

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

Website: <http://www.dfa.ms.gov>

E-mail: Purchasing_and_Travel@dfa.ms.gov

Telephone Number: 601-359-3409 Fax Number: 601-359-3910



Staff Changes in the Office of Purchasing, Travel and Fleet Management

Lance Fulcher has left his position as the Director of the Office of Purchasing, Travel and Fleet Management (OPTFM). The staff at OPTFM, as well as many others in the State, wish him the best of luck in his new position. He will be greatly missed.

Monica Ritchie has been promoted from her current position as the Director of Purchasing & Travel to fill Lance's vacated position. She has been the Director of OPT for the past two years and has worked for the State of Mississippi for over 15 years in the purchasing and property fields. Monica holds a Master of Business Administration from Mississippi State University; a Master in Health Education and a Bachelor in Business Administration from Mississippi University for Women. She is also an adjunct professor at Mississippi University for Women. Monica is currently a member of Mississippi Association of Governmental Purchasing/Property Agents (MAGPPA); National Institute of Governmental Purchasing (NIGP); and is also a member of the National Association of State Procurement Officials (NASPO) where she serves as Vice-Chair for the Southern Region. She has also earned the certifications of Certified Professional Public Buyer (CPPB) and Certified Mississippi Purchasing Agent (CMPA).

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FEATURED CONTRACT

PANEL SYSTEMS FURNITURE

Commodity: This is a negotiated State contract that features Modular Panel Systems with Metal Connecting Mechanism, Modular Panel Systems with Synthetic Connecting Mechanisms, and Free Standing Partitions, All Types, Stock Sizes.

Type of Contract: This is a Negotiated Contract. This means that a State Agency can negotiate the best price from the manufacturers on contract. Negotiated contracts are convenience contracts and serve to establish a maximum price that can be paid for any item covered by the contract. Negotiated Contracts are established based on a proposal received from many manufacturers. These proposals are evaluated with contracts being awarded to all manufacturers whose prices are comparable. These contracts may be used by any agency. State Agencies may buy from any of the Contract Manufacturers listed or State Agencies may purchase the items(s) from a non-contract vendor provided they follow the applicable procedures set forth in Section 31-7-12 (a), (b), or (c) and that the price shall not exceed the negotiated contract price. This contract was developed to give the State Agencies and Governing Authorities the best source of selection for their needs.

Contract Dates: November 1, 2014 - October 31, 2015

Contract Spend: The contract spend for the 2013-2014 contract period was \$1,898,307.76.

Manufacturers on Contract: There are currently 15 manufacturers on contract. These contracts have been built in MAGIC. If you would like to view a list of the current manufacturers, products and compare prices among the

manufacturers, access OPTFM's website and select "Negotiated" and "Furniture-Panel Systems Furniture" or click on the following link:

<http://www.dfa.state.ms.us/Purchasing/StateContracts/FurniturePanelList425.html>

Contract Analyst: Regina Irvin, Regina.Irvin@dfa.ms.gov

ENVELOPES CONTRACT

CATALOG #310-11- Contract # 820003817



As some of you may be aware, there was an issue with ordering off the Envelopes Contract when using MAGIC. This issue occurred when an agency tried to enter a fraction for the quantity as opposed to a whole number.

Example, if you placed an order for Item #31030672237 and only wanted to purchase a quantity of 2.5, you were not able to do so because MAGIC only accepted whole numbers when ordering. This resulted in a problem with the vendor, Tampa Envelope processing the order. Instead, you would have to purchase a quantity of 3, etc. This problem has been corrected, so when ordering a fraction, through the Shopping Cart, MAGIC will now accept a fraction of a quantity and the P/O will show the fraction instead of a whole quantity. If you have any questions regarding this contract, contact Regina Irvin at regina.irvin@dfa.ms.gov.

Laser Printer Toner Cartridges' State Contract

The Laser Printer Toner Cartridges' State Contract is being updated and we would like your input. Now is your opportunity to submit a request to have your laser printer toner cartridges added to this state contract. There are several cartridges being purchased by different entities that are not listed on the current contract and they are rather costly. If you would like to submit a request to add cartridges to the contract, please supply the following information: the laser printer manufacturer name and model number and the toner cartridge manufacturer name and model number. Please email information to Michael Cook at michael.cook@dfa.ms.gov. Please submit this request no later than January 31, 2015.

Please note: this contract is for laser printer toner cartridges only. Please do not submit requests to add ink jet printer cartridges, fax machines cartridges or copy machine toner. These items are not associated with this contract.

Office of Travel

New Vehicle Rental Services Contract

The new Vehicle Rental Services contract is effective December 1, 2014 – November 30, 2015, and is available on our website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

The in-state portion of the contract has seven (7) vendors from which you may choose:

- Budget Car Rental
- David Dearman Auto Rentals, LLC dba U-Save Car and Truck Rental
- Enterprise Rent-A-Car
- The Hertz Corporation
- Landrum Enterprises, Inc. - U-Save Car & Truck Rental Meridian
- U-Save Car & Truck Rental - (Starkville, Tupelo, and Louisville Locations)
- Vanguard Car Rental USA

The out-of-state portion of the contract was awarded to two vendors, a primary and secondary vendor. You would choose the secondary only when the primary does not have a vehicle available.

The two vendors on the out-of-state contract are:

- The Hertz Corporation
- Enterprise Rent-A-Car

The contract information, such as contract numbers, smart contract numbers, contact information, rates, etc., is available on the website listed above.

Per the Travel Manual, <http://www.dfa.state.ms.us/Purchasing/Travel/TravelManual.pdf>, when a rental vehicle is for official state business within the state, only the actual cost of the rental vehicle and fuel can be claimed for reimbursement when such rental is less expensive than the current mileage reimbursement rate referenced in the Revised Mileage Reimbursement Rate memo (<http://www.dfa.ms.gov/Purchasing/Travel/MileageRate.pdf>.) Rental vehicles as well as fuel for rental vehicles are authorized charges on the Travel Card.

The Bureau of Financial Control requires that you show the comparison of the total rental vehicle expense to the total mileage expense. Reimbursement for the lesser of the two expenses shall be shown and claimed on the Travel Voucher.

An intermediate size vehicle is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger vehicle will be required in order to carry out the state's

business. An eWaiver request form should be submitted along with the Travel Voucher for reimbursement.

Charges for rental cars shall be allowed only when there is a demonstrated cost savings, including compensated employee time, over other modes of transportation such as buses, subways, taxi's, etc. The state will not reimburse for rental cars obtained for personal use, such as sightseeing or optional travel to and from restaurants while on official state business travel. Only the rental vehicle which is consistent with the size requirements of the business task to be performed will be reimbursed.

The corporate identification number listed in the contract must be referenced to obtain the state contract price. The current vehicle rental contracts **include** unlimited mileage and free CDW/LDW insurance. **The option to purchase insurance should always be declined when a vehicle is rented utilizing the state contract.** Insurance purchases will not be reimbursed as per the above information. The state is self-insured. **Entities should purchase CDW only when a rental vehicle is rented not utilizing the state contract as the state provides the liability portion of the coverage.** You must always be covered by insurance either provided by the contract or by purchase, should you utilize a vendor that is not on state contract.

- To use this contract, click on the contract and contact a local dealer. If there is a reference code or corporate ID number, use this number when making reservations. **Remember to decline the option to purchase insurance.**
- You may rent from any of the vendors on the in-state contract. When using the out-of-state contract, you must first use the primary vendor. If no vehicle is available, then you may use the secondary vendor. If you encounter issues with the rental, contact the Contract Administrator listed in the contract.

Regional price differentials will be added to the daily rate at cities specified in the contract. The rate quoted by the travel agency will include any applicable differentials.



Procurement Card



It's the holiday season and we all would like to spread a little cheer to those that we appreciate the most. Office Christmas parties and programs are appearing on calendars left and right.

While planning these festive events, it can become very easy to use the procurement card for small items here and there. Please be mindful of purchases that can and cannot be made with the procurement card. Items such as gifts, items for personal use, and entertainment items are prohibited when using the p-card.

Food purchases for business meetings can be made; however, the food purchases must serve a legitimate business purpose, more than one person must be present for the purchase of food, a Food Purchase Form must be completed with the meeting agenda and submitted with the agency files. Although it is the season to be jolly, rules must be followed. Remember, when in doubt feel free to look over the state procurement card guidelines located on the OPTFM website at: <http://www.dfa.state.ms.us/Purchasing/ProcurementCardServices/ProcurementCardGuidelinesRevised10-30-2013.pdf>.

If you need assistance or information concerning the P-card program or about what items can and cannot be purchased with your procurement cards, please contact Symone Bounds, Procurement Card Administrator at Symone.Bounds@dfa.ms.gov or 601-359-9373 or Ross Campbell, Director of Marketing and Audit at Ross.Campbell@dfa.ms.gov or 601-359-2004.

Cooperative Contracts

The Office of Purchasing, Travel and Fleet Management has established an agreement with:

- MMCAP, through the vendor Medline, for medical supplies. This contract has been extended through November 30, 2015.
- US Communities, through the vendor Cintas, for uniform rental. This contract has been extended through November 30, 2015.
- NJPA, through the vendor United Rental, for equipment rental.

These cooperative contracts can be viewed on our website at the following link:

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

Competitive Bid Contract(s)

The following **new** Competitive Bid Contract(s) was effective on December 1, 2014, and will end on November 30, 2015.

- Vehicle Rental Services Contract

Competitive bid contracts can be viewed on the Office of Purchasing, Travel and Fleet Management's website at <http://www.dfa.state.ms.us/Purchasing/StateContracts/Competitive.html>.

Fleet Management

In our effort to follow the requirements of Senate Bill 2917, the Bureau of Fleet Management has identified several agencies that will be required to dispose of 2% of their eligible fleet. We will be sending a letter to the Agency Director in January listing their current inventory, the vehicles that have been exempted, and the number that need to be disposed of to meet the requirements of the legislation.

The Bureau of Fleet Management will be reviewing proposals for a new Negotiated State Contract for Alternative Fuels Conversion Kits. This contract will offer Propane and CNG conversion kits including tanks and installation. We expect the contract to be effective January 1, 2015.

2015 MAGPPA Reverse Trade Show

The MAGPPA Reverse Trade Show has been scheduled for Monday, February 9, 2015, at the Muse Center on the Hinds Community College Pearl Campus. Please talk to your agency head about participating with a booth at this show. There is no cost to the agency for participating and it has been an important source of revenue for MAGPPA in previous years.

Also, the First Quarterly Meeting is scheduled for Wednesday, February 18, 2015. Our members from Desoto County Schools will be hosting this meeting. Details will follow next month. Make your plans to attend now.



From

*The Office of Purchasing, Travel and
Fleet Management*

Monica Ritchie, Director, OPTFM
Yolanda Thurman
Ashley Harrell
Carolyn Jenkins
Michael Cook
Regina Irvin
Laurie Pierce

Ross Campbell, Director of Marketing and Audit
Brenda Carpenter
Symone Bounds

Wayne Cranford, Director, Bureau of Fleet Management
Billy Beard
Ramona Jones