#1 Sort by “Relevance”
Upper right area of screen

#2 Search by Key Words
Top of screen, center of green border

#3 Filter by “Active” Status
Upper left area of screen

#4 Scroll & Select
Scroll to MPA of Interest & Select by clicking on the MPA Title. The Contract Summary Page will open.

#5 See Contract Summary
Administrator, Period, Vendors/Contact Info, Commodities, & Attachments.

#6 See Attachments
Attachments include: Solicitation, MPA User Guide, Vendor Contracts, MBE detail & informational MPA updates.

#7 Filter by “Issued” Status
These are MPAs that will replace expiring MPAs
Contract Board Overview

The Ocean State Procures™ (OSP) Contract Board is the State of Rhode Island’s new centralized repository for contracts issued by the Division of Purchases. Users will experience enhanced search and filter capabilities for optimal retrieval of requested contract data.

The Contract Board currently contains Master Price Agreements, agency contracts will be included on a rolling basis throughout 2019.

MPA Contracts

The OSP Contract Board is the official repository for Master Price Agreements “MPA” Contracts.

New Terminology Coming in OSP

OSP

- Contract Administrator
- Contract

RIFANS

- Buyer
- Purchase Agreement (Blanket or Contract)
- Blanket Line Items
- Standard Purchase Order

Links to the OSP Contract Board, Quick Start Video and Search Instructions are available on the homepage of the Division of Purchases website under the Contract Board icon.

Conducting a Search on the Contract Board

The OSP Contract Board is available at: https://www.ridop.ri.gov/contract-board/

Multiple types of information can be entered in the Contract Board Search field including:

- MPA Number
- Vendor Name
- UNSPSC Commodity Code OR Partial Commodity Code
- Keywords (Batteries, Cleaning, Temps, etc.)

Contracts matching your search criteria will populate.

Note: The State of Rhode Island uses Version 17 of the UNSPSC commodity code set. The code set can be found on the Division of Purchases website at: https://ridop.ri.gov/documents/UNSPSC-english-v17-1001.pdf

Contracts Board Icons

The icon to the left of each contract provides information about that contract as shown below:

- Active Contract
- Expired Contract
- Contract Expires Soon
- Scheduled Amendment to Contract
- Piggyback Contract
- Co-op Contract
How to Search for a Contract in OSP
This guide will provide instructions on how to easily access and view contracts on the Ocean State Procures™ Contract Board.

Filtering Search Results
Filters are available to narrow your search for a contract on the Contract Board including the Status, Type, Organizations, and Commodities.

Once a filter is used, you may choose another filter to narrow your search even further.

You can also search within the filters by bid number, commodity code, commodity name, or title of solicitation.

Click the Clear filter link to clear the search filters and begin a new search.

Note: Master Price Agreements will always be listed under State of Rhode Island as the organization.

Filter Commodities (50 or more)
If the number of UNSPSC commodity categories associated with the contracts listed (based on your search criteria and/or filters) is fifty (50) or more, a message will be displayed in the ‘Commodities’ filter box.

You must refine your search criteria and/or filter if you want to be able to further filter based on commodity code(s).

Filter Commodities (less than 50)
If the number of UNSPSC commodity categories associated with the contracts listed (based on the search criteria and/or filters) is less than fifty (50), the ‘Commodities’ filter box displays all of the commodity categories associated with the contracts listed.

You may further filter your contract results by checking one or more boxes next to the commodity categories shown.

Sorting Results
Use the ‘Sort Results By’ drop down feature to sort by Relevance, Ascending or Descending: Start Date, Expiration Date, Vendor Name, or Contract Title.

TIP: Relevance is Top Pick

Understanding Contract Numbers
All master contracts (qualified vendor lists) will be designated by an MPA number in the title.

MPA-43 AUTO PARTS AND BATTERIES
Multiple Vendors Available

All non-master contracts (individual awards) will display the individual award number for each associated vendor for the Master Price Agreement.

3593204 ANTIFREEZE
DENNISON LUBRICANTS INC
Understanding Contracts

OSP Contract types are displayed as either “Purchase Agreement from RIFANs” or “MASTER”.

- “Master” contracts are designated for contracts that have a qualified list of vendors and require mini bids or 3 quotes to obtain pricing.
- “Purchase Agreement from RIFANs” is the Blanket Purchase Agreement with line items from RIFANs.

All RIFANs purchase agreements documents will be located in the attachment section. Agencies will continue to use the RIFANs store to make releases from blanket and contract purchase agreements until further notice.

Contract Summary

Once you find the contract you would like to view, click on the Contract Number or Contract Title hyperlink to open the Contract Summary page.

From the Summary page you can see the following contract information:

- Contract period
- Contract Administrator (Buyer)
- Catalog items (if applicable)
- Commodity code information
- Authorized Organizations who are able to use the contract
- Distributors
- Attachments

Note: Contracts designated as MASTER will not have catalog items. Catalogs will be coming soon.

Need Help?

For questions relating to the State of Rhode Island contracts, please contact the designated Contract Administrator (Buyer) listed at the top of the Contract Summary Page.

View the Quick Start Video at: https://www.ridop.ri.gov/videos/contract-board-search-quick-start.php