

Purchasing Notes:

Department of Finance & Administration Office of
Purchasing, Travel & Fleet Management
Website: <http://www.dfa.ms.gov>
Telephone Number: 601-359-3409
Fax Number: 601-359-3910

The Office of Purchasing, Travel & Fleet Management

Ross Campbell, Director, OPTFM
Kizzie Shorter
Michael Cook, Director, Bureau of Purchasing Contracting
James Brabston
Regina Irvin
Christopher Statham
Candace Coleman
Lashun Smith
Easter C. Haimur
Steve Tucker, Director, Bureau of Marketing, Travel & Card Program
Yolanda Thurman
Candice Hay
Ashley Harrell
Kajarius White
Billy Beard, Director, Bureau of Fleet Management
Ramona Jones

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Featured Contract

Competitive Bid Contract – Office Supplies

Commodity: Office Supplies

Type of contract: Competitive

Contract Dates: November 1, 2019- October 31, 2020. New award. This is the first contract period for this contract. Barefield Workplace Solutions won the award and a new competitive contract went into effect on 11/1/19 after it had been competitively bid and awarded to the lowest bidder meeting specifications.

Vendors on Contract: Barefield Workplace Solutions

State Contract Number: 8200048765, Barefield Workplace Solutions

Smart Contract Number: 1130-20-C-SWCT-00129-V001, Barefield Workplace Solutions

Vendors: Barefield Workplace Solutions Prime Supplier; Supplier ID#(3100000809). Contract and ordering information can be found on the last page of attachment, Barefield Office Supplies 11012019.

Contract Analyst: James Brabston, James.Brabston@dfa.ms.gov

Remember State Agencies *must* use OPTFM competitive bid contracts and governing authorities may use OPTFM competitive bids contracts.

Fleet Purchasing Notes from BFM

A few reminders from Bureau of Fleet Management

Vehicle Use Agreements (Appendix B, Form UA-1 10/18):

It is not necessary for State of Mississippi agencies to submit the Vehicle Use Agreement, (Appendix B, Form UA-1 10/18) found on the website and in the Fleet Manual to BFM, Bureau of Fleet Management. These forms can be retained and filed within the agency. The form must still be updated annually by January 15th. If you have any questions, please feel free to contact BFM at 601-359-3409.

Cancellation of Vehicle Purchase Orders in MAGIC:

When canceling fleet/vehicle purchase orders in MAGIC, please remember to also contact the Dealer directly to verify the cancellation. The cancellation in MAGIC is not automatically sent to the dealer and may result in the vehicle being ordered and delivered to the agency anyway. Please communicate with the dealer any modifications made to your vehicle request.

Planning to use Fuel Man out of State?:

Please be sure to contact Fuel Man at least a week prior to traveling outside of the State to ensure that the Fuel card is opened for out of state usage. Upon your return, you will also need to contact Fuel Man so that card can be closed for out of state usage. If you have any questions, please contact Fuel Man at 601-636-8518.

We have just been notified that the Dodge Ram 1500 DS Quad (Extended) Cab and Crew Cab trucks that are on state contract **will cease being produced on March 31,2020**. Production will be down for 14 weeks while the factory goes through retooling. Production will resume in July, however expect a slow ramp up until normal production volume is achieved.

You are strongly encouraged to submit required RAM DS Classic Quad& Crew Cab orders ASAP to secure production of your vehicle requirements.

Marketing & Audit

MAGIC MPTAP Notification

When creating a contract from a bid you must create the contract from the RFX. The Start Date listed on the RFX must be the same date as publication of the first advertisement date. What this means is that the RFX must have migrated through the agency approval workflow prior to notification being sent to the newspaper and to MPTAP. The RFX number should be listed in the advertisement. The Office of Purchasing, Travel and Fleet Management (OPTFM) will review the RFX Start Date and the first publication/advertisement date to ensure that agencies have complied with advertisement of bids per State Law.

Example: Requested Advertisement Dates:

February 13, 2020

February 20, 2020

RFx Start Date: February 13, 2020**First Advertisement Date:** February 13, 2020

Travel

You shouted and we listened! The Office of Purchasing, Travel and Fleet Management (OPTFM) is happy to announce the establishment of the NASPO ValuePoint Cooperative agreement for Out-of-State vehicle rental services through the vendor, Hertz Corporation. This cooperative contract was approved as an option for agencies and governing authorities to save dollars on out-of-state rentals that are not currently covered by our in-state vehicle rental contracts. This cooperative contract can be viewed on our website at the following link: https://www.ms.gov/dfa/contract_bid_search/Contract/Details/6350?AppId=1&Keyword=vehicle

Thank you for your patience and Happy Renting!!!

P-Card Corner

Procurement Card

Having a State Procurement Card is an asset to any State Agency or Department. The card can be used for any approved purchases ranging from small dollar amounts up to \$5,000.00. The procurement card can also be used to purchase contract items as well as non-contract items. Just as individuals are assigned procurement cards, state agencies and departments can be assigned one card for agency and/or departmental use. When a card is assigned to an agency or department, anyone within the agency or department can sign the card out and use it for approved purchases. After those purchases have been made, the card should be signed back in. The rules and regulations for an agency/departmental card are the same as an individual assigned procurement card. For more details on how to set up an agency/departmental card or individual card for your agency or department, contact Yolanda Thurman, Procurement Card Administrator, at Yolanda.Thurman@dfa.ms.gov or 601-359-2016 or Steve Tucker, Director of Marketing, Travel and Card Program at Stephen.Tucker@dfa.ms.gov or 601-359-3107

PPRB – Public Procurement Review Board

PPRB Meeting Dates

February 5, 2020 9:00 AM
 March 4, 2020 9:00 AM
 April 1, 2020 9:00 AM
 June 3, 2020 9:00 AM
 July 1, 2020 9:00 AM
 August 5, 2020 9:00 AM
 September 2, 2020 9:00 AM
 October 7, 2020 9:00 AM
 November 4, 2020 9:00 AM
 December 2 ,2020 9:00 AM

Submission Deadlines

January 8, 2020
 February 5,2020
 March 4, 2020
 April 1, 2020
 May 6, 2020
 June 3, 2020
 July 1, 2020
 August 5, 2020
 September 2, 2020
 October 7, 2020
 November 4, 2020
 December 2, 2020

OPTFM Courses – Upcoming Classes

March 16-18, 2020
 May 26-28, 2020
 July 28-30, 2020
 September 22-24,2020
 November 17-19, 2020

Certified Mississippi Fleet Manager Classes

February 4, 2020
 May 5, 2020
 August 4, 2020
 November 10, 2020

The format for the CMPA classes will be changing, starting in March. The March CMPA class will be held in Room 145 of the Woolfolk Building. The number of participants allowed to attend the class will be increased to 50. The class will consist of 3 days of instruction and there will not be a test on the third day. Test will be administered on a date the following month. Test will be taken in the Woolfolk Building Annex in Room 210. The registration process for the class will not change and we will post updates on the OPTFM website. **Please remember you must submit an application to OPTFM before you register for the class in MAGIC.**