

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

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**IMPORTANT NOTICE**

**SOLE SOURCE**

**Publishing Sole Source Procurement Notices**

As of July 1, 2015, All State Agencies and Universities that would like to purchase commodities that fall into the "sole source" category must create a RFIN in MAGIC. Creating the RFIN in MAGIC will ensure that all required information is placed on the procurement portal according to State regulations.

This bid type (RFIN) must be selected **FOR ALL SOLE SOURCE PROCUREMENT NOTICES.**

(Instructions and forms are available for assistance and guidance on the OPTFM website for use with "Sole Source" purchasing.)

For assistance with correctly building a RFIN RFx, please visit OPTFM's website at this link: <http://www.dfa.state.ms.us/Purchasing/documents/HowtoPublishSoleSourceAdvertismentstotheProcurementPortal.pdf> or for further personal assistance, please call our office 601-359-3409.



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**FEATURED CONTRACT**

**FURNITURE – CAFETERIA, DORMITORY, LIBRARY  
FURNITURE/LIBRARY SHELVING, LOUNGE,  
MODULAR OFFICE, SCHOOL FURNITURE, SEATING,  
WOOD DESKS & WOOD CREDENZAS**

**Commodity:** Furniture (Cafeteria, Dormitory, Library Furniture/Library Shelving, Lounge, Modular Office, School Furniture, Seating, Wood Desks & Wood Credenzas).

**Type of Contract:** These are negotiated state contracts. (*Negotiated means: that agencies can negotiate the best price from the listed contract vendors.*) State agencies may purchase from any of the listed contract vendors or state agencies may purchase the item(s) from other than the contract vendor provided they follow the applicable procedures set forth in section 31-71-13 (a), (b), or (c) and the price shall not exceed the negotiated contract price.

There are 114 contracts that include various types of furniture that are available for purchase. The effective dates are July 1, 2015 – June 30, 2016.

These contracts have been posted on the Office of Purchasing, Travel, and Fleet Management's, (OPTFM) website and may be viewed at the below link and in MAGIC.

<http://www.dfa.state.ms.us/Purchasing/StateContracts/FurnitureCafeterialist420070115000.html>

If you have questions regarding the Furniture Contracts, you may contact the Office of Purchasing and Travel at (601) 359-3409.

**Spend:** During the last period, this contract had spend of \$14,016,560.05

## CERTIFIED PURCHASING OFFICES

### How can Agencies Become a “Certified Purchasing Office?”

Is your agency interested in becoming a Certified Purchasing Office (CPO)? A CPO is any purchasing office in which 50% or more of the purchasing agents/officials holds a certification from the Universal Public Purchasing Certification Council or other nationally recognized purchasing organization. In addition to the national certification, 100% of the purchasing officials must hold a certification from the State of Mississippi’s Basic (or future Advanced) Purchasing Certification Program.

Purchasing Agent/Official means 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.

To determine if your Agency qualifies, contact Ross Campbell, Office of Purchasing and Travel at 601-359-2004 or [Ross.Campbell@dfa.ms.gov](mailto:Ross.Campbell@dfa.ms.gov).

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### ATTENTION – Updated *Generic Rental Agreement Form*

When entering into any rental of contract equipment under the purview of the Office of Purchasing and Travel, agencies are required to use the ***Generic Rental Agreement Form (per 3.117.05.4 of the Procurement Manual)*** that is posted on OPTFM’s website.

OPTFM has revised the form that was dated February 2014 and replaced it with an updated Rental Agreement Form that is dated July 2015. The new form is now posted on the website and must be used for all equipment rentals ***effective immediately***.

***Change:*** Section #8.A.2, The language in this section changed SAAS to MAGIC.

Remember, that this is the ***only form*** that agencies should sign when entering into a rental agreement for copiers and mailing equipment. All copier and mailing equipment manufacturers have received the new form; however, it is the agency’s responsibility to ensure that it signs the correct ***Generic Rental Agreement Form*** dated July 2015 when it is presented by a copier and mailing equipment manufacturer/vendor/dealer.

If you have questions regarding the Mailing Equipment Contracts, you may contact the Office of Purchasing and Travel at (601) 359-3409.

Contract Analyst: Regina Irvin at [Regina.Irvin@dfa.ms.gov](mailto:Regina.Irvin@dfa.ms.gov).

## MAGPPA NEWS

The 3<sup>rd</sup> Quarterly Meeting will be held August 12, 2015 in Fountain Hall on the Raymond campus of Hinds Community College. Registration is currently available at [www.magppa.org](http://www.magppa.org). The meeting will start at 10:00 a.m. There will be presentations from prospective hosts of the 2018 Conference. The election of 2016 officers will also be held during the meeting.

Registration is now open for the *2015 Annual MAGPPA Conference and Vendor Show* to be held at the Beau Rivage on the Mississippi Gulf Coast, October 18-21, 2015. The Vendor Show will be at the Gulf Coast Coliseum & Convention Center. The theme for this year’s conference is “Putting on the Glitz-The Roaring Twenties.” You can register for the conference, book your room, and register for the golf tournament at [www.magppa.org](http://www.magppa.org). You will not want to miss the festivities this year!

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## PROCUREMENT CARD

### Update Procurement Card Information

The State Procurement Card program is an advantage to the State of Mississippi. Protecting our procurement cardholders from any type of fraudulent activity is always a priority. The new EMV Chip cards, which all procurement cardholders were recently issued, allows for heightened security. As the new cards were issued to users, the Program Administrator should have collected the non-EMV chip card (original plastic card) from the user and shredded the old card. The non-EMV chip cards are now inactive and users are unable to process any transactions on the old cards.

If you frequently purchase items from Amazon, use PayPal to process payments, or use any other electronic database that may recognize your specific card number, please update your card information to reflect the new expiration date and CVV code. Even though the card number is the same, the new information is needed because the old information (expiration date and CVV code) has been deactivated.

The use of the card number with the old expiration and CVV code has been the leading cause of card declines in the last few weeks. So it is very important that you update these fields when processing payments online and over the phone.

If you have not received a new chip card or would like more information on procurement card rules and regulations, please feel free to contact Symone Bounds, Procurement Card Administrator, [Symone.Bounds@dfa.ms.gov](mailto:Symone.Bounds@dfa.ms.gov) or 601-359-9373 or Ross Campbell, Director of Marketing and Audit, at [Ross.Campbell@dfa.ms.gov](mailto:Ross.Campbell@dfa.ms.gov) or 601-359-2004.

**MAGIC  
Request Types**

When creating contracts in MAGIC, it is imperative that the users choose the appropriate “Type”. These specific “Request Types” have been updated to more accurately define the type of contract and will be more descriptive when the contract is posted on the State of Mississippi Transparency Website.

The “Request Type” field is found within a MAGIC contract by selecting the Header Main Tab and then by selecting the Additional Information Subtab in the contract. The list below provides the different “Request Types” that can be chosen and examples of what that specific type may contain.

- Competitive RFX – Invitation for Bids, Request for Proposals, Request for Qualifications
- Quotes
- Competitive Purchasing Agreements – GPO, State Contracts, Negotiated Contracts, Cooperative Agreements, GSA Agreements
- Emergency
- Sole-Source – This section includes Sole source as well as Research Projects
- Contract Workers – Contract Employees
- Below Statutory Competitive Threshold – PPRB, PSCRB, and ITS Thresholds
- Inter-governmental/other Transfers – This section includes Grants, Projects, and Legislative Directives
- Statutory Exemptions
- DFA Approved Open Purchase Orders – This section includes Open P.O.s for brackets, light bulbs, and other small commodities

Even though the options “N/A and Approval Request” are still listed in MAGIC, they should not be selected.

If you have any questions about this selection process, please contact the Office of Purchasing, Travel, and Fleet Management at 601-359-3409.

**BUREAU OF FLEET MANAGEMENT**

The 2015-2016 Vehicle contract and Police Vehicle contract is now available for bid. The new contracts will be effective October 1, 2015.

The State of Mississippi, through the Bureau of Fleet Management, is participating as the lead state in a new cooperative contract through NASPO ValuePoint for Fire Trucks and Fire Apparatus, with Related Equipment & Supplies. The RFP is currently out for review with proposals due September, 2015.

**MISSISSIPPI DEVELOPMENT AUTHORITY**

**Want To Find More Minority Contractors?  
Our Online Registry Gets You Connected  
[www.mnbr.org](http://www.mnbr.org)**

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/or product 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.

**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.

**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.



**For information contact Latonia Shirley at Mississippi Development Authority at 601.359.6678 or e-mail: [lshirley@mississippi.org](mailto:lshirley@mississippi.org).**

*The Office of Purchasing, Travel and Fleet Management*

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