



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

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Table of Contents

ITS	1
Travel.....	1-2
Employee Spotlight.....	2
CMPA.....	3
News Around the State	3
CPO's Corner	3

Mississippi Department of Information Technology Services

The Mississippi Department of Information Technology Services (ITS) publishes Express Products Lists (EPL) that may be used by state and local government in Mississippi to make routine purchases of technology hardware and software. EPLs are multi-vendor awards that meet Mississippi government requirements for legal purchases. EPLs are available at the following URL: <http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>

The Office of Purchasing, Travel and Fleet Management

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The specific product to be purchased must be listed on the published EPL and the purchase price must be at or below the published price. To make a purchase from an EPL, follow the Instructions for Use Memo published for the specific EPL being used. Detailed information about the scope of the EPL, dollar limits, effective dates, how to access product-level data, and how to document your purchase file is included in the Instructions for Use Memo. EPL Vendors are responsible for making current products and up-to-date pricing available on the EPL Website. The published pricing is a not-to-exceed price, and EPL Vendors are encouraged through the procedures outlined in the Instructions for Use Memo to compete with additional discounts at the time of purchase. Substitutions for the published products are typically not allowed. EPL Purchase Agreements are already in place and additional contract documents are not required.

Questions about Technology Procurements & Purchasing

The Mississippi Department of Information Technology Services (ITS) staffs a Procurement Help Desk during regular business hours, Monday through Friday, to answer questions about how to make legal and efficient procurements of information technology hardware, software and services. You may reach the ITS Procurement Help Desk by dialing (601) 432-8166 or e-mailing isshelp@its.ms.gov. Help Desk staff are happy to take calls from state agencies, public universities, local governmental entities, and technology vendors.

Revised Travel Manual

OPTFM has released the revised Travel Manual, effective December, 2016. While the formatting remains the same, the content has been edited to update language and better clarify the policies and procedures for traveling on official business. While most of our policies have remained unchanged, there are some additions or clarifications. For example, one new policy is that the Travel Card can now be used for baggage for airlines. Also, receipt requirements for meals and lodging

are addressed.

A full list of revisions can be found on the last page of the Travel Manual.

The Travel Manual is on the OPTFM Travel website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/>. Click on Travel Forms and Manuals, then Travel Manual.

If you have any questions please contact your Travel Coordinator at your agency. Travel coordinators may contact Laurie Pierce directly at laurie.pierce@dfa.ms.gov.

2017 Mileage Reimbursement Rate

Please visit the OPTFM Travel website located here <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/> for the mileage rates effective January 1, 2017.

Section 3, 108 of the Travel Manual addresses Privately Owned Vehicles Used for State Business.

“Reimbursement for the use of a personal vehicle for official state business (includes private airplanes flown by the employee) is based on actual miles traveled and will be at the same rate that federal employees are reimbursed for using private vehicles for official federal business travel. The General Services Administration, commonly referred to as GSA, not the IRS, publishes this rate.

The current reimbursement rate is listed in the Mileage Reimbursement Rate memo on OPTFM’s Travel website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/>. Mileage reimbursement shall not exceed the maximum published rate. Local boards may set a rate which shall not be greater than the maximum reimbursement rate for state employees, in accordance with Section 25-3-41(2) of the Mississippi Code of 1972.

When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other state employee passengers. If a cost comparison must be made between driving vs. flying cost, see Section 108.D.

The State does not reimburse private vehicle mileage for optional travel.

Entities must establish in house guidelines which are consistent with OPTFM policy in their agency travel manual for mileage reimbursements of private vehicles submitted to DFA on travel vouchers. These guidelines should address procedures used to determine if government-owned vehicles are available or not. It should also include procedures used to determine mileage reimbursement rates charged on employee travel vouchers. It is the agency’s responsibility to maintain all documentation for audit purposes supporting rates reimbursed and the documentation must be available to DFA or the Office of the State Auditor if requested.

Travel Tip: GSA keeps an archive of past mileage rates. This can be found by going to <http://www.gsa.gov/mileage>, and clicking on the link that reads “POV Mileage Rates (Archived)”.

If you have any questions please contact your Travel Coordinator at your agency. Travel coordinators may contact Laurie Pierce directly at laurie.pierce@dfa.ms.gov.



Employee Spotlight

The Office of Purchasing and Travel welcomes Neshell Myers as an Contract Analyst. Neshell joined the team on January 3, 2017. She holds a Bachelor’s and Master’s in Business Administration. Neshell also loves to read, research, and spend quality time with family and friends.



2017 Class Schedule

Dates	Location
January 10-12, 2017	Woolfolk Annex Building
March 28-30, 2017	Woolfolk Annex Building
May 9-11, 2017	Woolfolk Annex Building

MAGPPA NEWS

Don't forget the MAGPPA Quarterly Meeting will be on Tuesday, February 21, 2017 at the Sparkman Auditorium of the Mississippi Agriculture Museum in Jackson, MS.



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: lshirley@mississippi.org

CPO'S CORNER



Greetings, friends and Happy New Year!

We are starting our fourth year of Certified Mississippi Purchasing Agent training. By this time, we hope that most if not all of those state purchasing agents who were already working in agencies when training became mandatory in 2013 have been certified.



If you are a state purchasing agent, and you have not been certified, please submit an application to our office to register for one of the six (6) classes this year.

As a reminder, Section 31-7-1(c) defines purchasing agent as "any administrator, superintendent, purchase clerk or other chief officer so designated having general or special authority to negotiate for and make private contract for or purchase for any governing authority or agency, including issue purchase orders, invitations for bid, requests for proposals, and receive and accept bids."

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