

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

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PROCUREMENT MANUAL CHANGE

Revision to 2.102.04

Please note that the submission deadline for P-1's needing approval from PPRB has changed. PPRB has regularly scheduled meetings the first Wednesday of each month. Agencies should have P-1's entered in MAGIC *no later than noon on the third Thursday prior to the first Wednesday*. Please note that this change will take place immediately, but OPTFM will be happy to assist agencies in getting all upcoming requests approved as needed.

The Office of Purchasing, Travel and Fleet Management

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Certified Mississippi Purchasing Agent

2016 Class Schedule

Dates	Location
January 26 - 28	ITS
March 29 - 31	ITS
May 3 - 5	ITS

Cost of Class is \$75.00

MISSISSIPPI DEPARTMENT OF TECHNOLOGY SERVICES
Technology Planning & Procurement for State Agencies


Are you responsible for technology planning or technology procurement at a state agency? And, are you interested in learning more about how to prepare a Technology Plan or how to handle the legal procurement of technology? The ITS Eastwood Education Center is hosting a class, Technology Planning & Procurement for State Agencies, on January 28 and again on April 28. Both classes are from 1:30 to 4:30 pm. If you are interested in attending, please contact Susan McClain at 601-432-8186 or susan.mcclain@its.ms.gov.

Office of Travel

Mileage Reimbursement Change

Section 25-3-41, Mississippi Code of 1972, mandates that State officers and employees traveling on official State business in their private automobile be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles.

The [U. S. General Services Administration \(GSA\) website](http://www.gsa.gov) currently lists the following for Privately Owned Vehicles (POV) mileage reimbursement rates effective January 1, 2016. State officers and employees will be reimbursed at that same rate in compliance with Mississippi statutes.

<u>Mode of Transportation</u>	<u>Automobile</u>	<u>Reimbursement Rate Per Mile</u>
If no Government owned vehicle available		\$0.54
If Government owned vehicle available		\$0.19

For a history of previous mileage rates, please visit <http://www.gsa.gov/portal/content/103969>.

If you have any questions, please contact Laurie Pierce at 601-359-3647 or via e-mail at laurie.pierce@dfa.ms.gov.

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.

Question: Someone else made my hotel reservations so my name is not on the receipt. The hotel won't budge in changing it. How can I get reimbursed?

Answer: Make a copy of your payment method. With a credit card statement, simply black out the account number and other transactions you prefer not to pass along. Write a memo and have it initialed by your supervisor and attach it to the Travel Voucher.

Question: Can a Governing Authority purchase a vehicle within the county of the governing authority?

Answer: Governing Authorities may accept the lowest bid received from a vehicle dealer domiciled within the county for the purchase of a vehicle having a gross vehicle weight of less than 26,000 pounds that shall not exceed a sum equal to 3% greater than the price or cost which the dealer pays the manufacturer (Factory Invoice).

The purchase shall be made in accordance to statutory bidding and licensing requirements.

No purchase shall be made in excess of approved state contract price by any governing authority when the state contract dealer is domiciled in that county. If you have any questions contact BFM at 601-359-3409 or refer to MS Code 31-7-18.

Question: If a State Agency gets a quote on a vehicle that is lower than state contract price can they get approval to purchase?

Answer: State Agencies must purchase off the competitive bid State Vehicle contract.

Question: If there is a credit on my procurement card account, will my agency be issued a refund for that credit amount?

Answer: No, if there is a credit on any Pcard account, that credit will be issued to the control account. That credit, if cycled to the next month's bill, will be deducted from the total bill amount. Agencies only receive refunds for a credit on their account when they decide to close their master account.

Question: When issuing an Invitation for Bid, what are the minimum documents that must be included in the bid packet/RFx?

Answer: Section 3.106.03.2 of the Procurement Manual states: Invitations for bids SHALL include the following:

- (1) Instructions and information to bidders concerning the bid submission requirements, including the time and date set for receipt of bids, the address of the office to which bids are to be delivered, the maximum time for bid acceptance by the State, and any other special information.
- (2) The purchase description, evaluation factors, delivery or performance schedule, and such inspection and acceptance requirements as are not included in the purchase description.
- (3) The contract terms and conditions, including warranty and bonding or other security requirements, as applicable.

Procurement Card

When using a state issued procurement card, be sure to monitor vendor transaction receipts. If a vendor tells any state procurement card holder that they will be charged a fee for using their p-card (a credit card) instead of another form of payment, please inform the vendor that due to Mississippi Code section 31-7-9 (d), no state issued card can be charged a surcharge. In the event that a surcharge is charged to the account, please return to the vendor for a refund of the surcharge amount to be applied back to the card.

According to MS Code 31-7-9 (d): In a sale of goods or services, the seller shall not impose a surcharge on a buyer who uses a state-issued credit card, procurement card, travel card, or fuel card. The Department of Finance and Administration shall have exclusive jurisdiction to enforce and adopt rules relating to this paragraph. Any rules adopted under this paragraph shall be consistent with federal laws and regulations governing credit card transactions described by this paragraph. This paragraph does not create a cause of action against an individual for a violation of this paragraph.

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.

Cooperative Contracts

OPTFM has adopted the following cooperative contracts:

Office Supplies: Independent Stationers & Office Depot
Floor Coverings: Mannington Mills
Expiration: December 31, 2016.

Drug Test Kits: Redwood Toxicology
Expiration: December 16, 2016.

Remember, agencies *may* purchase off these contracts or they may follow normal purchasing procedures. These contracts can be found at: <http://www.dfa.state.ms.us/Purchasing/StateContracts/Cooperative.html>

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.

Fleet Management

The Bureau of Fleet Management has been contacted by several vendors that stated they are receiving **PO numbers** only from agencies when ordering vehicles and not the complete Purchase Order. This has led to vehicle orders being delayed and in some cases vehicles not ordered at all. It is critical that your agency send the **Purchase Order** to the correct vendor. This will protect not only your agency but the vendor as well. State agencies must buy vehicles from the State Contract vendor. MS Code 31-7 explains the purchasing procedures that must be adhered to.



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:

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