

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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Agency Submissions to the PPRB

Each month OPTFM and OPSCR present items to the PPRB for state agencies and governing authorities.

Some questions arise pertaining to the procurements and these are a just few of the questions:

- If only one bid or proposal was received, how many suppliers is the agency aware of for this commodity/service?
- How many suppliers could meet the requirement of the solicitation?
 - a. Who prepared the scope of work or specifications?
 - b. Are they open or restrictive?
- Did the agency send the solicitation to multiple potential suppliers?
- Why would only one respond if multiple suppliers qualify?
- How can the agency be certain of the competitiveness of the price?
- Were rules and regulations reviewed prior to the solicitation?
- If requesting an exemption from using reverse auction, what elements of the reverse auction process are incompatible with the agency's needs?
- In each contract submitted, what evidence does the agency have that the proposed vendor represents a cost savings to the State?

As stated before, these are just a few of the concerns raised at recent board meetings.

OPTFM will provide courtesy reviews of agency bids upon request.

These should be sent to OPTFM prior to advertisement.

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Featured Contract

Commodity: This negotiated State Contract features Grounds Maintenance Equipment which includes Mowers, Landscape Equipment, Tractors, Golf Carts and Utility Vehicles.

Type of contract: Negotiated contract. This negotiated contract consists of four (4) main categories with a variety of items. State agencies and governing authorities may buy from any of the vendors listed in the product category from this contract. They may choose to negotiate a price from any other vendor following the purchasing procedures set forth in Section 31-7-13 (a), (b), or (c) and that the price shall not exceed the negotiated contract price. Not all of the contract vendors are the same in each category. So it is important to check the vendors first for the specified items. This contract was developed to give the State agencies and governing authorities the best source of selection for their need.

Dates of Contract: March 1, 2018 – February 28, 2019

Vendors on Contract: There are currently twenty-eight (28) vendors who offer a variety of products mentioned above. To view a listing of all the contracts and the products being offered visit the following website:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/g-h-i/grounds-maintenance-equipment-tractors-landscape-maintenance-golf-maintenance-and-golf-carts-and-utility-transport-vehicles/>



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Drive vs. Fly vs. Trip Optimizer System

When deciding when to drive a rental car or private vehicle (POV) or to fly to an approved travel location, there are steps that should be taken to ensure that the most cost effective route would be utilized by the traveler. Overall, the total travel expenses reimbursed, including meal and lodging costs incurred as a result of driving instead of flying, shall not exceed the cost of the lowest unrestricted air fare unless a complete written justification signed by the employee's Agency Head determines that it is in the best interest of the agency that the employee drive, or that, on comparison of "total driving" and "total flying" expenses, it is less expensive to drive than to fly.

1. Determine Total Cost of Driving

a. "Total cost of driving" shall include:

- i. The total dollar amount meals that will be eaten to the approved travel location and back
- ii. The total dollar amount of lodging costs between starting point (primary duty station/employee's home) and approved travel location and back
- iii. Mileage from the starting point (primary duty station/employee's home) and approved travel location and back calculated at the official rate for mileage reimbursement when a private vehicle is used for state business

2. Determine Total Cost of Flying

a. "Total cost of flying" shall include:

- i. The lowest unrestricted air fare
- ii. Any charges for shipping of equipment and/or supplies required at destination
- iii. All required ground transportation at destination, e.g., taxis/shuttles to/from meeting site
- iv. Cost of parking car at airport garage, if applicable

b. When comparing flight costs, please remember that two (2) comparable airline quotes are needed

- i. The quotes must keep the quotes on file with the travel documents
- ii. The quotes shall be submitted along with the employee's Travel Voucher

3. Compare the Total Cost of Driving Against the Total Cost of Flying

a. If flying is the least expensive option and the traveler opts to drive:

- i. The total reimbursement will be capped and not to exceed the total cost of flying

b. If driving is the least expensive option, the traveler must now utilize the trip optimizer system calculator – **(If under the purview of the Bureau of Fleet Management)**

- i. This is to determine which will be the least expensive mode of ground transportation: pool vehicle, private vehicle, or rental vehicle
- ii. First, check with the entity fleet manager to determine if a pool vehicle is available for the dates of the approved travel
 1. Verify or gain approval to take a pool vehicle out of state, if applicable
- iii. Access Trip Optimizer System Calculator and complete the fields to determine which method of transportation will be the least expensive for the entity
 1. Private Vehicle with reimbursement at @.545 per mile
 2. Rental Car

- a. If the traveler does not want to take a rental car, the traveler has the option to take his/her own POV and be reimbursed at the rental car rate

Bureau of Fleet Management Update

The Bureau of Fleet Management would like to remind all agencies that if you are planning to purchase vehicles in the next fiscal year, your fleet data must be up to date in MAGIC. House Bill 938, section (10), as signed by the Governor, states the following:



No requests authorized under subsections (3) and (9) of this section shall be approved by the Bureau of Fleet Management if the requesting agency has not properly maintained in the fleet/asset reporting system all information required by the Bureau of Fleet Management. Agencies shall correct any inadequacies or discrepancies in the system noted by the Bureau of Fleet Management before the bureau may approve any requests.

This information can now be found in a report in MAGIC. The report can be accessed at ZPM_ASSET_FLEET. If you have any questions or need assistance please feel free to contact Billy Beard at billy.beard@dfa.ms.gov or Carlos Galloway at carlos.galloway@dfa.ms.gov.

COMING

SOON

The Bureau of Fleet Management, in conjunction with MMRS, will be offering a Certified Fleet Manager program. This program was recommended by PEER in their latest review of BFM. All agencies will be required to have at least one certified employee. More details will be coming soon. Keep watching your Purchasing Notes.

The Tires & Tubes contracts have all been extended for another year. Current pricing is now available at https://www.ms.gov/dfa/contract_bid_search/Contract.

E-Waivers and Trip Optimizer System

The Trip Optimizer System has been in place since July 1, 2017. Most state agencies have met with Enterprise and established plans for their travelers. Some agencies have eWaivers approved through June 30, 2018. Those agencies should be meeting with Enterprise in the next few months to establish a plan, for those travelers that received eWaivers for the past year. It may be that some travelers have a need for monthly or long term rental of vehicles. Please be advised, eWaivers will not be continued into 2018, unless the agency can prove that there is no advantage or cost savings by using a rental car company.



Advertisements and MPTAP

In accordance with the State of MS Procurement Manual Section 31.106.05 and Section 31-7-13 of the MS Code, Annotated, every procurement in excess of \$50,000 must be publicized.

- (1) In a newspaper published in the county or municipality in which the agency is located or a newspaper of statewide general circulation;
- (2) By submitting notice to be published to Mississippi Procurement Technical Assistance Program (MPTAP) on the same day that the notice is submitted to the newspaper
- (3) **This applies to both State Agencies and Governing Authorities**

Section 31-7-13(c)(i), Mississippi Code of 1972, Annotated, states, "On the same date that the notice is submitted to the newspaper for publication, the agency or governing authority

involved shall mail written notice to, or provide electronic notification to the main office of the Mississippi Procurement Technical Assistance Program that contains the same information as that in the published notice."

Agencies which utilize the MAGIC system to publicize the Invitation for Bids shall be deemed in compliance with this provision by ensuring that the start date of the RFX corresponds with the first date of advertisement in the newspaper.

If you are a part of an entity that does not utilize MAGIC and you have questions about MPTAP Program, please contact the program office at 601-359-3448 or visit the website at <http://www.mspsc.com/>.



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