



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

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Featured Contract

Contract: Maintenance Repair and Operations (MRO)

These are NEGOTIATED contracts. This means you are able to negotiate the price. The discount listed is the minimum you must receive. Do not settle. Shop and negotiate the pricing for the best value.

Only the commodities that fall under the NIGP codes, from the discount spreadsheet, can be purchased as part of this contract. Verify that what you want to purchase is covered by the NIGP code with the link provided: <http://www.dfa.ms.gov/dfa-offices/mrms/mrms-applications/magic-logistics-lo/>.

If commodities are purchased, that are not on the attached discount spreadsheet, these commodities are not a part of this contract, and should be purchased using normal purchasing procedures.

Dates of Contract: September 2, 2019 through August 31, 2020

Vendors on Contract: There are currently eleven (11) vendors offering a variety of items based on NIGP code.

Contract Spend: During the last period the total spend was \$3,488,895.28

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-](http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/travel/hotels-meals-miles-reimbursements/meal-reimbursement/)

[miles-reimbursements/meal-reimbursement/](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

The use of a procurement card has many benefits such as being able to purchase items in a quick and more convenient manner. However, once your procurement card has been used, there are several important factors that you have to remember:

- According to Section 10.112.01 of the Mississippi Procurement Manual, **balances on credit cards shall be paid at the receipt of the monthly statement.**

- This means that unless there is a disputed claim on the monthly statement, **no balance can be carried over to the next month.** If the balance is not paid in full at the end of each month the following things are subject to happen to the agency account:

- 45 days delinquent – The account will be charged an interest rate of one and one-half percent (1 ½ %) on the delinquent amount.



- 60 days delinquent – The agency will be contacted by Steve Tucker about the past due balance to try to get the account in a non-delinquent status.
- 90 days delinquent – The agency account will be suspended, which means all cards will be entered into a suspended status until the account is paid in full.

While procurement cards are making purchasing easier for both items that are and are not on state contract, paying the balance off each month is vital for agency use.

FLEET MANAGEMENT

The new Vehicle and Police Vehicle contracts are effective October 1, 2019 and the Standard Equipment/Option Sheets can be viewed at <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-fleet-management/>.

As previously reported in P-Notes, the Police Pursuit Tahoe and the Special Service Tahoe are not available on the 2019/2020 contract. General Motors has already cut off production of the 2020 model and will not be producing the 2021 model until March 2020.



SURPLUS PROPERTY

Needing office furniture, file cabinets, tables, vehicles, lawn equipment and other items then consider checking out Mississippi Office of Surplus Property. If we do not have what you need then let us find it in Federal Surplus Property and bring in for you.



Do you have property you need to dispose of? Then just call us. We will even come pick up your property when possible. We can shred hard drives and provide documentation that service performed. We are here to serve you and help you save money.

We look forward to serving you to help meet your needs.

DIRECTOR'S OFFICE:

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PPRB

Public Procurement Review Board

PPRB Meeting Dates

November 6, 2019, 9:00 a.m.

December 4, 2019, 9:00 a.m.

Submission Deadlines

October 2, 2019

November 6, 2019

OPTFM COURSES



UPCOMING CLASSES

- CMPA – November 19 - 21, 2019

- Fleet - November 5, 2019

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

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

or Fleet Manager Certification at:

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