

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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Fleet Manager Certification Program

The Bureau of Fleet Management will be implementing a Fleet Manager Certification Program to ensure that Agency Fleet Coordinators have the necessary knowledge to complete Fleet Management tasks in MAGIC.

The certification program will be offered beginning January of 2019. All agencies are required to have a Certified Fleet Manager in order to procure vehicles by July 1, 2019. Each agency requesting to purchase a vehicle from Fiscal Year 2020 and forward must have an employee with a Fleet Manager Certification as well as have complete and accurate data in MAGIC.

The Fleet Manager Certification Program will consist of a lecture, demo, review, and exam. The Fleet Manager will be required to attend the entire program and pass the exam in order to become a Certified Fleet Manager. Please see page 3 for more information.

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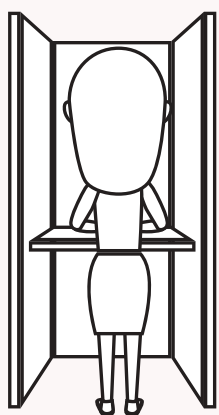
Featured Contract: Panels Systems - Furniture

Commodity: This contract that features Modular Panel Systems with Metal Connecting Mechanisms, Modular Panel Systems with Synthetic Connecting Mechanisms, and Free Standing Partitions of All Types and Stock Sizes.

Type: Negotiated Contract - Entities can negotiate the best price from the vendors on contract. Negotiated contracts are convenience contracts and serve to establish a maximum price that can be paid for any item covered by the contract.

Dates of Contract: November 1, 2018 - October 31, 2019

Manufacturers on Contract: There are currently 13 manufacturers on contract. These contracts have been built in MAGIC. If you would like to view a list of the current manufacturers, products and compare prices among the manufacturers, access OPTFM's website and select "Purchasing and Travel", "Bureau of Purchasing and Contracting", Contracts, "Negotiated", and "Furniture-Panel Systems Furniture" or click on the below link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/d-e-f/furniture-panel-systems/>



Contract Spend the 2017-2018 contract period:
\$1,269,369.29

Contract Analyst: Ashley Harrell - ashley.harrell@dfa.ms.gov



CONGRATS TO THE NOVEMBER

CMPA Class Participants

If you are interested in taking the CMPA course, please visit the link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training> for detailed instructions.

Procurement & Travel Card ACH Rebate Payments

Earlier this year a memorandum was sent to all Procurement and Travel Card program coordinators about receiving rebate checks as an ACH payment from UMB. The memorandum stated that in order for entities to receive the rebate check as an electronic ACH payment, a form would need to be completed and submitted to UMB. If you have not completed that form, please complete the form and submit the form to UMB. If you need copies of the form, please contact Jametta Gregory at jametta.gregory@dfa.ms.gov or Candice Hay at candice.hay@dfa.ms.gov for an electronic copy of the form for submission. All entities utilizing the procurement card program (both general fund and special fund entities) should complete this form.

Once rebates have been released, program coordinators will receive a notification from OPTFM. Those general fund entities that submitted the ACH forms with the Treasury banking information will also receive an email notifying program coordinator that the entity has money in the Treasury account to claim. In order to receive the notification from treasury, please ensure that our office has your current program coordinator's email addresses on file.

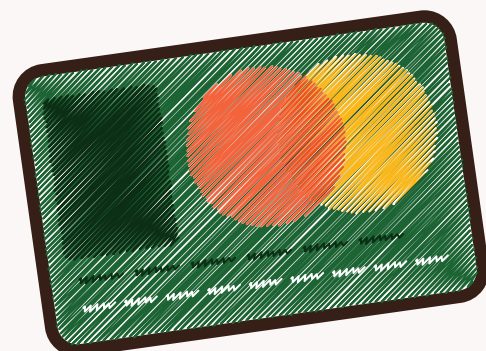
If a program coordinator has left the entity or an alternate program coordinator should be added to the entity's account, please fill out and submit the correct program coordinator forms. The procurement card program coordinator form can be found

at: <http://www.dfa.ms.gov/media/3107/umbprogramcoordinatorsetupform.pdf>

and the travel card program coordinator form can be found

at: <http://www.dfa.ms.gov/media/1567/travelcardprogramcoordinatordesignation.pdf>

If you have any question about this transition, please feel free to contact our office.



The Office of Purchasing, Travel and Fleet Management

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DECEMBER

