

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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Fleet Manager Certification Program

The Bureau of Fleet Management will be implementing a Fleet Manager Certification Program to ensure that Agency Fleet Coordinators have the necessary knowledge to complete Fleet Management tasks in MAGIC.

The certification program will be offered beginning January of 2019. All agencies are required to have a Certified Fleet Manager in order to procure vehicles by July 1, 2019. Each agency requesting to purchase a vehicle from Fiscal Year 2020 and forward must have an employee with a Fleet Manager Certification as well as have complete and accurate data in MAGIC.

The Fleet Manager Certification Program will consist of a lecture, demo, review, and exam. The Fleet Manager will be required to attend the entire program and pass the exam in order to become a Certified Fleet Manager.



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Featured Contract Pt. 1

Copiers - Purchase and Rental

Commodity: This negotiated state contract is for 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.

These contracts feature various copy machines, multifunction printers and duplicators, with an array of accessories that are available for purchase or rental. Also, agencies must use the Rental Agreement (dated February 2017 and is located on OPTFM's website) when renting a copier. The terms of the Rental Agreement cannot be amended/changed without approval from OPTFM.

Dates of Contract: May 1, 2018 thru April 30, 2019

Vendors on Contract: There are currently eight (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/purchasing-and-travel/negotiated-contracts/a-b-c/copiers-purchase-and-rental/>

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Contract Spend: During the last period, the contract spend was \$3,914,615.04.

Featured Contract Pt. 2

Commodity - Ammunition

This state contract features various types of ammunition. With this ammunition contract, you have a large selection of vendors and ammo to choose from.

Type of contract: Negotiated contract – remember, this means that you can negotiate your best price from the vendors on contract!

This negotiated contract was 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 governmental entity. 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 awarded contract vendor, provided they follow the applicable procedures set forth in Section 31-7-13 of the Mississippi Code, 1972 Annotated, and that the price shall not exceed the negotiated contract price.

Dates of Ammunition Contract: June 1, 2018 through May 31, 2019.

Four (4) manufacturers are on contract offering a variety of new and reloaded ammunition. To look at ammo and compare prices among the vendors go to our website for ammunition products accessible at this link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/a-b-c/ammunition/>.

Contract Analyst: Christopher Statham, Christopher.Statham@dfa.ms.gov

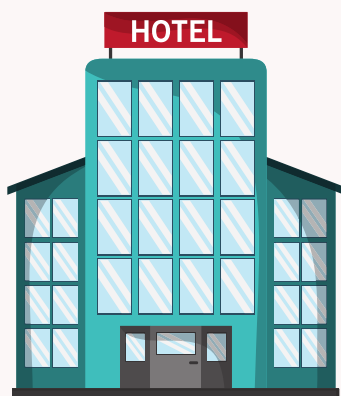


Traveling on Behalf of the State: In-State Lodging

When traveling on behalf of the State and an overnight stay in a Mississippi hotel is needed, agencies have the option to utilize a contracted hotel vendor from the Hotel/Motel Contract or to utilize a non-contracted vendor. When utilizing hotels for traveling on state business, agencies should remember the following information:

Payment

- The traveler can utilize a personal form of payment
 - Lodging is an allowable and reimbursable travel expense – if the traveler is to cover the cost of lodging
- The agency can utilize hotels that allow for entities to create direct billing accounts
 - This will allow for the entity to be directly billed when a traveler has completed their stay and the traveler does not have to cover the cost of lodging
 - **Some hotels do not allow for a direct billing account to be created, if this is the case, please utilize a different form of payment or a different hotel**
- The State of MS travel card can be utilized as a form of payment for lodging costs
 - The travel card can be an individual card or a department/entity card
 - This will allow for the entity to be billed for the cost of lodging at the end of the billing cycle and the traveler does not have to cover the cost of lodging
 - All charges placed on the travel card are to be State of MS sales tax exempt
 - When presenting a travel card as a form of payment, please also provide the entity's tax exempt letter from the Department of Revenue and a letter signed by the administration of the exempt governmental entity that verifies that the travel card issued is centrally billed and paid by the entity
 - **If a hotel will not accept the travel card as a form of payment, please utilize a different form of payment or a different hotel**



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State of MS Sales Tax

- MS Code Section 27-65-105 (a) states that all state entities are exempt from State of MS sales tax
- **When payment for in-state lodging is made with the UMB Travel Card, sales tax is considered an unauthorized expense and as such should not be placed on the travel card**
- Employees may pay taxes and be reimbursed, as long as an itemized receipt is obtained
- If the hotel does not honor the sales tax exemption status of an entity:
 - Utilize a different hotel property for lodging that will honor the tax exemption status
 - Place the lodging costs on a personal form of payment, obtain a receipt for the charges, and request a reimbursement for the charges

Tax Exemption Letter

- The Department of Revenue will issue all state entities a tax exemption letter stating that entity's tax exemption status information
- If the entity is currently utilizing a letter that is older than 7 years old, the entity should request a new letter
 - Hotels and other businesses may not honor an entity's tax-exemption status if the letter is older than 7 years old
- All requests for an exemption letter should be mailed to:
Office of Tax Policy and Economic Development
Mississippi Department of Revenue
PO Box 22828
Jackson, MS 39215



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