

CALIFORNIA MULTIPLE AWARD SCHEDULE

2652

(May 2005)

The California Multiple Award Schedule (CMAS) program was established in May 1994 and incorporated in PCC sections 10290 et. seq. and 12101.5. CMAS contracts are established for IT and non-IT products and services that have been competitively assessed, negotiated, or bid primarily, but not exclusively, by the federal General Services Administration. The program enables State departments under the purchasing authority granted by DGS to streamline purchases by removing repetitive, resources intensive, costly, and time-consuming bid processes.

CMAS BASICS

2652.1

(May 2005)

PRODUCTS

2652.1.1

(May 2005)

The CMAS program offers Federal General Services Administration multiple award schedule pricing (primarily) with California terms and conditions with suppliers that provide non-IT goods.

CONTRACT PRICE IS MAXIMUM

2652.1.2

(May 2005)

Contract prices for products and/or services are maximums. Purchasers are strongly encouraged to negotiate lower prices and seek competition.

WHO CAN SELL

2652.1.3

(May 2005)

The prime CMAS Contractor and resellers who are explicitly listed in the contract can sell goods and services using CMAS terms and conditions. No one else can sell under the agreement.

RESOURCE GUIDES

2652.1.4

(May 2005)

The DGS/CMAS program has developed a number of resource guides that provide purchasers with CMAS information and guidelines.

[Click](#) here to access the Agency Information Packet.

[Click](#) here to access the Service Guide.

PURCHASING AUTHORITY DOLLAR THRESHOLDS **2652.1.5**
(May 2005)

CMAS dollar thresholds are maximums. No CMAS order may be executed by a **purchaser** that exceeds the department's CMAS purchasing authority threshold or CMAS maximum dollar threshold, whichever is less.

Refer to [Section 2651.1.1](#) describing the maximum dollar threshold per LPA purchasing category.

ACHIEVING BEST VALUE USING CMAS **2652.2**
(May 2005)

MAKING A VALID ATTEMPT IN SEEKING OFFERS **2652.2.1**
(May 2005)

Purchasers must make a valid attempt to secure offers from viable contractors who are able to supply the goods. Neither a lack of sufficient CMAS contractors nor the use of restrictive requirements meets the intent for achieving offers.

MINIMUM RFO REQUIREMENTS **2652.2.2**
(May 2005)

Refer to [Section 2651.3 - Achieving Best Value Using LPAs](#) for solicitation requirements.

DOCUMENTING THE RESULTS **2652.2.3**
(May 2005)

Refer to Section 2651.3 – Achieving Best Value Using LPAs for RFO requirements.

CANVASSING MORE THAN 3 SUPPLIERS **2652.2.4**
(May 2005)

Refer to Section 2651.3 – Achieving Best Value Using LPAs for RFO requirements.

ONLY ONE SOURCE KNOWN **2652.2.5**
(May 2005)

Refer to Section 2651.3 – Achieving Best Value Using LPAs for RFO requirements

PURCHASES LESS THAN \$5,000.00

2652.2.6

(May 2005)

CMAS orders valued less than \$5,000.00 may be executed without obtaining multiple offers if fair and reasonable pricing has been established and documented. Examples of fair and reasonable pricing methods are described in [Section 2634 Rules for Achieving Competition](#).

Documentation to support fair and reasonable pricing must be retained in the procurement file.

[Click](#) here to access file documentation for orders less than \$5,000.00

CMAS REQUIREMENTS

2652.2.7

(May 2005)

This table illustrates the requirements of a **purchaser** conducting and executing a CMAS order **for Non-IT Goods**.

CMAS order is for	And dollar threshold is	The purchaser must
Non-IT Goods	\$5,000.00 - \$100,000.00	<ul style="list-style-type: none">• Obtain 3 offers, 1 from SB or DVBE if available.• Document responses – refer to Section 2651.4.• Execute Purchase Document.

AMENDMENTS NON-IT GOODS

2652.2.8

(May 2005)

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then the NCB process must be followed for the amendments.

Amendments may be executed for incidental omissions such as: transposition of numbers from the response to the purchase document or for inadvertent failures to include such things as contact names or for mistyped addresses. This does not apply to changes in quantity.

Amendments must also be executed for contractor name changes that have been authorized in the CMAS contract

NOT SPECIFICALLY PRICED ITEMS (NSP)

2652.3

(May 2005)

The only time that open market/incidental, non-contract items, may be included in a CMAS purchase order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision.

If the NSP provision is not included in the CMAS contract, or the products and/or services required do not qualify under the NSP parameters, the products and/or services must be procured separate from CMAS.

SUBORDINATE AND PERIPHERAL

2652.3.1

(May 2005)

The Not Specifically Priced (NSP) Items provision enables the agency to include in the purchase order non-contract products and services that are subordinate and peripheral to the other purchase order items, as follows:

- An order containing NSP items may be executed only if it results in the best value alternative to meet department needs.
- Any product or service already specifically priced and identified in the contract may not be identified as an NSP item in an order.
- All NSP items included in an order executed against a CMAS contract are subject to all the terms and conditions set forth in the contract.

DOLLAR LIMITS

2652.3.2

(May 2005)

The total dollar value of all NSP items must not exceed \$5,000.

NSP NOT AVAILABLE

2652.3.3

(May 2005)

Not all contracts include the NSP provision. The NSP provision is included at the option of the contractor and the CMAS Unit.

Orders for NSP items only are prohibited.

MANUFACTURER AUTHORIZATION REQUIRED

2652.3.4

(May 2005)

Purchasers must substantiate (through manufacturer authorizations) that the contractor is an authorized provider of the products and product-related services (maintenance, repair) that are offered under the NSP provision.

CLEARLY IDENTIFY NSP

2652.3.5

(May 2005)

The NSP items must be separately listed and clearly identified on the order.

ITEMS SPECIFICALLY EXCLUDED

2652.3.6

(May 2005)

The following NSP items ARE SPECIFICALLY EXCLUDED from any order issued under the contract:

- Items that are not intended for use in direct support of the CMAS priced items identified in the same purchase order. An NSP item must be subordinate to the specifically priced item that the NSP item is supporting.
- Supply type items, except for the minimum amount necessary to provide initial support to the priced CMAS items included in the same purchase order.
- Any other items or class of items that are specifically excluded from the scope of the CMAS contract.
- Public Works components that are NOT incidental to the overall project requirements. See CMAS Agency Packet, Section 16, Public Works Projects.
- Products or services the Contractor is NOT factory authorized or otherwise certified or trained to provide.
- Follow-on consultant services that were previously recommended or suggested by the same contractor.

EXECUTING CMAS PURCHASE DOCUMENTS

2652.4

(May 2005)

RECORDING THE CMAS NUMBER ON THE PURCHASE DOCUMENT

2652.4.1

(May 2005)

The CMAS contract number will be identified on each CMAS order executed. This is in addition to the Purchasing Authority Number assigned by DGS/PD.

Refer to [Section 2660 – Purchase Documents](#).

MULTIPLE CONTRACTS ON ONE PURCHASE DOCUMENT

2652.4.2

(No. 2 September 2005)

Purchasers wishing to include multiple CMAS contracts on a single order must adhere to the following:

- All contracts must be for the same CMAS contractor.
- The order must be for one contractor location.
- Type the word “CMAS” in the space labeled “Leveraged Procurement Agreement No.” on the STD.65. The word “CMAS” signifies that the purchase order contains items from multiple CMAS contracts. The **purchaser** may only use one DGS bill code.
- For each individual contract (as differentiated by alpha suffix), the **purchaser** must identify and group together the contract number with the line items and subtotal per contract number (do not include tax in the subtotal), AND sequentially identify each individual contract as Sub #1, Sub #2, Sub #3, etc. The total of all items on the purchase order may not exceed the CMAS order limit.
- Do not combine items from both non-IT and IT CMAS contracts. Non-IT contracts begin with the number “4” and IT contracts begin with the number “3.”

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[\(see Forms or Forms Samples\)](#)