



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

Website: <http://www.dfa.ms.gov>

E-mail: PurchasingandTravel@dfa.ms.gov

Telephone Number: 601-359-3409 Fax Number: 601-359-3910

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The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Michael Cook, Director, OPT

- Alicia Adams
- James Brabston
- Regina Irvin
- Erin Sandlin
- Christopher Statham
- Candace Coleman

Steve Tucker, Director of Marketing and Audit

- Yolanda Thurman
- Candice Hay
- Ashley Harrell

Billy Beard, Director, Bureau of Fleet Management

- Carlos Galloway
- Ramona Jones



FEATURED CONTRACT

COPIERS – PURCHASE & RENTAL

Commodity: Copiers for purchase and rental.

Type of contract: Negotiated contract – *remember, this means that you can negotiate your best price from the vendors on contract!* State agencies *may* purchase items from any of the contract vendors listed below, or state agencies *may* purchase the items covered by this contract from a noncontract vendor provided they follow the applicable procedures set forth in Section 31-7-13 (a), (b), or (c) and that the price shall not exceed the negotiated contract price.

Dates of Contract: May 1, 2019 thru April 30, 2020

Vendors on Contract: There are currently 8 vendors offering a variety of copy machines, multifunction printers and duplicators on this contract. The best way to view products and compare prices among the vendors is to access the below link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/a-b-c/copiers-purchase-and-rental/>.

Contract Analyst: Regina Irvin, Regina.Irvin@edfa.ms.gov

Contract Spend: During the last period, the contract spend was \$6,106,605.32.

Reminder: All copier contracts (P-1s) must be created in MAGIC. When creating copier contracts (P-1s), the contract must be created using the manufacturer’s supplier number instead of the dealer’s supplier number. OPTFM entered into the contract with the copier manufacturer and not the dealer. The Supplier number must be identical to the statewide contract vendor and the contract must contain a distributor from the referenced state contract. Creating the contract using the manufacturers supplier number, will allow OPTFM to track the annual spend. If the contract is created using the dealer’s supplier number, the system may automatically approve it, because the amount of the contract(s) is below \$50,000.00. However, when the associated contract volume with the same manufacturer exceeds \$50,000, these contracts when modified will route to OPTFM for oversight approval. Thus, the contract must be created correctly prior to receiving approval from OPTFM. If an agency created a copier contract(s) using a dealer’s supplier

number, please create a new contract using the manufacturer's supplier number. Please follow the instructions on "How to Create an Agency Copier Rental Agreement Contract". These instructions can be found on OPTFM's website at the below link.

<http://www.dfa.ms.gov/media/5065/how-to-create-an-agency-copier-rental-agreement-contract.pdf>

Fleet Management

Welcome back, Ramona Jones. The Bureau of Fleet Management is happy to announce that Ramona Jones, Contract Analyst Senior, has returned effective July 1, 2019. Ramona will primarily be working on the contracts that BFM is responsible for managing.

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 August 13, 2019. If your agency does not have a Certified Fleet Manager, you are not eligible to purchase vehicles. Registration will be open soon.



Travel Agency Services

The Office of Purchasing and Travel has approved a list of travel agency service providers located on our website, <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/competitive-contracts/>, to provide travel services for the officers and employees of the State of Mississippi. This multiple award contract is based on proposals received from various agencies. Each state agency may choose one or more state contract travel agencies to handle its travel requirements. It is our recommendation that the agency advise its employees which travel agency(s) is to be used and designate a liaison to work with the travel agency(s). We would also like to announce one new vendor added to this years approved vendors list of Travel Agency Service providers: Travelmax Global, LLC, they are based in Doral, FL and have been in business for over 15 years. We look forward to them being able to assist our state agencies and local governing authorities this fiscal year with their travel needs.

Procurement Card

When utilizing your procurement card for authorized purchases, please be sure that all STATE of MS sales taxes are exempt from the transaction.



Per Section 27-65-105(a) of the Mississippi Code of 1972, Annotated, state agencies are exempt from state sales tax. This section provides that sales of tangible personal property or services made to the United State Government, the State of Mississippi and its departments, institutions, counties and municipalities or departments or school districts of said counties and municipalities are exempt from sales taxes. Invoices and/or receipts should be reviewed to ensure that the vendor did not charge sales tax.

OPTFM COURSES

Upcoming CMPA Class

SEPT 24-26, 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/>.

Upcoming Fleet Certification Class

Aug 13, 2019



CONGRATULATIONS TO THE MAY 2019

CMPA Class



Bid Documentation for PPRB Approval

If a governing authority receives an exemption from the use of reverse auction, competitive sealed bids are solicited and the resulting award must be approved by PPRB, before a purchase is made or a contract is signed. Bid documents should be sent to OPTFM, to be placed on the next Board agenda. The documentation must include:

- MPTAP Notification
- Newspaper Advertisement
- Bid Specifications
- Winning Bid
- Bid Tabulation

If a contract is approved by the PPRB, any extension or renewal of that contract must also be approved by the Board.

	
PPRB	
<u>PPRB Meeting Date</u>	<u>Submission Deadlines</u>
September 4, 2019 9:00 a.m.	August 7, 2019
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

