



Division of Purchases

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Instructions for Agency Use

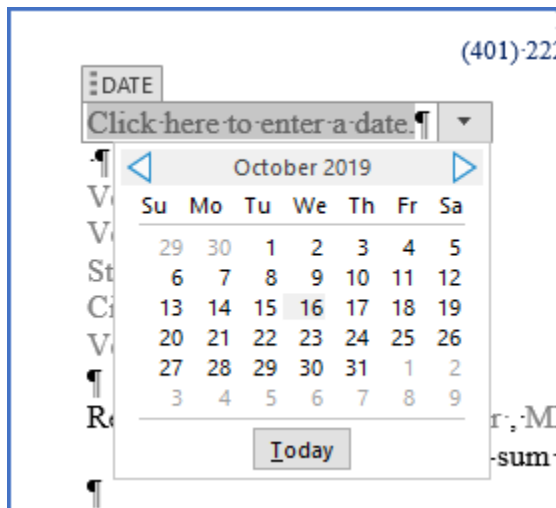
OSP Tentative Selection Letter to MPA Vendors

Background

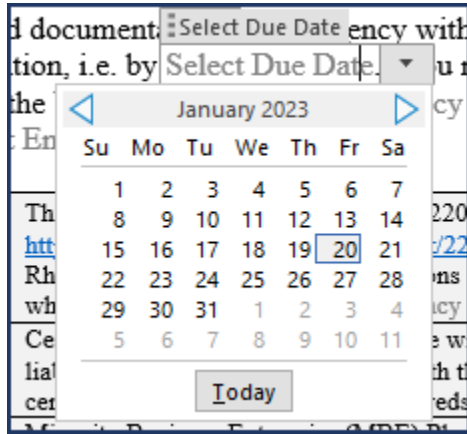
- Agencies may use Master Price Agreements (MPAs) in accordance with the guidance provided in the respective MPA User Guides.
- Agencies will perform the MPA quotes and vendor selection processes per the User Guide.
- Agency letterhead shall be used for origination of Tentative Selection Letters
- To consistently ensure use of the current codified version, the agency user shall retrieve the [OSP Tentative Selection Letter](#) stored on the Purchases website for each letter originated.
- The Buyer of record should be contacted if the agency user has questions/concerns.

Instructions for completing the fillable form template

- The letter is a word document that includes **fillable fields**. Complete all fillable fields contained in the letter.
- There is gray text in each field that details the information needed.
- The gray text will disappear when calendar date is inserted, or text is typed into the field.
- There are two calendar fields for 1) the Date of the Letter and 2) the Documents Submission Due Date. To open the calendar:
 - Click on the date field, then click on the **drop-down arrow**; the calendar will open.
 - For the **letter date** select the box containing the word **Today** (it's at the bottom of the calendar).



- For the **due date**, use the calendar to select the submission date (21 calendar days from date of letter).



- Fillable text fields allow text to be typed into the field.



- **cc:** Provide a copy of the letter to the MBE contact.
- **Enclosures** should be named in the Enclosure field and should accompany the letter to the vendor(s).