

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

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Workshops on P-1's and Utilizing State Contracts

Would you like assistance with entering P-1s or using MAGIC for finding commodities on state contracts? If so, here's a chance to get hands on help in these areas. On April 6, 2016, OPT will offer a morning session on P-1s and an afternoon session on Utilizing State Contracts in the Woolfolk Building. 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. Questions can be directed to OPT at 601-359-3409.

Verification of Contract Items

Prior to purchasing items from an established state contract, agencies should be sure and verify the price or the discount that the vendor has quoted. Agencies will also want to make sure that the item being purchased is actually on the state contract as well. OPTFM is always happy to assist agencies in making these verifications.

Always remember that prices and discounts on negotiated contracts are the maximum that an agency should pay. Use your negotiation skills to get a better price or discount for your agency.

Mississippi Department of Information Technology Services

Questions about Technology Procurements & Purchasing

The Mississippi Department of Information Technology Services (ITS) staffs a Procurement Help Desk during regular business hours, Monday through Friday, to answer questions about how to make legal and efficient procurements of information technology hardware, software and services. You may reach the ITS Procurement Help Desk by dialing (601) 432-8166 or e-mailing isshelp@its.ms.gov. Help Desk staff are happy to take calls from state agencies, public universities and local governmental entities, along with technology vendors.

The Office of Purchasing, Travel and Fleet Management

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Fleet Management

The Fuel Access Card Services contract with Fleetcor Technologies Inc., dba Fuelman of Mississippi has been extended for 12 months. The new contract will run from March 1, 2016, through February 28, 2017. If you have any questions about this contract, please contact Billy Beard at billy.beard@dfa.ms.gov.

BFM is receiving current State Vehicle Contract cut-off dates. Please view the following link for updated vehicle cut-off information: <http://www.dfa.state.ms.us/Purchasing/StateContracts/Vehicles/VehicleCutOffDates.pdf>

Many of the 2016 models will stop production soon, so BFM encourages you to place your request now if you plan to purchase any vehicles in the remainder of FY 2016. Most of the vendors will substitute 2017 models after the cut-off date; however, the delivery of the 2017 models could be delayed.



***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

USE OF BRAND NAMES IN SPECIFICATIONS

Brand Name or Equal Specifications

When writing specifications for a commodity procurement, agencies should seek to designate as many different brand names as are practicable, followed by "or equal" (example: Toyota, Honda or equal). To brush up on the regulations regarding Brand Name or Equal Specifications, please refer to the MS Procurement Manual, Section 4.104.01.2 (2).

Brand Name Specifications

A Brand Name Specification (*use of only one brand name*) is restricted to approval by the Chief Procurement Officer of the State. Approval will be granted if a determination is made that only the identified brand name item or items will satisfy the State's need. Approval should be requested prior to any solicitation being advertised.

Purchasing Month

Purchasing Month Celebration

The State of MS recognizes March as Purchasing Month and with the enthusiasm and assistance of MS Association of Governmental Purchasing and Property Agents (MAGPPA), the March Purchasing Month Celebration and Legislative Reception will be held on March 23, 2016. The celebration will kick off at 8:30 a.m. in the Woolfolk Building, Room 145, in downtown Jackson. Guest speakers will present information about the importance of procurement; MAGPPA will acknowledge the Governor's Proclamation declaring March as Purchasing Month; and recipients of purchasing and property awards will be honored. After the program, the Legislative Luncheon will be held at the Capitol for fellowship with members of the House and Senate.

MAGPPA welcomes all members and non-members to be a part of this celebration. The registration fee for Members is \$20.00 and the fee for Non-Members is \$25.00. More information about this event can be found at:

<https://www.magppa.org/insidepages/meetings/details.cfm?meetingid=D48A30B3-ECC7-3A80-20CF-A5239145A397>

Office of Travel

Travel Card Best Practices

The Travel Card Program offers agencies, universities, governing authorities and school districts a convenient and efficient way to make travel related purchases. In addition to this, it reduces the costs associated with initiating and paying for travel. An entity can establish and maintain a successful Travel Card Program by incorporating the following suggested best card practices:

- Monitor cardholders' account. Ensuring taxes, unauthorized expenses and/or other intentional misuse of the card is not charged when transactions are made at Mississippi businesses.
- Reconcile statement(s) and make timely payment(s) of the control account(s). Resolve any delinquent balances *immediately*.
- Maintain safekeeping of department cards by storing cards in a locked safe or drawer when cards are not in use.
- Program Coordinator(s) should educate cardholder(s) of the agency's policies, procedures.
- Coordinators should also ensure that policies and procedures are consistently followed as outlined in the Travel Card

Guidelines. Cardholders should know what is allowed on the card vs. not allowed and obtain acceptable receipts for review.

- Program Coordinators should maintain a current listing of individual cardholders that are in possession of a Travel Card. Accounts are to be closed immediately for any cardholders that resign, retire, or transfer.

Utilizing and promoting best practices for use of the Travel Card Accounts (cardless and carded) will help enable an agency to have a successful Travel Card Program.

If your entity is interested in participating in the Travel Card Program or if you have any questions or concerns, please contact Laurie Pierce, Travel Manager, laurie.pierce@dfa.ms.gov.

Also, please visit the OPTFM Travel website at: <http://www.dfa.ms.gov/Purchasing/Travel/Travel.html>. You will find the Travel Card section, The Travel Card Guidelines, as well as the applications for the program.

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.

Q: What procedures do Agencies need to comply with to purchase vehicles that are not on State Contract?

A:

1. *If purchasing through a sealed bid process, dealer auction, advertised bid, trade, or transfer, **prior approval must be received from the BFM.***
2. *If writing specifications, refer to Procurement Manual Section 4.101*
3. *Then follow purchasing guidelines in MS Code 31-7-13.*

Q: Are light bulbs on state contract?

A: *in the past, light bulbs were listed on a competitive contract; however, now light bulbs are one of the many items that can be found on the MRO (industrial supply) negotiated contracts.*

Q: If an Agency missing the deadline for submitting a "Request for Authority to Purchase," (P-1), is there a possibility that it will still be presented at the PPRB meeting?

A: *The Public Procurement Review Board (PPRB) has regularly scheduled meetings on the first Wednesday of every month. Requests should be submitted to the Office not later than noon on the third Thursday prior to the first Wednesday. OPTFM will do their best to accommodate late submittals by agencies; however, please be mindful of the deadline.*

Q: Can a state agency use their travel card to cover travel expenses for a contract employee?

A: *No, travel cards are to only cover travel expenses for State Employees.*

Q: Can you use state funds to buy a gift for an employee?

A: *No, Section 66 of the Mississippi Constitutions states:*

SECTION 66 Law granting donation or gratuity

No law granting a donation or gratuity in favor of any person or object shall be enacted except by the concurrence of two-thirds of the members elect of each branch of the Legislature, nor by any vote for a sectarian purpose or use. Technical Assistance in the Office of State Auditor will be happy to answers questions regarding this.

Q: Can a state agency or public university make a cooperative purchase of technology without ITS involvement?

A: *No, all technology purchases using a cooperative purchasing contract by state agencies and public universities must be approved by ITS as well as OPTFM.*

Procurement Card

Procurement Card Reviews

OPTFM will be conducting procurement card reviews continuously throughout each year. It is imperative that Program Coordinators keep all supporting information for agency cards in such a manner that will allow the review process to go efficiently and effectively. To help your review go smoothly, be mindful of the following information:

- All information should be stored in at least one central location after the reconciliation process has been completed
- All cardholders should have a receipt for each transaction (including credits back to the account) on the statement
- All receipts should be itemized and legible
- All supporting documentation (food forms, monthly memos, missing document affidavits) should be with each month's file
- Any instances of tax or surcharges should be credited back to the account or paid by the cardholder if a credit was not obtained
- At the minimum, the cardholder and the program coordinator should sign off on the monthly statements verifying that the account is ok to be paid
- ALL INFORMATION SHOULD BE IN ORDER – as it appears on the statement

If your agency has been selected for a review, OPTFM will inform the Program Coordinator by letter. Any questions regarding procurement card reviews, the reconciliation process, procurement card training, or any other procurement card related information, should be directed to 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.

Featured Contract

Commodity: Laundry and Linen Rental (this contract was previously listed under the Personal Services Contract Review Board (PSCRB); however, this is a commodity rental contract that falls under the purview of the Office of Purchasing, Travel and Fleet Management).

The Laundry and Linen Rental Contract has been entered into with Broadway Linen Services. This contract provides rental of the following items; bath towels, wash cloths, bed linen including thermal blankets and bedspreads and adult bibs. Items listed under ad hoc include: rugs, dust mops, mattress pads, bed/incontinence pads, clothing protectors, washable briefs and laundry bags. All linen provided will be white without any logos, emblems, or prints. As part of the rental, the linen will be laundered/cleaned per the contract.

Dates of Contract: February 19, 2016 through February 29, 2020

Vendors on Contract: Broadway Linen is the primary supplier for this contract.

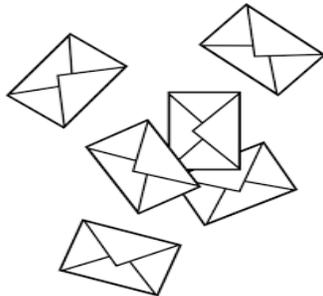
Contract Link: These contracts can be viewed at the following link: http://www.dfa.state.ms.us/Purchasing/LaundryandLinen_000.html

Contract Analyst: Ramona Jones, Ramona.Jones@dfa.ms.gov

Contract Spend: This is a new contract therefore there is no available spend at this time.

Envelopes

OPTFM is in the process of preparing an Invitation for Bid for Envelopes for the 2016-2017 calendar year. If your agency is looking to order envelopes that aren't currently available on the existing Envelopes contract, please contact Ramona Jones at Ramona.Jones@dfa.ms.gov or 601-359-9335 with a list of these items by type, color and size, if applicable. The addition of these items will be taken into consideration by OPTFM. The deadline for submission is March 21, 2016.



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