

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

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Workshops on P-1s and Utilizing State Contracts

Are you having trouble submitting P-1s or using MAGIC for state contracts? Here's a chance to get hands on help in these areas. On February 24, 2016, OPT will offer a morning session on P-1s and an afternoon session on Utilizing State Contracts. These sessions will be held in the Woolfolk Annex Building and space will be limited to no more than three (3) individuals from your agency. To sign up, please log into MELMS and register under P-1 Training or Utilizing State Contracts. Any questions can be directed to OPT at 601-359-3409.

Submitting Executed Contracts in MAGIC

Often times after successfully issuing and awarding a solicitation, the issuance of a contract is required between the agency and the vendor. The contract will contain pertinent information such as but not limited to: the contract terms and conditions, the amount of commodities to be provided, the contract dates, renewal clauses, etc. When the agency submits a P-1 to request authority to proceed with the award, the unexecuted contract should be attached (as an internal document). Once the P-1 has been approved by OPT, the agency should then execute (sign) the contract, obtaining the signatures of both parties. The executed contract should then be attached in MAGIC as an external document and the P-1 should be resubmitted in MAGIC. Once final approval is received by OPT, the agency may begin the process of obtaining the contracted items.

PROCUREMENT MANUAL CHANGE

Revision to 2.105.01

Please note changes have been made to maintaining CMPA certification. These changes can be viewed in section 2.105.01 of the Procurement Manual.

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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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.

Employee Spotlight

The Office of Purchasing and Travel welcomes Linsey Boatner as an Administrative Assistant. Linsey joined the team on February 1, 2016. Linsey's duties will be to assist in the daily operations of OPTFM. Linsey is a graduate of Mississippi University for Women. Welcome aboard Linsey!!



***Note* Location has changed for future classes**
2016 Class Schedule

Dates	Location
March 29-31	ITS
May 10-12	Woolfolk Annex Building
July 19-21	Woolfolk Annex Building

Cost of Class is \$75.00

Office of Travel
Rental Vehicle Used for State Business

When renting a vehicle for official state business within the state, only the actual cost of the rental vehicle and fuel can be claimed for reimbursement when such rental is less expensive than the current mileage reimbursement rate referenced in the Revised Mileage Reimbursement Rate memo. Rental vehicles as well as fuel for rental vehicles are authorized charges on the Travel Card. The Revised Mileage Reimbursement Rate memo is available at the link below:
<http://www.dfa.state.ms.us/Purchasing/Travel/MileageRate.pdf>.

The Bureau of Financial Control requires that you show the comparison of the total rental vehicle expense to the total mileage expense. Reimbursement for the lesser of the two expenses shall be shown and claimed on the Travel Voucher.

An intermediate size vehicle is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger vehicle will be required in order to carry out the State's business. An e-Waiver request form should be submitted along with the Travel Voucher for reimbursement.

Charges for rental cars shall be allowed only when there is a demonstrated cost savings over other modes of transportation such as buses, subways, taxi's etc. The state **will not** reimburse for rental cars obtained for personal use, such as sightseeing or optional travel to and from restaurants while on official state business travel. Only the rental vehicle which is consistent with the size requirements of the business task to be performed will be reimbursed.

State contracts for vehicle rental services are available on OPT's website listed below. The corporate identification number listed in the contract must be referenced to obtain the state contract price.
<http://www.dfa.state.ms.us/Purchasing/StateContracts/VehicleRentalServices975.html>.

Fill the vehicle with gasoline prior to return. You may be charged up to the amount per gallon as listed in the state contract referenced above for a full tank of gasoline even if the tank is 3/4 full when returned.

Vehicle Rental Insurance

The current vehicle rental contracts **include** unlimited mileage and free CDW/LDW insurance. **The option to purchase insurance should always be declined when a vehicle is rented utilizing the state contract.** Insurance purchases will not be reimbursed as per the above information. The state is self-insured. Entities should purchase CDW only when a rental vehicle is rented not utilizing the state contract as the state provides the liability portion of the coverage.

You **must always** be covered by insurance either provided by the contract or by purchase, should you utilize a vendor that is not on state contract.

The Office of Purchasing, Travel, and Fleet Management is 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.

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- Q: Can multiple people utilize an individually assigned procurement card?**
A: No – The person whose name is imprinted on the card is the only person that should be using that card. If there is a need for multiple people to utilize a card within your department or agency, the agency should request to have a departmental card opened for those instances. The department's name will be on the card and the agency program coordinator will be given the card to sign in and sign out to individuals that may need the card for various purchases.
- Q: Can School Districts be approved for a procurement card and/or a travel card?**

A: Yes, the only card program that School Districts should be using is the State's card program unless authorization to do otherwise is granted by OPT.

Q. If I combine a conference with a family vacation how do I know what my expense for the hotel room would be?

A. Simply obtain a copy of the rates for the hotel you would normally stay at or a comparable one, and provide that as documentation, requesting reimbursement for only the nights you stay while you are on official business.

Q: Are governing Authorities required to use the State's P-card provider UMB Bank?

A: Yes, Governing Authorities are required to use the State's card provider unless OPT has given approval to use another provider and if their Board gives approval. If Governing Authorities are using a provider other than UMB, they are not in compliance with regulations.

Procurement Card

On occasion the State's card provider issues replacement cards to agencies. These replacement cards are issued for a multitude of reasons. For example, if a card will expire soon; if fraud is detected; if a card has been lost or stolen; or if a card has been damaged. Once the replacement card has been received, the cardholder must activate the new card since the old card will no longer be valid. If the agency is still in possession of the card that is being replaced, the agency should destroy the old card. Disposal of the old card is imperative since some replacement cards have the same card number as the original card. Destroying the old card will ensure that proper security and protection of the card number has occurred. Even if the new card has a different number than the original card, the card should be destroyed. The agency's account information (past and present) should always be secure and protected.

Agencies should take the following steps when receiving a new card: (1) activate the new card; (2) have the program coordinator submit an Account Closure Form to OPT (only if the replacement card has a different number than the original card); and (3) shred the original card.

For any additional information, questions, and/or concerns, feel free to contact Symone Bounds, Procurement Card Administrator at Symone.Bounds@dfa.ms.gov or 601-359-9373 or Ross Campbell, Director of Marketing and Audit at Ross.Campbell@dfa.ms.gov or 601-359-2004

LATERAL AND VERTICAL STEEL FILE CABINETS

Due to a lack of usage, the competitive state contract for Lateral and Vertical Steel File Cabinets will no longer be available for use after February 29, 2016. This contract (8200003955), contract smart number (1130-14-C-SWCT-0035) will expire at that time.

Agencies and governing authorities should use normal purchasing procedures to acquire these commodities after February 29, 2016.

Featured Contract

Commodity: This negotiated state contract features janitorial products.

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 State contract vendors listed on OPT's website at the link provided below, or state agencies may purchase the items covered by this contract from a non-contract 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: February 1, 2016 thru January 31, 2017

Vendors on Contract: There are currently 25 vendors offering a variety of janitorial products on this contract. The best way to view products and compare prices among the vendors is to access the below link:

<http://www.dfa.state.ms.us/Purchasing/StateContracts/JanitorialProductsList485.html>

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

Contract Spend: During the last period, the contract spend was \$3,030,688.51.



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.mabr.org**

For information contact Latonia Shirley at
Mississippi Development Authority
601.359.6678 or e-mail:lshirley@mississippi.org

**CONGRATULATIONS JANUARY 2016
CMPA GRADUATES**

- Keneshia Anderson, Medicaid*
- Rosie Frazier, Medicaid*
- Cindy Freeman, UMMC*
- Erin Gallagher, Marine Resources*
- Fontreia Hilliard, MSH*
- Barbara Inman, UMMC*
- Brandi Kennedy, MDRS*
- Johnnie Kersh, MGC*
- Shannon Ladner, SMSH*
- Shaun Leonard, MEMA*
- Carol Northrup, UMMC*
- Jason Pool, PSC*
- Paul Ratliff, STF*
- George Roberson, DFA*
- Brandi Stuart, MSRC*
- Sonya Toaster, DPS*
- Pamela Wells, MDOT*

