

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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Public Procurement Review Board Update

The Public Procurement Review Board (PPRB) met January 3, 2018 and approved an exemption from performing Reverse Auctions for all Governing Authorities until February 7, 2018.

Please note that any contract entered into as a result of an alternative procurement process other than Reverse Auction which is conducted during this exemption period must be approved by the PPRB prior to the award of the contract pursuant to Miss. Code Ann. Section 31-7-13(c)(i)(2).

Please note that if an agency has a contract on the agenda, an agency representative should be present at the PPRB meeting.

Please contact Ross Campbell, DFA Director of the Office of Purchasing, Travel and Fleet Management, at 601-359-3409 should you have any questions or need assistance.



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Featured Contract

Electronic Bidding

The State of Mississippi has awarded 5 contracts for Electronic Bidding Services. This contract is optional for local governmental entities in Mississippi to utilize and should not be used by state agencies. State agencies must use the State's Enterprise Resource Planning System, MAGIC, administered through DFA, for electronic bidding.

Local governmental entities using this award are not required to exclusively select a single contracted vendor. Local governmental entities using this award will not be required to select a contracted vendor for any minimum period of time. The services provided through this award are limited to the provision of electronic bidding services. Contracted vendors must offer electronic bidding services for procurements valued at \$50,000.01 and above.

House Bill 1106 revised Mississippi Code Section 31-7-13(c)(v) and requires local governmental entities to provide a "secure electronic interactive system for the submittal of bids requiring competitive bidding that shall be an additional bidding option for those bidders who choose to submit their bids electronically." The only exceptions to this requirement are for local governmental entities who are currently without available high-speed internet access and counties having a population of less than twenty thousand and municipalities having a population of less than ten thousand.

The 5 awarded vendors that have signed Agreements to be able to offer electronic bidding services through this award are:

- Central Auction House dba Central Bidding
- EASiBuy, LLC
- eSolutionsGroup Limited
- FedBid, Inc.
- Quest Construction Data Network, LLC



For more information about this contract, please visit:

<http://www.dfa.ms.gov/media/6245/instructions-for-use-memo-electronic-bidding-services-updated-2018-01-05.pdf>

To report problems or to request assistance in the use of this award, please contact:

- Ross Campbell, Director of DFA OPTFM, at (601) 359-2004 or Ross.Campbell@dfa.ms.gov
- Lynn Ainsworth, ITS, at (601) 432-8150 or Lynn.Ainsworth@its.ms.gov

Reverse Auction General Information

While conducting reverse auctions to procure commodities, please be mindful that the element of the procurement cycle that has the most change is the primary method of procurement – which is no longer competitive sealed bid but is now reverse auction. All contract supplemental documents communicated to the vendor community including advertisements, specifications, general conditions, and addenda/amendments should be utilized and updated to reflect any reverse auction and/or electronic bidding key information.

The Office of Purchasing, Travel and Fleet Management has completed a General Conditions Template that can be utilized and updated to reflect any State Agency's or Governing Authority's specific information. This document outlines all conditions of which vendors looking to submit a bid for a procurement should meet. These conditions can be utilized by the entity to prequalify vendors that can participate within a reverse auction for the commodity the entity is seeking to procure.

This template can be found at: http://www.dfa.ms.gov/media/6276/general-conditions-reverse-auction_revised012218.pdf

State Agency Procurement Lab

State agencies needing to perform Reverse Auctions in MAGIC may request assistance from DFA. The DFA Offices of Purchasing, Travel and Fleet Management (OPTFM) and Mississippi Management and Reporting Systems (MMRS) are collaborating to provide a Procurement Lab in a DFA training room.

OPTFM and MMRS personnel will be present at the event to provide procedural and technical assistance. The Procurement Lab will be available on a first come, first serve basis on Tuesdays and Thursdays at 2 p.m., beginning January 4, 2018.



To request use of the Procurement Lab and DFA personnel, please submit an email to the MASH help desk at mash@dfa.ms.gov. Requests must be received at least two (2) weeks prior to the Reverse Auction.

Training Opportunities Available

Training is a great way to network with others and to learn new processes and procedures. The procurement and travel card programs have been thriving for some years now and many of our agencies on both card programs have had some turnover in cardholders since the agency's initial start-up. Most trainings conducted by our office are due to the results of P-card/travel card review or during an agency's initial start-up. Trainings can occur at any time for a group of individuals within your entity. If your agency is interested in scheduling a procurement and/or a travel card training session, please feel free to reach out to the Procurement Card Coordinator, Jametta Gregory, at jametta.gregory@dfa.ms.gov or to the Travel Coordinator, Candice Hay, at candice.hay@dfa.ms.gov.

Travel Card Program Coordinator Information Needed

Our current email list for travel card program coordinators has contact information that is no longer accurate and we need your help to ensure that we have the correct information on file. If you are a travel card program coordinator or alternate program coordinator, please complete the form located at this link: <http://www.dfa.ms.gov/media/1567/travelcardprogramcoordinatordesignation.pdf> and send it back to Candice Hay at candice.hay@dfa.ms.gov by March 1, 2018. Thank you so much for your assistance in this matter.



Office of Personal Service Contract Review

DFA is proud to welcome the Office of Personal Service Contract Review (OPSCR) to its ranks. OPSCR approves personal and professional service contracts involving the expenditures of funds in excess of Seventy-Five Thousand Dollars (\$75,000.00), as well as provides assistance to agencies regarding procurement issues. To learn more about this office, its functions, and PPRB meeting deadlines, please visit the office's website at: <http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/>.



2018 Mileage Reimbursement Rate

Section 25-3-41, Mississippi Code of 1972, mandates that state officers and employees traveling on official state business in their private automobile be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles.

The U. S. General Services Administration (GSA) website currently lists the following for Privately Owned Vehicles (POV) mileage reimbursement rates effective January 1, 2018. State officers and employees will be reimbursed at that same rate in compliance with Mississippi statutes.

The rates are:

If no Government owned vehicle available - \$0.545

If Government owned vehicle available - \$.18

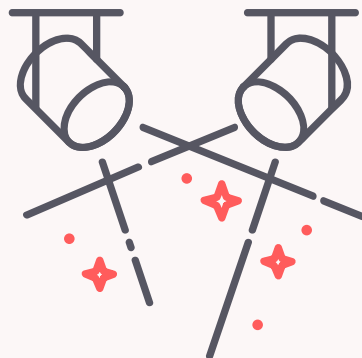
For a history of previous mileage rates, please visit <http://www.gsa.gov/portal/content/103969>.

If you have any questions, please contact Symone Bounds at 601-359-9373 or via e-mail at symone.bounds@dfa.ms.gov.

Please update all applicable travel documents to reflect these changes. An updated Trip Optimizer System Calculator Spreadsheet and Travel Voucher can also be OPTFM website at this link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/>.

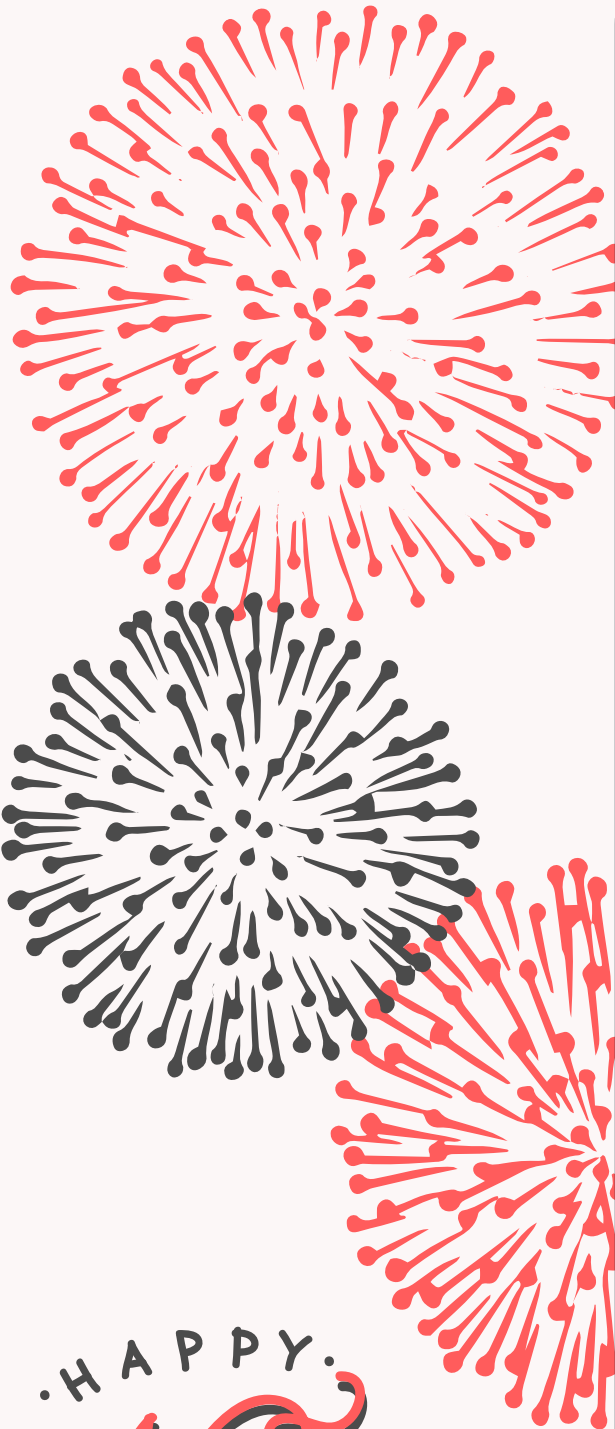
Employee Spotlight

Erin Sandlin is a new Contract Analyst to the OPTFM team. Erin recently completed her MBA at Millsaps College where she also holds a Bachelor's in Public Management. She has experience in federal and commercial contracting in the engineering industry. Erin's hobbies include reading, painting, and playing with her two rescue dogs.



Christopher Statham is a new Contract Analyst to the OPTFM team. Chris graduated from the University of South Alabama with a degree in Business Administration. He is a Jiu Jitsu Practitioner. He has two daughters, Addilyn 7 and Raelah 13. In his spare time, he takes part in volunteer work for children's charities, church activities, the American Heart Association, Veterans organizations, We Defy Foundation, and Mission 22.

The Office of Purchasing, Travel and Fleet Management



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