

State Buyer Frequently Asked Questions (FAQs)

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Procurement Division • Department of General Services •
State of California

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Are Work Order Authorizations available on CMAS?

A Work Order Authorization (WOA) is permissible within the confinement of existing policy and procedures, and this clarification will be added to SCM CMAS Best Value section 1607.2.

A WOA may be used to document the completion phases of a project. Phases are defined as pre-determined tasks and/or deliverables, and must be clearly defined in the ordering agency's Scope of Work (SOW). They cannot be used to modify or amend the SOW for the project.

A WOA may be submitted by the CMAS Contractor to the ordering agency to document the completion of the phase as identified in the SOW. An executed WOA authorizes the CMAS Contractor to proceed to the next phase as identified in the SOW.

The WOA must be signed by all parties and may be submitted for progress payments under the award.

Are Fixed Price Per Deliverable (FP/D) allowed in CMAS?

Projects can be performed on a Fixed Price Per Deliverable (FP/D). Fixed Price; FP/D: A defined service, or set of services, performed by Contractor in response to a defined task, or set of tasks, at a specific fixed price, and delivered per a specific schedule.

Note: When using FP/D the Statement of Work must describe in detail the particular project and the work that the selected Qualified Contractor will be required to perform. FP/D must be based on approved job title(s), number of hours to complete the task, and the hourly rate(s) as listed in the CMAS agreement.

Can you purchase products not found on the base GSA schedule?

If the Stock Keeping Unit (SKU) number or Special Item Number (SIN) Category is not listed on the GSA schedule, it is not available for purchase using the CMAS program as there is no way to verify pricing. The only exception are products that meet the Not Specifically Priced (NSP) provision requirements which support the priced items on the GSA schedule. Purchase orders containing only NSP items are not allowed.

Can a CMAS contractor provide products or services after the CMAS agreement expires?

The Purchase Order can direct that products and/or services will be provided after the CMAS agreement expires, but only if the CMAS purchase order is issued before expiration of the CMAS. No new orders can be placed against an expired CMAS, and existing purchase orders cannot be amended after the CMAS expires.

How do I download a copy of a CMAS agreement?

A copy of the CMAS agreement is available for download at CaleProcure: <https://caleprocure.ca.gov/pages/index.aspx>. It can be downloaded by clicking on Quick Links in the top bar and pressing "Find State Contracts (LPA)". Enter the CMAS agreement number into the Contract ID field and press Search. The CMAS agreement number will appear in the search results, clicking on the Contract ID will take you to the LPA Contract Details page where you can download a PDF copy.

Do I need to request a formal award letter from the CMAS supplier?

CMAS no longer sends out physical award letters and the award letter is no longer part of a complete copy of a CMAS agreement.

A complete CMAS currently consists of the following:

- CMAS cover pages (which includes the ordering instructions and special provisions, and any attachments or exhibits as prepared by the CMAS Unit)
- CMAS terms and conditions
- Federal GSA (or Non-GSA) terms and conditions
- Product/Service listing and prices

Can a CMAS supplier offer pricing higher than the base schedule pricing?

The maximum prices allowed for the products and/or services available are those set forth in the base schedule. During the CMAS application process, Suppliers certify that they will offer prices for products and services equal to or lower than the prices in the base schedule.

Offering prices higher than listed in the base schedule immediately disqualifies that supplier's offer, and they cannot be awarded a purchase order.

How quickly can a CMAS purchase order be implemented?

The Request For Offer (RFO) for a CMAS contract should be open for a minimum of ten (10) business days. If the procurement is an expedite, it could be reduced to five (5) business days. A buyer would need at least one (1) day to execute the purchase order, so theoretically six (6) business days would be the fastest a CMAS contract could be executed.

How long should an RFO be posted for?

A consulting services RFO should be posted for a minimum of ten (10) business days, five (5) business days if it's an emergency purchase. RFOs for products should be posted for five (5) business days at a minimum.

Does CMAS have a SB/DVBE 5% preference?

The CMAS offer is not from a formal bid and RFOs are informal; therefore, the Small Business Preference does not apply. Please see the specific section from the State Contracting Manual (SCM) below.

SCM Vol 2 – Section 1603: Choose your Words Carefully

Avoid using words:

- That imply competitive bids when using LPA categories such as Masters (MA) and CMAS
- “Bid”, “quote”, “solicitation” and/or “evaluation” when conducting a supplier comparison or requesting offers. Clarify that there will be a comparison of offers to determine best value.

Do not include language in the RFO document regarding SB preference, DVBE incentive, protest language, intent to award, evaluation criteria or advertising requirements when procuring through the LPA program.

Can I use CMAS if there are less than three (3) suppliers to send an RFO to?

Per CMAS user instructions, any transaction for \$10,000 or more requires a minimum of three (3) CMAS suppliers be contacted for the RFO. If the PO is less than \$10,000, a purchase can be made using the Fair and Reasonable acquisition method (<https://www.dgs.ca.gov/PD/Resources/SCM/TOC/15/15-10>).

SCM Vol 2, Chapter 16, [Section 1603](#)

(<https://www.dgs.ca.gov/PD/Resources/SCM/TOC/16/16-03>) provides guidance on achieving best value using the Leveraged Procurement Agreement (LPA) process. There are several options identified that may be appropriate for State Agencies that otherwise may not be able to complete a procurement using the single CMAS supplier.

How do you prepare an RFO with potential amendments?

The option for additional funding must be included in the RFO before it is sent out to CMAS suppliers. If this is not in the RFO, the PO may only be extended one time for up to one (1) year.

If the original contract permitted amendments, but did not specify the changes, (e.g., quantity or time), it may be amended per PCC 10335 (a) and/or (d): a contract may only be amended once for time without DGS CMAS approval and shall not exceed one year. If the original contract did not have language permitting amendments, the Non-Competitively Bid (NCB) process must be followed.

Is CMAS approval required for non-IT PO amendments?

All amendments for Non-IT CMAS POs that affect the PO dollar amounts and extend the time for more than one year require CMAS review and approval. Before making the change in Fi\$Cal, email the amendment document, including the reason for the change, the revised PO, and a new Std. 215, to CMAS@dgs.ca.gov.

What is the fiscal year deadline for non-IT PO reviews?

Agencies must submit their non-IT service purchase orders to the CMAS Unit for review and approval by June 15th of each year for funds encumbered in that fiscal year.

There are no CMAS approval deadlines for non-IT service purchase orders received in June if the order is funded for the next fiscal year.

What are the procedures for submitting a Non-IT PO for review?

State agencies must send all California Multiple Award Schedules (CMAS) Non-IT services purchase orders that exceed \$50,000 to the Procurement Division's CMAS Unit for review and approval prior to award of the purchase order (PO).

State agencies entering into more than one CMAS contract for Non-IT 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.

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.

Required Documents

The following documents must be included in the package sent to the Department of General Services, Procurement Division's CMAS Unit. Each document must be a separate PDF within the email sent to CMAS@dgs.ca.gov.

1. Completed purchase document Signed Std 65 or FISCAL purchase order document with all attachments
 - a. Attachments must include the Scope of Work (SOW) and the CMAS Contractor's Cost Worksheet
 - b. Labor category titles on PO must match CMAS agreement
 - c. Prices must be equal to or lower than CMAS base schedule
 - d. All required fields must be completed
 - e. Order must have all required signatures
2. Summary Agreement (STD 215)
 - a. All required fields must be completed
 - b. Must have all required signatures

3. Complete copy of Request for Offer (RFO)
 - a. Must include the SOW
 - b. Must include clearly defined deliverables and any other requirements
4. Listing of all CMAS contractors sent the RFO
 - a. Must send to a minimum of 3 CMAS contractors
 - b. Must include one SB and/or DVBE, if available
5. Copies of all supplier responses to the RFO
 - a. If only one offer is received, must include reasons why two other CMAS contractors did not respond with an offer. Emails from the suppliers explaining why they did not submit an offer meets this requirement
 - b. If two offers are received, must include reason why one other supplier did not submit with an offer. Email from the supplier explaining why they did not submit an offer meets this requirement
6. Complete copy of awarded supplier's CMAS
 - a. Ensure that CMAS is still valid
 - b. Must include approved labor categories/job titles and/or services from base GSA schedule
7. Copy of signed assessment and selection documents
 - a. Include assessment methodology used
 - b. Include copies of all completed assessment documents
 - c. Include reason for selecting proposed contractor
8. Certification of review and approval for public relations services valued at \$100,000 or more, signed by your Agency Secretary, as required by Management Memo 12-07.

How to Submit

In the body of the email, request review and approval. Provide the name, phone number, and email address of the person at your agency who can be contacted for questions regarding this package. Send the above documents to:

E-mail: cmas@dgs.ca.gov

Attn: CMAS Unit - PO Number (**Insert PO#**) Approval