

PURCHASING NOTES

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

Website: www.dfa.ms.gov

E-mail: [Purchasing and Travel@dfa.ms.gov](mailto:Purchasing_and_Travel@dfa.ms.gov)

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



Changes/Additions to State of Mississippi Procurement Manual

Please make note of the following changes to the State of Mississippi Procurement Manual:

8.101.05 Electronic Recyclers

“Agencies seeking to dispose of state-owned personal property that meets the definition of “electronics” found in Section 49-2-101, Mississippi Code of 1972, Annotated may dispose of the property through the use of a certified electronic recycler, after a determination is made that the item(s) have no value and the property will not be sold, traded, or transferred by the agency. Agencies shall only use certified recyclers who appear on the directory maintained by the Mississippi Department of Environmental Quality for the disposal of agency electronics, in accordance with Section 49-2-103, Mississippi Code of 1972, Annotated.”

Please note that agencies and MDEQ must comply with this law by July 1, 2014.

The information in sections 3.107.18 and 6.210 deal with debriefings as they pertain to *Requests for Proposals*.

3.107.18 Debriefings

“The Agency Procurement Officer is authorized to provide debriefings that furnish the basis of the source selection decision and contract award. For regulations governing vendor debriefings, please see Chapter 6, Section 6.210 of the Manual.”

6.210 Debriefings

Please visit this section in the procurement manual to learn about the regulations concerning debriefings as they pertain to Requests for Proposals.

Negotiated Contracts

Negotiated Contracts

Effective July 1, 2014

- Furniture - Class 420
- Mailing Equipment - Class 603
- Travel Agencies Services - Class 962



These contracts are on OPTFM's website at:

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

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Featured Contract

Vehicles and Police Vehicles

Type of contract: Competitive Bid

There are currently nine (9) vendors on this contract. The best way to view vendors and options for this contract is to go to: <http://www.dfa.state.ms.us/Purchasing/StateContracts/VehicleList070.html>

Vendors: Butch Oustalet Ford; Country Ford; Gray- Daniels Ford; Landers Dodge; Rogers-Dabbs Chevrolet; Roundtree of Jackson; Turan-Foley Chevrolet; Gray-Daniels Toyota; Howard Wilson Chrysler

Bid Contracts: Vehicles - 070-31 and Police Vehicles - 070-32

Dates of Contract: October 1, 2013 through September 30, 2014

Contract Analyst: Billy Beard

Contract Spend: \$29,091,944

Office of Travel

Travel Agency Contract

The Office of Purchasing, Travel and Fleet Management has approved a list of travel agencies to provide travel services for the officers and employees of the State of Mississippi. This multiple award contract is based on proposals received from various agencies and will run from July 1, 2014, through June 30, 2015.

Employees can make reservations for all travel arrangements, either through one of the state contract travel agencies or by other methods.

The state contract travel agencies are not required to enforce state rules and regulations, only to administer them, and will book arrangements as specified by the traveler. For example, if they will be booking your vehicle rental along with airfare, specify that they are to book with the vendor(s) on state contract.



To utilize the contract, each entity may choose one or more state contract travel agencies to handle its travel requirements. Simply contact the travel agency listed in the contract and identify yourself as a state employee. It is our recommendation that the agency advise its employees which travel agency(s) is to be used and designate a liaison within your office to work with the travel agency(s).

More than one quote is not necessary for all flights which are booked through one of the contract travel agencies. However, the entity must maintain in its files a cost comparison showing a minimum of two (2) fares if you do not go through a contract travel agency. This cost comparison must show the fare and any issuance costs and must show a savings and shall be submitted along with the employees Travel Voucher. Neither of these quotes should be through a travel agency if they will not be used.

The only approved methods for paying the contract travel agencies for air travel tickets are through charges on the State of Mississippi Travel Card, the Cardless (BTA), the employee's personal credit card, or through direct billing when authorized by the Travel Agency.

The contract for Travel Agency Services is available on the Office of Purchasing, Travel and Fleet Management's website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

Travel Card Program

Our program is growing! Every time you use your card or business travel account, especially within the State of Mississippi, where the Travel Card is tax-exempt, you are saving the State money. We are excited to announce that we now have 117 State Agencies, Universities, and Governing Authorities on board with over 500 accounts!

If you would like to enroll in the UMB Visa Travel Card Program, please visit the Office of Purchasing, Travel and Fleet Management's website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html> and scroll all the way to the bottom for more information.

If you have any questions, please contact Laurie Pierce at Laurie.Pierce@dfa.ms.gov.



P-Card Corner

Important Information for Program Coordinators

There have been many questions on how the P-Card will be implemented into MAGIC, there is no set execution date; however, the MAGIC team and UMB are working on this. Also, OPTFM will be reaching out to each Program Coordinator at each agency soon in anticipation of this change. OPTFM will contact each agency's Program Coordinator by email. (If you are a program coordinator and your email has recently changed, please contact OPTFM at 601-359-3409 and provide your correct email information.)

General Information for All Cardholders

As a P-card user, did you know, the list is smaller for the things you CAN'T buy than things you CAN buy? Question: Why isn't a list provided of things that can be purchased with the P-Card? Well, the simple response to that is, the list would be HUGE! In the procurement card guidelines, there is a list of PROHIBITED PURCHASES using the P-Card. Chances are, if the item you are wanting to purchase is under \$5,000 and does not appear on that list, you can use the P-Card to purchase the item. The prohibited purchases list can be found on page 10 of the Procurement Card Guidelines.

Fleet Management

The Bureau of Fleet Management will be conducting its pre-bid vendor meeting with the automobile dealers on July 23, 2014. We welcome all suggestions that would be beneficial to the Vehicle and the Police Vehicle contracts. Please forward any correspondence to Billy Beard at billy.beard@dfa.ms.gov or Wayne Cranford at wayne.cranford@dfa.ms.gov.

Also, The Bureau of Fleet Management will be extending the Emergency Fuel Contract with Specialty Fuels for 12 months. The effective date of this contract renewal will be September 6, 2014.

*Thank
you*

The Bureau of Fleet Management wants to thank all agencies that complied with the 2% reduction of fleet, mandated under Senate Bill 2917. Because of your efforts, we were able to report to the Legislature that the 2% reduction for fiscal year 2014 was a success.



The Office of Purchasing, Travel and Fleet Management

Lance Fulcher, Director, OPTFM
 Monica Ritchie, Director, OP&T
 Ross Campbell, Director of Marketing and Audit
 Carolyn Jenkins
 Michael Cook
 Regina Irvin
 Laurie Pierce
 Brenda Carpenter
 Wes Price
 Symone Bounds
 Yolanda Thurman
 Jordan Gilmer, Intern

Wayne Cranford, Director, Bureau of Fleet Management
 Billy Beard
 Kaye Lewis