

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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Public Procurement Review Board Update

The Public Procurement Review Board (PPRB) met February 7, 2018 and approved a delegation of authority to the DFA Office of Purchasing, Travel and Fleet Management (OPTFM) to grant exemption requests on a case-by-case basis until the next PPRB meeting on March 7, 2018. This authority extends to granting exemptions on the basis that the governing authority finds it is not in its best interest to pay the fee associated with providing the auction. Any governing authority issuing a procurement between February 7 and March 7 must submit a request for an exemption to OPTFM utilizing the form published on OPTFM's website [here](#).

As a reminder, any contract entered into as a result of an alternative procurement process other than Reverse Auction which is conducted after receiving the exemption must be approved by the PPRB pursuant to Miss. Code Ann. Section 31-7-13(c)(i)(2).

Please contact Ross Campbell, DFA Director of the Office of Purchasing, Travel and Fleet Management, at 601-359-3409 should you have any questions or need assistance



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Universities and Sole Source Procurements



**Please
Remember**

All Universities procuring commodities via a sole source procurement should follow all guidelines as defined in the Procurement Manual. Section 3.109.2 of the Procurement Manual speaks to this process.

The last paragraph of this section, as written below, states that all Universities must attach proof of purchase of the item that was sole sourced in MAGIC. It is imperative that those purchasing for Universities remember this **last step** in a Sole Source Procurement.

3.109.02 Conditions for Use of Sole-Source / Research Procurement(s):

Following the approved purchase, per Section 31-7-13 (m)(viii), Mississippi Code of 1972, Annotated, the executive head of the state agency, or his designees, shall file with the Department of Finance and Administration, documentation of the purchase, including a description of the commodity purchased, the purchase price thereof and the source from whom it was purchased when submitting the applicable payment request as more particularly prescribed in the DFAMAAPP Manual. In the case of Institutions of Higher Learning, this can be done by adding an attachment to the university's previously approved P1 request.



Updated Fuelman Information

The Atlanta Processing Center for Fuelman Card mailed payments is closing. Therefore the remit to address on your statement has been changed.

Payments should be mailed to P.O. Box 70887, Charlotte, NC 28272-0887

Please change the remit to address in your payable system and please include the remittance coupon with your payment in order to ensure timely application of the payment to your account.

Featured Contract: Automotive Batteries

Type of contract: Competitive

Contract Analyst: Billy Beard

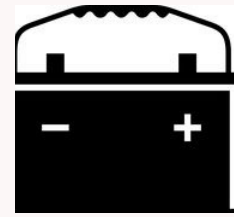
Dates of Contract: February 1, 2018 through
January 31, 2019

Contract link:
https://www.ms.gov/dfa/contract_bid_search/Contract

Vendors on Contract: 1

Contract Spend: \$152,491.08

Vendor: Battery Sales and Service



State Contract Number: 8200003231

Travel Card Program Coordinator Information Needed

Our current email list for travel card program coordinators has contact information that is no longer accurate and we need your help to ensure that we have the correct information on file. If you are a travel card program coordinator or alternate program coordinator, please complete the form located at this link:

<http://www.dfa.ms.gov/media/1567/travelcardprogramcoordinatordesignation.pdf> and send it back to

Candice Hay at candice.hay@dfa.ms.gov by March 1, 2018. Thank you so much for your assistance in this matter.



Travel Coordinator Contact Information Update

Candice Hay's contact information has been updated. If you would like to reach Candice for any Travel related needs, please feel free to contact her at her new phone number:

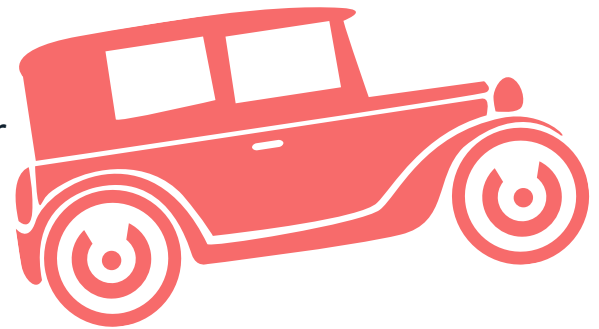
601-359-5099

Trip Optimizer System: Miscellaneous Fees

When completing the Trip Optimizer to determine the least expensive mode of transportation for approved travel, please be mindful of the expenses that are allowable in the miscellaneous fees field. Expenses that are not captured in the input variables that would be incurred during a typical trip can be accounted for in the miscellaneous fees field. In instances of which a personal form of payment is utilized to cover the costs of a rental vehicle, any added fees for utilizing that form of payment should be placed in this field. Other examples of allowable expenses are but not limited to: sales tax, motor vehicle tax, taxi/lyft/uber fares/fees (to and from rental car locations), parking garage fees, and toll fees.

If the miscellaneous fees field is utilized, all supporting documentation of those costs should always be provided.

** Please Note: 1 Trip = 1 Trip Optimizer System Calculator Spreadsheet**



Multiple trips should not be combined to one spreadsheet. Each spreadsheet should be completed with each trip's specific information such as mileage and trip dates.

MAGPPA's Calendar of Events

<p><u>February</u> 15th -1st Quarterly Meeting (Hattiesburg, MS)</p>	<p><u>March</u> 26th -Procurement Month Celebration (Jackson, MS)</p>	<p><u>May</u> 2nd - Reverse Trade Show (Pearl, MS) 16th - 2nd Quarterly Meeting (DSU)</p>
<p><u>August</u> 8th - 3rd Quarterly Meeting (Raymond, MS)</p>	<p><u>October</u> 21st - 24th - Annual Conference and Vendor Show (Biloxi, MS)</p>	<p><u>November</u> 14th - 4th Quarterly Meeting (TBA)</p>

For more information, please visit www.magppa.org.



The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Michael Cook, Director, OPT

James Brabston

Ashley Harrell

Regina Irvin

Christopher Statham

Erin Sandlin

Steve Tucker

**Symone Bounds,
Director of Marketing and Audit**

Carlos Galloway

Jametta Gregory

Candice Hay

Ramona Jones

Yolanda Thurman

**Wayne Cranford, Director,
Bureau of Fleet Management**

Billy Beard



*Happy
Valentine's
Day*