

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

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PROCUREMENT MANUAL UPDATES

Chapter 8 of the Procurement Manual has been updated. It is imperative that you take some time to familiarize yourself with the clarifications that have been made. Although there were no actual changes to *regulations* you may have a different perspective after you review. The clarification pertains to the sale/trade-in threshold. All thresholds and procedures remain the same.

SOLE SOURCE ADVERTISEMENT

When advertising for sole source, agencies are required to comply with 3.106.05.4, Advertising Time, as addressed in the Procurement Manual. The information that should appear in the advertisement should include: a description of what the agency intends to purchase as sole source; the place, date, and deadline for vendors to object; a link to the portal with the RFX number of the sole source so that vendors can locate it on the portal; and a name at the agency with contact information (to include address, telephone number, email address, etc.). See the Procurement Manual Section 3.106.05.2, Content of Advertisement, for guidance. This will assist you in the process of completing your advertisement correctly.

MASTER LEASE

State agencies wishing to use the Master Lease program to pay for items, should contact OPT once their appropriations are approved. *The agency must procure the items following normal purchasing procedures set forth in 31-7-13; furthermore PPRB must approve use of the Master Lease prior to an agency drawing down the money.*

Additionally, a "paper" P-1 must be submitted by agencies when using Master Lease. *It is also important to remember no lease purchase can be for an amount less than \$10,000 and the number of years for the lease term cannot be longer than the life expectancy of the equipment.* If you have any questions, please contact OPTFM.

COPIER CONTRACT INFORMATION

-ITS COPIER EXEMPTIONS; -P-1 COPIER REQUIREMENTS OVER \$500,000;

In the past, a copier was clearly a copier and a computer printer was clearly a computer printer. As technology has advanced, the line of distinction has become not so clear. As a result of this, ITS and OPT worked together to set the guidelines on which agency has purview over the procurement. If a machine can be used as a walk-up copier and published product literature indicates that one of its primary functions is copying documents, then that machine can be included in the OPT Copier Contract. It is intended that this policy will allow copiers with computer interface, facsimile and digitizing features to be placed on the OPT contract. In addition, it is intended that this policy will allow equipment commonly called multi-functional to also be included in the OPT contract.

If the device being purchased from the OPT contract will be networked and the total purchase price or the total for the term of the lease is over \$250,000, **the agency must contact ITS** since ITS manages purchasing for computer and communications peripherals. In situations where a state agency or institution under ITS purview intends to use the machine interfaced with a computer or in a network configuration primarily in a traditional information systems application capacity, the agency or institution must first contact ITS through the formal procurement exemption request process. In the request, the agency or institution may express a desire to use the OPT state contract to fulfill its technical needs. ITS will work with the requesting entity toward reaching a consensus as to technical appropriateness of equipment from the OPT contract in each given case. ITS will approve the exemption request if appropriate. If ITS does not concur with the exemption, then the project will be handled through standard ITS policies and procedures in lieu of the OPT state contract.

If an agency receives an Exemption Request from ITS and the overall purchase price, or the total for the term of the lease is over \$500,000 the agency **must** submit a P-1 to OPT for PPRB approval (*the same as with ANY purchase over \$500,000 for any commodity*). The exemption granted by ITS, does not exempt the agency from following normal procurement procedures. In addition, remember the Generic Rental Agreement must be used for all copier rental contracts.

USING COPIER/MAILING EQUIPMENT CONTRACTS IN MAGIC

Agencies using the state contract to enter into multi-year rental agreements/contracts for copiers or mailing equipment should use the MAGIC Contract Management module.

When selecting the contract type (CNTR), please ensure the Partner Grouping Schema of "Distributor" is activated.

The Supplier number must be identical to the statewide contract vendor and the contract must contain a distributor from the referenced state contract.

Agencies should specify the agreement Start and End dates, the total amount estimated to be spent within the contract Header and Line item Target Value, and enter the Statewide Contract Number being used within the Header>Additional Information tab, "Reference Contract Number field". A signed copy of the agency's rental agreement must also be attached, and marked as external, for Transparency reporting compliance. Once released, it will require approval from OPTFM and agencies must then create Purchase Orders referencing the agency contract.

If you need further clarification on this process, please contact Carlos Galloway at 601-359-2030 or email carlos.galloway@dfa.ms.gov

MAGPPA

The 2015 MAGPPA Conference and Vendor Expo is less than a month away. The conference starts on Sunday, October 18, 2015. The host hotel is the Beau Rivage and the vendor expo will be held on Monday, October 19, 2015 at the Coast Coliseum and Convention Center. The theme this year is Putting on the Glitz, The Roaring 20's. Come dressed as your favorite Great Gatsby character or your favorite gangster and "Put on your Glitz!"



EMPLOYEE SPOTLIGHT

The Office of Purchasing and Travel welcomes Erika Weakley as a Contract Analyst. Erika joined the team on October 1, 2015. Erika comes to us from the Department of Transportation after 8 years of service in the Procurement and Materials Division. Erika is married and has three daughters. She enjoys spending time with family and friends. Erika likes to watch football and travel.

COMPETITIVE BID CONTRACT Office Papers (Groups 1-6)

OPT has awarded two new competitive bid contracts for Office Papers. These new contracts were awarded by "Groups" and will be held by Jackson/Newell Paper Company and MAC Papers. Note, the awarded groups have changed from the last contract period and these changes went into effect October 1, 2015.

Groups (1, 2, 3, and 5) have been awarded to Jackson/ Newell Paper (supplier id # 3100017732). Their new contract # is 8200021464 and new MAGIC smart # is 1130-16-C-SWCT-00112.

The effective dates of this contract are October 1, 2015, through March 31, 2016.

Groups (4 and 6) have been awarded to MAC Paper Inc. (supplier id # 3100014013). Their new contract # is 8200021463 and their new MAGIC smart # is 1130-16-C-SWCT-00111. The effective dates of this contract are October 1, 2015, through March 31, 2016.

Remember State Agencies **must** use OPTFM competitive bid contracts and governing authorities may use OPTFM competitive bid contracts.

If you have questions regarding the Office Papers contracts please contact the Office of Purchasing, Travel and Fleet Management at (601) 359-3409. Contract Analyst: James Brabston, james.brabston@dfa.ms.gov

TRAVEL Meal Reimbursement

Officers and employees of the state and political subdivisions shall be reimbursed the actual cost of meals incident to official travel, not to exceed the daily maximums for the specific location of assignment.

The amount allowed for individual meals when traveling within the continental United States (including Alaska) shall be at the discretion of the governing authority or the department head, provided that the total does not exceed the maximum state reimbursement rate. Expenses incurred for meals during international travel are reimbursed on actual expenditures and do not require receipts by the Bureau of Financial Control. DFA does not break down meals by breakfast, lunch or supper, but it is within the agency's discretion to do so.

Note: Meals and alcoholic beverages are considered unauthorized purchases when using the Travel Card.

A list of the maximum state reimbursement rates for meals in high cost areas has been provided for your convenience and is available on the OPTFM Travel Information website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

If you have any questions contact laurie.pierce@dfa.ms.gov with "Meal Reimbursement Rate" in the subject line.

Hotel/Motel Contract – 971

The 2015-2016 Hotel/Motel contracts have been awarded and are now available on the OPTFM Travel Information Website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

CMPA CERTIFICATION

If your job description meets the criteria as a purchasing agent or official you are required to attend a CMPA class.

PURCHASING/AGENT OFFICIAL means any administrator, superintendent, purchase clerk, or other chief officer so designated having general or special authority to negotiate for and make private contract for or purchase for any governing authority or agency.

(Definition of agency procurement officer: any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority. If a person has the authority to issue purchase orders, issue invitations to bid, receive and accept bids, negotiate contract clauses, etc., they should be considered a purchasing agent for the purposes of this policy.)

The next CMPA class dates are November 17-19, 2015. 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 class will be held at Information Technology Services.

OPTFM would like to congratulate the recent CMPA recipients. They include:

Grant Banks, MDMS
Terri Blackwell, MDOT
Danny Blue, IHL
LaTonya Butler, JSU
Kendra Carter, UMMC
Jennifer Dotson, MSDH
Jennifer Douglas, UMMC
Lori Guynes, MDAC
Kim Harris, UMMC
Rhonda Hudson, MSDH
Melanie Lane, MDMR
Renee Lee, UMMC
Jennifer Mayfield, MSU
Kathy Perkins, OSA
Tiffany Pickens, MDOT
Jim Rester, MSU
Patrice Stewart, MSPB
Lindsey Tatum, UMMC
Erika Weakley, MDOT
Susan Weill, UMMC
Paul Welch, MSPB
Denise Williams, MDHS





The Office of Purchasing, Travel and Fleet Management would like to congratulate Monica Ritchie, Director of the Office of Purchasing, Travel, and Fleet Management on being elected as Chair of the Southern Region Council for the National Association of State Procurement Officers (NASPO).

NASPO is a non-profit association dedicated to strengthening the procurement community through education, research, and communication. It is made up of the directors of the central purchasing offices in each of the 50 states, the District of Columbia and the territories of the United States. NASPO is an organization through which the member purchasing officials provide leadership in professional public procurement, improve the quality of procurement, exchange information and cooperate to attain greater efficiency, economy, and customer satisfaction.

In addition at the recent NASPO meeting, Monica received a 2015 President's Award.

We are confident that Monica will represent the State of Mississippi well! Way to go, Monica!!!

FLEET MANAGEMENT

DIDJA

DIDJA know that you pay the same per gallon price for fuel with Fuelman, no matter which station you use?

DIDJA know that there is a Fuelman Mobile Site Locator App on the OPTFM website? Click this link to get your free app. <http://www.fuelman.com/fuelman-mobile-site-locator.aspx>

DIDJA know that your agency can save 2 cents per gallon on all fuel purchases simply by using a Chevron or Texaco location for your next fill-up? This 2 cents per gallon discount is deducted from your invoice at billing.

BFM NEWS

The Vehicle contract and Police vehicle contract became effective on October 1, 2015. We are excited to have 2 new vendors on this years' contract, Country Ford and Paul Barnett Nissan.



OPTFM QUESTIONS FROM SEPTEMBER

The Office of Purchasing Travel and Fleet Management receives questions daily on many different topics. OPT will begin sharing some of these questions our monthly newsletter.

Question: "Can a governmental entity use a Cooperative Contract if OPTFM has not adopted the contract?"

Answer: NO, a governmental entity cannot use a Cooperative Contract unless that particular contract is listed on OPTFM's website. If the contract is listed there, that means that OPTFM has "adopted" that contract from a particular Cooperative. Then, and only then, can a governmental entity use that contract.

Question: "What is a BOILERPLATE?"

Answer: A boilerplate, also known as General Terms & Conditions, is a document that **should** be included in your bid packet. It typically includes instructions and information which should be considered by the bidders. This information is standard for all bids and may include how to complete and submit the bid forms, how errors will be handled, how to obtain clarification of the specifications, etc.

Question: "I work at a State agency, do I have to publish my bid in MAGIC?"

Answer: Yes, if you are a state agency using MAGIC you **MUST** publish your bid in MAGIC.

Question: "With the meals Per Diem being \$41 per day, is there a set amount for breakfast, lunch and dinner?"

Answer: No, there is not a breakdown. DFA reimburses meals based on actual costs not to exceed the maximum daily reimbursement rate. Agencies however do have the discretion to breakdown meals.

Question: "Who is eligible for CMPA classes?"

Answer: Any Purchasing Agent or Official who is an administrator, superintendent, purchase clerk, or other chief officer so designated having general or special authority to negotiate for and make private contract for or purchase for any governing authority or agency. (Definition of agency procurement officer: any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority. If a person has the authority to issue purchase orders, issue invitations to bid, receive and accept bids, negotiate contract clauses, etc., they should be considered a purchasing agent for the purposes of this policy.)

Question: "What is a P-1?"

Answer: A P-1 is a Request for Authority to Purchase. It is submitted electronically to OPTFM when requesting sole source approval, emergency, competitive bid approval, trade-in with purchase, etc.