

Manufacturing Pricing Agreement

PRICE CHANGE SUBMISSION CRITERIA

March 2016

MPA Submission Due Dates for: 2016

<u>Submission Date</u>	<u>Effective/Validity Date</u>
07 DEC 15	03 JAN 16
19 JAN 16	07 FEB 16
16 FEB 16	06 MAR 16
21 MAR 16	03 APR 16
11 APR 16	01 MAY 16
16 MAY 16	05 JUN 16
13 JUN 16	03 JUL 16
18 JUL 16	07 AUG 16
15 AUG 16	04 SEP 16
19 SEP 16	02 OCT 16
17 OCT 16	06 NOV 16
14 NOV 16	04 DEC 16

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Price changes will be submitted monthly to the “**DSCP MPA Product Pricing Schedule**” mailbox: mpapricingschedule@dla.mil in accordance with the submission criteria: **PRICING**, MPA V.1.8, paragraph 1. (e.), page 5 “15 working days in advance of the first Monday of the following month”. The Excel submission must be as specified on page 15 of the MPA, Section B, and as previously tested and approved by the DLA Troop Support, Strategic Material Sourcing Group, Acquisition and Analysis MPA Office.

The Excel submission will be a tabbed worksheet with approved items, , will be locked, and then forwarded to the Manufacturer by an assigned Account Specialist every month so that the contractor may make pricing changes, additions or deletes. There are only specific allowable areas within the spreadsheet to make changes. Once the submitting company makes their changes, the company will return the spreadsheet to their assigned Account Specialist. Under no circumstances is a manufacturer to send a submission without the approval of their assigned Account Manager.

In addition, there will be no acceptance of a late submission. Please adhere to the Submission due dates and Effective/Validity Date.

Email your MPA Excel spreadsheet to the DSCP MPA Product Pricing Schedule mailbox mpapricingschedule@dla.mil ONLY. This mailbox may not be used for any other purpose than submission of the MPA Excel. ***No other correspondence may be in enclosed with your submission. The MPA Mailbox is for monthly submissions only. Correspondence other than submissions should be sent to your account managers: Diane.Martella@dla.mil, Jean.Fleming@dla.mil or Lisa.Lawrence@dla.mil with a copy (Cc...) to: Margaret.Conforto@dla.mil***

Compliance:

To be in compliance with the MPA you need to submit your price changes to DSCP, mpapricingschedule@dla.mil mailbox. The change effective dates/validity dates will be the first Monday in any given month.

Price Change submissions:

Your changes need to be submitted no later than 15 working days exclusive of Federal Holidays days prior to its effective date.

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Criterion for submissions:

Price changes email address:

MPA price changes will be submitted to The “DSCP MPA Product Pricing Schedule” mailbox: mpapricingschedule@dla.mil

Excel 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 03 2016

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 of time.

REMOVING ITEMS:

If an MPA Holder wishes to delete an item(s) from the MPA submission, please keep the item listed on the changes sheet (you will not be able to remove the item since the sheet is locked). The contractor can put \$0.00 in for the proposed price and list the expiration date 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. Then simply list the same item on the Delete Tab. If there is an item in the **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:

If there are Adds, **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.

MPA EFFECTIVE DATE:

If “**NO**” Price Changes, you are required to submit an email to the MPA PRODUCT PRICING SCHEDULE MAILBOX in “**correct**” format.

Submit at normal deadline (15 working days exclusive of Federal Holidays days prior to its effective date). **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.**”

Example: 0001 Kraft 01 2015 “No change January 2015”

X

Margaret Conforto
Supervisor Contracting Officer MPA &NAPA