

Quick Tips - OSP Contract Board Search

O C U R E S ™ Search for MPAs at: https://www.ridop.ri.gov/contract-board/



#2 Search by Key Words

Top of screen, center of green border

Contract Board ९ Generator Repair

#3 Filter by "Active" Status

Upper left area of scree

Click on **Title** for Summary Page

Status

Expired (52) Active (404)

Issued (1)

#4 Scroll & Select

Scroll to MPA of Interest & Select by clicking on the MPA Title. The Contract Summary Page will open.

MPA-550 | Emergency Generator Maintenance and Repairs
MPA-550 - The Division of Purchases issued RFP# 7596680 for Emergency Gene
Jan 1, 2019 - Oct 31, 2019

Multiple Vendors Available

#5 See Contract Summary

Administrator, Period, Vendors/Contact Info, Commodities, & Attachments.

Emergency Generator Maintenance ar	nd Repairs	Contract Administration
MPA-550 - The Division of Purchases issued RFP# 75 September 11th, 2018. Purchase orders are issued to	96690 for Emergency Generator Maintenance and Repair Services on three vendors.	Administrator: Max Righter Administrator Email: Max Righter@purchasing.ri.go. Organization:State of Rhode Island
Vendor	© Contract Pricing	Contract Period
Multiple Vendors Available	Agreement Type://Master Contract Type: Purchase Agreement from RIFANS Pricing Type: No Limit	Issue Date: Jan 1, 2019 Award Date: Jan 1, 2019 Effective Date: Jan 1, 2019

#6 See Attachments

Attachments include:

Solicitation, MPA User Guide,

Vendor Contracts, MBE detail

& informational MPA updates.

Master Price Agreement Legacy Solicitation Information.pdf MPA 229 User Guide.pdf 3415768 - NH Boston LLC 06-30-2019.pdf 3363007 - Lisa Pagano 06-30-2019.pdf Lisa Pagano Master Price Agreement MBE Information.pdf

#7 Filter by "Issued" Status

These are MPAs that will replace expiring MPAs





How to Search for a Contract in OSP

This guide will provide instructions on how to easily access and view contracts on the Ocean State Procures™ Contract Board.

Contract Board Overview

The Ocean State Procures™ (OSP) Contract Board is the State of Rhode Island's new centralized repository for contracts issued by the Division of Purchases. Users will experience enhanced search and filter capabilities for optimal retrieval of requested contract data.

The Contract Board currently contains Master Price Agreements, agency contracts will be included on a rolling basis throughout 2019.

MPA Contracts

The OSP Contract Board is the official repository for Master Price Agreements "MPA" Contracts.

New Terminology Coming in OSP RIFANS

OSP

Contract Administrator Buyer

Contract

Purchase Agreement (Blanket or Contract)

Catalog Blanket Line Items

Standard Purchase Order Purchase Order



Links to the **OSP Contract Board.** Quick Start Video and Search Instructions

are available on the homepage of the Division of Purchases website under the Contract Board icon.

Conducting a Search on the Contract Board

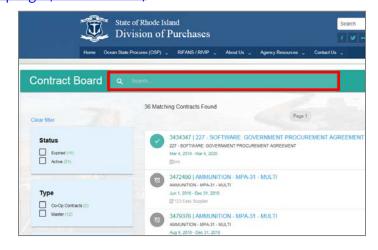
The OSP Contract Board is available at: https://www.ridop.ri.gov/contract-board/

Multiple types of information can be entered in the Contract Board Search field including:

- MPA Number
- Vendor Name
- **UNSPSC Commodity Code OR Partial Commodity**
- Keywords (Batteries, Cleaning, Temps, etc.)

Contracts matching your search criteria will populate.

Note: The State of Rhode Island uses Version 17 of the UNSPSC commodity code set. The code set can be found on the Division of Purchases website at: https://ridop.ri.gov/documents/UNSPSC-english-v17-1001.pdf



Contracts Board Icons

The icon to the left of each contract provides information about that contract as shown below:



Contract Expires Soon

Scheduled Amendment to Contract

Piggyback Contract

Co-op Contract Co-op



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Filtering Search Results

Filters are available to narrow your search for a contract on the Contract Board including the **Status**, **Type**, **Organizations**, and **Commodities**.

Once a filter is used, you may choose another filter to narrow your search even further.

You can also search within the filters by **bid number**, **commodity code**, **commodity name**, or **title of solicitation**.

Click the *Clear filter* link to clear the search filters and begin a new search.

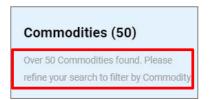
Note: <u>Master Price Agreements</u> will always be listed under State of Rhode Island as the organization.

Contract Board 36 Matching Contracts Found 00056 | HAZARDOUS WASTE AND PETROLEU Status The State of Rhode Island Division of Purchases in conjunct Expired (15) cleanup services including but not limited to emergencies and Active (20) petroleum products or other materials causing a threat to the Issued (1) Feb 1, 2019 - Feb 28, 2019 **♥**≡CISCO SYSTEMS INC 3486439 | ICE MELT PRODUCTS MPA-360 provides agencies with adequate distribution and s to accommodate various ground surface type needs. This co Co-Op Contracts (2) minimum product specifications. Six of the seven lines items Master (12) Oct 1, 2016 - Sep 30, 2018 P123 Easy Supplier 3486446 | ICE MELT PRODUCTS Organizations (2) More detail Oct 1, 2016 - Sep 30, 2018 State of Rhode Island (35) Dept of Transportation (1) 3590526 LINDUSTRIAL FOUIPMENT MPA-348 PROVIDES COMMERCIAL EQUIPMENT AND SUPPLIE PAINT, PLUMBING SUPPLIES, SAFETY EQUIPMENT Commodities (50) Oct 1, 2018 - Jun 30, 2019 ₩.W. Grainge CPA1900063 | INDUSTRIAL EQUIPMENT

Filter Commodities (50 or more)

If the number of UNSPSC commodity categories associated with the contracts listed (based on your search criteria and/or filters) is fifty (50) or more, a message will be displayed in the 'Commodities' filter box.

You must refine your search criteria and/or filter if you want to be able to further filter based on commodity code(s).



Filter Commodities (less than 50)

If the number of UNSPSC commodity categories associated with the contracts listed (based on the search criteria and/or filters) is less than fifty (50), the 'Commodities' filter box displays all of the commodity categories associated with the contracts listed.

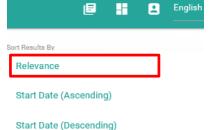
You may further filter your contract results by checking one or more boxes next to the commodity categories shown.

Co	mmodities (5)
M	Defense and Law Enforcement and
	Security and Safety Equipment and
	Supplies (3)
	Public safety and control (3)
	Traffic control (3)

Sorting Results

Use the 'Sort Results By' drop down feature to sort by Relevance, Ascending or Descending: Start Date, Expiration Date, Vendor Name, or Contract Title.





Understanding Contract Numbers

All **master contracts** (qualified vendor lists) will be designated by an MPA number in the title.

MPA-43 AUTO PARTS AND BATTERIES

Multiple Vendors Available

All **non-master contracts** (individual awards) will display the individual award number for each associated vendor for the Master Price Agreement.

3593204 ANTIFREEZE



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Understanding Contracts

OSP Contract types are displayed as either "Purchase Agreement from RIFANs" or "MASTER".

- "Master" contracts are designated for contracts that have a qualified list of vendors and require mini bids or 3 quotes to obtain pricing.
- "Purchase Agreement from RIFANs" is the Blanket Purchase Agreement with line items from RIFANs.

All RIFANs purchase agreements documents will be located in the attachment section. Agencies will continue to use the RIFANs store to make releases from blanket and contract purchase agreements until further notice.

Contract Summary

Once you find the contract you would like to view, click on the **Contract Number** or **Contract Title** hyperlink to open the Contract Summary page.

From the Summary page you can see the following contract information:

- Contract period
- Contract Administrator (Buyer)
- Catalog items (if applicable)
- Commodity code information
- Authorized Organizations who are able to use the contract
- Distributors
- Attachments

Note: Contracts designated as **MASTER** will not have catalog items. Catalogs will be coming soon.

Need Help?

For questions relating to the State of Rhode Island contracts, please contact the designated Contract Administrator (Buyer) listed at the top of the Contract Summary Page.

View the Quick Start Video at: https://www.ridop.ri.gov/videos/ contract-board-search-quickstart.php

