



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 June 14, 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](mailto:mash@dfa.ms.gov).

**FEATURED CONTRACT**

**Commodity:** Interior Signage (Non-Electric)

The Interior Signage (Non-Electric) Contract is a NEW contract and has been entered into with two vendors. This contract provides non-electric informational signage found in government buildings such as office directories, room identification signs, enter/exit signs, etc ...

**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:** May 1, 2017 through April 30, 2018

**Vendors on Contract:**  
Quorum Group dba Takeform  
Custom Products Corporation

**Contract Link:** These contracts can be viewed at the following link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/g-h-i/interior-signage/>

**Contract Analyst:** Ramona Jones, [Ramona.Jones@dfa.ms.gov](mailto:Ramona.Jones@dfa.ms.gov)

# OTHER CONTRACTS

The Office of Purchasing and Travel has adopted a new contract, through National Intergovernmental Purchasing Alliance, with the vendor Varsity Brands Holding Co. dba BSN Sports. This contract will start May 2, 2017 and has been adopted for the purchase of **athletic equipment and uniforms**. The contract includes catalogs from BSN Sports and US Games.

## Travel



### Miscellaneous Travel Expenses

We all have unexpected expenses from time to time while in travel status, however, there are some rules that apply to reimbursable expenses and non-reimbursable expenses.

### Reimbursable expenses include, but are not limited to, the following:

- Copy services, postage, and supplies relating to the business purpose of the trip
- Business related phone calls, calls to check voice mail at the office, faxes, and internet usage charges and fees
- Conference/Registration fees
- Costs related to passports and travel visas when necessary to accomplish the official business purpose of the trip
- Costs related to vaccinations required and/or recommended for international business travel
- Currency conversion fees
- Laundry or cleaning expenses on trips lasting seven (7) calendar days or more



### Non-reimbursable expenses

#### include, but are not limited to, the following:

- Airline, car, and card membership dues and club fees; travel upgrade fees (air, rail, car)
- Alcoholic beverages
- Bank charges for ATM withdrawals
- Childcare costs
- Toiletry items

- Expenses related to vacation or personal days taken before, during or after a business trip
- Haircuts and personal grooming
- Laundry, cleaning, pressing costs for trips of less than seven days
- Mini-bar charges
- Movies
- No-show/Cancellation fees or fees related to hotel late check-out (unless business or weather-related)
- Personal reading materials (magazines, newspapers, etc.)
- Personal vehicle maintenance
- Recreational expenses
- Saunas, massages
- Shoe Shines
- Traffic citations (moving violations), parking tickets, court fees and other fines

## Fleet Management

If you have any suggestions on how we can improve our Vehicle and Police Vehicle contracts, please email [Billy.Beard@dfa.ms.gov](mailto:Billy.Beard@dfa.ms.gov). We will be meeting with our vendors in June and would greatly appreciate your feedback on what is working or what needs to be improved.

Vehicle manufacturing cut-off dates have been posted on our website. We have also posted information concerning manufacturers honoring the current pricing on 2017 model vehicles. Please check both before ordering your vehicle. Here is a link to the website: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/fleet-management/>.

Have you ever been working in the field and realize that you are running low on fuel? Do not know where the closest Fuelman location is? Well, now there is an app for that. Check out our website at <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/fleet-management/> and click on the Fuelman Mobile Site Locator link, download the app to your Iphone, and quickly find the nearest location.





**Want To Find More Minority Contractors?**  
[www.mnbr.org](http://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](http://www.mnbr.org)

For information contact Derek Finley at Mississippi Development Authority at 601.359.2036 or e-mail: [dfinley@mississippi.org](mailto:dfinley@mississippi.org)

# CPO'S CORNER



Greetings friends,

OPTFM is busy planning the implementation of new legislation and has already received many calls from agencies and governing authorities about impending changes.

HB 938 goes into effect July 1, and state agency directors will be receiving a memo this week about some changes to be on the lookout for, while we will be following up with fleet managers shortly thereafter.

Additionally, we are currently working with the DFA MMRS team to test the reverse auction capabilities in MAGIC. While electronic bidding is and has been available through MAGIC, some agencies have not been accepting bids this way and will likely need training. We are working diligently on planning for these changes and will keep you informed as we progress.

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*

