

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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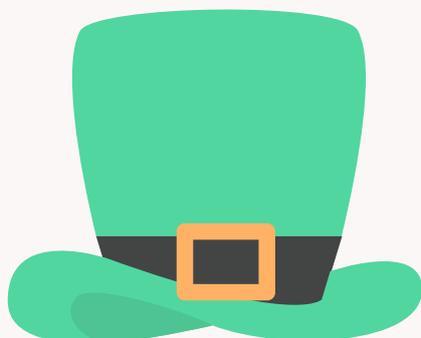
Senate Bill 2674

Senate Bill 2674 was approved by the Governor on March 5, 2018. This Bill will allow governing authorities to charge a fee or require a fee to be paid to a third party service provider for an electronic bid submission or participation in a reverse auction.

The amount of the fee shall not exceed fifty dollars (\$50.00) per bid.

Also, any governing authority utilizing the reverse auction method of procurement may charge the winning bidder a fee, or require the winning bidder to pay a fee to a third-party service provider, for participation in a reverse auction. The amount of the fee shall not exceed four percent (4%) of the winning bid amount.

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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Food Charges On The Procurement Card

Food purchases for business meetings may be purchased on the Procurement Card provided the following requirements are met:



- The purchase of food must serve a legitimate business purpose
- More than one person must be present for the purchase of food
 - No alcohol may be purchased
- Any gratuity over 20% requires a written justification

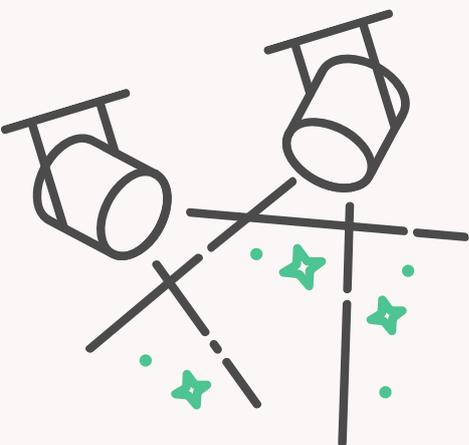
All food purchases on the procurement card require an 'Office of Purchasing and Travel Food Purchase Form' to be completed. If food is purchased for a meeting or event, the MEETING/EVENT box should be checked and the remainder of the form completed. Also attach the meeting's agenda to the back of the form. If the food is purchased for the agency instead, check the BULK FOOD PURCHASE box and complete only the "Purpose" section of the form. Please file the food forms with the monthly card statement on which said charges appear.

Procurement card forms can be found at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/marketing-and-audit/procurement-card-services>



Employee Spotlight

Jerlean McCoy



The Offices of Personal Service Contract Review and Purchasing, Travel and Fleet Management would like to welcome to our teams Ms. Jerlean McCoy. Ms. Jerlean has been an employee with the State of MS for 17 years. She is now the new Administrative Assistant for OPSCR and OPTFM. In her free time, Jerlean's hobbies include sewing, crafting, traveling, and enjoying outdoor activities with her two children, Clarissa and Jerel.

Welcome to the Team Jerlean!!!



Featured Contract

Commodity: Janitorial Products

Type of contract: Negotiated contract – This means that you can negotiate your best price from the vendors on contract! Negotiated contracts are established based on many proposals received from numerous vendors. The proposals are then evaluated and awarded to vendors whose prices are “comparable”.

This creates a maximum price that can be paid for any item covered under the contract. These contracts may be used by any agency. Agencies may purchase items covered by a negotiated contract from other than the contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 of the Mississippi Code, 1972 Annotated.

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

Vendors on Contract: There are currently 22 vendors offering a variety of janitorial products on this contract.

Contract Link:

The best way to view products and compare prices among the vendors is to access the following link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/j-k-l/janitorial-products/>

Contract Spend: During the last period, the contract spend was \$3,663,352.70 (almost a million more dollars than the previous contract period)

Contract Analyst: Christopher Statham, Christopher.Statham@dfa.ms.gov



Bureau of Fleet Management Update

- The Automotive Batteries contract was extended on February 1, 2018 for an additional 12 months. The contract holder is Battery Sales and Service.
- The Fuel Access Card Services contract was extended on March 1, 2018 for an additional 12 months. The contract holder is Fleetcor Technologies, dba Fuelman of Mississippi.
- The Bureau of Fleet Management has received proposals from all 8 current contract holders for Tires & Tubes. The new contracts will be effective April 1, 2018.
- The Bureau of Fleet Management welcomes Carlos Galloway to our team. Carlos will be working with state agencies to clean up their fleet data in MAGIC as well as other duties to support our mission to provide a consistent, efficient, and cost effective fleet management program for all vehicles owned and operated by the State of Mississippi.



March Is Procurement Month

March is National Procurement Month and MAGPPA in conjunction with its parent organization the National Institute for Public Procurement (NIGP) will be honoring the state's purchasing and property agents and their efforts to be excellent stewards of taxpayer dollars.

MAGPPA's purchasing month celebration will be held on March 21, 2018 and it is centered on celebrating the excellence and importance of the profession of procurement and those who have dedicated their time and expertise to the field by honoring them with awards.

Each year MAGPPA spends time at the State Capitol Building during the Purchasing Month Celebration to promote the organization and the wonderful world of procurement to the state's legislators. This year MAGPPA will host a Legislative Breakfast in the Capitol Rotunda and will host its Purchasing Month Celebration from 1:00 pm – 3:00 pm in the Woolfolk Building in Room 145.

For more information visit: www.magppa.org

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