

### III. Master Price Agreement Purchases

State Purchasing has established Master Price Agreements (MPA) for a broad assortment of commodities and services. When an MPA exists for a specific commodity or service, it **MUST** be utilized. Vendors are to be selected based on the most effective rate being offered. Vendors should not be chosen routinely without a cost analysis being performed. The goal is to obtain the lowest price possible. It should be emphasized that these are agreement awards and not purchase orders. In other words, goods and services cannot be provided until a purchase order is issued by the College. It should also be noted that bidding amongst MPA vendors is sometimes required.

The Purchasing Department will issue the appropriate procurement document upon receipt of a requisition which indicates the department's requirements. An MPA can be for a single purchase or a blanket purchase order with multiple items. Always enter the appropriate MPA number in the comment section of the requisition entry screen. If an MPA is not used where one exists, the requisition will be disapproved pending a justification.

The complete MPA listing is available on the R.I. Division of Purchases website. The link is available within the Purchasing section of the Business Office website:

<http://www.ccri.edu/businessaffairs/businessoffice/purchasing/index.html>

#### **Delegated Authority Limits**

The State has delegated purchasing authority to the Board of Governors for certain commodities. The following table outlines the commodities and the thresholds that apply for each. For these limits, CCRI's Purchasing department conducts the bid process.

<b>Limit</b>	<b>Items</b>
\$5,000	All purchases - non MPA or specified delegated authority
\$10,000	Printing
\$10,000	Maintenance Agreements/Site Licenses
\$10,000	Advertising – over the air (when not covered by MPA vendor)
Unlimited	Advertising – print media (when not covered by MPA vendor)
\$25,000	Construction
\$20,000	Architectural, Engineering and Consultant Services
Unlimited	Buses
Unlimited	Library & text books, periodicals & media subscriptions