



DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

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# Featured Contract

**Contract: Laboratory Equipment & Supplies**

**Commodity:** This negotiated state contract features Laboratory Equipment and Supplies.

**Type of contract:** Negotiated Contract - Remember, this means that you can negotiate your best price from the vendors on contract.

Also, remember that **only commodities per NIGP Codes**, listed on the Contract Discount Spreadsheet, can be purchased as part of this contract. If commodities are purchased, that are not on the Discount Spreadsheet, these commodities are not a part of this contract, and should be purchased using **normal purchasing procedures**.

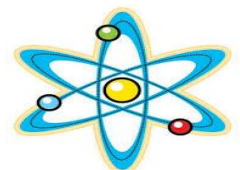
**Dates of Contract:** October 1, 2019 through September 30, 2020

**Vendors on Contract:** There are currently nine (9) vendors offering a variety of items on the Laboratory contract. 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/bureau-of-purchasing-and-contracting/negotiated-contracts/j-k-l/laboratory-equipment-and-supplies/>

**Contract Spend:** During the last period, this contract had a total spend of \$4,989,344.74.

**Contract Analyst:** Christopher Statham  
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# Travel Card Program Notes



The new Travel Per Diem rates are available on the DFA website. Please see link below: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/hotels-meals-miles-reimbursements/meal-reimbursement/>



## P-Card Corner

### PROCUREMENT CARD

Every month, each control account and each specific card account should receive a statement. Each statement should be reflective of all approved transactions throughout the month. Each transaction on the statement should have a matching itemized receipt with that month's statement. Periodically, each month's statement and transaction receipt file should include supporting documentation such as memos and quotes. The



supporting documentation allows reviewers to gain insight on special transactions in case justification is necessary later. All statements itemized receipts, and supporting documentation should be on file at the entity in a central, yet secure location accessible to the program and alternate coordinator for 3 years. Please don't hesitate to contact OPTFM or Yolanda Thurman if a month's statement is not delivered via mail or internet at 601-359-3409 or at

[Yolanda.Thurman@dfa.ms.gov](mailto:Yolanda.Thurman@dfa.ms.gov)

## Fleet Management

The Bureau of Fleet Management has received the following information from Chrysler in regards to the Dodge Charger:

Due to overwhelming demand for the Dodge Charger Pursuit, 2020MY order cut-off has been accelerated to **November 13, 2019**. To be considered for production, orders must be placed in the Chrysler Order System by the above mentioned date. We cannot guarantee production of orders received by Chrysler after the order cutoff date.

**\*We will be transitioning to an 8 speed transmission for the 2021MY in V6 AWD and V8 RWD configurations. We anticipate 2021MY order acceptance in Q3 and Job 1 Q4 of 2020.\***



So if your agency needs to order a Dodge Charger Pursuit vehicle, your order must be placed with Landers Dodge by November 13, 2019.

As a reminder, all State of Mississippi Fuel Access Cards (Fuelman) are locked for out of state purchases. If you will be traveling out of state, you will need to contact Janet Ward, our contract manager, at 601-636-8518 at least 2-3 days prior to travel. She will have their Fraud Department unlock the card while you are out of state. Upon return, please let her know so that the card can again be locked for out of state purchases.

The Bureau of Fleet Management certification class will be held November 5, 2019.

If you are interested in taking the Fleet management course, please visit Fleet Manager Certification at:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-fleet-management/>

## New Procurement Card Program with Amazon Business



Amazon Business account is now approved for all procurement card purchases. What does this mean?

While this program simplifies your purchasing process and allows you to take advantage of Amazon's wide product selection and competitive prices for business purchases, **state agencies are prohibited from purchasing items from Amazon that are on OPTFM's competitive bid contracts. Also, since all purchases must be made with the procurement card, items with a cost of more than \$5,000.00 cannot be purchased from Amazon.**

If your agency has still not joined the State account, please consider these benefits of joining:

- Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3<sup>rd</sup> party sellers
- Business-specific pricing, including quantity discounts on eligible items
- Access to a specialized Amazon Business Customer Service team at **888-281-3847**

Email notices have been sent to all procurement card program and alternate program coordinators to be added to this account. If your entity currently has an Amazon Business account, that account will need to be de-registered and merged with the State's account. If you do not receive an invitation but still wish to be on the official Amazon Business account, please contact Steve Tucker or Yolanda Thurman at **601-359-3409** and [Stephen.Tucker@dfa.gov](mailto:Stephen.Tucker@dfa.gov) or [Yolanda.Thurman@dfa.ms.gov](mailto:Yolanda.Thurman@dfa.ms.gov)

## PPRB

### Public Procurement Review Board

<i>PPRB Meeting Dates</i>	<i>Submission Deadlines</i>
December 4, 2019, 9:00 a.m.	November 6, 2019



#### **UPCOMING CMPA CLASSES**

- CMAA- November 19-21, 2019
- January 28-30, 2020
- March 17-19, 2020
- May 26-28, 2020
- July 28-30, 2020
- September 22-24, 2020
- November 17-19, 2020

If you are interested in taking the CMAA course, please visit:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmaa-training/>