

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 your Interdepartmental Project Manager at the Division of Purchases or call the Division of Purchases main number: (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 they are catalogued in alphabetic order.

Procurement Type	Description & When to Use	How to Get Started
<p>Master Price Agreement (MPA)</p>	<p>A Master Price Agreement (MPA) provides agencies with a list of qualified vendors for goods or services for which there is a shared need. They are solicited as Requests for Proposals (RFPs) or Requests for Quotes (RFQs). See below for more information on RFQs and RFPs. There are approximately 200 MPAs in the state portfolio; examples include road salt, office supplies, small appliance repairs, energy efficiency services, etc.</p> <p>When there is an existing MPA for the good or service you need, you should buy from the existing MPA.</p> <p>If there is no existing MPA but it's likely that other departments share a need for this good or service, request the creation of a new MPA. If the need is not shared and instead is specific to your department, pursue an RFQ or RFP instead (see below).</p> <p>An MPA may also be a Continuous Recruitment (see below).</p>	<ul style="list-style-type: none"> • Search for existing MPAs on the Division of Purchases online Contract Board. • To buy from an existing MPA, consult the MPA user guide, which can be found on the website. The user guide provides information such as contract summary and terms, purchase order processing instructions, vendor work order limits, delivery instructions, etc. • To request the creation of a new MPA, contact the appropriate Interdepartmental Project Manager (IPM) at the Division of Purchases. • For more information, see the MPA FAQ document at the Agency Procurement Library.

<p>Request for Proposals (RFP)</p>	<p>A Request for Proposals (RFP) is a solicitation for goods or services. 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.</p> <p>An RFP may be used to solicit an MPA if the need for this good or services is shared by other agencies or departments. (See above for more information.)</p>	<ul style="list-style-type: none"> • Access the RFP Checklist and RFP Timeline, both available on the ARC, to plan out the RFP process. • Begin with an assessment of the needs related to this procurement. For more guidance, complete the Needs Assessment Worksheet on the ARC.
<p>Request for Quotes (RFQ)</p>	<p>A Request for Quotes (RFQ) is a solicitation for goods or services. An RFQ should be used when it is appropriate to evaluate proposals on cost alone; this is often the case for commodities or like goods.</p> <p>An RFQ may be used to solicit an MPA if the need for this good or services is shared by other agencies or departments. (See above for more information.)</p>	<ul style="list-style-type: none"> • Identify the specifications for the good or service you wish to buy and enter them into the requisition.
<p>Continuous Recruitment</p>	<p>A continuous recruitment is an option for goods and services which are solicited via RFP and RFQ, including for MPAs.</p> <p>Use a continuous recruitment when you need the opportunity to bring on additional vendors during the term of the contract or would like a prequalified list of vendors from which to solicit quotes.</p>	<ul style="list-style-type: none"> • Contact the IPM associated with your purchase to request the creation of a continuous recruitment. If you are unsure who the appropriate IPM is, call the Division of Purchases at (401) 574-8100.
<p>Small Purchases Delegated Authority</p>	<p>Purchases that are relatively “small” may undergo an abbreviated competitive procurement process. This type of delegated authority applies to goods and services between \$500 and \$5,000, or between \$500 and \$10,000 for construction services.</p>	<ul style="list-style-type: none"> • Obtain at least three written quotes. • Use the Small Purchases Authorization Form, which can be found at the Agency Procurement Library. • Attach this form to the requisition. • See the Using Small Purchases Delegated Authority Guidance at the Agency Procurement Library.
<p>Architectural, Engineering, or Consultant Services</p>	<p>Purchases of architectural, engineering, or consultant services under \$20,000.</p>	<ul style="list-style-type: none"> • Complete the Architectural, Engineering, or Consultant Services Form, at the Agency Procurement Library.

		<ul style="list-style-type: none"> Consult the documentation on Small Purchases Delegated Authority, available on the ARC, for more detail on this type of procurement.
Purchases under \$500	Purchases of goods or services under \$500 are exempt from competitive procurement.	<ul style="list-style-type: none"> Proceed with a vendor of your choosing. 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.
Sole Source	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"> Complete the Sole Source Justification Form, found at the Agency Procurement Library, and attach to the requisition.
Single Source	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"> Complete the Single Source Justification Form, at the Agency Procurement Library, and attach to the requisition.
Proprietary Source	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"> Complete the Proprietary Source Justification Form, which can be found at the Agency Procurement Library, and attach to the requisition.
Emergency	An Emergency purchase may be made when there exists a threat to public health, welfare, or safety.	<ul style="list-style-type: none"> Submit a written determination of the basis for the emergency and for the selection of the vendor by email to the Purchasing Agent and the Deputy Purchasing Agent. Expect approval from the Division of Purchases within a few hours. If approved, attach the email approval to the requisition.
Delegated Authority	When your agency has program-specific delegated authority. Delegated authority may be given when it has been formally determined by the Chief Procurement Officer that your agency is best equipped to manage a specific program.	<ul style="list-style-type: none"> If your agency has program-specific delegated authority, your agency is responsible for soliciting any goods or services related to that program. The Division of Purchases will not be involved in the solicitation process. Please note that your agency is

		<p>responsible for compliance with state purchasing rules and regulations.</p> <ul style="list-style-type: none">• To request program-specific delegated authority, a justification 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.• If you are unsure whether your agency has delegated authority for a specific program, contact the Division of Purchases at (401) 574-8100.
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Grants

Current guidelines for the disbursement of funds awarded by the state or federal government appear below. Questions around grants should be directed to the Grants Management Office at 401+574-8430.

<p>Grants that include any federal funds</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 contractor or sub-recipient.</p> <p>Use the Sub-Recipient/Contractor Determination Tool available on RI OMB's webpage https://omb.ri.gov/ to decide which relationship is most appropriate.</p>	<ul style="list-style-type: none"> • Make a formal determination as to whether the entity receiving the awarded funds will be acting in a sub-recipient role or contractor role using GMO Form 16-01 at http://www.omb.ri.gov/grants/resources/forms.php. • For contracts: 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. • For sub-awards: 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"> ○ 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. ○ 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.
<p>Grants that are 100% state funded</p>	<p>Agencies may award state funds for specific programs or purposes.</p>	<ul style="list-style-type: none"> • 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.

		<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"> • In the future, fully state-funded awards may be incorporated into the Grants Management System (GMS).
<p>State Designated Grants</p>	<p>Designated Grants are appropriated by the RI General Assembly for specific entities.</p>	<ul style="list-style-type: none"> • 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. • 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. • 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. • Recipient entities are required to submit mid-year and final reports. Recipient entities will not be eligible to submit for a new Designated Grant if the final report from the prior grant period has not been submitted.