



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

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The Office of Purchasing, Travel and 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 February 8, 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: Propane and Compressed Natural Gas Conversion Kits.

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: January 1, 2017 thru December 31, 2017

Vendors on Contract: There are currently 2 vendors, ICOM North America and NGV Solutions, offering a variety of conversion kits 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/alternative-fuel-conversion-kits/>

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

Contract Spend: During the last period, the contract spend was \$46,258.94.

Other Contracts

The Office of Purchasing, Travel and Fleet Management is in the process of preparing the Invitation for Bids for **New and Remanufactured Laser Toner Cartridges** for the 2017-2018 calendar year. If your agency is looking to order toner cartridges that are not currently available on the Laser Toner Cartridge contract, please contact Ramona Jones at Ramona.Jones@dfa.ms.gov or 601-359-9335 with a list of these items by brand, type and color if applicable for addition to the contract if possible. .

Surplus Property

If your office is in need of file cabinets we have over 300 5-drawer vertical cabinets, some with keys that are in good condition. In the next few weeks we are expecting a good many chairs and some desks and other office furniture to come into Surplus. You can contact Surplus with any questions.

Travel



The OPTFM Travel Office distributes information and receives inquiries through **agency Travel Coordinators**. Regular communication between the Travel Manager and the agency has helped significantly with the Travel Card Program.

Primary and secondary travel coordinators act as a liaison between the agency and the Travel Office in OPTFM. Pursuant to the Travel Manual:

Agency Travel Coordinators will:

- Monitor employee compliance in accordance with these rules and regulations;
- Provide assistance to employees concerning questions and problems with travel arrangements and reimbursement;
- Serve as liaison with the State Travel Manager's office;
- Book airline/railway travel, vehicle rentals, and lodging reservations for that department's employees through one of the state contract travel agencies or by other methods. This is not meant to indicate that no one else can make such

arrangements, but rather to suggest that it is easier to monitor employee compliance when travel is handled by one person;

- Ensure that all employees are aware of and familiar with the guidelines set forth in this manual and that they understand that they are required to adhere to the established state travel policies and contracts; and,
- Contact the Travel Office when information is needed or questions arise on behalf of employees in the agency.

One benefit of the having travel coordinators active in each agency is that the email list in the Travel Office will go down from 500 to less than half that. People come and go and many of the emails bounce back as undeliverable.

Having two (maximum of three) people in the agency will also allow Travel Coordinators to review information sent and perhaps modify it if it is more restrictive than your agency policies.

New Email List



While we already have contacts for many of the agencies it is easy to lose touch. Insufficient or inaccurate information on file will result in missed communication, Coordinators not being aware of other traveler's questions or concerns, and the Travel Office getting multiple requests from one agency to answer the same question.

Please fill out the following information and email it to Laurie Pierce at laurie.pierce@dfa.ms.gov with Travel Coordinator in the subject line.

Travel Coordinator:

Title:

Entity:

Mailing Address:

City, ST ZIP:

Phone Number:

Email:

Website:

Travel Card Program Coordinator: {Yes} {No}

Travel Coordinator:
 Title:
 Entity:
 Mailing Address:
 City, ST ZIP:
 Phone Number:
 Email:
 Website:
 Travel Card Program Coordinator: {Yes} {No}

The deadline to receive this information is February 28, 2017 at which time communications regarding travel related issues will only be sent to those who have emailed the form in.

Please note: This does not affect Travel Card Program Coordinators; however, if you are a Travel Card Program Coordinator, please indicate in the space provided so you will not receive duplicate emails.

Fleet Management (BFM)

We are continuing to see issues with the disposal of vehicles in MAGIC. A new Vehicle and Disposal Status Report has been created in MAGIC.

This report will provide agencies with the ability to verify that the Asset Record Status and the Equipment Status are not mismatched. Records where the status is mismatched will be highlighted in **green**. It is important that equipment records for an inactive vehicle asset be deactivated.

- The T- Code for this report is: **ZFAM_VEHICLE_EQ_STAT**
- A new job aid to provide instructions on how to run a Vehicle and Equipment Status Report is available in MAGIC. The job aid can be found within UPERFORM.
- A Vehicle Disposal Process Job Aid is also available in MAGIC.

The updated [Vehicle Disposal Process Job Aid](#) will provide you more information on this business process.

CONGRATULATIONS TO THE
 JANUARY 2017 CMPA GRADUATES



- Jackie Barraco, SMRC
- Karley Bobbett, MDHS
- Dixie Coats, USM
- Noah Gibson, MSPB
- Mitch Harris, UMMC
- Stephanie Isbell, ESMH
- Greg Jacobs, PERS
- Dawn Lomax, USM
- Brenda Meadows, Boswell Regional Center
- Amanda Michael, MS Military Dept.
- Tony Moore, MSPB
- Neshell Myers, DFA
- Darrell Robinson, MSPB
- Marcus Truhett, UMMC

Certified Mississippi Purchasing Agent

2017 Class Schedule

Dates	Location
March 28-30, 2017	Woolfolk Annex Building
May 9-11, 2017	Woolfolk Annex Building
July 11-13, 2017	Woolfolk Annex Building

MAGPPA NEWS

The MAGPPA Quarterly Meeting will be on Tuesday, February 21, 2017 at the Sparkman Auditorium of the Mississippi Agriculture Museum in Jackson, MS. Please mark your calendar and register for this event at the MAGPPA website.



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: Ishirley@mississippi.org



CPO'S CORNER



Greetings friends! The Legislative session is in full swing and we are busy monitoring legislation.



This year we have seen more bills introduced affecting procurement than any of us can remember in prior years. While many died in committee, we still have a substantial number proposing major changes to our business processes.



OPTFM will advise you as soon as any legislation becomes law and we stand ready to help assist you navigate through any new 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