



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

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

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**Workshops on P-1s 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 October 10, 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 LSO in the MAGIC portal and register under P-1 Training or Utilizing State Contracts. Questions about getting registered can be directed to the Help Desk at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).

**Employee Spotlight**

The Office of Purchasing, Travel and Fleet Management welcomes Bethany Ball as an Administrative Assistant. Bethany joined the team on August 22, 2016. Bethany's duties will be to assist in the daily operations of OPTFM. Bethany is a native of Louisville, MS and a graduate of University of Mississippi with a Bachelor's in Biology with a minor in Chemistry and holds a Master's degree in Health Services Administration from Mississippi College.

**Featured Contracts Envelopes**

**Commodity:** Envelopes – featuring a variety of envelopes in assorted sizes (printed and non-printed).

**Type of contract:** Competitive contract. 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 meets the specifications. All state agencies are required to purchase from the awarded vendor unless approval to do otherwise is obtained from the Office of Purchasing, Travel and Fleet Management. Governing authorities may purchase from other than the awarded vendor provided they purchase an identical item at or below the contract price. Governing authorities may also ignore the contract and follow the procedures for an open market purchase.

**Dates of Contract:** August 1, 2016 through July 31, 2017

**Vendor on Contract:** Tampa Envelope Manufacturing & Paper Company, Inc.

**Contract Link:** These contracts can be viewed at the following link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/state-contracts/d-e-f/envelopes/>

**Contract Analyst:** Ramona Jones, [Ramona.Jones@dfa.ms.gov](mailto:Ramona.Jones@dfa.ms.gov)

**Contract Spend:** The current spend on this contract is \$2,424.48.



**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  
at 601.359.6678 or e-mail: [lshirley@mississippi.org](mailto:lshirley@mississippi.org)

# Other Contracts

- On September 30, 2016, OPTFM will discontinue the competitive bid paper towels and tissue contract with Jackson Paper Company. The Office of Purchasing and Travel has adopted a new contract for paper towels and tissue, through the Innovatix GPO. Jackson/Newell Paper Company will remain the vendor and the new contract will be effective October 1, 2016. Entities will get better pricing and the prices will remain firm for a three-year period. Starting October 1, you will be able to find this contract on our website under Cooperative Contracts. The contract number is 8200028382.
- OPT has also extended the contracts with FedEx and UPS for a 3 month period. These contracts will expire November 30, 2016.



**2016 Class Schedule**

Dates	Location
September 20-22	Woolfolk Annex Building
November 29-Dec. 1	Woolfolk Annex Building
January 10-12	Woolfolk Annex Building

# CPO'S CORNER



Greetings, friends! Soon we will be issuing an updated Travel Manual.



We will provide an executive summary of changes to highlight areas you should review. If the individual responsible for processing travel requests and reimbursements at your agency does not receive our monthly Purchasing Notes newsletter, please pass this information on to them.

Safe travels ☺

As always, please feel free to call, e-mail, or schedule a time to come by and visit with us if we can assist you in any way.

*Aubrey Leigh*