

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



**IMPORTANT
INFORMATION

CONCERNING
SOLE-SOURCE
PROCUREMENT
REGULATIONS
FOR STATE
AGENCIES IS
ON THE
FOLLOWING
PAGE.**

MAGIC MPTAP NOTIFICATION

When creating a contract from a bid you *must* create the contract from the RFx. The Start Date listed on the RFx *must* be the *same date* as publication of the first advertisement date. What this means is that the RFx must have migrated through the agency approval workflow prior to notification being sent to the newspaper and to MPTAP. The RFx number should be listed in the advertisement. The Office of Purchasing, Travel and Fleet Management (OPTFM) will review the RFx Start Date and the first publication/advertisement date to ensure that agencies have complied with advertisement of bids per State Law.

Example: Requested Advertisement Dates:

September 15, 2014

September 22, 2014

RFx Start Date: September 15, 2014

First Advertisement Date: September 15, 2014

Table of Contents

| | |
|---|-----|
| <i>Sole Source Letter</i> | 1&2 |
| <i>MAGIC MPTAP Notification</i> | 1 |
| <i>Employee Spotlight</i> | 3 |
| <i>CMPA Classes 2015</i> | 3 |
| <i>Featured Contract</i> | 3 |
| <i>Procurement Card</i> | 4 |
| <i>Competitive Contracts</i> | 4 |
| <i>Cooperative Contracts</i> | 4 |
| <i>Copier Hard Drive Security</i> | 4 |
| <i>Office of Travel</i> | 5 |
| <i>Fleet Management</i> | 5 |
| <i>MAGPPA Information</i> | 5 |



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

MEMORANDUM

To: Monica L. Ritchie, Chief Procurement Officer
Department of Finance and Administration (DFA)
Office of Purchasing, Travel, and Fleet Management (OPTFM)

Glenn R. Kornbrek, AIA, Director
DFA Bureau of Building, Grounds and Real Property Management (BOB)

From: Kevin J. Upchurch, Chairman *KJU*
Public Procurement Review Board

Date: December 18, 2014

Re: Sole-Source Procurement Regulations

At a Special Meeting on December 18, 2014, the PPRB suspended the application of all regulations regarding sole-source procurement in the *Mississippi Procurement Manual* and *Bureau of Building Procedure Manual*. Effective immediately, all agency requests for sole-source procurement or specification which require approval of the DFA Office of Purchasing or DFA Bureau of Building must now be submitted to the DFA Executive Director or his designee for further review and evaluation. In order to assist the DFA Executive Director or his designee with this review, agencies are directed to provide any and all pertinent information regarding the request; including, but not limited to:

1. A written justification, on agency letterhead, **signed by the agency head**, certifying that the commodity is a noncompetitive item only available from one source.
2. Supporting documentation evidencing the justification provided by the Vendor or gathered during research by the purchasing agency.
3. A history or narrative of the agency's use of the particular commodity, including whether it was first procured as a noncompetitive single source.

The DFA Executive Director or his designee will review the agency's request as expeditiously as possible. OPTFM and the BOB are directed to ensure compliance with this Memorandum and to prepare agency requests with all supporting documentation for the review of the DFA Executive Director or his designee.

Please advise agencies that when they are in doubt as to whether to submit a sole-source procurement request or where the justification is deemed insufficient by the DFA Executive Director, the agency is directed to seek quotes or advertise for the item in accordance with Miss. Code Ann. § 31-7-13. **Any violation of the laws governing public procurement subjects the agency head to criminal and civil penalties in accordance with Miss Code Ann. §§ 31-7-55 and 31-7-57.**



EMPLOYEE SPOTLIGHT

MICHAEL COOK

Michael Cook has been promoted from his current position as a Senior Contract Analyst to Director of Purchasing and Travel. Mike has over 30 years of procurement and management experience of which the last 10 years has been with the State of Mississippi. Previous to working for the State, he was Director of Purchasing for Saks Incorporated three years, Purchasing Manager for Jitney Jungle Stores of America 14 years and 6 years with Puckett Machinery in several management positions. Michael attended Mississippi State University and graduated from the University of Southern Mississippi with a Bachelor of Science in Business Administration. Michael is currently a member of the Mississippi Association of Governmental Purchasing/Property Agents (MAGPPA), the National Institute of Governmental Purchasing (NIGP) and the National Association of State Procurement Officials (NASPO). He also holds the certification of Certified Professional Public Buyer (CPPB) and the Certified Mississippi Purchasing Agent (CMPA).

Certified Mississippi Purchasing Agent

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

Cost of Class is \$75.00

- **January 27-29 - Class Cancelled**
- **February 24-26 - Class Cancelled**
- **March 23-25 - Class Cancelled**
- **April 28-30 - Class Cancelled**
- **August 25-27 - ITS**
- **September 22-24 - ITS**
- **November 17-19 - Location TBD**

FEATURED CONTRACT

Industrial Equipment and Supplies

Commodity: Industrial Supplies

Type of Contract: Negotiated

Dates of Contract: September 1, 2014 - August 31, 2015

Contract Analyst: Carolyn A. Jenkins,
carolyn.jenkins@dfa.ms.gov

Contract link:

<http://www.dfa.ms.gov/Purchasing/statecontracts/IndustrialEquipmentmentlist445.html>

Contract Spend: \$6,113,369.30

Vendors on Contract:

| Vendor Name | MAGIC Supplier Number | Contract Number |
|---|-----------------------|-----------------|
| Applied Industrial Technologies | 3100005837 | 8200013691 |
| Fastenal Company | 3100031181 | 8200013693 |
| Ferguson Enterprises | 3100011816 | 8200013927 |
| Grainger Industrial Supply | 3100031196 | 8200013627 |
| Grainger Industrial Supply - (Universities and Community Colleges Only) | | 5-445-22736-A |
| Graybar Electric Company, Inc. | 3100031198 | 8200013628 |
| HD Supply Facilities Maintenance | 3100031202 | 8200013690 |
| Hilti, Inc. | 3100033930 | 8200013641 |
| Medi-Surg Medical and Office Supplies | 3100033948 | 8200013942 |
| MSC Industrial Supply Company | 3100031257 | 8200013699 |
| O.T. Trans, Inc. | 3100034048 | 8200013696 |
| PlumbMaster, Inc. | 3100031282 | 8200013697 |
| Revell Supply Group | 3100031288 | 8200013698 |
| Sefco Electric Supply Company, Inc. | 3100031298 | 8200013692 |
| Snap-On Industrial | 3100031307 | 8200013913 |
| Stuart C. Irby Company | 3100031315 | 8200014287 |
| WESCO Distribution, Inc. | 3100031347 | 8200013695 |

Procurement Card

Having a State Procurement Card is an asset to any State Agency or Department. The card can be used for any approved purchases ranging from small dollar amounts up to \$5,000.00. The procurement card can also be used to purchase contract items as well as non-contract items. Just as individuals are assigned procurement cards, state agencies and departments can be assigned one card for agency and/or departmental use. When a card is assigned to an agency or department, anyone within the agency or department can sign the card out and use it for approved purchases. After those purchases have been made, the card should be signed back in. The rules and regulations for an agency/departmental card are the same as an individual assigned procurement card. For more details on how to set up an agency/departmental card or individual card for your agency or department, 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.



Competitive Bid Contract(s)

The following Competitive Bid Contract was effective on January 1, 2015, and will expire on December 31, 2015.

- Paper Towels and Toilet Tissue

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>.

Cooperative Contracts

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

- MMCAP, through the vendor Redwood Toxicology Laboratory, for drug testing kits. This agreement will expire on December 16, 2015.
- US Communities, through the vendor Independent Stationers, for office supplies, and with TCPN, through the vendor Office Depot, for office supplies. These agreements have been extended through December 31, 2015.

- NJPA, through the vendor Mannington Mills, for floor coverings. This agreement will expire December 31, 2015.

These cooperative contracts can be viewed on our website at the following link:
<http://www.dfa.state.ms.us/Purchasing/StateContracts/Cooperative.html>

COPIER HARD DRIVE SECURITY



This is a friendly reminder regarding deletion/removal of data from a copier hard drive for security purposes. When removing a copier that has been purchased or rented, ensure that the vendor complies with the below terms regarding hard drive security.

Hard Drive Security

The manufacturer or dealer that rented the equipment to the entity must properly format the hard drive, deleting all information, or replace the hard drive with a new hard drive prior to storing or reselling the equipment. If they choose, agencies may also request to retain the hard drive for a nominal fee. The vendor will supply written notification to the renting agency that all data has been made inaccessible. This notification must be provided within 45 days of the equipment being returned to the vendor.

If you have questions regarding this requirement, you may contact the Office of Purchasing and Travel at (601) 359-3409.



Woolfolk Office Building

Office of Travel

Mileage Reimbursement Update

Section 25-3-41, Mississippi Code of 1972, mandates that State officers and employees traveling on official State business in their private automobile be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles.

The U. S. General Services increased the following mileage reimbursement rates effective January 1, 2015.



Automobile

| <u>Mode of Transportation</u> | <u>Reimbursement Rate Per Mile</u> |
|--|---|
| If no Government owned vehicle available | \$0.575 |
| If Government owned vehicle available | \$0.23 |

For a history of previous mileage rates, please visit <http://www.gsa.gov/portal/content/103969>.

If you have any questions, please do not hesitate to contact Laurie at 601-359-3647 or via e-mail at laurie.pierce@dfa.ms.gov.

Please visit the Office of Purchasing, Travel and Fleet Management's website for more travel policies and guidelines at <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

Fleet Management

The Automotive Batteries competitive contract will be extended an additional 12 months. The extended contract will be effective February 1, 2015, through January 31, 2016. The vendor for this contract is Battery Sales and Service.

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.

MAGPPA Information

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.

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

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

Ross Campbell, Director of Marketing and Audit

- Brenda Carpenter
- Symone Bounds

Wayne Cranford, Director, Bureau of Fleet Management

- Billy Beard
- Ramona Jones