

**CALENDAR YEAR 2025**

**MPA SCHEDULE OF SUBMISSION AND EFFECTIVE DATES**

**SUBMISSION DATE**

**EFFECTIVE/VALIDITY DATE**

14 JANUARY 2025

02 FEBRUARY 2025

11 FEBRUARY 2025

02 MARCH 2025

11 MARCH 2025

06 APRIL 2025

08 APRIL 2025

04 MAY 2025

13 MAY 2025

01 JUNE 2025

10 JUNE 2025

06 JULY 2025

08 JULY 2025

03 AUGUST 2025

12 AUGUST 2025

07 SEPTEMBER 2025

09 SEPTEMBER 2025

05 OCTOBER 2025

14 OCTOBER 2025

02 NOVEMBER 2025

11 NOVEMBER 2025

07 DECEMBER 2025

09 DECEMBER 2025

04 JANUARY 2026

## Manufacturing Pricing Agreement PRICE CHANGE SUBMISSION CRITERIA

### FORMAT

#### Criterion for submissions to the MPA mailbox:

##### **Price changes email address:**

MPA price changes will be submitted to the "DSCP MPA Product Pricing Schedule" mailbox: [mpapricingschedule@dla.mil](mailto:mpapricingschedule@dla.mil)

**Excel Spreadsheet file name:** The excel spreadsheet will be named as follows: **4 digit #/ MPA Holder number; Company name; 2 positions for the month and four positions for the year, example: 0001 Kraft 01 2022 IMPORT TEMPLATE, OR 0001 KRAFT 01 2025 SUBMISSION** . Indicate whether the spreadsheet is the IMPORT TEMPLATE or the SUBMISSION Spreadsheet.

##### **Email name:**

The **Subject Line** in the email must read the same as the excel spreadsheet requirement, **4 digit# / MPA Holder number**, Company Name, 2 positions for the month and four positions for the year. The contents of the email must represent the same period. **example: 0001 Kraft 01 2025**

#### **REMOVING ITEMS: (RELATES TO THE IMPORT PRICING TEMPLATE)**

If an MPA Holder wishes to delete an item(s) from the MPA submission, please keep the item listed on the CHANGES SHEET . The contractor can **put \$0.00 in for the proposed price/ PRICE \$ -COLUMN K, and list the expiration date COLUMN J as the end of the current month, state that the item is being deleted and a reason in the Comments field on the change sheet.** The Submission Spreadsheet follows the same direction, except Price \$ is Column H and expiration is Column G. Simply list the same item on the Delete Tab.

**All PRICING Changes:** Each month you will be required to send your pricing spreadsheets to the mailbox. **You will be required to move your PRICE from COLUMN H to the Previous Price Column AC (Submission Spreadsheet) for each successive month. You will be required to put in the EFFECTIVE DATE, COLUMN Z which is found on the MPA SCHEDULE OF SUBMISSION AND EFFECTIVE DATES .** The above REFERS ALSO TO THE IMPORT PRICING TEMPLATE, column K moves to column BG and BD is effective date. **Deleted Tab,** the Account Specialist will search for the Deleted Stock Number in the Changes sheet, and Delete that Row from your Report prior to including it onto the final Outturn Report. **ADDING ITEMS: SUBMISSION SPREADSHEET Adds Tab:** this office should have already received an Add Request prior to the submission. Please refer to the document "Processing New Adds" on the MPA website. Remember any request for add is accompanied by a requirement from the customer/Prime Vendor.

<https://www.dla.mil/TroopSupport/Subsistence/FoodServices/mpanapa/mpa.aspx>

**NOTE: ADDING ITEMS TO THE IMPORT PRICING TEMPLATE WILL REQUIRE YOU TO PUT THE INFORMATION ON THE WORKSHEET. THE FORMAT DOESN'T ALLOW FOR MULTIPLE WORKSHEETS. COMMENT THIS IS AN ADD.**

**MPA EFFECTIVE DATE:**

If you **have “NO” Price Changes**, you are required to submit an email to the MPA PRODUCT PRICING SCHEDULE **ALONG WITH a PRICING SUBMISSION spreadsheet WITH THE REQUIRED MAINTENANCE requested above (EFFECTIVE DATES) MAILBOX in “correct” format see below:** Submit at normal deadline (2nd Tuesday of every month ). **Modify the email subject name** to “4-digit MPA Holder number; company name; 2 positions for the month (numerical) and four positions for the year, **No change**. **Also if there are price changes, please add the statement, “change” in your formatted spreadsheet name and email.** eg. 0001 Kraft 01 2025 Change. or **Example: 0001 Kraft 01 2022 “No change”**



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IN REPLY  
REFER TO

**SMSG**

**09/26/2024**

**SUBJECT:** Use of Required Forms for pricing submissions to the Manufacturing Pricing Agreement Program: Modification P0004

**Reference:** Manufacturing Pricing Agreement V. 1.8 dated 9-12-2024

**Valued Manufacturers:**

The Manufacturing Pricing Agreement (**MPA**) V. 1.8 dated 9-12-2024, page 10) stipulates that, "All modifications to this MPA shall be in writing and shall be signed by the DLA TROOP SUPPORT Contracting Officer and the authorized representative of the MPA Holder, except for administrative modifications, which may be issued unilaterally."

This modification to the MPA is stipulating the additional use of forms you are required to forward with your monthly submissions.

Please begin sending these documents with each monthly pricing submission:

1. Import Pricing Template,
2. Import Published Commercial Pricing Template (PCPL), and
3. Associate document, which is the PCPL (usually in a pdf format) and is based on what you forward to the public, highlighting those items that appear in the MPA import spreadsheet to the corresponding PCPL, pdf. see definitions of price lists at the end of this document and
4. Monthly Pricing Submission spreadsheet

**Note:** If your business model is not established catalog but competitive pricing then you are not required to submit a PCPL.

These forms are to accompany the submission of the monthly price spreadsheets that are forwarded to the **DLA Troop Support MPA Product Pricing Schedule** [mpapricingschedule@dla.mil](mailto:mpapricingschedule@dla.mil) mailbox according to the Submission Criteria Schedule.

You may find these forms on the webpage if you have not already received them from the pricing analyst along with the MPA V 1.8 dated 9-12-2024 at: [MPA, NAPA, Pricing \(dla.mil\)](https://dla.mil/MPA/NAPA/Pricing)

## **PURPOSE:**

**IMPORT Template:** The Import Template is a .csv file that is imported to DLA's system of record STORES, STORES 1.0. The Import Template has many of the fields that are in the formatted excel submission spreadsheet that you have been sending to MPA for as long as you have been part of the program. With this new import file MPA will be able to keep a record of manufacturer pricing linking and validating against the OCONUS Prime Vendor catalogs. Eventually when STORES 2.0 goes live MPA will do away with the formatted excel submission spreadsheet you have been sending and only the IMPORT Templates will be part of the MPA program.

**Import Published Commercial Pricing Lists:** This Import PCPL is a .csv file and is also imported to DLA's system of record. Initially, when the manufacturer comes onboard to MPA, they declare what pricing model they will be using when submitting their prices.

These two pricing models are either:

1. An "Established Catalog" (published commercial pricing lists) A price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or vendor (established catalog / market prices), is either published or otherwise available for inspection by customers, and states prices at which sales are currently, or were last, made to a significant number of buyers constituting the public. A government-only price list without commercial sales does not meet the definition.,  
Or:
2. "Competitive" (Determining price reasonableness primarily through, but not limited to, comparative price analysis, the use of government in-house records, data obtained from market environment, and/or published commercial indices.

## **Definitions of Price Lists found in the MPA Agreement:**

1. **Published Commercial Price List:** A price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or vendor, is either published or otherwise available for inspection by customers, and states prices at which sales are currently, or were last, made to a significant number of buyers constituting the public. **A government-only price list without commercial sales does not meet the definition.**
2. **National Pricing List:** Same delivered pricing throughout the 48 contiguous States.
3. **Special Government/Military Pricing:** Special Government or Military pricing bracket discounted and supported by Published Commercial Price List.

V/R

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IN REPLY  
REFER TO

SMSG

10/10/2024

Subject: Quotes provided to OCONUS Prime Vendor Subsistence  
Reference: Manufacturing Pricing Agreement Program (MPA)

Valued Manufacturer,

1. It is not MPA policy to have a price submitted by the manufacturer monthly, and then have that manufacturer submit a quote at the request of Contracting Personnel regarding a pending solicitation, that would be less than the current price on the MPA Outturn Report, unless you provide that same price to MPA.
2. MPA policy dictates that the MPA price is expected to be equal or be less than equal than prices offered to *DLA TROOP SUPPORT* and that this price is at least equal to the Company's established tier, bracket, or other method of pricing employed for like or similar customers as *DLA TROOP SUPPORT* this is including pricing offered in quote or as a discounted product price or price-net NAPA.

V/R

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