)  
(<https://caleprocure.ca.gov/pages/index.aspx>)
- [List of State Departments with Approved Purchasing Authority \(ca.gov\)](https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/list-of-state-departments-with-approved-purchasing-authority)  
(<https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/list-of-state-departments-with-approved-purchasing-authority>)
- [California Personnel Office Directory](https://www.sco.ca.gov/ppsd_cpod_dir.html)  
([https://www.sco.ca.gov/ppsd\\_cpod\\_dir.html](https://www.sco.ca.gov/ppsd_cpod_dir.html))
- [Find-a-SB DVBE-Advocate](https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/small-business-disabled-veteran-business-enterprise-advocate-directory?search=small%20business%20advocate)  
([https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/small-business-disabled-veteran-business-enterprise-advocate-directory?search=small business advocate](https://www.dgs.ca.gov/pd/resources/page-content/procurement-division-resources-list-folder/small-business-disabled-veteran-business-enterprise-advocate-directory?search=small%20business%20advocate))
- [California School Directory \(CA Dept of Education\)](https://www.cde.ca.gov/schooldirectory/)  
(<https://www.cde.ca.gov/schooldirectory/>)
- [Home | Cal Cities](https://www.calcities.org/)  
(<https://www.calcities.org/>)
- [California Association of Public Procurement Officials \(cappo.org\)](https://www.cappo.org/)  
(<https://www.cappo.org/>)
- [Home - California Association of School Business Officials \(casbo.org\)](https://www.casbo.org/)  
(<https://www.casbo.org/>)
- [New FI\\$Cal SCRPS Search](https://suppliers.fiscal.ca.gov/psc/psfpd1/supplier/erp/c/zz_po.zz_scprs1_cmp.gbl?folderpath=portal_root_object.zz_fiscal_scprs.zz_scprs1_cmp_gbl&isfolder=false&ignoreparamtempl=folderpath,isfolder&)  
([https://suppliers.fiscal.ca.gov/psc/psfpd1/supplier/erp/c/zz\\_po.zz\\_scprs1\\_cmp.gbl?folderpath=portal\\_root\\_object.zz\\_fiscal\\_scprs.zz\\_scprs1\\_cmp\\_gbl&isfolder=false&ignoreparamtempl=folderpath,isfolder&](https://suppliers.fiscal.ca.gov/psc/psfpd1/supplier/erp/c/zz_po.zz_scprs1_cmp.gbl?folderpath=portal_root_object.zz_fiscal_scprs.zz_scprs1_cmp_gbl&isfolder=false&ignoreparamtempl=folderpath,isfolder&))

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### State Seal and Golden Bear

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

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### CMAS Logo

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

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

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

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# CMAS Management Guide

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## Topic 4 – Marketing Your CMAS, Continued

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### News Releases

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

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# CMAS Management Guide

## Topic 5 – Supplier Compliance

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### Compliance Focus

In accordance with the terms and conditions in each CMAS, the Purchasing Authority Management Section (PAMS) may request substantiating documentation from the Supplier to confirm they are providing products and services at a price equal to or lower than shown in the base Federal GSA schedule or non-GSA multiple award contract.

PAMS will also ensure that all other CMAS program parameters are in compliance with the contract terms and conditions.

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

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

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

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

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### CMAS Components

A complete copy of a CMAS consists of the following:

- CMAS agreement and any applicable attachments prepared by the CMAS Unit.
  - The Terms and Conditions referenced on the cover page of the CMAS agreement.
  - Federal GSA or other multiple award contract terms and conditions.
  - Copies of a CMAS can be obtained at <https://caleprocure.ca.gov>.
  - CMAS agreements can be downloaded by clicking on Quick Links in the top bar and pressing “Find State Contracts (LPA)”. Then you would simply enter the CMAS agreement number into the Contract ID field and press search. The CMAS agreement number will appear in the search results as a hyperlink, clicking on the hyperlink Contract ID will take you to the LPA Contract Details page where you can download a PDF copy of the agreement.
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### Supplier’s Responsibility

It is the responsibility of the Supplier to:

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

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

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# CMAS Management Guide

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## Topic 5 – Supplier Compliance, Continued

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### Product and Price Bundling

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

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### Contract Amount

There is no guarantee of minimum purchase of Supplier's products or services by the State.

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### Line-Item Substantiation

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

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

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

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

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

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

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# CMAS Management Guide

## Company Name Change Form

Use this Company Name Change Form as your document to request a company name change on your CMAS. Provide the information requested, check the applicable boxes, and sign the document where requested. Submit this form with your Supplement request in the CMAS Portal ([dgs.service-now.com/cmas](https://dgs.service-now.com/cmas)).

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### Explain Nature of Name Change

This company's name has changed for the following reason:

  
  

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### Present Company Name

This company's CMAS agreements are currently in the following company name:

  
  

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### New Company Name

This company's CMAS agreements should be changed to the following company name:

  
  

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### Signature Binding Offer

Upon receipt, the CMAS Unit will review this Company Name Change Form.

  
  

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