

November 16, 2021

# CMAS Management Guide

(This packet supersedes all previous CMAS management guides)

- CMAS Management Guide for CMAS Suppliers
- Contact [CMAS Unit](mailto:cmas@dgs.ca.gov) at [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov)
- [CMAS Website](http://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules) ([www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules](http://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules))



Procurement Division • Department of General Services  
State of California

# CMAS Management Guide

## Table of Contents

<b>Topic 1 – Quarterly Reports</b> .....	<b>3</b>
Quarterly Reports Required.....	3
Delinquent Reports.....	3
List of State of California Agencies.....	3
Local Government Agency Orders .....	3
Reseller’s Sales Activity .....	3
Purchase Order Amount.....	3
Total All Purchase Orders .....	4
Amended Purchase Orders and Reports.....	4
Sales Tax and Shipping Not Included .....	4
Report and Incentive Fee Due Date .....	4
Submitting Reports and Incentive Fees.....	4
<b>Topic 2 – CMAS Supplements</b> .....	<b>5</b>
CMAS Supplement.....	5
Changes Not Requiring a Supplement.....	5
Current with Quarterly Reports.....	5
Base Schedule Terminations.....	5
Contractor Information Change .....	5
<b>Topic 3 – Company Name/Ownership Change</b> .....	<b>6</b>
Company Name .....	6
Company Name Ownership Change.....	6
New Forms Required .....	6
<b>Topic 4 – Marketing Your CMAS</b> .....	<b>7</b>
Contractor Markets CMAS.....	7
State Seal and Golden Bear.....	7
CMAS Logo.....	7
News Releases .....	7
<b>Topic 5 – Contractor Compliance</b> .....	<b>8</b>
Compliance Focus.....	8
CMAS Components.....	8
Contractor Responsibility.....	8
Product and Price Bundling .....	9
Contract Amount .....	9
Line-Item Substantiation.....	9
Approval Required for Non-IT Services Exceeding \$50,000 .....	9
<b>Company Name Change Form</b> .....	<b>10</b>
Explain Nature of Name Change.....	10
Present Company Name .....	10
New Company Name .....	10
Signature Binding Offer .....	10

# CMAS Management Guide

## Topic 1 – Quarterly Reports

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### Quarterly Reports Required

California Multiple Award Services (CMAS) contractors 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 for the quarter.

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### Delinquent Reports

If a contractor who was previously awarded a CMAS applies for, 1) a new CMAS or 2) a supplement of an existing CMAS, CMAS staff will first verify that all required quarterly reports have been received for all current and past CMAS agreements prior to approving the new request. Delinquent reports can also result in termination of an active CMAS.

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### List of State of California Agencies

Verify if an agency is a local government or state agency by visiting [www.ca.gov](http://www.ca.gov) and select "[Find State Agencies](#)".

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### Local Government Agency Orders

All CMAS contractors who are not a California certified small business are required to pay the Department of General Services-Procurement Division (DGS-PD) an incentive fee for all orders placed by local government agencies via a CMAS. 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

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

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

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### Reseller's Sales Activity

Contractors must report the sales activity for all authorized resellers listed in their CMAS.

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### Purchase Order Amount

The total value of each purchase order (less sales tax and shipping) must be reported only once for the quarter in which the purchase order is dated, regardless of when the services were performed, the products were delivered, the agency was invoiced, or when 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 being invoiced after the service is rendered.

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# CMAS Management Guide

## Topic 1 – Quarterly Reports, Continued

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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 of monies 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 already 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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### Submitting Reports and Incentive Fees

CMAS quarterly reports must be submitted through the CMAS Portal ([dgs.service-now.com/cmas](http://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 a Super User. Make sure to check the box labeled “Is this user a CMAS Quarterly Reports submitter?” Other users can save the reports.

Once logged in, click the button labeled CMAS Quarterly Reports. 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 will need to enter the Agency name, address, buyer name and email, the PO number, PO date and the total dollars to report.

Once all the POs have been entered, if you are not the QR submitter click save, this will save the report for the QR submitter to be able to access. The QR submitter will access the reports from the Quarterly Reports button on the top ribbon. Click on the report you would like to review, ensure all information is correct, then click submit. If a payment is owed, the system will calculate the fee and direct you to FirstData to make a payment. If you have not already created one, you will need to create a registration for FirstData, this is not the same as your CMAS Portal registration. There is a 2.99% fee for credit/debit payments, this fee is calculated by FirstData when you enter your information. This fee does not apply to electronic checks.

**No attachments are required unless you have more than 50 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: A request to change the CMAS contractor name to facilitate payment by the State Controller of valid billings may be considered after the CMAS has expired.

To submit a supplement, login to the CMAS Portal ([dgs.service-now.com/ctmas](https://dgs.service-now.com/ctmas)) 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.

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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, except as follows:

1. 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.
  2. CMAS instructs agencies to verify pricing for the base schedule, it is not necessary to notify CMAS of price changes. *Do* notify CMAS if the shipping terms, delivery time, or discounts change.
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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 contractors must immediately notify the CMAS Unit, and any affected purchase order holders, if the base schedule used is terminated. The CMAS Unit will then issue a supplement terminating the CMAS.

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### Contractor Information Change

If a CMAS Contractor's contact person, address, phone number, or email address changes, the change or changes must be reported to the CMAS Unit. Submit a supplement application 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 change or changes, and this information will be shown on the CMAS website.

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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. Submit a supplement application 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 record.

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### New Forms Required

New certifications and licenses may be required, as applicable, 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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### Contractor Markets CMAS

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

- [Public Procurement Information \(Cal eProcure\)](http://caleprocure.ca.gov/pages/public-search.aspx#)  
caleprocure.ca.gov/pages/public-search.aspx#
- [State Purchasing Authority](http://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority)  
(www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority)
- [California On-Line Directory](http://www.cold.govops.ca.gov/)  
(www.cold.govops.ca.gov/) Access the State Telephone Directory and select the “State Entities” link.
- [Small Business/DVBE Advocates Directory](http://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Small-Business-Disabled-Veteran-Business-Enterprise-Advocate-Directory)  
(www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Small-Business-Disabled-Veteran-Business-Enterprise-Advocate-Directory)
- [California Department of Education](http://www.cde.ca.gov/)  
For a directory of California Schools go to www.cde.ca.gov, then select the “School Directory” link under Resources.
- [League of California Cities:](http://www.cacities.org)  
Contact the League of California Cities at www.cacities.org.
- [California Association of Public Procurement Officials \(CAPPO\):](http://www.cappo.org)  
Contact CAPPO at www.cappo.org.
- [California Association of School Business Officials \(CASBO\):](http://www.casbo.org)  
Contact CASBO at www.casbo.org

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### State Seal and Golden Bear

Contractors are prohibited from using the State of California Seal or Golden Bear on any documents or materials.

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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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### News Releases

Prior approval is required from the State for all news releases a contractor issues regarding their CMAS. The proposed language 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 – Contractor 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 Contractor to ascertain 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 Contractor 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 Contractor is required to provide current price sheets for all products and services offered in the base Federal GSA schedule or non-GSA multiple award contract.

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

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### CMAS Components

A complete copy of a CMAS consists of the following:

- CMAS agreement and any applicable attachments and/or exhibits prepared by the CMAS Unit
- The Terms and Conditions referenced on the cover page of the CMAS agreement.
- Federal GSA (or Non-GSA) terms and conditions

Copies of a CMAS can be obtained at [caleprocure.ca.gov](http://caleprocure.ca.gov).

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### Contractor Responsibility

It is the responsibility of the Contractor 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 contractor 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

## Topic 5 – Contractor 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 Contractor's products or services by the State.

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### Line-Item Substantiation

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

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

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

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### 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 application 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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