

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

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Sole Source Requirements (Reminder)

New requirements for sole source / research went into effect July 1, 2015. Please make sure your agency is adhering to the new requirements. They can be viewed at: <http://www.dfa.state.ms.us/Purchasing/ProcurementManual/chapter3.pdf> and at the end of the newsletter for your convenience.

CONTRACT UPDATES

The following contracts were effective December 1, 2015:

Competitive Bid Contract:

Vehicle Rental Services: December 1, 2015 thru November 30, 2016

Cooperative Contracts

The Office of Purchasing and Travel has established agreements with US Communities Government Purchasing Alliance for uniform rental, through the vendor Cintas Corporation. This contract has been extended through November 30, 2016.

OPTFM has also renewed the MMCAP cooperative contract with Medline Industries, Inc. for medical supplies. This contract has been extended through November 30, 2016.

These cooperative contracts can be viewed on our website at the following link:

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

The Office of Purchasing, Travel and Fleet Management

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FEATURED CONTRACT

VEHICLE RENTAL SERVICES

Commodity: Vehicle Rental Services

Type of Contract: The Vehicle Rental Services contract has been renewed for the period December 1, 2015 – November 30, 2016. These are competitively bid state contracts. Employees traveling on official state business may rent vehicles from any of the listed in-state contract vendors or from the primary or secondary vendor (if a vehicle is not available from the primary vendor), or employees may rent vehicles from other than the contract vendor provided they follow the applicable procedures set forth in section 31-7-13 and the price shall not exceed the contract price. If a vehicle is rented off-contract, insurance must be purchased and an eWaiver must be submitted to the Travel Office for approval.

There are eight (8) contracts that include different vendors for both in and out-of-state.

Please note: Avis/Budget chose not to participate this year and their in-state contract was not renewed. Employees traveling in-state on official business may choose from one of six (6) remaining in-state vendors.

These contracts have been posted on the Office of Purchasing, Travel, and Fleet Management's, (OPTFM) website and may be viewed at the link below or by following the instructions to access the contracts and attachments on the MSI bid board.

<http://www.dfa.state.ms.us/Purchasing/StateContracts/VehicleRentalServices975.html>.

If you have questions regarding the Vehicle Rental Services, please reference the Travel Manual or contact Laurie Pierce in the Office of Purchasing and Travel at (601) 359-3647 or laurie.pierce@dfa.ms.gov.

Spend: Spend for all Vehicle Rental Services contracts for December 1, 2014 – November 30, 2015 was \$842,214.62.

Travel Contact Information:

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

FLEET

There have been 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 inactivated.

- 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 in Magic. The job aid can be found within UPERFORM.
- A Vehicle Disposal Process Job Aid is also available in Magic. This describes the current process for disposing of vehicles.
- Also, MMRS is planning to conduct a training session on Vehicle disposals in January of 2016.

Please contact Wayne Cranford, Director of Fleet Management, if you have any questions regarding disposal of vehicles in MAGIC at Wayne.Cranford@dfa.ms.gov or 601-359-5041.

CMPA

The next CMPA class dates are January 26-28, 2016. If you are employed with a state agency and are interested in attending, please visit OPTFM's website at: <http://www.dfa.state.ms.us/Purchasing/Training.html>. The class will be held at Information Technology Services.

CONGRATULATIONS NOVEMBER 2015 CMPA GRADUATES

Bobbie Birge, MDOT (Batesville)
Cynthia Bobbitt, Oil and Gas Board
Dewanda Burris, Library Commission
Paula Conn, ITS
Connie Geske, USM
Jennifer Grider, Medical Licensure
Lampton Harry, Rehab Services
Glenn Kornbrek, Bureau of Building
Pam Ladner, MS Fire Academy
Barbara Levine, Marine Resources
Daniel McDonald, Personnel Board
Sara Ragus, MDOT (Jackson)
Billy Scott, MVSU
Michelle Spera, UMMC
Paige Strickland, USM
Michael VanBuskirk, MDOT (Jackson)
Ceria Walker, ITS
Nick Walters, MDOT (Hattiesburg)
Andrea Willford, UMMC



The Office of Purchasing Travel and Fleet Management are often asked questions regarding various topics. We would like to take this opportunity to share some of these questions and answers in our monthly newsletter as a possible learning tool for others.

Question: Can Governing Authorities use cooperative contracts that OPTFM has not approved?

Answer: No, OPTFM must approve all cooperative contracts that are used throughout the State. Please check with OPTFM before using any cooperative contracts. Vendors have been known to advise entities that their contract has been adopted by the State and typically that is not the case.

Question: What is the "Procurement Manual?"

Answer: The procurement manual sets forth all the laws, regulations, and other related information that applies to the procurement of commodities and equipment, whether purchased, leased, or rented. All purchasing officials in the State must be familiar with the contents of this manual. The manual can be found at <http://www.dfa.state.ms.us/Purchasing/ProcurementManual.html>

Question: Why are there no options on the state contract vehicles this year?

Answer: This year, the Bureau of Fleet Management has equipped the vehicles on state contract with standard features that we believe are adequate for agencies to perform their duties. Other options may be available at dealer cost but must be justified and approved by BFM prior to purchase of the vehicle.

Question: Can a vendor offer a vehicle trim upgrade if it does not change the model code?

Answer: Upgrades for trim packages on any vehicle will not be included in this contract regardless of whether the model number stays the same.

Question: Who appoints the p-card program coordinator and alternate program coordinator?

Answer: The coordinators should be determined by the department head or office director. If you are a governing authority, school district, city or county and have other governing bodies, the overarching governing bodies have the ability to determine the program coordinator and alternate program coordinator.

Question: How do I book airline tickets?

Answer: You may go through a state contract travel agency or book your own arrangements. For all flights which are not booked through one of the contract travel agencies, the state agency must maintain in its files a cost comparison showing a minimum of two (2) fares (quotes may not be obtained from a Travel Agency). This cost comparison must show the fare and any issuance cost and must show a savings, and shall be submitted along with the employees Travel Voucher.

Question: Can days that an Agency is closed to observe a holiday be counted as "working days" when advertising for a bid?

Answer: No, you cannot count days that you are closed as "working days".



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

SOLE SOURCE REQUIREMENTS - Documents

The following sections of the Procurement Manual have been revised and are effective immediately. Please make sure and review all new regulations.

2.102.04 Public Procurement Review Board (PPRB) Approval

Any request for any purchase authority (to include multiple purchases or a "not to exceed" amount), award, or awards (when such awards are the result of one competitive procurement) which exceeds \$500,000 of commodities, goods, merchandise, furniture, equipment, automotive equipment of every kind, and other personal property purchased by the agencies of the state, but not commodities purchased for resale or raw materials converted into products for resale as provided by Section 31-7-1(e), Mississippi Code of 1972, Annotated:

3.101.03 Exemptions Requiring Approval

Unless otherwise ordered by regulation of the Public Procurement Review Board (PPRB), the following listed items are exempt from the competitive bid process provided they follow 3.109.02; however, these purchases do require P-1 approval of the Office of Purchasing, Travel and Fleet Management.

- (1) Non-competitive items that are available from only one source;
- (2) Items purchased for research that are available from only one source

3.109.02 Conditions for Use of Sole-Source / Research Procurement(s)

Sole-source procurement (including any item purchased for research that is available from only one source) is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify sole-source procurement if there is more than one potential bidder or offerer for that item. The following are examples of circumstances which could necessitate sole-source procurement:

- (1) Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration (and manufacturer is sole supplier).
- (2) Where a sole supplier's item is needed for trial use or testing.
- (3) Where a sole supplier's item is to be required when no other item will serve the need of the user entity.

Any agency seeking sole source procurement authority for commodities shall advertise in the same manner provided in Section 31-7-13(c), Mississippi Code of 1972, Annotated. Such advertisement shall direct vendors to the procurement portal website established by Sections 25-53-151 and 27-104-165, where the agency shall publish for a minimum of fourteen (14) days the terms of the proposed sole source procurement. The portal publication shall include, but is not limited to, the following information:

1. A description of the commodity that the agency is seeking to procure;
2. An explanation of why the commodity is the only one that can meet the needs of the agency;
3. An explanation of why the source is the only person or entity that can provide the required commodity;
4. An explanation of why the amount to be expended for the commodity is reasonable;
5. The efforts that the agency went through to obtain the best possible price for the commodity; and
6. Procedures for any person or entity that objects and proposes that the commodity published on the procurement portal is not sole source and can be provided by another person or entity. These procedures shall direct the objecting person or entity to notify the agency that published the proposed sole source procurement request with a detailed explanation of why the commodity is not a sole source procurement. If such an objection has been raised, the agency shall follow the following steps:
 - a. If the agency determines after review that the commodity in the proposed sole source request can be provided by another person or entity, then the agency must withdraw the sole source request publication from the procurement portal website and submit the procurement of the commodity to an advertised competitive bid or selection process.
 - b. If the agency determines after review that there is only one (1) source for the required commodity, then the agency may appeal to the Public Procurement Review Board. The agency has the burden of proving that the commodity is only provided by one (1) source.
 - c. If the Public Procurement Review Board has any reasonable doubt as to whether the commodity can only be provided by one (1) source, then the agency must submit the procurement of the commodity to an advertised competitive bid or selection process.

Once the procedures listed above have been followed, and an item has been certified as a single source item, the item may be purchased without complying with provisions for competitive bidding. Authority must be granted by the [Office of Purchasing, Travel and Fleet Management](#) prior to acquisition of the item by using the electronic P-1 process. A letter must be accompanied as an attachment to the P1 request outlining the results of the procedures that have been detailed above.

Following the approved purchase, per 31-7-13 (m) (viii) the executive head of the state agency, or his designees, shall file with the Department of Finance and Administration, documentation of the purchase, including a description of the commodity purchased, the purchase price thereof and the source from whom it was purchased when submitting the applicable payment request as more particularly prescribed in the DFA MAAPP Manual. In the case of Institutions of Higher Learning, this can be done by adding an attachment to the university's previously approved P1 request.

3.109.03 Negotiation in Sole-Source Procurement

Once an item has been certified as sole source, the head of the purchasing agency or his/her designee shall conduct negotiations, as appropriate, as to price, delivery, and terms.