

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

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# FEATURED CONTRACT

## JANITORIAL PRODUCTS

**Commodity:** Janitorial Products

The Janitorial Products Contract includes dishwashing products, disinfectants, deodorizers, soaps, cleaners, and floor care products in the form of liquids, solids, powders, and aerosols. This contract **does not** include janitorial equipment, laundry products or water treatment chemicals. Laundry products and water treatment chemicals have their individual state contracts.

**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:** February 1, 2015 through January 31, 2016

**Vendors on Contract:** There are currently 29 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/JanitorialProductsList485.html>

**Contract Analyst:** Regina Irvin, [Regina.Irvin@dfa.ms.gov](mailto:Regina.Irvin@dfa.ms.gov)

**Contract Annual Spend:** During the last reporting period, janitorial products spend was \$3,030,688.51

**All MAGIC users should order janitorial products from the internal catalog. Once the products are pulled into the purchase order from the internal catalog, users can change any prices that they have negotiated a better price on.**

## MAGPPA NEWS

### MARCH - PROCUREMENT MONTH

*"Procurement Month acknowledges an elite group of professionals that have made a difference in governmental efficiency and effectiveness. This month provides the opportunity to help educate elected officials, administrators, taxpayers and vendors about the procurement process and the admirable work procurement personnel perform every day."*

MAGPPA Procurement Celebration will be held on Wednesday, March 18, 2015, with registration starting at 9:00 am. The meeting will be held in Room 145 of the Woolfolk Building located at 501 North West Street in Jackson. After lunch, all are invited to the Capitol for MAGPPA's Legislative reception.

MAGPPA has a sample of the March Purchasing Month Proclamations available for your agency or governing authority to use. We ask public officials to sign proclamations making it official that March is National Purchasing Month. Please contact Billy Beard at [billy.beard@dfa.ms.gov](mailto:billy.beard@dfa.ms.gov) if you need a copy of the Proclamation.



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The Office of Purchasing, Travel and Fleet Management welcomes Ryan Jones as Special Projects Officer. Ryan joined the team on January 19, 2015. His duties as Special Projects Officer include assisting on special projects within the Office of Purchasing and Travel. Since joining the team, Ryan has assisted with tracking MDOC Task Force and tracking the Legislation for OPTFM.

He is a graduate of the University of Southern Mississippi with a Bachelor's degree in Broadcast Journalism. When Ryan is not at work, he enjoys spending time with family and friends.

Ryan can be reached at 601-359-3419 or by email, [ryan.jones@dfa.ms.gov](mailto:ryan.jones@dfa.ms.gov).

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### **Competitive Bid Contracts**

The following Competitive Bid Contracts have been extended March 1, 2015, through February 29, 2016.

- Fuel Access Card Services
- Lateral and Vertical File Cabinets

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>.

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### **ENVELOPES COMPETITIVE CONTRACT**



The vendor has informed OPT that some agencies are not ordering the minimum amount required to receive the price stated on the contract. This is a reminder that the Vendor is

not required to honor the priced stated on the contract when ordering less than \$100. When purchasing small amounts, consider placing all orders for your agency as one order to meet the \$100 minimum order amount. Also, consider using the Procurement Card to purchase small orders instead of issuing a Purchase Order. This will reduce and prevent delinquent invoices/accounts.

## **INVITATION FOR BID (IFB) OR REQUEST FOR PROPOSAL (RFP)**

### **WHICH PROCUREMENT METHOD SHOULD AN AGENCY USE?**

Does your agency understand the difference between an IFB and RFP? Both are a type of procurement solicitation, but differ significantly in what is requested and required of your agency.

The Invitation for Bid (IFB) method may be used by any agency interested in procuring commodities. The IFB includes all documents that are used to solicit competitive or multi-step sealed bids. The documents include the bid specifications, terms and conditions, award criteria and guidance on how the bid should be formatted and presented. IFB's are awarded to the lowest and best bid that meets the bid specifications and all required guidelines.

An RFP, unlike an IFB, is typically issued when price is usually not the primary evaluation factor. RFP's provide for the negotiation of all terms, including price prior to contract award. A provision for the negotiation of Best and Final Offers (BAFOs) is usually included.

What agencies may issue a RFP? State Agencies that are considered "Certified Purchasing Offices" can issue a RFP. If a State Agency is not a Certified Purchasing Office, approval to issue the RFP must be received in advance from the Office of Purchasing and Travel (see chapter 4 of procurement manual for additional information).

So remember, although they are similar in solicitation, an IFB can be submitted by any State Agency while a RFP can only be issued by a Certified Purchasing Office (without prior approval by OPT).

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### **Office of Travel 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 600 accounts!

#### **Types of Travel Card Accounts**

The Program offers carded and cardless options. Entities may choose the card that best suits their needs.

### Cardless Travel Account

The cardless travel account allows travel related expenses to be delegated to one person, the Program Coordinator, the designated person responsible for making official business travel arrangements for others. Any travel related services, such as travel agency fees, airfare, railway, vehicle rental, lodging, lodging deposits, travel related conference registration, etc., which are normally direct billed can now be billed to this account. Payment can be made via the telephone or Internet if the entity you are paying accepts payment in this manner.

This type of account also referred to as a ghost account or BTA, means a plastic card is not issued. Instead of an actual card, the Program Coordinator will receive an account number, expiration date and CVV code.

The cardless account, at the discretion of the entity, may be used for both entity and non-entity employees. Multiple employees may be booked at the same time. Please note: ***If you are a school district or governing authority, specific laws may apply. Please refer to your legal department before charges are made.***

All authorized vendors, except the intended merchant types, will be blocked to add additional internal controls to the account.

### Individual Travel Card Account

This type of card allows for approved travel related expenses to be made only by the individual who signed the application for that card. This card is kept by the cardholder and is only used for travel on official entity business. Again, charges incurred by the individual cardholder are the only expenses allowed on this card.

Non-entity employees are not allowed to have an individual travel card and their expenses shall not be placed on an individual card.



### Department Card Travel Card Account

This card is kept locked in a central location where the Program Coordinator may check the card out and in as needed. Charges incurred by the cardholder who has signed the card out are the only expenses allowed on this card. Non-entity employee expenses are not authorized on the department card.

A Sign-In/Sign-Out form should be used when you have a Department card in your office that is checked out periodically by more than one user. Each entity with this type of card should develop procedures for handling of such card to keep a proper accounting of this card.

To learn more about the Travel Card Program, contact Laurie Pierce at [laurie.pierce@dfa.ms.gov](mailto:laurie.pierce@dfa.ms.gov) or please visit the OPTFM website at:

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

### P-Card Corner Credit Card Fraud

In the perfect world, we like to envision that bad things do not happen. But in today's technical world, unfortunate things do happen, such as credit card fraud. When using your procurement card, it is critical that you keep the card secure at all times and do not give the credit card number to any unauthorized companies or persons.

There are a few ways you can tell if your assigned card has been used for unauthorized purchases:

1. **An UMB Representative will give you a call about a purchase that has been flagged as fraud.**
2. **Your card will be declined.**
3. **If you do not receive a phone call or if your card is not declined, your monthly paper and online statements will show all purchases made.**

If any of these things happen, it is very important that you notify Symone Bounds or Ross Campbell by phone or email to assist you with the investigation/dispute process. The first step with an unauthorized purchase is to develop a statement about the purchase. The statement should include the card number, card holder name, date of the purchase, the vendor and the purchase amount. You should also include a statement stating that the purchase was not authorized by the card holder and/or department. After the statement has been developed, a dispute form can be obtained from Symone Bounds or Ross Campbell to complete to be sent to an UMB representative. If the unauthorized purchase is noticed before the monthly statement is received, the transaction can be flagged as fraud and processed in a matter of hours. However, if you do not notice the fraudulent purchase until the end of the month, complete the statement and the dispute form, but do not pay the disputed amount of your monthly bill. So you should pay all of your bill except the amount that was used for the fraudulent purchase.

If you have any questions about this process or any more procurement card related issues, please 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 or Ross Campbell, Director of Marketing and Audit at [Ross.Campbell@dfa.ms.gov](mailto:Ross.Campbell@dfa.ms.gov) or 601-359-2004.

**Fleet Management**

The Fuel Access Card Services contract with Fleetcor Technologies Inc., dba Fuelman of Mississippi has been extended for 12 months. The new contract will run from March 1, 2015, through February 29, 2016. If you have any questions about this contract, please contact Billy Beard at [billy.beard@dfa.ms.gov](mailto:billy.beard@dfa.ms.gov).

The WSCA cooperative contract for Vehicle Lifts has been extended by the State of Washington through June 30, 2015. The approved vendor for this contract is Mohawk Lifts and the contact for Mohawk is Steve Perlstein. Steve can be contacted by phone at 800-833-2006 X24 or by email at [sperlstein@mohawklifts.com](mailto:sperlstein@mohawklifts.com).

The Office of Purchasing, Travel and  
Fleet Management

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**Ross Campbell, Director of Marketing and Audit**

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Symone Bounds

**Wayne Cranford, Director, Bureau of Fleet  
Management**

Billy Beard  
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**REMINDER – MARCH 8TH DAYLIGHT SAVINGS TIME BEGINS...  
"SPRING FORWARD" SATURDAY, MARCH 7, 2015**