



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

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## Featured Contract

**FURNITURE – CAFETERIA, DORMITORY, LIBRARY FURNITURE/ LIBRARY SHELVING, LOUNGE, MODULAR OFFICE, SCHOOL FURNITURE, SEATING, WOOD DESKS & WOOD CREDENZAS**

Commodity: This negotiated state contract features Furniture (Cafeteria, Dormitory, Library Furniture/Library Shelving, Lounge, Modular Office, School Furniture, Seating, Wood Desks & Wood Credenzas).

Type of Contract: These are a negotiated state contracts. (Negotiated means: that agencies can negotiate the best price from the listed contract vendors.) State agencies may purchase from any of the listed contract vendors or state agencies may purchase the item(s) from other than the contract vendor provided they follow the applicable procedures set forth in section 31-71-13 (a), (b), or (c) and the price shall not exceed the negotiated contract price.

These contracts feature various types of furniture that are available for purchase. The dates of these contracts are July 1, 2019 – June 30, 2020.

There are new furniture contracts that have been posted on the Office of Purchasing, Travel, and Fleet Management’s, (OPTFM) website. There are currently 99 vendors who have contracts and provides a variety of furniture products to meet your needs. These contracts may be viewed on OPTFM’s website at the below link and in MAGIC.

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/d-e-f/furniture-cafeteria-dormitory-library-lounge-modular-office-school-furniture-seating-wood-desks-and-wood-credenzas/>

If you have questions regarding the Furniture Contracts, you may contact one of the below Contract Analysts in the Office of Purchasing and Travel.

Erin Sandlin, [Erin.Sandlin@dfa.ms.gov](mailto:Erin.Sandlin@dfa.ms.gov) 601-359-1310  
Ashley Harrell, [Ashley.Harrell@dfa.ms.gov](mailto:Ashley.Harrell@dfa.ms.gov), 601-359-3419

Spend: During the last period, this contract had total sales of \$9,336,547.55.

## FLEET MANAGEMENT

The Bureau of Fleet Management is currently awarding Vehicle and Police Vehicle contracts. The new contracts will be available October 1, 2019 and will include several new vehicles.

While it is not official, BFM has reason to believe that the Chevrolet Tahoe Police Pursuit Vehicle will not be available on contract beginning October 1, 2019. We recommend that any agency wanting to purchase the Police Tahoe do so as soon as possible.



The next Certified Mississippi Fleet Manager class is scheduled for November 5, 2019. If your agency does not have a Certified Fleet Manager, you are not eligible to purchase vehicles. Registration will be open soon.

## Travel Card Program Notes

### 1.) When is payment due on the Travel Card?

Your program coordinator will be sure the statements are reconciled and forwarded to the proper personnel for payment when the bill arrives. Late payments, no payments and partial payments are not the best practices. According to the [Travel Card Guidelines](#), the balances are only carried over for disputed amounts; otherwise, payment in full is expected no later than net 45 days. Seriously delinquent accounts may result in the Travel Cards being suspended until payment is rendered.



### 2.) Can the Travel Card be used to pay for conference registration for an employee?

Yes. The Travel Card may be used to pay for registration where travel will be taking place; however, sometimes it will decline. The reasons for this involve Merchant Category Codes (MCC Codes) being blocked. If this happens, contact your program coordinator, who will then email the Travel Office and the code will be unblocked for the amount of time you are doing registrations. OPT's recommendation is that anytime you know you will be making reservations to contact your program coordinator who will alert OPT and you can save some time.

### 3.) Can an out-of-state vendor charge sales tax for items purchased using the Travel Card?

Yes, the sales tax exemption is only applicable to vendors in Mississippi. The Office of Purchasing and Travel does not have the authority to tell another state's vendors not to charge State of

Mississippi agencies sales taxes. However, if you indicate that you are purchasing an item on behalf of a tax exempt state agency and ask if the out-of-state vendor would give your agency the same tax exemption that is extended to state agencies in their state, some will honor the request.

### 4.) Can the travel card be used to make a hotel reservation and pay for hotel charges?

Absolutely. This is an authorized expense on the Travel Card. If the cardless account is being used, multiple employees may have reservations made to the account. If an individual travel card is being used, only the expenses for the cardholder may be charged, and the same is true for an employee who has checked out a department card. The Travel Card may not be used to book conference rooms at hotels for seminars, workshops, conferences, etc.

### 5.) Hotels in Mississippi are refusing to honor my request for sales tax-exemption when I use the Travel Card. What should I do?

They may require proof, such as a tax-exempt letter, etc. Inform the desk clerk you are paying with a State-issued credit card, not a personal one. If they still refuse to honor it, ask to speak to the Manager. If the Manager refuses, you have two choices. You can opt to find another hotel or make note of the problem to attach to your receipts, etc., upon your return and indicate that you did your due diligence and had to pay the sales tax.

## IMPORTANT ANNOUNCEMENT



After an annual contract review of the Hotel Motel Services contract it has been decided that October 1, 2019 the Negotiated Hotel Motel Services Contract will be discontinued. It is still important when traveling on state business, to ask for government daily/weekly room rates when at all possible. These rates slightly differ from regular rates to the public. The Office of Purchasing Travel and Fleet Management would like thank all of the hotel and motel service vendors who have serviced us over the life of this contract!

## P-Card Corner

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](mailto:Yolanda.Thurman@dfa.ms.gov) or 601-359-3409 or Steve Tucker, Director, Bureau of Marketing, Travel and Card Programs, at [Stephen.tucker@dfa.ms.gov](mailto:Stephen.tucker@dfa.ms.gov) or 601-359-3107.

## 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:

- September 15, 2019
- September 22, 2019

RFx Start Date: September 15, 2019

First Advertisement Date: September 15, 2019



## PPRB Public Procurement Review Board

PPRB Meeting Dates	Submission Deadlines
October 2, 2019, 9:00 a.m.	September 4, 2019
November 6, 2019, 9:00 a.m.	October 2, 2019
December 4, 2019, 9:00 a.m.	November 4, 2019



## OPTFM COURSES UPCOMING CLASSES

- CMPA - September 24 - 26, 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/>

