

*This document is intended to provide Rhode Island State agencies with a guide to determine what type of procurement to pursue. For procurement-related questions, please contact the Division of Purchases at (401) 574-8100. The [Procurement Campus](#) on the Division of Purchases website provides procurement courses and resources that are arranged in curriculum by procurement roles. PROC 301 includes the materials that you may find helpful during the procurement process. Note that if you know the name of the documents you are looking for you can get them quickly at the [Agency Procurement Library](#), where materials are maintained in alphabetic order.*

Procurement Type	Description & When to Use	How to Get Started
<b>Master Price Agreement (MPA)</b>	<p>A <b>Master Price Agreement (MPA)</b> provides agencies with a list of qualified vendors for goods or services for which there is a shared need. They are solicited as <b>Requests for Proposals (RFPs)</b> or <b>Requests for Quotes (RFQs)</b>. See below for more information on RFQs and RFPs. There are approximately 300 unique MPAs in the State portfolio (e.g., road salt, office supplies, small appliance repairs, energy efficiency services).</p> <p>When there is an existing MPA for the good or service you need, you should buy from the <b>existing MPA</b>.</p> <p>If there is no existing MPA but it's likely that other agencies/entities share a need for this good or service, request the <b>creation of a new MPA</b>. If the need is not shared and instead is specific to your agency, pursue an <b>RFQ</b> or <b>RFP</b> instead (see below).</p> <p>An MPA may also be structured as an <b>Open Enrollment</b> (see below).</p>	<ul style="list-style-type: none"> <li>• Search for existing MPAs on the Division of Purchases' online <a href="#">Contract Board</a>.</li> <li>• To buy from an existing MPA, consult the MPA User Guide, which can be found on the dedicated MPA Contract Board page. The User Guide provides information such as contract summary and terms, purchase order processing instructions, vendor work order limits, delivery instructions, etc.</li> <li>• To request the creation of a new MPA, contact the Division of Purchases.</li> <li>• For more information, see the MPA FAQ document at the <a href="#">Agency Procurement Library</a>.</li> </ul>

<p><b>Request for Proposals (RFP)</b></p>	<p>A Request for Proposals (RFP) is a solicitation for goods or services that is evaluated based on technical capabilities/capacity and cost. An RFP should be used when it is appropriate to evaluate proposals on technical factors such as work plan, method, expertise, etc., in addition to cost. An <b>MPA</b> may be recommended if the need for this good or services is shared by other agencies (see above for more information).</p>	<ul style="list-style-type: none"> <li>• Access the RFP Checklist and RFP Timeline, both available on the Agency Procurement Library, to plan out the RFP process.</li> <li>• Begin with an assessment of the needs related to this procurement.</li> <li>• For more guidance, complete the Needs Assessment Worksheet that may be downloaded from the Agency Procurement Library.</li> </ul>
<p><b>Request for Quotes (RFQ)</b></p>	<p>A <b>Request for Quotes</b> (RFQ) is a solicitation for goods or services. An RFQ should be used when it is appropriate to evaluate and issue awards on the basis of cost alone (this is often the case for commodities or like goods).</p>	<ul style="list-style-type: none"> <li>• Identify the specifications for the good or service you wish to buy; enter those specifications into an RFQ template (available on the Agency Procurement Library), and submit a requisition in RIFANS to facilitate posting the RFQ.</li> </ul>
<p><b>Open Enrollment (OE)</b></p>	<p>An <b>open enrollment</b> (OE) is an option for goods and services which are solicited via <b>RFP</b> and <b>RFQ</b> and established as an <b>MPA</b>. OEs allow for multiple bid openings that occur over a determined span of time. OEs have replaced the former use of Continuous Recruitments.</p> <p>An open enrollment is utilized to bring on additional vendors during the term of the MPA or the MPA is structured as a prequalified list of vendors from which agencies may solicit quotes.</p>	<ul style="list-style-type: none"> <li>• Contact the Division of Purchases to request the creation of an open enrollment and discuss related processes.</li> </ul>
<p><b>Small Purchases Delegated Authority</b></p>	<p>Purchases under a specific threshold may undergo an abbreviated competitive procurement process. This type of delegated authority applies to goods and services between \$500 and \$10,000, or between \$500 and \$25,000 for construction services.</p>	<ul style="list-style-type: none"> <li>• Obtain a minimum of three written vendor quotes.</li> <li>• Use the Small Purchases Authorization Form, which can be found at the Agency Procurement Library.</li> <li>• Attach this form to the requisition.</li> <li>• See the Using Small Purchases Delegated Authority Guidance at the Agency Procurement Library.</li> </ul>

<b>Architectural, Engineering, or Consultant Services</b>	Purchase of architectural, engineering, or consultant services under \$20,000.	<ul style="list-style-type: none"> <li>• Complete the Architectural, Engineering, or Consultant Services Form, at the Agency Procurement Library.</li> <li>• Attach completed form and backup documentation to requisition in RIFANS.</li> </ul>
<b>Purchases Under \$500</b>	Purchases of goods or services under \$500 are exempt from competitive procurement.	<ul style="list-style-type: none"> <li>• Proceed with a vendor of your choosing.</li> <li>• The Division of Purchases recommends contacting a certified MBE/WBE or a local vendor, if available, and using a p-card for purchases under \$500.</li> </ul>
<b>Sole Source</b>	A Sole Source purchase may be used when there is only one entity capable of or authorized to provide the goods or services.	<ul style="list-style-type: none"> <li>• Complete the Sole Source Justification Form, found at the Agency Procurement Library, and attach to the requisition when entered in RIFANS.</li> </ul>
<b>Single Source</b>	A Single Source purchase may be used when other entities <i>are</i> capable of or authorized to provide the goods and services, but there is only one practical available vendor that can meet the agency's needs.	<ul style="list-style-type: none"> <li>• Complete the Single Source Justification Form, at the Agency Procurement Library, and attach to the requisition when entered in RIFANS (with other, relevant backup documentation).</li> </ul>
<b>Proprietary Source</b>	A Proprietary Source purchase may be used when the desired good or service must be restricted to one manufacturer or brand. Note that this will still be a competitive procurement for vendors to provide the goods made by a particular manufacturer, unlike a sole and single source.	<ul style="list-style-type: none"> <li>• Complete the Proprietary Source Justification Form, which can be found at the Agency Procurement Library, and attach to the requisition when entered in RIFANS (with other, relevant backup documentation).</li> </ul>
<b>Emergency</b>	An Emergency purchase may be made when there exists a threat to public health, welfare, or safety.	<ul style="list-style-type: none"> <li>• Submit an email request documenting the basis for the emergency and for the selection of the vendor by email to the Purchasing Agent and the Deputy Purchasing Agents.</li> <li>• Expect approval from the Division of Purchases within the same business day (usually sooner).</li> <li>• If approved, attach the email approval to the requisition with all related documentation.</li> </ul>
<b>Delegated Authority</b>	Delegated authority may be granted upon application by the agency from the Chief Purchasing Officer; permits the agency to conduct procurement	<ul style="list-style-type: none"> <li>• If your agency has program-specific delegated authority, your agency is responsible for soliciting any goods or services related to that program. The</li> </ul>

	<p>process independently for specifically authorized programs and/or funding sources.</p>	<p>Division of Purchases will not be involved in the solicitation process. Please note that your agency is responsible for compliance with State purchasing rules and regulations.</p> <ul style="list-style-type: none"><li>• To request program-specific delegated authority, an application must be submitted to the Chief Purchasing Officer (Director of Administration) that includes the background and reason for the request and which individual at your agency will be responsible for managing the program.</li><li>• If you are unsure whether your agency has delegated authority for a specific program, contact the Division of Purchases at (401) 574-8100.</li></ul>
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## Grants

Current guidelines for disbursement of funds awarded by the State or federal government appear below; review the Grants Management Office at <https://controller.admin.ri.gov/grants-management> as an initial step to determine whether the grant must be facilitated through the Grants Management System (GMS).

<p><b>Grants that include any federal funds</b></p>	<p>For awards that include any amount of federal funding, the process for disbursing funds depends on whether the entity receiving the funds is a contractors or sub-recipient.</p> <p>Use the Sub-Recipient/Contractor Determination Tool available on RI GMO <a href="https://controller.admin.ri.gov/grants-management">webpage https://controller.admin.ri.gov/grants-management</a> to decide which relationship is most appropriate.</p>	<ul style="list-style-type: none"> <li>• Make a formal determination as to whether the entity receiving the awarded funds will be acting in a sub-recipient role or contractor role <a href="https://controller.admin.ri.gov/grants-management">https://controller.admin.ri.gov/grants-management</a>.</li> <li>• <b>For contracts:</b> If the determination indicates that the relationship is that of a contractor, i.e., one who delivers goods and services for consumption by the state agency, follow state procurement regulations working through the Division of Purchases. Start at the beginning of this document to determine the appropriate solicitation vehicle for your need.</li> <li>• <b>For sub-awards:</b> If the determination indicates that the relationship is that of a sub-recipient, the sub-award issuance process will be managed through the grants management system (GMS) when the system is fully implemented.             <ul style="list-style-type: none"> <li>○ Until an agency is rolled onto the GMS, current processes are to be followed. Current process varies by agency and program, but generally unless your agency or program has delegated authority (see “Delegated Authority” above), the disbursement of funds will follow state procurement regulations and go through the Division of Purchases. In the latter case, start at the beginning of this document to determine the appropriate solicitation vehicle for your need.</li> <li>○ The Notice of Grant Award (“NOGA”) or Notice of Funding Award (“NOFA”) associated with your federal award may include terms and conditions that govern sub-awards. For assistance, contact the RI Grants Management Office at 401-574-8430.</li> </ul> </li> </ul>
<p><b>Grants that are 100% State funded</b></p>	<p>Agencies may award State funds for specific programs or purposes.</p>	<ul style="list-style-type: none"> <li>• Agencies should follow current procedure. Current process varies by agency and program, but generally unless your agency or program has delegated authority (see “Delegated Authority” above), the disbursement of funds will follow state procurement regulations and go through the Division of Purchases.</li> </ul>

		<p>In the latter case, start at the beginning of this document to determine the appropriate solicitation vehicle for your need.</p> <ul style="list-style-type: none"> <li>• In the future, fully State-funded awards may be incorporated into the Grants Management System (GMS).</li> </ul>
<p><b>State-Designated/ Legislative Grants</b></p>	<p>Designated/Legislative Grants are appropriated by the RI General Assembly for specific entities.</p>	<ul style="list-style-type: none"> <li>• RI State agencies receiving designated grants are notified once the budget passes. Agencies receive information from the Grants Management Office on the process for executing Designated Grant Agreements with recipient entities.</li> <li>• Recipient entities of grants under \$10,000 are to be paid in a single lump sum payment after the grant agreement is fully executed, a purchase order is issued, and an invoice is received.</li> <li>• For designated grants equal to or greater than \$10,000, reimbursement is the strongly preferred method for making payments. Recipient entities request reimbursement corresponding to the submitted project plan. The State agency reviews these requests against the approved grant budget, grant expenditures to-date, supporting documentation, and latest grant progress report before approving payment.</li> <li>• Recipient entities are required to submit mid-year and final reports. Recipient entities will not be eligible to submit for a new Designated/Legislative Grant if the final report from the prior grant period has not been submitted.</li> </ul>