

PURCHASING NOTES

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

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Certified Mississippi Purchasing Agent

Upcoming Training Dates:

2014 Training Schedule for Certified Mississippi Purchasing Agent (CMPA) Class

Cost of Class is \$75.00

August	No Class
September 23, 24, 25	ITS – 3771 Eastwood Dr. Jackson, MS <i>Class is Full</i>
October 28, 29, 30	ITS – 3771 Eastwood Dr. Jackson, MS <i>4 Slots are Available</i>
November and December	No Classes

2015 Training Schedule for Certified Mississippi Purchasing Agent (CMPA) Class

- January 27-29
- February 24-26
- March 24-26
- April 28-30
- August 25-27
- September 22-25
- October TBA
- November 17-19

Locations to Be Determined



CONGRATULATIONS TO THE FOLLOWING CMPAS FROM THE JULY, 2014, CLASS: Pamela Archie - MDWFP; Tonya Davis - DOR; Lashanda Feazell - MDHS; Myra Freeman - MDOT; Donna Harris - MSH; Ellen Jenkins - MBN; Katherine Jones - UOM; Tosha Jordan - MDWFP; H. L. Lockhart - MSH; Gary Martin - MSDH; Marci McCollum - MDOT; Judy Miller - DFA; Scott Myrick

- MS Forestry Comm.; Chris Nix - ITS; Tina O'Neal - ITS; Jennifer Peacock - Library Comm.; Robert Ponder - MS Forestry Comm.; James Purvis - MDOT; Michael Roberts - MDOT; and Patti Stroo - MDOT.



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Procurement Manual Change

Please make the following note regarding a change to the Procurement Manual. Advertising with MPTAP when disposing of personal property by sealed bid will no longer be required.

8.101.02.1 Sealed Bid

Agencies when disposing of personal property by sealed bid will be required to advertise the sale in the same manner as set forth in Section 31-7-13(c), Mississippi Code of 1972, Annotated (with the exception of providing notice of the advertisement to the Mississippi Procurement Technical Assistance Program (MPTAP) under the Mississippi Development Authority). Such advertisement shall be made one time each week for two consecutive weeks and shall be made in a newspaper published in the county or municipality in which the agency is located or in a newspaper of state circulation. Such advertisement should indicate where, when, and for how long Invitation for Bids may be obtained; generally describe the items being sold; when and where the items may be seen; and contain other pertinent information but is not required to a newspaper of state circulation. Such advertisement should indicate where, when, and for how long Invitation for Bids may be obtained; generally describe the items being sold; when and where the items may be seen; and contain other pertinent information but is not required to include detailed specifications. Bids received for such sale shall be handled in compliance with Subsection 3.106.11, Receipt, Opening, and Recording of Bids. No equipment sold by sealed bid shall be released to the successful bidder until the Inventory Deletion Form has been approved by the Office of Purchasing, Travel and Fleet Management and Property Control, Office of the State Auditor. The opening of sealed bids for the sale of state owned property shall be in compliance with Subsection 3.106.11, Receipt, Opening and Recording of Bids.

MAGIC P1 INSTRUCTIONS


Please follow the link below for step-by-step instructions on how to create P1 requests.

<http://www.mmrs.state.ms.us/imported/docs/lib/DFA/MMRS%20Applications/MAGIC/LO/How%20to%20Process%20a%20P1%20in%20MAGIC.pdf>

In the near future, these instructions will be modified to include how to correct a rejected P1. There will be updates on our website.

Staples Punchout Catalog in MAGIC

If you are ordering any supplies through Staples, you will need to use the **Punchout catalog** functionality. You do not need to create a free text purchase order. Using the free text purchase orders will not allow the SKUs to come into the document; therefore, Staples does not know what you are trying to order.

Locate Catalog item options (from the PO or SC) by clicking on the  button, this will provide a drop-down list of options for you to select from.

For additional information on how to create a Punchout catalog, please refer [purchase order training material](#).

Featured Contract

Furniture - Cafeteria, Dormitory, Library Shelving and Related Furniture, Lounge, Modular Office, School Furniture, Seating, Wood Desks and Wood Credenzas

Effective July 1, 2014, the Office of Purchasing, Travel and Fleet Management (OPTFM) added two categories to the Class 420 Furniture Contract. These categories are Wood Desks and Wood Credenzas. There will not be a separate contract for Wood Desks and Wood Credenzas.

The July 1, 2014 - June 30, 2015, Class 420 Furniture Contracts have been posted on the OPTFM's website. The contracts are being built in MAGIC. If you are unable to locate one of the contracts in MAGIC, please contact OPTFM at 601-359-6603.

If you would like to view a list of the current manufacturers and their contracts, click on the below link:

<http://www.dfa.state.ms.us/Purchasing/StateContracts/FurnitureCafeteriaList420.html>

There are currently 139 furniture manufacturers on the 2014-2015 furniture contracts. The spend for this class of furniture for the 2013-2014 contract period was \$14,753,495.57.

Competitive Bid Contracts

Effective August 1, 2014

- Envelopes - 310-11 - Extension
- Paper, Carbonless - 645-11 - Extension

These contracts are on OPTFM's website at:

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

ATTENTION – MS Generic Rental Agreement Form

When entering into any rental of contract equipment under the jurisdiction of the Office of Purchasing and Travel, agencies are required to use the *Generic Rental Agreement Form dated February 2014* that is posted on OPTFM's website at <http://www.dfa.state.ms.us/Purchasing/Forms/GenericRentalAgreement.pdf>. The use of this form is mandatory.

True Story: Recently, OPTFM had a notice that a MS Agency could not get out of a rental contract after the term of the contract had ended. We found out that the equipment dealer had presented a rental contract over 4 years ago different from MS Generic Rental Agreement which is not allowed. This dealer kept automatically renewing this contract year after year. The only way the dealer would let the agency out of the contract is if the agency would enter into a new rental agreement with their dealership or a 30 day written notice prior to the contract automatically renewing on the anniversary date. This business operation is not allowed under any circumstances. Per the format and guidelines below, any direct violation of the terms of this contract shall be rendered null and void. Manufacturers and/or Dealers in violation of this requirement will be immediately removed from the state contract.

Excerpt from the copier and mailing equipment format and guidelines: When entering into any rental of contract equipment under the jurisdiction of the Office of Purchasing and Travel, the agency and vendor must use the *Rental Agreement for Use by Mississippi Departments and Vendors (applicable to equipment rental transactions) Revised Date: February 2014*. THIS APPROVED RENTAL AGREEMENT IS THE ONLY AGREEMENT THAT SHALL BE PRESENTED TO A STATE GOVERNMENT ENTITY FOR RENTALS ON THE COPY MACHINE OR MAILING EQUIPMENT STATE CONTRACT. Any rental entered into which does not utilize our State Rental Agreement is in direct violation of the terms of this contract and shall be rendered null and void. Manufacturers and/or Authorized Distributors that are in violation of this requirement will be immediately removed from the state contract and may also be removed from the bidders list for a period of twenty-four months.

If you have any questions, please contact Michael Cook at Michael.Cook@dfa.ms.gov.

Procurement Card/Travel Card**Procurement Card/Travel Card Contact Info**

If you have an issue regarding the Procurement Card or Travel Card, please follow the protocol below.

Ross Campbell, Director of Marketing and Audit
Office of Purchasing, Travel and Fleet Management

Ross oversees the Procurement Card Program's day to day operations.

ross.campbell@dfa.ms.gov

601.359.3409 - phone

Laurie Pierce, Travel Manager

Office of Purchasing, Travel and Fleet Management

Laurie oversees the Travel Card Program's day to day operations.

laurie.pierce@dfa.ms.gov

601.359.3409 - phone

Ross and Laurie back each other up when either is out of the office. Please feel free to contact either of them if you receive an out-of-office email or voicemail notification when contacting them. Remember that Program Coordinators are the only ones who can request information be changed, cards unblocked, etc. Be sure to include the cardholder's name, the agency and the last six digits of the cardholder's account number that needs to be modified when assistance is needed.

Fleet Management

The competitive bids for Vehicles and Police Vehicles are now open for review. The bid opening date is August 19, 2014 at 2:00 P.M. Look for new vehicles on the Police Vehicle Contract, both in the Police Pursuit category and in the Special Service Vehicle category. There will also be several new vehicles available that will be capable of running on CNG or Propane.

The Bureau of Fleet Management will be receiving proposals between August 1, 2014, and August 15, 2014, for the Automotive Parts and Equipment contracts. This is a negotiated contract and will be effective November 1, 2014.

The Office of Purchasing, Travel and Fleet Management

Lance Fulcher, Director, OPTFM

Monica Ritchie, Director, OP&T

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