

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

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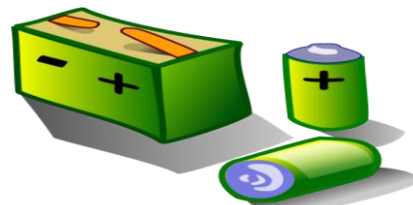
**COMPETITIVE → NEGOTIATED**

**Batteries**

As of 11/01/2015 the commodities listed below will no longer be available on the Competitive Office Supply Contract #8200017771. These commodities are available on the Maintenance, Repairs and Operations Contract (MRO) (formally listed as Industrial Supplies and Equipment). Please use the following link to view the current MRO contracts:  
<http://www.dfa.state.ms.us/Purchasing/IndustrialEquipmentList445.html>

- |                                              |                                              |
|----------------------------------------------|----------------------------------------------|
| Battery, 1.5 VOLT, AAA, 4/Pack               | Battery, 1.5 VOLT, AAA, 4/Pack               |
| Battery, 1.5 VOLT, AAA, 8/Pack               | Battery, 1.5 VOLT, AAA, 8/Pack               |
| Battery, 1.5 VOLT, AAA, 12/Pack              | Battery, 1.5 VOLT, AAA, 12/Pack              |
| Battery, 1.5 VOLT, AA, 8/Pack                | Battery, 1.5 VOLT, AA, 8/Pack                |
| Battery, 1.5 VOLT, AA, 4/Pack                | Battery, 1.5 VOLT, AA, 4/Pack                |
| Battery, 1.5 VOLT, AA, 2/Pack                | Battery, 1.5 VOLT, AA, 2/Pack                |
| Battery, 1.5 VOLT, AA, 12/Pack               | Battery, 1.5 VOLT, AA, 12/Pack               |
| Battery, 1.5 VOLT, AAA, 2/Pack               | Battery, 1.5 VOLT, AAA, 2/Pack               |
| Battery, 1.5, C, 4/Pack                      | Battery, 1.5, C, 4/Pack                      |
| Battery, 1.5 VOLT, D, 4/Pack                 | Battery, 1.5 VOLT, D, 4/Pack                 |
| Battery, 3 VOLT,<br>Watch/Calculator, 2/Pack | Battery, 3 VOLT, Watch/Calculator,<br>2/Pack |

If you have any questions regarding this contract, please contact Steve Tucker at 601-359-3107 or email [Stephen.tucker@dfa.ms.gov](mailto:Stephen.tucker@dfa.ms.gov).



**The Office of Purchasing, Travel and Fleet Management**

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## CONTRACT UPDATES

The following bid contract(s) were effective November 1, 2015:

**Competitive Bid Contract:**

Office Supplies

**Negotiated Contracts**

Automotive Parts and Equipment  
Furniture-Panel Systems  
Outboard Motors

**Cooperative Contracts**

Morris and Dickson (Pharmaceuticals)

## FEATURED CONTRACT

### LABORATORY EQUIPMENT AND SUPPLIES

**Commodity:** This negotiated state contract features the following products: First Aid Kits, Syringes, Needles, Lasers, Microscopes, etc.

**Type of Contract:** Negotiated contract – *remember, this means that you can negotiate your best price from the vendors on contract.* State agencies *may* buy from any of the contract vendors listed below, or state agencies *may* purchase the item from other than the 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:** October 1, 2015 – September 30, 2016

**Vendors on Contract:** There are currently fourteen (14) vendors who offer a variety of products mentioned above. The best way to look at products and compare prices among the vendors is to view the following website:

<http://www.dfa.state.ms.us/Purchasing/LaboratoryList175.html>

**Vendors/State Contract Number**

Cardinal Health	8200021359
Carolina Biological Supply Company	8200021222
Chemglass Inc.	8200021197
Environmental Express	8200021182
Fisher Scientific	8200020875
Flinn Scientific, Inc.	8200021201
Frey Scientific	8200021205
Grainger Industrial Supply	8200021335
Nycom Inc.	8200021358
Quality Environmental Containers	8200021327
Sheldon Laboratory Systems	8200021357
Taylor Distribution Group	8200021203
Tronex International	8200021229
VWR International	8200021301

**Contract Analyst:** Steve Tucker, [stephen.tucker@dfa.ms.gov](mailto:stephen.tucker@dfa.ms.gov)

**Contract Spend:** During the last period, this contract had a spend of \$8,536,268.21.

## MARKETING AND AUDIT

**Vending Machines**

In 1936 the Randolph-Sheppard Vending Stand Act was passed in Congress. This act was created as a way of providing self-supporting blind persons with employment. Section 43-3-93 of the Mississippi Code states that state agencies shall give preference to blind persons in the operation of vending facilities on state property, upon the request of Vocational Rehabilitation for the Blind.

What this means is that the Vocational Rehabilitation for the Blind shall have the first opportunity at operating vending facilities on a state owned property. If the Vocational Rehabilitation for the Blind determines it should not operate vending machines in the facility due to insufficient revenues, then it will have first opportunity to negotiate with licensed commercial vendors for coin or currency operated vending machines.

## PROCUREMENT CARD (P-CARD)

Using your departmental or individual procurement card (p-card) for purchases less than \$5000.00 can help your agency with its purchases in more than one way.

The use of the p-card can help decrease the number of purchase orders and can also help your office become more effective and efficient with its purchasing procedures. One of the many things that you can use your p-card for is organization membership fees and conference/event registrations. When using your procurement card for conference registration fees, it is important to remember that any other travel related expenses specific to that conference such as hotel expenses and airfare are to be placed on the departmental or individual travel card. Also, if an individual will be attending an event hosted by a state university, those registration fees can be paid by using the state procurement card; however, those transactions will not go through until after the card has been opened to process that type of purchase. In those instances, contact the state procurement card administrator, Symone Bounds, and the block will be lifted so that the transaction can be processed.

If any other issues arise with your agency's departmental or individually assigned cards, please feel free to go to the Procurement Card Guidelines on OPTFM's website at <http://www.dfa.state.ms.us/Purchasing/ProcurementCardServices/ProcurementCardGuidelinesRevised10-30-2013.pdf> or contact Symone Bounds, Procurement Card Administrator at [Symone.Bounds@dfa.ms.gov](mailto:Symone.Bounds@dfa.ms.gov) or 601-359-9373 or Ross Campbell, Director of Marketing and Audit at [Ross.Campbell@dfa.ms.gov](mailto:Ross.Campbell@dfa.ms.gov) or 601-359-2004.

## VEHICLE PURCHASES

The 2% Fleet reduction is still in effect through June 30, 2016. If an agency orders a new vehicle, each agency must be prepared to sell one that is in the existing inventory. The Bureau of Fleet Management is still tasked with the responsibility to ensure that the overall size of the state fleet does not increase. All requests for new vehicles must be submitted

with the VR-1 form. BFM is receiving incomplete justifications which causes the approval process to be delayed and in some instances has resulted in agencies missing the vehicle cut-off date. Please provide an accurate and complete justification for the intended use of the new vehicle purchase.

BFM encourages agencies to order vehicles early in the budget year to eliminate missing the production cut-off date on current contract vehicles.

*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:** "Does a vendor have authority to charge a restocking fee for items ordered and delivered but returned due to no fault of the

**Answer:** "No, the Attorney General stated in an opinion "we find no authority within the provisions of the public purchases law, codified in Section 31-7-1 of the MS. Code...to pay restocking fees as described."

**Question:** "For a \$19,000 Sole Source, the ITS Procurement Manual states that the Sole Source certification is delegated to our University's CIO. For that dollar amount, are we supposed to submit to DFA and follow DFA's sole source procedures and advertise in the portal and papers?"

**Answer:** "Any procurement for ITS products normally only needs ITS approval, including sole source ITS procurements. An exception would be a copier procurement exceeding \$500,000 which would need PPRB approval."

**Question:** "Our agency has mistakenly purchased their toner cartridges from other than the state contract vendor because it was not properly or adequately listed in MAGIC. We are having to watch for these purchases on P-card documentation and when purchased we have the departments return the cartridges and purchase them on state contract."

**Answer:** "This is something that will eventually be corrected by MASH. The description field character for each line item is limited on the Overview tab, so all models cannot be listed. You will need to select the line item long description to see all models that are covered. Hopefully this will be corrected in the near future."

**Questions:** "Why should an agency have to pay \$159.50 for a printer cartridge that is on state contract when they can purchase the same cartridge locally for \$103.99?"

**Answer:** "Each vendor has the same opportunity to bid on a state contract when it is advertised. Vendors should offer their best price at that time."

**Question:** "How does an agency enter a purchase order in MAGIC for an existing copier that is no longer on contract?"

**Answer:** The agency should use the current supplier number and contract number, but reference the old/expired contract number and complete the new Rental Agreement. (Contracts cannot exceed five (5) years.)

**Question:** "I had a situation where an employee went out of state and used his private vehicle and not county owned vehicle. The employee was under the impression the \$.23 reimbursement rate per mile was only for in-state and not out-of-state. Can you please tell me if it is different or the same rule of thumb?"

**Answer:** "The mileage rate is the same for in-state as well as out-of-state travel on official business."

**Question:** "I have a city employee traveling to London, England. Can you provide per diem rates for that area?"

**Answer:** "We do not set a maximum daily reimbursement for locations outside of the CONUS. Our policy is that meals for international travel are based on what the employee claims. While we do not require receipts, some agencies and governing authorities do. To estimate the cost of total reimbursement per day, please visit the following link:

[http://aoprals.state.gov/web920per\\_diem.asp](http://aoprals.state.gov/web920per_diem.asp) You can scroll down and locate London and estimate in the M&IE column.

**Question:** "Where do I go to correctly search for bid postings?"

**Answer:** You will need to use the following website to view all state procurement opportunities: [https://www.ms.gov/dfa/contract\\_bid\\_search/](https://www.ms.gov/dfa/contract_bid_search/)

**Question:** "Can Governing Authorities issue an RFP for non-IT related commodities?"

**Answer:** "If a Governing Authority is considered a certified purchasing office, they may issue an RFP per 31-7-13 (d) (ii); however, if the governing authority is not a certified purchasing office competitive sealed bids must be used."

**Question:** "Is a governing authority exempt from using the State procurement card program?"

**Answer:** "No, governing authorities must use the State's card program unless they receive authority to do otherwise from OPT."

**Question:** "My agency wants to lease/rent a commodity. What is the process for doing this?"

**Answer:** "A justification must be submitted to OPT, per Section 3.117 of the Procurement Manual. If approved, approval to lease/rent does not exempt the agency from doing a competitive procurement."

## ANNOUNCEMENT

The future dates have been released for the CMPA classes. The dates are January 26-28, March 29-31 and May 3-5, 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 classes will be held at Information Technology Services.



## HOW TO ISSUE RFP CONSTRUCTION BIDS IN MAGIC

Miss. Code Ann. Section 31-3-21(2) requires bids for construction in excess of \$50,000.00 to contain on the outside or exterior of the envelope the contractor's current certificate number.

MAGIC RFx has no way to receive sealed envelopes. What to do? Until this statute is modified to recognize electronic bidding, agencies should clearly indicate in Notes and Attachments, Header Tendering text, that NO ELECTRONIC SUBMISSIONS ARE PERMITTED to prevent agencies and bidders from being guilty of a misdemeanor and fines and/or imprisonment AND agencies should enter a Surrogate Bid Entry Deadline of at least two weeks after receipt of traditional paper bids so that the agencies can enter bids on behalf of bidders. Each bid should be scanned, including the envelope, and attached in MAGIC to the RFx. Please also be reminded that for oversight approval of construction contracts in MAGIC, a certified bid tabulation, proof of advertisement as well as contract documents including plans and specifications are required to be attached.

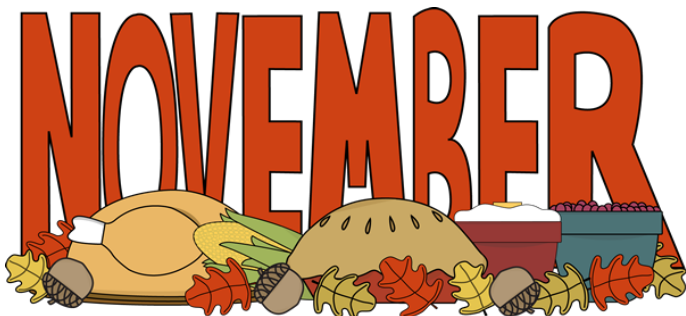
## OFFICE OF INFORMATION TECHNOLOGY SYSTEMS (ITS)

*What is a CP-1?*

A CP-1 is the documentation of a procurement approval made by the Mississippi Department of Information Technology Services (ITS). It is generated after the procurement is conducted by ITS on behalf of the state entities, and documents the procurement award. For MAGIC agencies, the contract information on the CP-1 is also added to MAGIC.

*What is an EPL?*

An Express Products List (EPL) is a multi-vendor award for IT hardware and software published by the Mississippi Department of Information Technology Services (ITS). Any state or local government entity in Mississippi may use an EPL as a legal purchasing vehicle; just follow the Instructions for Use Memo published by ITS for each EPL.



**Want To Find More Minority Contractors?**  
[www.mnbr.org](http://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](http://www.mnbr.org)**

For information contact  
 Latonia Shirley at Mississippi Development Authority, 601.359.6678 or  
 e-mail: [lshirley@mississippi.org](mailto:lshirley@mississippi.org)

## MAGPPA 4TH QUARTERLY MEETING

**When:** Wednesday, November 18, 2015  
**Where:** Meridian City Hall – 3<sup>rd</sup> Floor

For more information, please visit [www.magppa.org](http://www.magppa.org)

## CONGRATULATIONS!

The Office of Purchasing, Travel and Fleet Management would like to congratulate MAGPPA for a very successful Conference and Vendor Show.

This year's Conference was in Gulfport and featured theme, "Puttin on the Glitz, The Roaring 20's."