



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

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Table of Contents

Featured Contract.....1
Travel.....2
News Around the State.....2
CPO's Corner.....3

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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.

These contract features include various copy machines, multifunction printers and duplicators, and an array of accessories that are available for purchase or rental. Agencies must use the Rental Agreement (dated February 2017 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, 2017 thru April 30, 2018

Vendors on Contract: There are currently 10 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/>

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

Contract Spend: During the last period, the contract spend was \$5,036,049.61.

Travel

Trip Optimizer

Effective July 1, 2017, Section 25-3-41, Mississippi Code of 1972, Annotated, will include language that requires state agencies to use a Trip Optimizer System developed and administered by the Department of Finance and Administration that computes the optimum method and cost for travel by state officers and employees using a motor vehicle where travel will exceed one hundred (100) miles per day, and is not in a state-owned or state-leased vehicle available to the officer or employee. This will provide that the maximum authorized amount of travel reimbursement related to motor vehicle usage will be the lowest cost option as determined by the Trip Optimizer.

Basically, this will determine if it is less expensive to rent a vehicle or to take your privately owned vehicle, after it has been determined that no state vehicle is available.

The Trip Optimizer is an Excel spreadsheet that will be available on the OPTFM Travel Information website <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/> on or before July 1, 2017. After the variables have been entered and a determination is made a copy of the worksheet must be submitted with the travel reimbursement voucher as well as kept on file at the agency in order for vehicle travel to be reimbursed, or if no reimbursement is requested, must be kept on file at the agency.

If renting a vehicle is the less expensive option, there are several in-state vendors to choose from on state contract. The Vehicle Rental Services contracts are on the OPTFM Travel Information website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/>. Simply click "Travel Contracts" and choose Vehicle Rental Services. Note: This shall not apply to travel by state officials in motor vehicles driven by the official or in vehicles used for the transport of the official. The exemption in this paragraph applies only to the state official and not to the staff or other employees of the state official. State official" means statewide elected officials and the elected members of the Public Service Commission.

An employee traveling on official state business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request any and all reservations as far in advance as possible and shall utilize the lowest logical rate available.

Detailed instructions on use of the system will be available soon and will



be provided to each agency's Travel Coordinator."



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.

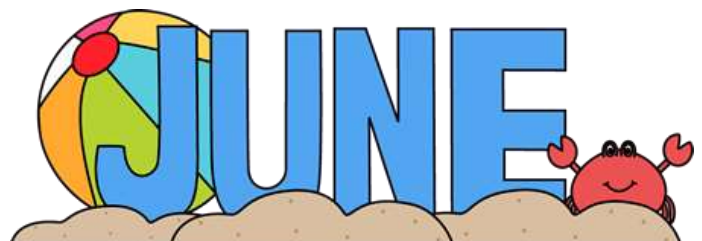
Greater Representation and Community Development

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 Derek Finley at Mississippi Development Authority at 601.359.2036 or e-mail: dfinley@mississippi.org



CPO'S CORNER



Greetings friends,

You may have heard some changes are happening within OPTFM. Effective July 1, 2017, Ross Campbell will become the new Chief Procurement Officer and Director of the office. Symone Bounds will be moving into the position of Director of Marketing and Audit.

I will be assuming a Deputy Executive Director role and will be working hand in hand with OPTFM to implement all changes resulting from new legislation this year.

As part of those changes, DFA will be creating the Office of Personal Service Contract Review, which will be led by Ms. Catoria Martin, and will include her current staff at the PSCRB. Additionally, she will be recruiting for some new team members.

I have greatly enjoyed my time as CPO and I thank each of you that have made my experience so wonderful. I look forward to continuing to grow in the procurement profession in my new role as Deputy.

As always, please feel free to call, e-mail, or schedule a time to come visit us if we may be of any assistance to you.

Aubrey Leigh