

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

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Table of Contents

Workshops.....	1
ITS	2
Fleet.....	2
CMPA	2
Featured Contract.....	2
Travel.....	2-3
FAQ	3
P-1's.....	3
News from Around the Agency.....	4
Congratulations.....	4

The Office of Purchasing, Travel and Fleet Management

Aubrey Leigh Goodwin, Director, OPTFM

Ashley Harrell
Linsey Boatner

Michael Cook, Director, OPT

James Brabston
Regina Irvin
Steve Tucker
Erika Weakley

Ross Campbell, Director of Marketing and Audit

Symone Bounds
Yolanda Thurman
Ramona Jones
Laurie Pierce
Carlos Galloway

Wayne Cranford, Director, Bureau of Fleet Management

Billy Beard



Staff Changes in the Office of Purchasing, Travel and Fleet Management

Monica Ritchie has left the position of Director of the Office of Purchasing, Travel and Fleet Management (OPTFM). The staff at OPTFM, as well as many others in the State, wish her the best of luck in her new position at ITS. She will be greatly missed.

We welcome Aubrey Leigh Goodwin as the new Director of the Office of Purchasing, Travel and Fleet Management. Aubrey Leigh took over the position as Director on April 1, 2016. Prior to joining DFA, Aubrey Leigh served as Special Assistant Attorney General to the Mississippi Department of Finance and Administration for over seven years, giving counsel to DFA's leadership in the areas of policy development, purchasing, fleet management, public works contracting, property leasing, and human resources. Prior to joining the Attorney General's Office, Aubrey Leigh was in private practice. Aubrey Leigh is a Jackson, MS native and graduated Summa Cum Laude from Mississippi College in 2001 with a Bachelor of Arts Degree in American Studies. After graduation, she worked as a paralegal for five years before beginning law school. Aubrey Leigh graduated Cum Laude from Mississippi College School of Law in 2008, where she served as an Adjunct Professor of Appellate Advocacy from 2008 to 2010.

Workshops on P-1's and Utilizing State Contracts

Would you like assistance with entering P-1s or using MAGIC for finding commodities on state contracts? If so, here's a chance to get hands on help in these areas. On June 8, 2016, OPT will offer a morning session on P-1s and an afternoon session on Utilizing State Contracts in the Woolfolk Building. Space will be limited to no more than three (3) individuals from your agency. To sign up, please log into MELMS and register under P-1 Training or Utilizing State Contracts. Questions can be directed to OPT at 601-359-3409.

Mississippi Department of Information Technology Services

Technology Planning & Procurement for State Agencies

Are you responsible for technology planning or technology procurement at a state agency? If so, are you interested in learning more about how to prepare a Technology Plan or how to handle the legal procurement of technology? The ITS Eastwood Education Center is hosting a class, Technology Planning & Procurement for State Agencies, on Thursday, April 28, from 1:30 to 4:30 pm. If you are interested in attending, please contact Susan McClain at 601-432-8186 or susan.mcclain@its.ms.gov

Fleet Management (BFM)

We are continuing to see issues with the disposal of vehicles in MAGIC. A new Vehicle and Disposal Status Report has been created in MAGIC.

This report will provide agencies with the ability to verify that the Asset Record Status and the Equipment Status are not mismatched. Records where the status is mismatched will be highlighted in **green**. It is important that equipment records for an inactive vehicle asset be deactivated.

- The T- Code for this report is: **ZFAM_VEHICLE_EQ_STAT**
- A new job aid to provide instructions on how to run a Vehicle and Equipment Status Report is available in MAGIC. The job aid can be found within UPERFORM.
- A Vehicle Disposal Process Job Aid is also available in MAGIC.

The updated [Vehicle Disposal Process Job Aid](#) will provide you more information on this business process.

BFM is receiving current State Vehicle Contract cut-off dates. Please view the following link for updated vehicle cut-off information:

http://www.dfa.state.ms.us/Purchasing/documents/2016VehicleCut-OffDates_000.pdf.

Many of the 2016 models will stop production soon, so BFM encourages you to place your request now if you plan to purchase any vehicles in the remainder of FY 2016. Most of the vendors will substitute 2017 models after the cut-off date; however, the delivery of the 2017 models could be delayed.

Please contact Wayne Cranford, Director of the Bureau of Fleet Management, if you have any questions regarding disposal of vehicles in MAGIC at Wayne.Cranford@dfa.ms.gov or 601-359-5041.

Featured Contract

Commodity: Grounds Maintenance Equipment

The Grounds Maintenance Equipment Contract includes tractors and any applicable attachments and options; landscape maintenance equipment and applicable attachments and options such as: Commercial Zero-Turn, Walk-Behind, Stand-on, Push, Rotary, Boom, Flail, and Commercial Front-Mount mowers; Turf-renovation equipment such as: aerators, seeders, and sprayers; Hand-held equipment such as: trimmers, brush cutters, hedge trimmers, edgers, blowers, chainsaws, pole saws, vacuums, and etc.; Golf Maintenance equipment and applicable attachments and options such as: reel mowers, bunker rakes, debris maintenance including blowers, sweepers, vacuums and other specialty equipment; and Gas and Electric powered Golf Carts and 2 and 4 Wheel Drive Utility Transport Vehicles and any applicable attachments and options.

Type of contract: Negotiated contract – **remember, this means that you can negotiate your best price from the vendors on contract.** **Negotiated contracts are established on the basis of proposals from many vendors.** These proposals are evaluated with contracts being awarded to all vendors whose prices are "comparable." These contracts may be used by any agency. Negotiated contracts are "convenience" contracts and serve to establish a maximum price that can be paid for any item covered by the contract. Agencies may purchase items covered by a negotiated contract from other than the contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 of the Mississippi Code, 1972 Annotated.

Dates of Contract: March 1, 2016 through February 28, 2017

Contract Link: These contracts can be viewed at the following link: http://www.dfa.state.ms.us/Purchasing/GroundsMaintenance_005.html

Contract Analyst: Stephen Tucker, Stephen.Tucker@dfa.ms.gov

Office of Travel Travel Card Program

(1) How do I change the Single Transaction action limit for a cardholder? This request can be emailed to laurie.pierce@dfa.ms.gov. The change will be made and documented on the application on file for the cardholder in OPTFM's files.

(2) How do I change the Credit Limit for a cardholder? This request can be emailed to laurie.pierce@dfa.ms.gov. The change will be made and documented on the application on file for the cardholder in OPTFM's files.

(3) 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.

Certified Mississippi Purchasing Agent

2016 Class Schedule

Dates	Location
May 10-12	Woolfolk Annex Building
July 19-21	Woolfolk Annex Building
September 20-22	Woolfolk Annex Building

Cost of Class is \$75.00

(4) Can the Travel Card be used to pay for meals? No, meals are considered an unauthorized charge on the Travel Card. They may be paid for by the employee and reimbursed using a travel voucher. Check with your agency for any meal reimbursement questions you may have specific to the trip you are taking.

(5) 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, lack of payments and partial payments are not acceptable. Pursuant 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. Delinquent accounts may result in the Travel Cards being suspended until payment is rendered.

(6) 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.

(7) 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 ; however, more often than not, it will decline due to the Merchant Category Codes (MCC Codes) being blocked. If this happens, contact your program coordinator, who will then email the Travel Office and we will unblock the code for the amount of time you are doing registrations. Anytime you know you will be making reservations, please contact your program coordinator who will alert the Travel Office and you can save some time. Note to the Program Coordinator: please follow the following format:

Last 4 digits of the account
Name of State Agency/Governing Authority/University
Vendor Name
Transaction Amount

(8) Can the Travel Card be used to pay for membership fees for an employee? No. The Small Purchase Procurement Card (P-Card) should be used for that, or you may choose to use another method of purchasing.

(9) 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 can opt to find another hotel. Taxes shall not be charged on the Travel Card. Note: this is for Mississippi only.

(10) Can I use my Travel Card internationally? Sure! Please inform your program coordinator of your plans and they will contact the Travel Office so we can get the travel dates to the Bank and they can open up country codes, etc.

The Office of Purchasing, Travel, and Fleet Management is often asked questions regarding various topics. We would like to take this opportunity to share some of these questions and answers in our monthly newsletter.

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Q: If a sole source was approved over a year ago, can that sole source be extended today?

A: No, just because a sole source commodity was approved a year ago does not mean the commodity is still a sole source today. Any agency with a sole source request must follow sole the source regulations posted on OPTFM's website.

Q: Can a State Agency purchase office supplies from a non contract supplier?

A: State Agencies must purchase office supplies from the Competitive State Office Supply Contract listed on OPT's website and the State Contract Board. If a required office supply product is not available on the Competitive State Office Supply Contract, other methods may be utilized.

Q: Does OPTFM have a state contract for printing?

A: OPTFM does not have a state contract for printing, which means the government entity should follow normal purchasing procedures.

Q. Does the State reimburse Board Members or Employees for mileage on a Rental Car?

A. No. Mileage is reimbursed only for privately-owned vehicles. The vehicle rental contracts {found here:

<http://www.dfa.state.ms.us/Purchasing/StateContracts/VehicleRentalServices975.html>} include unlimited mileage. Mileage should not be claimed on a travel voucher for reimbursement when a vehicle is rented by an employee, board member, or contract worker using the state contract(s).

Q: Can an ITS Express Products List (EPL) be used to purchase IT services?

A: No, ITS EPLs do not allow for the purchase of services. Only services procured at the same time and in connection with the purchase of EPL items may be purchased through an EPL, such as training on the use of the product, upgraded warranties and installation. For more specific information about what is within the scope of ITS EPLs, refer to the Instructions for Use Memorandum published for each EPL on the ITS web site at: <http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>

P-1s

In the very near future, there will be a new contract type added in MAGIC. The contract type will be OREQ – Oversight Request. This contract type will be used by agencies when submitting a P-1 for trade-ins or when an agency awards a contract to multiple vendors. Instructions will be listed on the OPTFM website and MASH will be sending out a notice.



CONGRATULATIONS MARCH 2016 CMPA GRADUATES

Want To Find More Minority Contractors?

www.mnbr.org

Our Online Registry Gets You Connected

Mississippi Development Authority's minority and woman-owned business online registry can put you in touch with minority contractors. You can search by geographical location, type of service and products provided or by our easy-to-use alphabetical listing.

What are the benefits of utilizing a minority contractor?

Gain a Competitive Advantage

Minority-Owned companies are in a better position to provide personalized customer service and flexible and innovative solutions to challenges which gives your organization a competitive advantage.

Efficient Utilization of Resources

Increased competition creates cost saving opportunities for consumers. Minority-Owned companies often have low overhead and respond efficiently to the needs of procurement professionals.

Greater Representation and Community Development

Contracting with minority-owned companies has a direct economic impact on entire communities where minority-owned companies have incorporated their businesses.

Start searching online now
Visit www.mnbr.org

For information contact Latonia Shirley at Mississippi Development Authority at 601.359.6678 or e-mail: lshirley@mississippi.org

Rob Barr, ESMH
Felisha Bracey, MREC
Donna Creekmore, CMRC
Joseph Dupree, UMMC
Kristen Eaton, OSARC
Elizabeth Edmonds, UMMC
William Entrekin, ESMH
Mertha George, ASU
Chiquita Hayes, MSH
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