

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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Reverse Auction Services

ITS, on behalf of the Mississippi Department of Finance and Administration (DFA), issued RFP No. 4029 for the acquisition of Reverse Auction and Electronic Bidding Services in September 2017, with an award for Reverse Auction Services published on April 11, 2018. Three of the awarded vendors have signed Master Agreements (i.e., contracted vendors) to be able to offer reverse auction services through this award:

- Central Auction House dba Central Bidding
- EASiBuy, LLC
- FedBid, Inc

The use of this award for Reverse Auction Services is optional for local governmental entities in Mississippi.

Fees to use the reverse auction services are paid by the bidding vendors/suppliers choosing to participate in the reverse auction. There are no fees charged to the local governmental entities using the services.

For more information about the Reverse Auction Services Contract, contact Ross Campbell at ross.campbell@dfa.ms.gov or refer to the Instructions for Use for Reverse Auction Services Memorandum.



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Featured Contract

Commodity: Interior Signage (Non-Electric)

The Interior Signage (Non-Electric) Contract is contract and has been entered into with one returning and one new vendor.

This contract provides nonelectric interior signage found in government buildings such as office directories, name plates, evacuation routes, room identification signs, enter/exit signs, etc.

Type of contract: Negotiated contract – remember, this means that you can negotiate your best price from the vendors on contract!

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.

Dates of Contract: May 1, 2018 through April 30, 2019

Vendors on Contract:


<u>Supplier Name</u>	<u>Supplier Number</u>	<u>Contract Number</u>
Custom Products Corporation	3102002013	8200031728
Quorum Group LLC dba Takeform	3102032634	8200031511

Contract Link: These contracts can be viewed at the following link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/g-h-i/interior-signage/>

Contract Analyst: Christopher Statham





Entities utilizing MAGIC to conduct bid openings should be mindful of the date and time parameters of the bid. It is best that entities set all bid time frames (including deadline of bidder submissions and the opening of bidder submissions) by Friday at 2:00 p.m. CST.

JUST A REMINDER



Notice of Contract Cancellation

The vendor holding OPTFM's contract for envelopes has gone out of business and liquidated their assets, so at this time there is no state contract for envelopes.

Until further notice, envelopes must be purchased following normal procurement procedures. However, if you placed an order within the last month with Tampa Envelope and have not received your order, please cancel you order. If you have received your order, make sure you are not charged more than the contract allowed.

If you have any questions regarding this terminated contract with Tampa Envelope, please contact Mike Cook or Regina Irvin at 601-359-3409.



OPTFM Document Updates



OPTFM has updated its website with 3 instructional documents to assist State Agencies with reverse auctions and with the creation of oversight exemption approval documents for RFPs in MAGIC.

- 1) Oversight Approval Request for Reverse Auction Exemption document was previously location on our website. This document provides step-by-step instructions on how to create a Reverse Auction Exemption Request. This process must be used by State Agencies to request authority to procure commodities using an alternate method other than Reverse Auction. This document has been updated with bidder and date information.
- 2) How to Process a Reverse Auction From Start to Finish document provides step-by-step instructions on how to conduct a Reverse Auction. This document provides instructions and screenshots to assist agencies with the processes of the Reverse Auction process including the actual auction and awarding the contract.
- 3) Oversight Approval Exemption Request for RFPs document provides step-by step instructions on how to create a Request for Proposal Exemption Request. This process must be used by State Agencies that has requested an exemption to utilize an RFP to procure commodities.



**2018 MAGPPA ANNUAL
CONFERENCE AND
VENDOR SHOW**

★ ★ ★ ★ ★

*Registration is
now OPEN!*
October 21-24, 2018

The time is now to register for the most anticipated event of the YEAR!!!

Register for the conference, golf tournament, and reserve your hotel room at www.magppa.org



New Director of the Bureau of Fleet Management



Billy Beard has been named as the new Director of the Bureau of Fleet Management!!

The The BFM has the power and duty to coordinate and promote efficiency and economy in the purchase, lease, rental, acquisition, use, maintenance and disposal of all state-owned vehicles by state agencies. This program was implemented to reduce the overall state fleet costs, as well as, assist agencies in making solid fleet business decisions.

The Office of Purchasing, Travel and Fleet Management

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Billy Beard, Director,

Bureau of Fleet Management

Carlos Galloway

June

