

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

Website: <http://www.dfa.ms.gov>

E-mail: [Purchasing and Travel@dfa.ms.gov](mailto:Purchasing_and_Travel@dfa.ms.gov)

Telephone Number: 601-359-3409 Fax Number: 601-359-3910

Featured Contract

LASER PRINTER TONER CARTRIDGES CONTRACT

There are now two separate Laser Printer Toner Cartridge Contracts. They are divided into types: Type I (OEM/New) and Type II (Remanufactured).

These contracts are competitive. (*Competitive means: these contracts are established on the basis of written specifications and sealed competitive bids with a contract being awarded to the vendor that has submitted the lowest bid that meet the specifications.*) All Agencies must purchase from these contracts.

The Type I (OEM/NEW) new contract has been awarded to CVR Computer Supplies. The contract has been posted on OPTFM's website and in MAGIC. The effective dates of this contract are June 10, 2015, through May 31, 2016.

The Type II (Remanufactured) new contract has been awarded to Sharper Imaging. The contract has been posted on OPTFM's website and in MAGIC. The effective dates of this contract are June 1, 2015, through May 31, 2016.

If you have questions regarding the Laser Printer Toner Cartridges Contracts, you may contact the Office of Purchasing, Travel and Fleet Management at (601) 359-3409.

Contract Analyst: Regina Irvin, Regina.Irvin@dfa.ms.gov

BRENDA CARPENTER

It saddens us to announce the retirement of Brenda Carpenter effective June of 2015. Brenda has been an integral part of the Office of Purchasing, Travel, and Fleet Management for the last 20 plus years. Her contributions and hard work in this office will always be valued and remembered. On behalf of every one in our division, we would like to wish her a long and happy retirement.



Please help us congratulate Brenda on this well-deserved new chapter of her life. She will be greatly missed.



Table of Contents

Featured Contract.....	1
Employee Spotlight.....	2
Copiers Contract.....	2
MDA.....	2
Competitive Contracts.....	3
Vendor Performance.....	3
Travel.....	3
Procurement Card.....	4



EMPLOYEE SPOTLIGHT Steve Tucker

The Office of Purchasing, Travel and Fleet Management welcomes Steve Tucker as a Staff Officer. Steve joined the team on May 13, 2015. He transferred to the Department of Finance and Administration from The Mississippi Department of Transportation and has 14 years of state service experience. Steve attended the University of Southern Mississippi and graduated with a Bachelor of Science degree in Business Administration. His hobbies include spending time with family and friends, tennis, fishing and playing ukulele.

We would also like to CONGRATULATE Steve on becoming a Certified Mississippi Purchasing Agent.

COPIERS - PURCHASE AND RENTAL



There are new copier contracts that have been posted on the Office of Purchasing, Travel, and Fleet Management's, (OPTFM) website.

These state contracts are negotiated. (*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) of the Mississippi Code, 1972 Annotated and the price shall not exceed the negotiated contract price.

These contracts features includes various copy machines, multifunction printers and duplicators, with an array of accessories that are available for purchase or rental. The dates of these contracts are May 1, 2015 – April 30, 2016. Also, agencies must use the Rental Agreement (located on OPTFM's website) when renting a copier. The terms of the Rental Agreement cannot be amended/changed without approval from OPTFM.

There are currently 11 vendors who have contracts and provides an array of products and supplies suited to meet your needs. These contracts may be viewed on OPTFM's website at the link below and in MAGIC.

<http://www.dfa.state.ms.us/Purchasing/StateContracts/CopierList600.html>

Contract Analyst: Regina Irvin, Regina.Irvin@dfa.ms.gov

MISSISSIPPI DEVELOPMENT AUTHORITY (MDA)

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.

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.

**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.

COMPETITIVE BID CONTRACTS

The following Competitive Bid Contracts were effective on June 1, 2015, and will expire on May 31, 2016.

- Ammunition - Extension
- Laser Printer Toner Cartridges - Type I (New)
- Laser Printer Toner Cartridges - Type II (Remanufactured)

Competitive bid contracts can be viewed on the Office of Purchasing, Travel and Fleet Management's website at:
<http://www.dfa.state.ms.us/Purchasing/StateContracts/Competitive.html>.

VENDOR PERFORMANCE



If you have an issue with any State Contract vendor with the Office of Purchasing, Travel and Fleet Management, please complete the Vendor Performance Form located on OPTFM's website at: <http://www.dfa.state.ms.us/Purchasing/VendorPerformanceForm.pdf>. Please submit this form and

supporting documentation to the assigned analyst.

TRAVEL

Travel Card Program Updates

The Travel Card Program has been a huge asset to agencies and governing authorities throughout Mississippi. Each of the three types of accounts available (cardless, individual, and department) allow travelers on official state business to book airfare, lodging, vehicle rental services, and a host of other authorized transactions as outlined in the Travel Card Guidelines.



The program keeps growing, and I am excited to have the opportunity to serve you when you need help.

Remember, if you already participate in the Travel Card Program, you are responsible for keeping your program coordinator and cardholder information updated. For new cardholders, you only need to fill out the Cardholder Agreement Application. For deletions, simply email me the first and last name of the cardholder as well as the last 4 digits of the card number. {Don't forget to collect and shred the card.}

The new EMV chip cards will be sent out in August, 2015. We are looking forward to the new technology that keeps your accounts even more secure. I will send more information about that as August approaches.

Most of the requests for help come in the form of needing a card unblocked for registration or international travel. Another example, though it happens far less frequently, is lodging. This may be because of an invalid expiration date entered by the hotel clerk, or perhaps credit limits need a temporary increase. Occasionally other transactions will cause the card to be declined although the purchase is valid. I can determine why, but only if you let me know there is a problem.

Should your card be rejected, please do not hesitate to let me know. The best way to request assistance is via email. I will need the last four digits of the card number as well as a brief description of why you need it opened. Phone calls are great but if I am away from my desk, I won't get your message until later. With email being on my phone, I can usually take care of the problem immediately.

Your first point of contact with any travel card related issue should be with me in the Office of Purchasing, Travel and Fleet Management. As your liaison with the Bank, I will be able to discern if the issue is something I can handle quickly for you, and it also helps me keep proper documentation for tracking issues beyond my control.

Laurie Pierce | Travel Manager
 Office of Purchasing, Travel & Fleet Management
 601.359.3647 – phone | laurie.pierce@dfa.ms.gov
<http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>

PROCUREMENT CARD**Lease Payments**

The convenience of using your agency's State Procurement Card for bill payment and small purchases allow for transactions to be conducted in an easier manner and for the amount of paperwork for those transactions to decrease in many measures. Even though the card can be used for many approved purchases including contract items and non-contract items ranging from small dollar amounts up to \$5,000.00, one has to be mindful of prohibited payments with the card. Just because the payment can be made in an easier form with the procurement card, it does not mean that the card should be used in that instance. Lease Payments for things such as storage unit and office spaces are two examples of transactions that should not be placed on the agency or departmental procurement card. All lease payment transactions should be processed in MAGIC, no matter the amount of the cost. For more information on procurement card rules and regulations, please 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.



The Office of Purchasing, Travel and Fleet Management

Monica Ritchie, Director, OPTFM

Michael Cook, Director, OPT

Yolanda Thurman

Ashley Harrell

Regina Irvin

James Brabston

Steve Tucker

Ross Campbell, Director of Marketing and
Audit

Symone Bounds

Ramona Jones

Laurie Pierce

Wayne Cranford, Director, Bureau of Fleet
Management

Billy Beard