
California Multiple Award Schedules (CMAS) agreements are established for State and Local government agencies in California to purchase information technology and non-information technology products and services. CMAS agreements are based on Federal General Services Administration (GSA) multiple award schedule contracts which have been competitively assessed and negotiated. CMAS agreements comply with California procurement codes, guidelines, and policies, and provide for the highest level of contractual protection.

California Ordering Agencies achieve cost savings, experience flexibility and choice of vendors, save time, realize transparency and control the procurement process through the use of CMAS agreements.

How to Use CMAS

Step 1: Define Order Requirements (RFO/Statement of Work)

- ❖ Develop a Request for Offer (RFO) identifying your needs and requirements for the purchase. The RFO could be simple for a product, or more detailed and contain a Statement of Work (SOW) for a services project.
- ❖ The RFO can be mailed, faxed or e-mailed to Ojo Technology, which is a CMAS contractor. In the case of a simple product purchase, the agency offer and CMAS contractor quote can be verbal.

Step 2: Obtain Contractor CMAS Agreements

- ❖ In the course of requesting a CMAS quote from Ojo Technology, you can access details of CMAS schedules in one of two ways: (1) directly from Ojo Technology or (2) through the state website of www.caleprocure.ca.gov.

NOTE: While State agencies are required to seek offers from a minimum of three CMAS contractors, including one California Certified SB and/or DVBE (if available), local government agencies are not bound by this requirement, and can set their own solicitation policies.

Step 3: Review the CMAS agreements

- ❖ A project typically involves more than one CMAS agreement, depending on its nature. Ojo Technology, for example, maintains a number of different CMAS agreements to cover a wide variety of makes, models and services related to physical security systems. Each CMAS agreement has its own number as well as a reference to the specific federal GSA schedule contract upon which it is based.

Step 4: Review the quote

- ❖ Ojo Technology will prepare a detailed quote, referencing and including the relevant CMAS agreements and GSA schedule pricing.
- ❖ Parts and prices offered may be equal to or less than the items offered on the GSA Base Contract tied to the contractor's CMAS agreement.

Step 5: Issue a PO to the CMAS Contractor

- ❖ The purchase order must be issued before the CMAS agreement expires.
- ❖ Multiple CMAS contracts can be referenced on a single purchase order for the same project.
- ❖ Use the detailed quote prepared by Ojo Technology to generate the Purchase Order and subtotal per CMAS agreement.

Step 6: Regarding order limits - none for local agencies.

❖ While CMAS agreements have set maximum order limits for State agencies, these do NOT apply to local government agencies, which can establish their own procurement policies and procedures, and therefore set their own purchase order limits.

Step 7: Send original purchase order to the CMAS contractor and a copy to State General Services office.

❖ The original purchase order is sent directly to the CMAS contractor.

❖ Local government agencies are also required to send a copy of the purchase order to the **California Department of General Services**, Procurement Division-Data Management Unit, MS #2-203, PO Box 989052, West Sacramento, CA 95798-9052

Step 8: Payment of administrative fee (if applicable)

❖ Local government agencies do not pay DGS an administrative fee to place an order against a CMAS agreement. In lieu of this fee paid by the local government agency, the selling CMAS contractor pays DGS a 1% incentive fee (excluding sales tax and freight) unless it is a California certified Small Business (SB), which is excluded from the fee. As of March, 2018, Ojo Technology is a certified small business and is therefore exempt from the fee requirement.

Step 9: Payment by agency to CMAS contractor

❖ Payment will be made in accordance with the California Prompt Payment Act, Government Code (GC) §927 et. seq. which requires agencies to properly pay submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

For clarification or additional information, go to the CMAS website

<http://www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx> to download the **Local Agency Guide** or the **CMAS Contractor Information Guide**.

Or contact Ojo Technology at: