

## **2.17 Master Price Agreements**

The State Division of Purchases has established Master Price Agreements for broad state-wide requirements of certain commodities and services. These agreements are useful when the specific quantity and/or timing of need cannot be predicted with accuracy. The net effect of these agreements has been a reduction in the number of blanket orders processed by the University.

It should be emphasized that these are agreement awards and not purchase orders. In other words, goods and services cannot be provided until such time as a duly authorized release document is issued by the University.

Duly authorized release procurement documents are defined as one of the following:

- Limited Value Purchase Order (Form LVPO)
- Purchase Order – A copy of the P.O. is forwarded to requisitioning department after processing by the University Purchasing Department

The Purchasing Department will issue the appropriate procurement document upon receipt of a College Requisition indicating specific departmental requirements. Departments are authorized to issue Limited Value Purchase Order for purchases of \$5,000 or less.

These agreements may be made to a single vendor, or can include multiple vendors. Where these agreements are in effect, the University is obligated to employ them for its procurement requirements, or show good cause why they should be exempted, e.g.:

Emergency purchase - MPA vendor could not supply goods or services within the necessary time frame to satisfy the emergency requirement.

Master Price Agreements can be viewed and printed from the R.I. Division of Purchases home page located at <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>.