

<b>Title:</b>		<b>Contents:</b>	<b>P-2600</b>
<b>PURCHASES FROM STATE CMAS CONTRACTS</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
<b>Effective Date:</b>	<b>12-10-01</b>	<b>Supersedes No.:</b>	
		<b>Page No.</b>	<b>1 of 1</b>

## **Policy**

County departments may purchase commodities and services using the State of California's (California Multiple Award Schedule) CMAS contracts up to their limit for delegated purchasing authority for non-agreement purchases. All other requirements shall be processed through ISD for review and approval.

## **CMAS Contract**

CMAS contracts are established by the State of California, Department of General Services, Procurement Division, CMAS Unit. CMAS contracts cover a variety of commodities and information technology products and services at prices that have been assessed to be fair, reasonable and competitive. Without having to go to bid, the County may request a copy of the CMAS contract from the contractor of choice, select the products and services to be ordered; and, send the purchase order directly to the contractor.

## **Multiple Award Contract**

A multiple award is a contract that is awarded to multiple contractors (two or more) for same and similar products and services at same and similar costs. CMAS contracts are based primarily on existing multiple award schedules with the Federal General Services Administration (GSA), but not exclusively.

## **Assembly Bill 1727**

The State of California approved the use of the CMAS program by local governments (i.e., City, County, District). However, use of the CMAS program is at the discretion of each local agency making its own determination whether the CMAS program is consistent with their procurement policies and regulations. The State does not impose monetary limitations on CMAS purchases.

## **General Procedures**

When a department desires to purchase products or services via a CMAS agreement, the department should:

1. Select CMAS contractor(s) offering the products or services desired. The entire list of approved CMAS contracts, as well as the product description index can be viewed or downloaded from the CMAS website, [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd).
2. Contact the CMAS contractor(s) directly and request a complete CMAS contract which consist of (1) CMAS cover pages, (2) State of California Contract Terms and Conditions, (3) Federal GSA Contract Terms and Conditions and (4) Products and Services Price List. It is at the option of the CMAS contractor to extend the CMAS contract to local governments.

<b>Title:</b>		<b>Contents:</b>	<b>P-2600</b>
<b>PURCHASES FROM STATE CMAS CONTRACTS</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
<b>Effective Date:</b>	<b>12-10-01</b>	<b>Supersedes No.:</b>	
		<b>Page No.</b>	<b>2 of 2</b>

3. Price out the item(s). Pricing should be reasonable, fair, and competitive. Review all terms and conditions for acceptability. If the use of CMAS is in the County's best interest, proceed with purchase. If not, the procurement must be in accordance with the standard County purchasing procedures.

**Restrictions and Requirements**

County departments are authorized to purchase items on CMAS contracts up to their delegated purchase authority of \$5,000. Departments who have been approved for increased delegated purchasing authority may expend up to \$15,000. Any purchase that exceeds the delegated purchasing authority of a department, shall be processed by the Purchasing Agent in accordance with County purchasing standards.

The use of CMAS contracts does not reduce or relieve the department of their responsibility to meet County requirements, guidelines, procedures or policies regarding contracts or procurements (i.e., Child Support, GAIN, Affirmative Action, Insurance, etc.)

**Processing Purchase Order for CMAS Contract Purchases**

In order to ensure proper distribution, the department should:

1. Send purchase order to Contractor and copy to the State as follows:

Department of General Services  
 Procurement Division-CMAS Unit  
 1500 – 5<sup>th</sup> Street, Suite 116  
 Sacramento, CA 95814  
 Attention: Carol Umfleet  
 Facsimile Number: (916) 323-1441

2. Annotate the CMAS contract number as the source of quotation. Do not combine multiple orders from different contracts on the same purchase order.

**Processing Fee**

State will bill the County a 1.21% administrative fee. The administrative fee will be waived for orders to California small businesses registered with the Office of Small Business Certification and Resources (OSBCR). OSBCR may be contacted at (916) 322-5060. DO NOT pay administrative fees until billed by the State. Fees should be paid by ordering department using petty cash or other available means.

**Information**

For information regarding CMAS contracts, call (919) 324-8045, or via email at: [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov)