

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

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**EMPLOYEE SPOTLIGHT**  
*Carolyn Jenkins*

It is with mixed emotions that we are announcing the retirement of our Senior Contract Analyst, Carolyn Jenkins. For over 29 years, Carolyn has been a valuable employee of the State of Mississippi. Effective April 15, 2015 she will retire from the Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management. Please join us in wishing Carolyn a happy retirement. She will be greatly missed!



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**OPTFM JOB OPPORTUNITY**

**Staff Officer II**

The Office of Purchasing, Travel and Fleet Management is looking to hire a Staff Officer II. If you have experience with the items listed below, you are encouraged to apply. The posting will appear on [www.mspb.ms.gov](http://www.mspb.ms.gov) and will run from April 3rd – 10th.

Primary Responsibilities include:

- Review all State Agency P-1s (Requests for Authority to Purchase) submitted to OPTFM for approval to determine if all applicable laws and regulations were followed
- Assist State Agencies as needed with instructions for P-1s (Requests for Authority to Purchase), along with reviewing and updating instruction information for requestors
- Act as a resource to governmental organizations when questions arise regarding procurements that fall under the purview of the Office of Purchasing, Travel and Fleet Management
- Develop Request for Proposals (RFP) and Invitations for Bids (IFB) for the Office of Purchasing, Travel and Fleet Management to issue for State Contracts
- Assist State Agencies with Request for Proposals and Invitations for Bids
- Oversee Certified Mississippi Purchasing Agent program

Preferred applicant will be familiar with Mississippi Procurement Manual; the P-1 process; state contracts; and have prior experience developing RFPs and IFBs. MAGIC experience is a plus.

Also, please stay tuned for an additional job posting in the near future as OPTFM begins searching for a candidate to fill Carolyn's position upon her retirement.



## CREATING AN RFX IN MAGIC

MAGIC using agencies, remember, when issuing an RFX (i.e., bid, proposal, RFQ, etc.), all State agencies should be creating the RFX in MAGIC. For instructions on creating the RFX, please visit the following link:

<http://uperform.magic.ms.gov/gm/folder-1.11.6447>

When Agencies create their RFX in MAGIC, there is no need for them to send their information to Mississippi Procurement Technical Assistance Program (MPTAP). The “publish date” that the Agency enters on the RFX automatically sends the notice to MPTAP.

When requiring the vendors to submit their bids electronically, there will be no need for Agencies to enter surrogate bids on behalf of the vendors.

It is also important to note that if an Agency accepts non-electronic responses from the vendors, the Agency will need to enter the surrogate bids on the vendor’s behalf in MAGIC. So, requiring vendors to submit electronic bids will decrease the work the Agency has to do once the bid date passes.

However, whether or not an Agency decides to accept non-electronic bids is strictly up to the Agency.

## TRAVEL NOTES

### Updating Contract Information Request

The State Travel Office in the Office of Purchasing, Travel and Fleet Management is requesting that you update your contact information so we can have the most current information on file should we need to contact you.

This is for Program Coordinators within the agency or entity and applies to those who participate in the Travel Card Program or not. In many cases, the contact information would be the same; however, if it is different, please be sure to submit all relevant information using the format below.

#### Program Coordinator:

Title:

Entity:

Mailing Address:

City, ST ZIP:

Phone Number:

Email:

Website:

Travel Card Program Participant: {Yes} {No} {No but Interested} {No Not Interested}

Please copy and paste your contact information into an email and send it to Laurie at [laurie.pierce@dfa.ms.gov](mailto:laurie.pierce@dfa.ms.gov).



## New EMV Chip Procurement and Travel Cards

Starting around Mid-April, **All** agencies using the state procurement and travel card program will be issued new EMV Chip cards. These cards are being issued by UMB to better protect you and your agency from fraudulent activity. When you use your new card at a chip-activated terminal, the embedded chip protects your information by creating a unique one-time code for each transaction.

**All P-cards and travel cards will be reissued, regardless of the expiration date within the next 30 days.** Once the new EMV p-card is received, all cards should be activated **immediately**. The previous plastic cards will be deactivated within 30 days of receiving the new card. All plastic p-cards should be destroyed by a proper method, such as shredding, and disposed after the EMV card is activated.

Using the new EMV chip card is easy! You simply insert the chip end of the card into the chip-activated terminal with the card facing up. Keep the card in the terminal throughout the transaction and select credit. The card reader will prompt you to remove your card at the appropriate time. If a merchant’s terminal is not yet activated to accept chip cards, the transaction can still be completed using the magnetic stripe reader. **Using the card to process online and telephone transactions will not require any new steps.**

#### Steps for using your Chip Cards

- 1 **Insert card – Face Up – Chip First**  
Insert your card into the terminal instead of swiping.
- 2 **Leave Card in Terminal**  
The card must remain in the terminal until the transaction is complete. If the card is removed too soon, the transaction will fail.
- 3 **Follow the instructions on the Terminal**  
You will be asked to sign, or do nothing for certain small transactions.

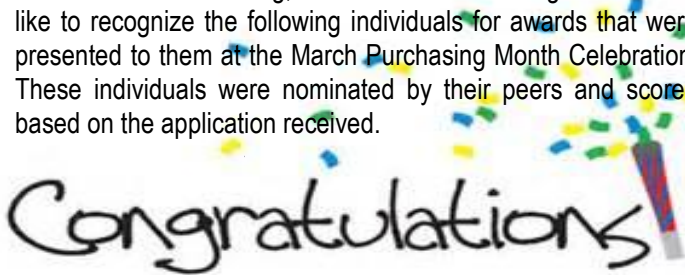


Although the card is being replaced, the account number will remain the same. The only differences between the EMV card and the card currently in use will be the way the card is inserted at the terminal and the additional chip located in the card.

For any additional information, questions, and/or concerns, feel free to contact Symone Bounds, Procurement Card Administrator at [Symone.Bounds@dfa.ms.gov](mailto:Symone.Bounds@dfa.ms.gov) or 601-359-9373, Laurie Pierce, Travel Manager at [laurie.pierce@dfa.ms.gov](mailto:laurie.pierce@dfa.ms.gov) or Ross Campbell, Director of Marketing and Audit at [Ross.Campbell@dfa.ms.gov](mailto:Ross.Campbell@dfa.ms.gov) or 601-359-2004.

**MAGPPA NEWS**

The Office of Purchasing, Travel and Fleet Management would like to recognize the following individuals for awards that were presented to them at the March Purchasing Month Celebration. These individuals were nominated by their peers and scored based on the application received.



Congratulations

Purchasing Agent of the Year  
Purchasing Manager of the Year  
Property Officer of the Year  
Property Manager of the Year

Marci McCollum  
Eugene Perry  
Leanne Nixon  
Jay Callaway

## FEATURED CONTRACT

### GROUPS MAINTENANCE AND EQUIPMENT

**Commodity:** Grounds Maintenance Equipment

The Grounds Maintenance Equipment Contract includes tractors ranging from a maximum of 29 engine horsepower to a minimum of 130 engine horsepower and any applicable attachments and options; landscape maintenance equipment and applicable attachments and options such as: Commercial Zero-Turn, Walk-Behind, Stand-on, Push, Rotary, Boom, Flail, and Commercial Front-Mount mowers; Turf-renovation equipment such as: aerators, seeders, and sprayers; Hand-held equipment such as: trimmers, brush cutters, hedge trimmers, edger's, blowers, chainsaws, pole saws, vacuums, and etc.; Golf Maintenance equipment and applicable attachments and options such as: reel mowers, bunker rakes, debris maintenance including blowers, sweepers, vacuums and other specialty equipment; and Gas and Electric powered Golf Carts and 2 and 4 Wheel Drive Utility Transport Vehicles and any applicable attachments and options.

**Type of contract:** Negotiated contract – remember, this means that you can negotiate your best price from the vendors on contract! Negotiated contracts are established on the basis of proposals from many vendors. These proposals are evaluated with contracts being awarded to all vendors whose prices are "comparable." These contracts may be used by any agency. Negotiated contracts are "convenience" contracts and serve to establish a maximum price that can be paid for any item covered by the contract. Agencies may purchase items covered by a negotiated contract from other than the contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 of the Mississippi Code, 1972 Annotated.

**Dates of Contract:** March 1, 2015 through February 29, 2016

**Vendors on Contract:** There are currently 39 vendors on this contract who offer a variety of products mentioned above.

**Contract Link:** These contracts can be viewed at the following link:

[http://www.dfa.state.ms.us/Purchasing/StateContracts/GroundsMaintenance\\_006.html](http://www.dfa.state.ms.us/Purchasing/StateContracts/GroundsMaintenance_006.html)

**Contract Analyst:** Symone Bounds,  
[Symone.bounds@dfa.ms.gov](mailto:Symone.bounds@dfa.ms.gov)

**Contract Spend:** During the last reporting period, grounds maintenance equipment spend was \$10,892,734.68.

## PURCHASING NOTES – April 2015

### MISSISSIPPI DEVELOPMENT AUTHORITY CONFERENCE

The Mississippi Development Authority (MDA) will host the 2015 Government Procurement Opportunities Conference. MDA is the chief economic developmental agency for the state of Mississippi and primary focus is for minority and small business.

MDA has developed the Mississippi Procurement Technical Assistance Program to provide services to assist MS businesses with procuring government contracts.

"This conference is designed to build relationships between Mississippi businesses and federal, state and local government and corporate buyers. The event will also promote partnerships and strategic alliances to aid Mississippi businesses in competing in the global marketplace."

For more information on the conference see the attached flyer.



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

*Monica Ritchie, Director, OPTFM*

*Michael Cook, Director, OPT*

*Yolanda Thurman*

*Ashley Harrell*

*Carolyn Jenkins*

*Regina Irvin*

*Laurie Pierce*

*James Brabston*

*Ryan Jones*

*Ross Campbell, Director of Marketing and Audit*

*Brenda Carpenter*

*Symone Bounds*

*Ramona Jones*

*Wayne Cranford, Director, Bureau of Fleet*

*Management*

*Billy Beard*

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# *Happy Easter!*



MISSISSIPPI PROCUREMENT TECHNICAL ASSISTANCE PROGRAM

# 2015

## GOVERNMENT PROCUREMENT OPPORTUNITIES CONFERENCE

### May 4-5, 2015

LANDERS CENTER  
4560 Venture Drive  
Southaven, MS 38671

This conference is designed to build relationships between Mississippi businesses and federal, state and local government and corporate buyers. The event will also promote partnerships and strategic alliances to aid Mississippi businesses in competing in the global marketplace.

**May 4, 2015**

**Vendor Move In**

2:00 - 7:00 p.m.

**Welcome Reception  
at Convention Hall**

5:30 - 7:30 p.m.

**May 5, 2015**

**Workshop and  
Trade Fair**

7:30 a.m. - 3:30 p.m.



Federal, State, Local, and other agencies will be on site for this event. For more information, please contact Jocyie Lenoir at 601-359-2904 • [jlenoir@mississippi.org](mailto:jlenoir@mississippi.org).

or visit [mississippi.cvent.com/ProcurementConference2015](http://mississippi.cvent.com/ProcurementConference2015)