

Purchasing Notes:

Department of Finance & Administration Office of
Purchasing, Travel & Fleet Management

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Featured Contract

Janitorial Products

Type of contract: Negotiated Contract- The Contract Prices listed on the Price List Spreadsheets are the maximum that can be charged for those items. You can negotiate better prices from the vendors on contract.

Dates of Contract: February 1, 2020- January 31, 2021

Price Lists, Product Labels, and Material Safety Data Sheets are published alongside their contracts on the DFA website. Any items not listed on state contract must be purchased following standard purchasing procedures.

Vendors on Contract: There are 22 vendors on contract and their contract numbers are listed here:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-ofpurchasing-and-contracting/negotiated-contracts/j-k-l/janitorialProducts/>

Contract Spend 2019: \$1,161,233.64

Contract Analyst: Easter Haimur, Easter.Haimur@dfa.ms.gov

Commodity: Office Supplies

Type of contract: Competitive

Vendor on Contract: Mississippi Industries for The Blind

State Contract Number: 8200048766, Mississippi Industries for The Blind

Smart Contract Number: (1130-20-C-SWCT-00130-V001, Mississippi Industries for The Blind)

Vendors: Mississippi Industries for The Blind Prime Supplier; Supplier ID # (3100015748). Ordering instructions can be found on the last page of attachment, MS Industries for The Blind Office Suppliers 11012019

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

Travel

1. I am unable to eat the food served at conference due my strict diet plan, what should I do?

If you are unable to eat the food provided at a conference an exception can be made if noted by the employee and signed by the Agency Head or designee and reimbursement will be provided for that meal. However alcohol is not reimbursable.

2. Hotels are no longer on state contract and I need to find a hotel for my in-state conference, what should I do?

Find a hotel on your own in the area needed. Make it known to the hotel/motel representative at the beginning of your reservation that you are traveling on state business in order to receive the current GSA rate.

Please keep in mind some hotel/motel properties may only have a limited amount of rooms available at the GSA rate, so there may be instances where a room at this rate is not available. If this happens please find another surrounding hotel/motel and document your efforts to ensure your attempts to get GSA rate for your files.

3. My family is traveling with me to an out of town conference. The conference room rate is \$129/night. We will need to upgrade to a suite of \$159/night, what will my reimbursement be?

Page 15. Section 108 Combining Business Travel with Personal Travel- The state agency incurs no expense beyond what it would have incurred had there been no personal travel involved in the trip.

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

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

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 CMPA 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

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.**

CMPA Certification

CMPA Certification

This program has been developed to provide purchasing professionals in the State with the specific knowledge and education they need to effectively meet the needs of their customers in the most economical manner. Its goal is to certify all the State Agency Purchasing Officials while providing them with the necessary tools to perform their job in an ethical, efficient, and effective manner.

Questions: "Who is eligible for CPMa classes?"

Answers: Any purchasing Agent or Official who is an administrator, purchase clerk, or other chief officer so designated having general or special authority to negotiate for and make private contract for or purchase for any agency. (Definition of agency procurement officer: any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority. If a person has the authority to issue purchase orders, issue invitations to bid, receive and accept bids, negotiate contract clauses, etc., they should be considered a purchasing agent for the purposes of this policy.

If your job description meets the criteria as a purchasing agent or official you are required to attend a CPMa class per Section 31-7-9 of Mississippi Code.

Please go to the application at <http://www.dfa.ms.gov/media/407/compa-application-typeable.pdf> submit to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval prior to registering in LSO. After approval, and email with further registration instructions will be sent.

The next CPMa class dates are March 16-18, 2020. If you are employed with a state agency and are interested in attending, please visit OPTFM's website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-cardprograms/compa-training/>

Look forward to seeing you there!