

California Multiple Award Schedules (CMAS)

FREQUENTLY ASKED QUESTIONS (FAQ'S) FOR SUPPLIERS

1. How do I become a CMAS contractor?

First, you will need to find an active Federal General Services Administration (GSA) schedule that encompasses the products and/or services your firm provides. Applicants can search the [GSA website](http://www.gsaelibrary.gsa.gov) for schedules by starting at: www.gsaelibrary.gsa.gov and searching for schedules that provide the products and/or services you want to provide.

The information and documents needed to prepare a CMAS offer are in the "[CMAS Application](#)", which can be accessed at www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules, under the header "Services for Suppliers".

2. Does CMAS accept a base multiple award contract other than a GSA schedule?

CMAS may accept a non-GSA multiple award contract. In order to determine if the proposed base non-GSA multiple award contract is acceptable for a CMAS, the following items must be submitted for review:

- The original solicitation as issued by the awarding entity
 - The response to this solicitation from the awarded contractor
 - The contract resulting from this solicitation
 - Evidence that multiple awards were made on this contract
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3. How do I renew my CMAS?

A CMAS may be renewed when the base GSA schedule is renewed for a period of over one year. The process to renew a CMAS is the same as the process to apply for a new CMAS. See Section 2 of the "[CMAS Application](#)" which is available on the CMAS website at www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules, under the header "Services for Suppliers". An expired CMAS may not be renewed.

4. How do I extend my CMAS?

A CMAS may be extended when the base GSA schedule is extended for a period of one year or less. The CMAS contractor must prepare a letter requesting the CMAS Unit to extend their CMAS based on the current GSA contract end date that is posted at the GSA eLibrary. See information about CMAS extensions in the "[CMAS Management & Information Guide](#)", which can be accessed at www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules, under the header "Program Guide".

5. What is the purpose of the CMAS Product and Service Codes?

The purpose of the CMAS Product and Service Codes is for agencies to find a CMAS contractor at the CMAS website. However, since only 12 codes can be used, agencies are not to assume that these codes are the only products and/or services that can be provided. Agencies will go to caleprocure.ca.gov to obtain a copy of the CMAS and review it to determine the full extent of the products and/or services available.

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

The Purchase Order can direct that products and/or services will be provided after the CMAS expires, but only if the CMAS order is issued prior to the expiration of the CMAS. No new orders can be placed against an expired CMAS, nor can a Purchase Order be amended after a CMAS has expired.

7. Why do suppliers need to be registered with the Secretary of State?

In order to do business in California, all Corporations, LLCs, LLPs and LPs must be registered with the [Secretary of State](http://www.sos.ca.gov). You can review their website at www.sos.ca.gov.

8. If the CMAS contractor is a California certified small business, and they accept a CMAS purchase order from a local government agency, is the 1.25% incentive fee waived?

Yes.

9. Can the CMAS contractor charge local government agencies an additional 1.25% line item fee above the GSA prices on their Purchase Order to cover the incentive fee they must pay to DGS?

No. The CMAS contractor cannot include the 1.25% incentive fee in the price of the products or services offered. The line item prices must not exceed the applicable GSA prices.

10. When are incentive fees for local government CMAS sales due at DGS?

The incentive fees for local government CMAS sales are due to DGS when the CMAS quarterly reports are due on April 15th, July 15th, October 15th, and January 15th.

11. Can the CMAS contractor withhold paying DGS the 1.25% incentive fee until they have received payment from the local government agency for the products and/or services provided?

No. See above answers for FAQs 8, 9, and 10 for more information.

12. If a purchase order from a local government agency is reduced in value or cancelled, can the CMAS contractor be reimbursed for incentive fees already paid?

Yes. They will either be credited for other incentive fees due, or reimbursed.

13. Does the 1.25% incentive fee apply to the entire purchase order grand total?

No. The incentive fee does not apply to taxes or freight charges.

14. Is there a cap to the 1.25% incentive fee?

No.
