



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

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Workshops on P-1s 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 April 12, 2017, 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 LSO in the MAGIC portal and register under P-1 Training or Utilizing State Contracts. Questions about getting registered can be directed to the Help Desk at mash@dfa.ms.gov.

FEATURED CONTRACTS

Commodity: Tires and tubes for motorcycle, passenger/van, light duty and medium duty trucks, off-road equipment, farm tractors, industrial, and recapped/retread.

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: April 1, 2017 thru August 30, 2018

Vendors on Contract: There are currently 8 vendors offering a variety of tires and tubes 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/purchasing-and-travel/negotiated-contracts/s-t-u/tires-and-tubes/>

The following vendors are on state contract:

Bridgestone/Firestone
Continental
Dunlap & Kyle
Goodyear

Michelin
Southern Tire Mart
Yokohama
Hankook new vendor this year

Contract Analyst: Billy Beard, billy.beard@dfa.ms.gov

Contract Spend: During the last period, the contract spend was \$6,495,072.18.

Commodity: Grounds Maintenance Equipment which includes Mowers, Landscape Equipment, Tractors, Golf Carts and Utility Vehicles.

Type of contract: Negotiated contract. This negotiated contract consists of four (4) main categories with a variety of items. State agencies and governing authorities may buy from any of the vendors listed in the product category from this contract. They may choose to negotiate a price from any other vendor by following the purchasing procedures set forth in Section 31-7-13 (a), (b), or (c) and provided that the price shall not exceed the negotiated contract price. Not all of the contract vendors are the same in each category. So it is important to check the vendors first for the specified items. This contract was developed to give the State agencies and governing authorities the best source of selection for their need.

Dates of Contract: March 1, 2017 – February 28, 2018

Vendors on Contract: There are currently twenty-six (26) vendors who offer a variety of products mentioned above. To view a listing of all the contracts and the products being offered visit the following website:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/g-h-i/grounds-maintenance-equipment-tractors-landscape-maintenance-golf-maintenance-and-golf-carts-and-utility-transport-vehicles/>

Contract Analyst: Steve Tucker,
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OTHER CONTRACTS

Cooperative Contracts

The Office of Purchasing and Travel has established an agreement with NASPO Valuepoint, through the vendor Mohawk Resources, for **vehicle lifts**. This contract will be for one year and will expire March 31, 2018.

These cooperative contracts can be viewed on our website at the following link:

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

Travel



How to Book a Flight

Employees may make reservations for all travel arrangements using a state contract travel agency or by booking flights over the Internet.

Method 1

State agencies, city and county officers and employees may utilize the State of Mississippi Travel Agency Services contract administered by the Office of Purchasing, Travel and Fleet Management. When booking a flight through a state contract travel agency, simply select the travel agency, call the contact person, and book your flight. Be sure to check with your Program Coordinator to see if they use a particular travel agency for all bookings or to verify that you are authorized to book your own flight and use the agency's ghost card as a method of payment.

A receipt (passenger receipt) and itinerary must accompany the request for reimbursement. There are transaction fees for booking air travel, as well as separate transaction fees that may accompany this method of booking transportation, including but not limited to vehicle rental, lodging, etc.

There are no quotes required when using a state travel agency. They should find the lowest fare for you.

Method 2

Another option is booking airfare on your own. This is a simple process. With online booking tools, such as Travelocity, Orbitz, Priceline, etc., and the airlines themselves, with a few strokes on the keyboard you can search for and book the right flight for you. Air travel is an authorized expense for the travel card and you can check with your Program Coordinator regarding use of the ghost account, a department card or your travel card. You may also choose to book with your personal card and receive reimbursement when authorized by your agency.

For all flights which are not booked through one of the contract travel agencies, the employee must obtain and the agency must maintain in its files a cost comparison showing a **minimum** of two (2) fares. This cost comparison must show the fare and any issuance cost and must demonstrate a cost savings, and must also be submitted along with the employee's Travel Voucher. **Neither of these quotes should be through a travel agency if they will not be used.**



If the employee must book a flight at a price in excess of the lowest rate on the cost comparison, the agency must, prior to booking the flight, submit an eWaiver Request found on the OPTFM website at <http://www.dfa.ms.gov/media/1533/ewaiver.pdf> to the Office of Purchasing, Travel and Fleet Management and include the amount of cost and the justification of using that fare on the eWaiver.

Preferred seating, business, or first-class service **may** be authorized if at least one of the flight segments exceeds 6 hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of airline. Preferred seating, business or first-class travel is not reimbursable unless approved in advance. An eWaiver signed by the Agency Head or designee must be submitted and approved by OPTFM **prior** to the trip.

Whether you choose to book through a travel agency or book your own flight, the procedures in place should demonstrate cost savings.

For more information regarding air travel click here:
<http://www.dfa.ms.gov/media/4787/travel-manual-1216.pdf>

Rebate Checks

As a benefit of utilizing a procurement and/or a travel card as a part of the State Procurement Card Program, each entity is eligible to receive a rebate based off the entity's spend for that current fiscal year. Rebates have been calculated and all payments were scheduled to be processed on March 28th. This means that all entities receiving a rebate should have received a check from UMB within the next two weeks. Please feel free to contact Symone Bounds or Laurie Pierce if you have any questions about your rebate check or any other procurement and/or travel card related issues at 601-359-3409.



Due to the recent changes in the 2017 Legislative session, OPTFM must cancel all CMPA classes for the rest of the year. We apologize for any inconvenience this may cause, and we will resume the courses as soon as possible.

PROOF OF ADVERTISEMENT

Proof of Advertisement is required for advertised bids as well as sole source procurements. A copy of the actual newspaper clippings of the advertisement is required plus an affidavit of publication from the newspaper. It is the State Agencies' responsibility to provide the copy of the newspaper clippings of the advertisement along with the affidavit of publication from the newspaper. Without both of these items submitted to OPTFM, we cannot verify that the publication occurred in accordance with state law. .



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

CPO'S CORNER



Greetings friends! The Legislative Session is now over and OPTFM is busy preparing to implement the many changes affecting procurement.

Please make sure you have read:

- House Bill 938,
- House Bill 1106, and
- House Bill 1109.

Please stay tuned for more communication from our office regarding plans for policy and business process changes.

As always, please feel free to call, e-mail, or schedule a time to come by and visit with us if we can assist you in any way.

Aubrey Leigh