



Division of Purchases

One Capitol Hill | Providence, RI 02908 | (401) 574-8100
Nancy R. McIntyre, State Purchasing Agent

MPA CONTRACT USER GUIDE

MPA TITLE: OE PK-12 School Redesign and Strategic Support Services

MPA #: 589

MPA RENEWAL OPTION(S): Three (3) - Twelve (12) month periods

SECTION 1. CONTRACT USE:

Who can use this? This is a Master Price Agreement and, as such, has Statewide Applicability. Political Subdivisions (municipalities, institutions for higher education, municipal/state schools, quasi-public agencies), as authorized by law, may participate in this Agreement. For any projects with a political subdivision, all ordering and billing shall be between the vendor and the political subdivision.

Open Enrollment? Yes

Emergency Use? No

SECTION 2. INSTRUCTIONS FOR USE BY STATE AGENCIES:

Pricing shall be acquired by agencies by developing a scope of work per project and submitting to the qualified vendor list provided on the Contract Board.

A. QUOTES REQUIRED? YES

The state agency shall develop a scope of work/list of items for their specific project and obtain a minimum of three (3) quotes from this MPA's vendor list for a lump sum fixed-fee. At least one (1) of the three (3) quotes must be with an MBE approved vendor (if one is available on the MPA). When obtaining three quotes, if a state agency does not wish to select the vendor offering the lowest quote, the Agency must provide justification to the Division of Purchases before issuing a tentative selection letter.

C. PROCESSING QUOTE WITH RECOMMENDED VENDOR:

The state agency will send a tentative selection letter to the recommended vendor in which the following information is requested:

- i. An agreement outlining the scope and special terms & conditions covering the work, executed by both the Agency's authorized agent and the vendor's authorized agent.
- ii. An MBE Utilization Plan/Determination shall be required to submit to the Office of Diversity, Equity and Opportunity (ODEO) for approval. A formal determination letter shall be issued by ODEO.

D. EMERGENCY PREPAREDNESS AND RESPONSE INSTRUCTIONS AND CONTACTS:



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E. MPA SPECIFIC INFORMATION:

No work is to commence until these items are completed and a Purchase Order is issued.