



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 October 12, 2016, 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.

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 and local governmental entities, along with technology vendors.

FEATURED CONTRACTS

Commodity: This negotiated state contract features MRO (Maintenance, Repair and Operations).

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

Dates of Contract: September 1, 2016 through August 31, 2017

Vendors on Contract: There are currently twelve (12) vendors offering a variety of items on the MRO contract. The best way to view products and compare prices among the vendors is to access the following link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/state-contracts/m-n-o/maintenance-repairs-and-operations-mro/>

Contract Spend: During the last period, this contract had a spend of **\$3,606,418.62**

Contract Analyst: Erika Weakley, Erika.Weakley@dfa.ms.gov

Other Contracts

The **Vehicle contracts and Police Vehicle contracts** have been awarded and will be effective October 1, 2016 through September 30, 2017. The Bureau of Fleet Management is happy to have 4 new dealers on our contracts this year: Watson Quality Ford, Crowson Auto World, Cannon Motors of Mississippi, and Landers Nissan.

The BFM is happy to announce that we will have a 100% Electric car on contract this year, the Nissan LEAF. This vehicle is available from Landers Nissan at a price of \$19,775. The LEAF has a range of up to 107 miles and will come with a free charging station with each purchase.

The Bureau of Fleet Management, for the first time, had a tie bid for one item. The Procurement Manual addresses how to handle tie bids in Section 3.106.14. Since both vendors were from Mississippi, we broke the tie by a coin flip. Both vendors were invited to attend but declined due to the distance. In order to be completely fair and unbiased, we followed the procedures listed below:

- Heads and Tails were written on separate slips of paper
- The 2 dealership names were written on separate slips of paper
- The Director of the Office of Purchasing, Travel and Fleet Management drew from a hat holding the Heads and Tails slips of paper with Tails being drawn
- The Director of the Bureau of Fleet Management drew from a hat holding the names of the dealers involved with Dealer A being drawn and assigned Tails
- The Staff Officer of the BFM then flipped the coin with Tails coming up
- The award was given to Dealer A

If you have questions about how to handle a tie bid, please consult Section 3.106.14 of the Procurement Manual.

The Office of Purchasing and Travel has adopted a new contract, through the **US Communities Government Purchasing Alliance, with the vendor Premier-US Foods**. This contract will start October 1, 2016 and has been adopted for the purchase of food products only, not services. Instructions on how to get started and contact information are attached to the contract.

MAGPPA NEWS

Don't forget the MAGPPA Conference and Vendor Show is scheduled for October 23-26, 2016 in Natchez, MS. For information and registration, go to www.magppa.org. See you there.



Need a place to dispose of your e-waste, including hard drives? Don't pay someone to come and pick it up. Call Surplus Property. We will dispose of your e-waste and shred your hard drives at no cost to you. If you can't bring it to us, we can pick it up for you. We

can take care of it all! For more information, please call Jason Ogletree at 601-939-2050.

If you have vehicles, we can sell them for you also and reimburse you the funds. We can remove the decals and pick up the vehicle for you, we will do it all- all you have to do is call. Not just vehicles, we sell heavy equipment, lawn equipment, boats, trailers, etc. For more information about vehicles and equipment, please call Alan Crawford at 601-939-2050.

So, if you're looking for ways to save money, give Surplus Property a call at 601-939-2050



2016-2017 Class Schedule

Dates	Location
November 29-Dec. 1	Woolfolk Annex Building
January 10-12, 2017	Woolfolk Annex Building
March 28-30, 2017	Woolfolk Annex Building

CONGRATULATIONS TO THE SEPTEMBER 2016 CMPA GRADUATES



Curtis Boddy, MS Military Dept.; Karen Boyette, MDEQ; Lynn Burse, DWFP; Rachel Carr, MDOT; Nita Caylor, OSARC; Dawn Clayton, SMRC; Jody Donald, MSH; Tony Gray, DOR; Amanda Grieco, DWFP; Cheryl Guess, UMMC; Tricia Harmount, MSWC; Joseph Hull, UMMC; Heather Kihyet, USM; Susan McMichael, ITS; Rani Oswald, Supreme Court; Dirkson Robertson, DOR; Cindy Seale, UMMC; Candice Webster, DWFP; Esther Young, DWFP



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! We are constantly evaluating agency needs for ways to increase efficiency and leverage our collective buying power through the establishment of:

- Competitive bid contracts;
- Negotiated contracts;
- Cooperative contracts; and
- Statewide agency contracts.

Our goal remains to identify which commodities our agency customers need and where we can secure those commodities for the best value, while being ever mindful of safeguarding the taxpayers' dollars.

If you have an idea or suggestion for a commodity that you think needs its own contract, please let us know! It is through direct feedback that we can determine which contracts are most valuable to you.

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



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