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1. What is a Master Price Agreement, or MPA?

- **MPA is the acronym for Master Price Agreement.** MPAs cover requirements for universal need for goods or services for a specified contract period on a state-wide basis. They are solicited as Requests for Proposals or Requests for Quotes and may have cap limits for pricing and cap limits for project cost. MPAs provide agencies with access to qualified vendors, expedited process, and opportunity for mini-bid. State and Quasi-Public Agencies order their requirements for these items individually, as the need arises. There are approximately 200 MPAs in the portfolio, they are diverse in the goods and services provided; for example, road salt, office supplies, milk, small appliance repairs, automotive parts and batteries, energy efficiency services and stenographic services are all contracted as MPAs.

2. What is a Continuous Recruitment or CR?

- **CR is the acronym for Continuous Recruitment.** MPAs may also be a Continuous Recruitment, which is an ongoing solicitation that allows vendor entry to a prequalified list for a greater length of time (exceeds the RFP/RFQ 28-day timeline).

3. Who can use MPAs?

- **In addition to State agencies, state law permits “state-wide applicability” allowing political subdivisions (cities, towns, schools, quasi-public agencies) to participate in MPAs.** For political subdivisions, all ordering and billing shall be between the vendor and the political subdivision only.

4. How can I see the MPAs?

- **MPA Awards can be found on the Division of Purchases “Master Price Agreements” area of the website.** The hyperlink to the MPA search page is: [Click here to visit](#)
For those who are not familiar with the MPA portfolio we suggest a visit in 2-clicks. First click on the link above

and second, click on the “search” button at the bottom of the page when the website opens. The MPA Awards page will open and the comprehensive MPA portfolio will be sorted by alphabetic description. You may click on any of the column headings to sort by the heading. Click on the MPA number located beneath the MPA Number heading to view the specific MPA awards page that lists the vendor purchase order awards and the associated MPA User Guide with links to each. [As an example, click here to view the awards listing for MPA 494 – Architectural and Engineering Services.](#)

5. What is an MPA User Guide?

- **The majority of MPAs have an associated User Guide that is specific to it.** The User Guide provides information users should know about the MPA. General information may include contract summary, contract terms, renewal options and statewide applicability. Agency requirements provide agency instruction, quote and cap requirements and purchase order processing instruction. Vendor requirements may include work order limits, delivery instructions, insurance requirements, prevailing wage requirements, and unique contract elements. Vendor purchase order and buyer contact information is reported. The User Guides are posted on the specific MPA award page, a click on the words “User Guide” will open the User Guide page. [As an example, click here to view the User Guide for MPA 494 – Architectural and Engineering Services.](#)

6. Do MPAs have expiration dates and renewal options?

- **MPAs do have associated expiration dates and may also have renewal options available at the sole option of the State.** For example, an MPA may have a two-year contract period that commences and expires on specified dates and the contract may also provide for two one-year renewal options. In this example if the State exercised the two available one-year renewal options, the contract would be in effect for a four-year period.

7. Does the Division of Purchases solicit all MPAs?

- **While the majority of MPAs are solicitation opportunities put out to bid by Purchases, the MPA may be a cooperative participation agreement issued by a cooperative purchasing organization that allows authorized governmental entities in any state to participate in an award solicited by the partnering organization, for example, NASPO, NJPA, and US Communities.** [As an example, click here to view the User Guide for MPA 517 – NASPO Value Point Data Communications Products & Services Agreement.](#)

8. How Do Vendors know when they can bid on an MPA?

- **The MPA goes through the same solicitation process as all Purchases solicitations, it is posted in the “Active” Status on the Purchases “Solicitation Opportunities” Section of the Website** www.purchasing.ri.gov/bidding/BidSearch.aspx. The Bid may be posted as a Request for Proposal - acronym “RFP” or as a Request for Quotation - acronym “RFQ”.

9. Can an MPA have multiple vendor awards?

- **Awards may be made to multiple vendors for an MPA.** The awards are made to bidding vendors that RI Purchases deems to be the successful bidder(s).

10. Why do I have to get MPA vendor quotes when Purchases already held a solicitation?

- **The MPA solicitation qualifies the vendors and sets the highest pricing that the vendors may charge.** The quote process provides vendor fairness for opportunity to do business with the state, the vendor may quote pricing that is lower than the vendor's MPA Award, and the quote process is the agency's opportunity to provide the necessary specifications to ensure vendors may meet the agency's needs, to ensure that the cost is aligned with the agency's budget, and to determine if the specification is within the allowable MPA thresholds.

11. What are the MPA dollar thresholds to have to obtain multiple bids?

- **The respective MPA User Guide provides instruction on thresholds and how many quotes agencies should obtain.**

12. Do MPAs have thresholds, and, what does an agency do if the MPA quotes exceed the threshold?

- **The respective MPA User Guide provides instruction on thresholds.** The agency may need to go to solicitation for the specific need, or, in some circumstances the MPA may allow the agency to obtain prior written approval from the Purchasing Agent to exceed the threshold when the difference is not substantial.

13. Where do I start the process for creating an MPA, and, what aspects of posting a new MPA does the Procurement Office handle?

- **Agencies should reach out to Purchases if they consider the need to create a new MPA.** Agencies may be invited to participate in the specification origination and/or evaluation process. The Purchases Organization Chart (available on the ARC) categorizes the procurements under the direction of each of the Interdepartmental Program Managers "IPM". The respective IPM is responsible for the MPA procurement process, as the entire solicitation process is the responsibility of Purchases.

14. Is there opportunity to discuss agency MPA needs with Purchases?

- **Agency input is extremely important in solicitation preparation.** Purchases highly encourages agency collaboration on MPAs, and for conceptual MPAs. Agency feedback drives enhanced bid specifications and best outcomes for MPA usage by agencies.

15. How and when should the Agency utilize the MPA list?

- **The MPA portfolio is the agency's first step in seeking their procurement solution.** If the MPA portfolio does not meet the agency's needs they may procure under the small delegated authority process (refer to the Business Processes available in the ARC), or they may need to go to solicitation.