

# PURCHASING NOTES

*Issued by the Office of Purchasing, Travel & Fleet Management*



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 E-mail: [PurchasingandTravel@dfa.ms.gov](mailto:PurchasingandTravel@dfa.ms.gov)  
 Telephone Number: 601-359-3409  
 Fax Number: 601-359-3910

## Featured Contract: Office Paper

Commodity: Office Paper

Type of contract: Competitive

Dates of Contract: April 1, 2019 - September 30, 2019, Renewal 3

Vendors on Contract: Jackson Paper / Newell Paper

State Contract Number: 8200035645

Smart Contract Number: 1130-18-C-SWCT-00045-V009

Vendors: Jackson Paper / Newell Paper, Prime Supplier; Supplier ID # (3100017732). Contact and ordering information can be found on the last page of attachment "Office Papers Contract Extension 3 04012019".

Contract Analyst: James Brabston,  
[James.Brabston@dfa.ms.gov](mailto:James.Brabston@dfa.ms.gov)  
 Contract link

([https://www.ms.gov/dfa/contract\\_bid\\_search/Contract/Details/5871?](https://www.ms.gov/dfa/contract_bid_search/Contract/Details/5871?AppId=1&Keyword=8200035645)

[AppId=1&Keyword=8200035645](https://www.ms.gov/dfa/contract_bid_search/Contract/Details/5871?AppId=1&Keyword=8200035645))

Contract Spend: \$2,237,557.71

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

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# P-Card Fraud

In the perfect world, we like to envision that bad things do not happen. However, in today's technical world, unfortunate things do happen, such as credit card fraud. When using your procurement card, it is critical that you keep the card secure at all times and do not give the credit card number to any unauthorized companies or persons. There are a few ways you can tell if your assigned card has been used for unauthorized purchases:

- 1. A UMB Representative will give you a call about a purchase that has been flagged as fraud.**
- 2. Your card will be declined.**
- 3. If you do not receive a phone call or if your card is not declined, your monthly paper and online statements will show all purchases made.**

If any of these things happen, it is very important that you notify Yolanda Thurman or Steve Tucker by phone or email to assist you with the investigation/dispute process. The first step with an unauthorized purchase is to develop a statement about the purchase. The statement should include the card number, cardholder name, date of the purchase, the vendor and the purchase amount. You should also include a statement stating that the cardholder and/or department did not authorize the purchase. After the statement has been developed, a dispute form can be obtained from Yolanda Thurman or Steve Tucker to complete to be sent to an UMB representative. If the unauthorized purchase is noticed before the monthly statement is received, the transaction can be flagged as fraud and processed in a matter of hours. However, if you do not notice the fraudulent purchase until the end of the month, complete the statement and the dispute form, but do not pay the disputed amount of your monthly bill. Therefore, you should pay your entire bill except the amount that was used for the fraudulent purchase. If you have any questions about this process or any more procurement card related issues, please feel free to contact Yolanda Thurman, Procurement Card Administrator at [Yolanda.Thurman@dfa.ms.gov](mailto:Yolanda.Thurman@dfa.ms.gov) or 601-359-2016 or Steve Tucker, Director of Marketing, Travel and Card Programs at [Stephen.Tucker@dfa.ms.gov](mailto:Stephen.Tucker@dfa.ms.gov) or 601-359-3107.

# OPTFM COURSES

Upcoming CMPA Class

**July 30- Aug 1, 2019**



**NEXT CLASS**

**September 24-26, 2019**

If you are interested in taking the CMPA or Fleet Manager Certification course, please visit the

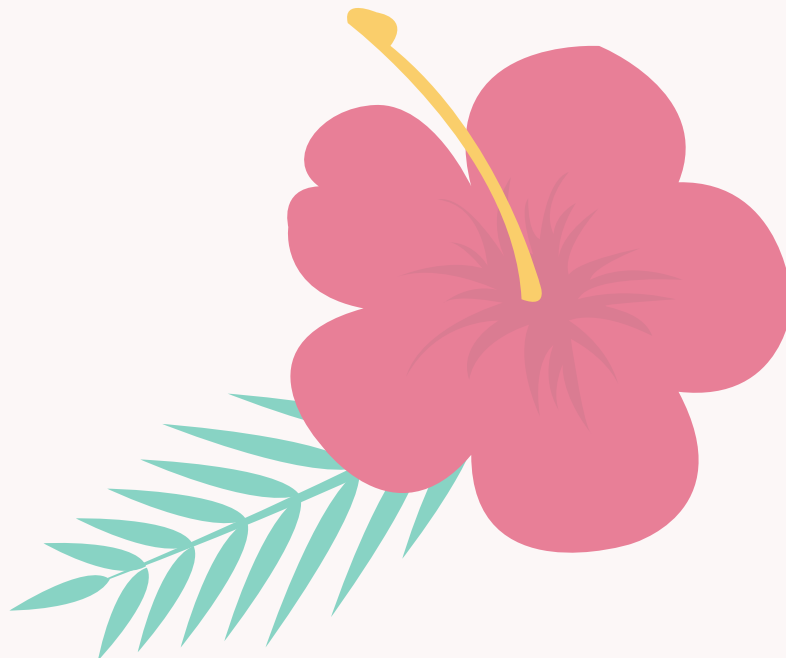
link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/> for detailed instructions.

Upcoming Fleet Certification Class

**June 11, 2019**

# Cooperative Contracts

Please be advised that effective May 20, 2019, there will be new rules and procedures regarding purchasing from the Sourcewell Cooperative Heavy Equipment contract, our office has adopted. We have identified numerous pieces of equipment, that more than one vendor on the contract sells. Only equipment that is sold by more than one vendor will be considered contract items. If a governmental entity wishes to purchase a piece of equipment from this contract, they will be required to receive quotes from each vendor that sells that piece of equipment. They must take low quote. If the item cost is more than \$50,000 and they do not wish to take low quote, normal purchasing procedures must be used for the purchase.



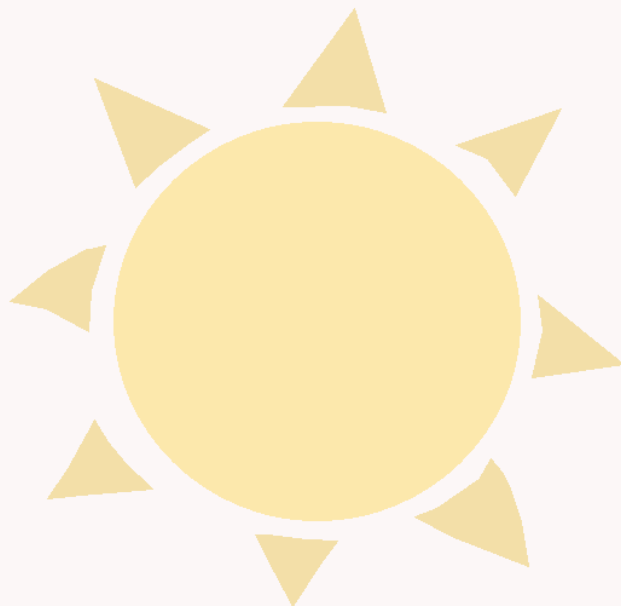
# PPRB

## PPRB Meeting Date

January 9, 2019 9:00 a.m.  
February 6, 2019 9:00 a.m.  
March 6, 2019 9:00 a.m.  
April 3, 2019 9:00 a.m.  
May 1, 2019 9:00 a.m.  
June 5, 2019 9:00 a.m.  
July 10, 2019 9:00 a.m.  
August 7, 2019 9:00 a.m.  
September 4, 2019 9:00 a.m.  
October 2, 2019 9:00 a.m.  
November 6, 2019 9:00 a.m.  
December 4, 2019 9:00 a.m.

## Submission Deadlines

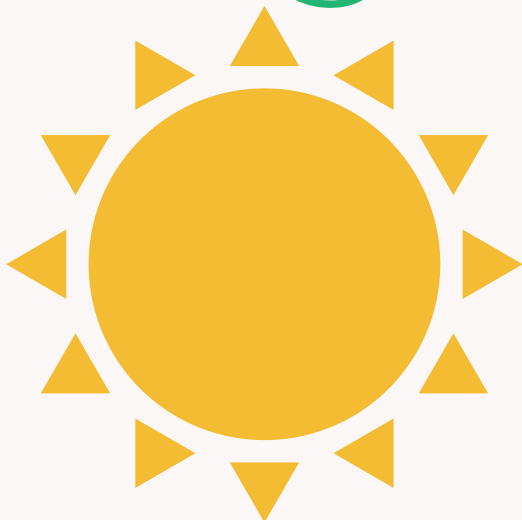
December 5, 2018  
January 9, 2019  
February 6, 2019  
March 6, 2019  
April 3, 2019  
May 1, 2019  
June 5, 2019  
July 10, 2019  
August 7, 2019  
September 4, 2019  
October 2, 2019  
November 6, 2019  
December 4, 2019



# The Office of Purchasing, Travel and Fleet Management



May



**Ross Campbell, Director, OPTFM**  
Vernea Weathers

**Michael Cook, Director,**  
**Bureau of Purchasing and Contracting**

James Brabston

Ashley Harrell

Regina Irvin

Ramona Jones

Christopher Statham

Erin Sandlin

**Steve Tucker, Director,**  
**Bureau of Marketing, Travel and Card**

**Programs**

Candice Hay

Yolanda Thurman

**Billy Beard, Director,**  
**Bureau of Fleet Management**

Carlos Galloway