

Our Tips for reviewing the Master Price Agreements and the State Contract Board

Overview:

First, we feel it is important that you understand how the Master Price Agreements (MPAs) are structured.

Typically, the State makes a determination that there are goods or services that can used by multiple departments or agencies throughout the state. In some cases their use serves everyone, such as Office Supplies, while in other cases, the MPA may only be suited to a few users, such as Paving. Once the determination is made, the State assigns a unique <u>MPA</u> <u>Number</u> to which is perpetual, at least until it is determined the MPA may no longer be relevant. In the earlier example, Office Supplies number is MPA-105. These MPAs are now being maintained on the State's new OSP Contract Board.

Once the need for an MPA is determined, the State Division of Purchases will then solicit a bid for the commodity or services, or they may elect to take part in a multi-state co-operative agreement. Award of the MPA for goods or services may be to either a single or multiple suppliers. Each supplier is then given a unique **Contract Number**. Therefore when you are looking at the Contract Board, you may find things listed as both the MPA# and the individual Contract#.

Most MPAs also now include a <u>User Guide</u> to tell you how to use that particular MPA. The User Guide is found as an attachment at the bottom of the screen after you have opened an MPA or an individual Contract.

Reviewing the User Guide:

- In some cases, specific items are awarded to specific vendors so you need to determine which vendor provides the specific good or service for your needs.
- In some cases, quotes between the multiple vendors is required; this requirement may also change based on the \$ amount.
- In other cases, you may select the most appropriate vendor for your needs.
- Most MPAs have a limit and exceeding that limit will require a separate competitive bid.

Continuous Recruitment:

In some cases, the State has determined that rather than bid and award an MPA for that moment in time, that the MPA should be left open to qualified applicants throughout the duration of the contract period. They deem this to be a 'Continuous Recruitment' contract which is then sometimes labeled with a CR. Vendors can be added to a CR-MPA at any time.

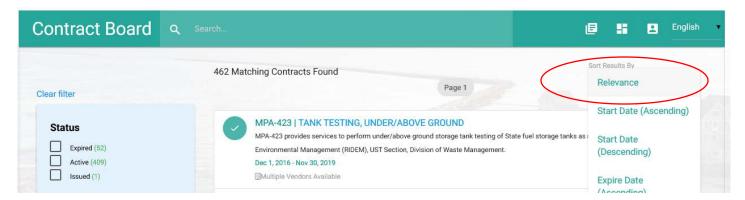
While we always recommend that you check the website each time you are looking to procure goods or services, to ensure that you have the most up-to-date information; this is particularly important when it is a continuous recruitment.

Please review the State's <u>Contract Board Search Instructions</u> and <u>Quick Start Video</u> Links for both are posted on our site. To supplement these instructions, we also have some tips to share after you have reviewed these two instructional items.

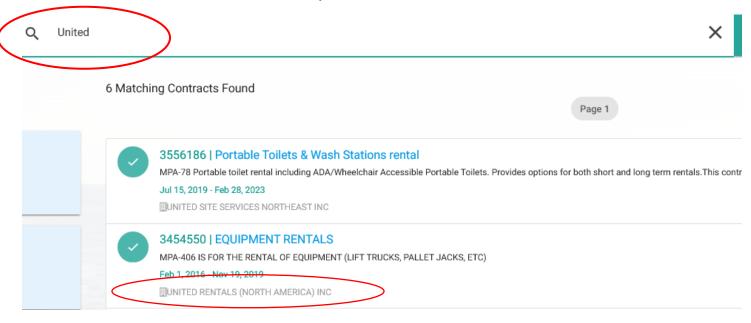
Searching for MPAs – Helpful hints

The search feature is fairly robust, so it helps to use additional filters to help narrow the results.

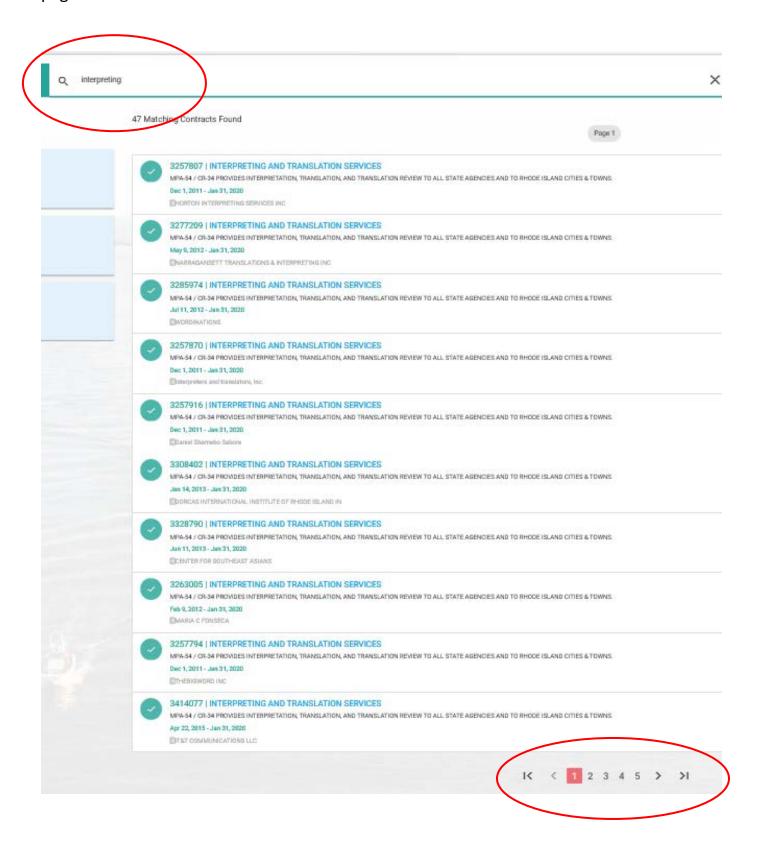
 We concur with the State and strongly recommend selecting 'Relevance' in the Sort Results by drop down menu.



If you know the name of a vendor/supplier but are not sure of the MPA or Award number, you can search by <u>Vendor Name</u>, however the results are often too broad so you will then need to check each of the results to make sure you have the correct award.

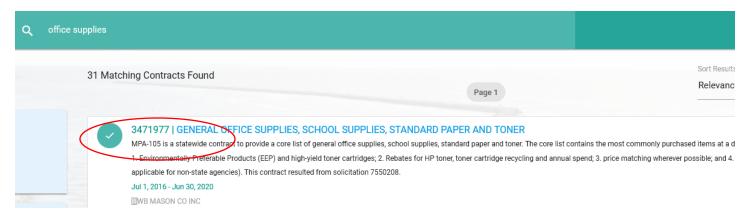


When an MPA has <u>multiple vendor awards</u>, remember that you may have to go to the next page to see further results.



Work-in-Progress:

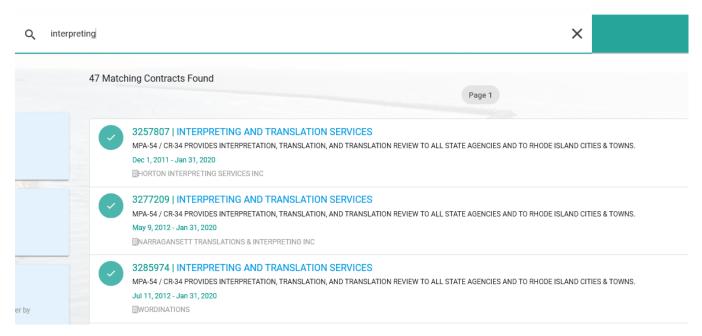
Currently, some MPAs are being posted only with the Contract Award Number and Not the MPA Number therefore please be aware that this may be case when searching. For example, the MPA for Office Supplies, #105, only displays the following relevant result when searching both by 'office supplies' or the number '105'.



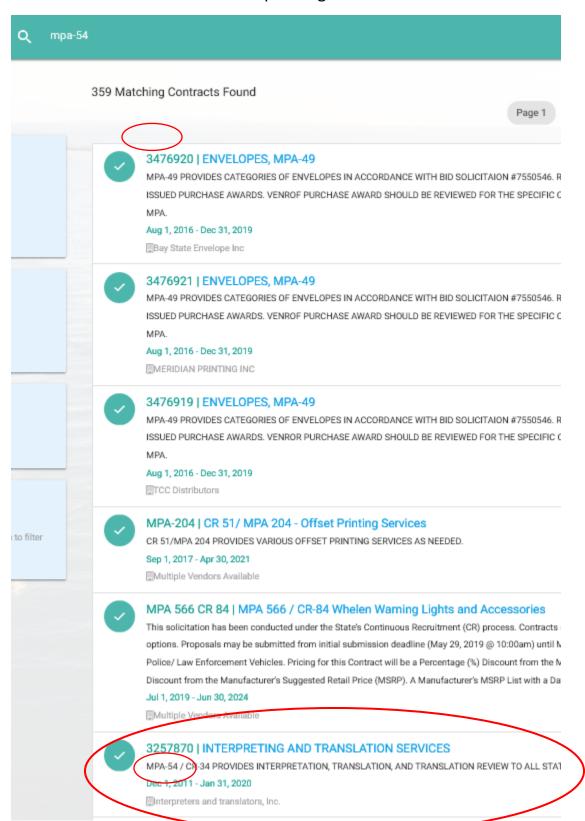
Additionally, the MPA you are searching for may not be at the top of your list of results when this occurs. For example, if you are searching for "Interpreting and Translation Services" or "MPA-54", you can get a variety of results depending how you search.

This is another case where the Overall MPA Award does not appear but the individual contracts for each vendor do.

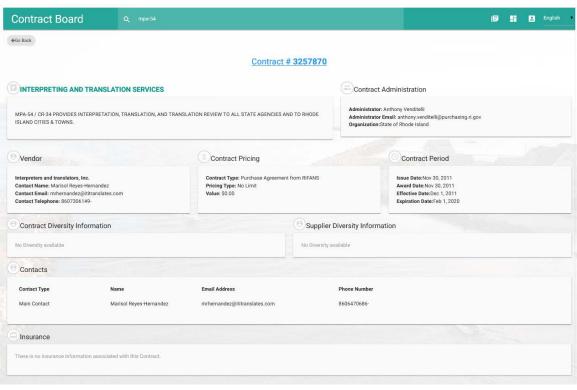
By searching "Interpreting", and Sorting by 'Relevance' we get the following results; while the MPA Number does appear in the description, you are only given the individual contract awards to open and review.

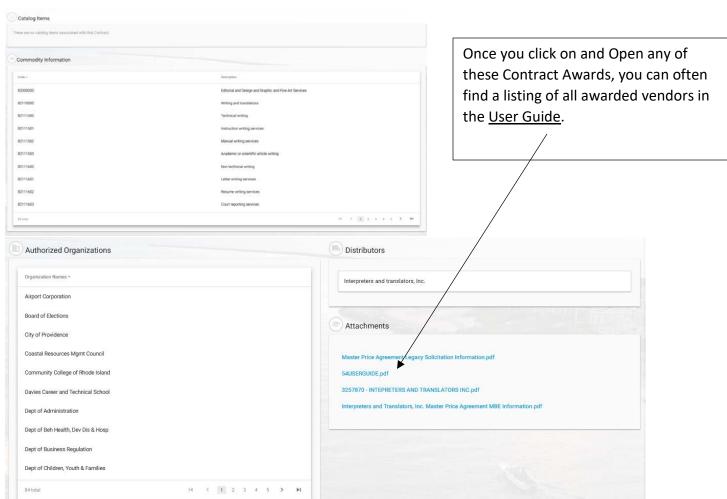


If we search "MPA-54" the corresponding result is the 6th in the list.



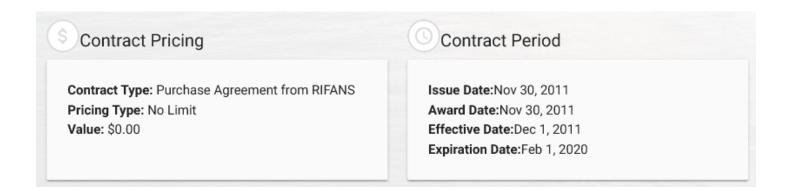
The **User Guide**:





Contract Pricing:

At this time, the Contract Pricing Feature does not appear to be being used. Please refer to the User Guide for information about each individual MPAs limits or requirements for competitive sourcing.



Contract Period:

The **Effective Date** is the Date that the MPA start is valid. The **Expiration Date** shows when it expires and will be updated if an addendum is processed to extend the MPA or Award.

MPA Listing:

Because there is no longer a way to see the <u>list of MPAs</u> 'at a glance', we are currently keeping a list of available MPAs on our website for your convenience. Please keep in mind however that this will be manually updated periodically so it is not a real-time picture of current MPAs. It is our intent to update it monthly for now as we all become accustomed to the new website.