

# PURCHASING NOTES

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

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## FEATURED CONTRACT

### Copiers Class 600 Purchase and Rentals

**Commodity:** Copiers

This state contract features various copy machines, multifunction copier/printers, and duplicators with an array of accessories that are available for purchase or rent. There are numerous vendors on this contract offering a variety of products. Also, when renting, always use the Rental Agreement revised February 2014. This agreement is posted on OPTFM's website.

**Type of contract:** Negotiated contract - *remember, this means that you can negotiate your best price from the vendors on contract!* The 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 governing authorities. Negotiated contracts are "convenience" contracts and serve to establish a **maximum price** that can be paid for any item covered by the contract. Governing authorities may purchase items covered by a negotiated contract from other than the awarded contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 of the Mississippi Code, 1972 Annotated.

**Dates of Copier Contract:** May 1, 2014 through April 30, 2015

As of May 1, 2014, OPTFM has 12 vendors on contract offering a variety of copier products. The best way to look at products and compare prices among the vendors is to go to OPTFM's website for copier products at: <http://www.dfa.state.ms.us/Purchasing/StateContracts.html>

**Contract Analyst:** Mike Cook, [michael.cook@dfa.ms.gov](mailto:michael.cook@dfa.ms.gov)

**Contract Spend:** During the last reporting period, contract spend was approximately \$6,404,409.

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### EMPLOYEE SPOTLIGHT

#### Symone Bounds

Symone began employment with the State of Mississippi, Office of Purchasing, Travel and Fleet Management on May 1, 2014, as an Administrative Assistant for the Office of Purchasing, Travel and Fleet Management. Symone graduated from the Mississippi University for Women with a Bachelor of Science Degree in Paralegal Studies.

She earned her Master's Degree in Public Policy and Administration from Mississippi State University.

Symone enjoys spending time with family, friends, and her dog, Sammie.

## Certified Mississippi Purchasing Agent

There are currently 6 spots available for the May CMPA Class. The dates are May 27-May 29, 2014, Hinds Community College Rankin Campus. Please visit OPTFM's website at: <http://www.dfa.state.ms.us/Purchasing/Training.html> for additional information.

**Congratulations Laurie Pierce - DFA** on becoming a Certified Mississippi Purchasing Agent.

## Negotiated, Competitive and Cooperative CONTRACTS



### *Negotiated Contract(s)* **Effective May 1, 2014**

- **Class 600** - Copiers (Purchase and Rentals)

### *Competitive Bid Contracts* **Effective May 1, 2014**

- Refrigerant Gases - 740-41 - Amendment
- Wood Desks and Credenzas - 425-22 - Extension

### *Cooperative Contracts* **Effective May 1, 2014**

#### *Floor Coverings*

- Empire Today - 5-360-50754
- Mohawk Industries - 5-360-49481
- Shaw Industries - 5-360-43051
- Tandus Flooring - 5-360-21901

#### *Building Supplies*

- Home Depot - 5-150-40805

#### *Medical Supplies*

- McKesson - 5-475-23875

#### *Office Supplies*

- Office Max - 5-615-01665

These contracts are on OPTFM's website at:

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

## Office of Travel

This month's Travel Notes are regarding the Travel Card Program. To learn more about this program, visit OPTFM's website at:

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

## Assistance

If you have questions or need assistance with your account, you should contact your Program Coordinator, who will then contact Laurie Pierce with the Office of Purchasing, Travel and Fleet Management. The State Travel Office should always be your first point of contact regarding questions and assistance. If we are unable to assist you, we will contact the Bank for you. Note: this does not apply to activating plastic cards. You should call the phone number provided by the Bank and do this yourself or with the help of your Program Coordinator. Normally the last 4 digits of the SSN of the cardholder is the number used to activate the card.

If this does not work, contact your Program Coordinator and ask them to pull a copy of your application. The number written in that field will be the number you will use.

## Payment

At the end of each cycle, the contractor will submit a statement(s) to each Program Coordinator. All balances on the Travel Cards shall be paid at the receipt of the monthly statement; once statements have been reconciled for accuracy. Balances on credit cards shall not be carried over to the next month except on disputed claims and only for the disputed amounts.

## Travel Card Spend

The total spend for the month of March on the Travel Card Program was \$588,088.38. This is excellent news and means the program is growing and working for employees, not to mention saving the state money!

## Travel Card Guidelines

The Travel Card Guidelines have been revised. Please direct your cardholders to the link below for the updated information. A revisions' page in the back of the guidelines outlines the revisions made. For additional information, please click link below:

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

## Fleet Management

Vehicle manufacturing cut-off dates have been posted on our website. We have also posted information concerning manufacturers honoring the current pricing on 2015 model vehicles. Please check both before ordering your vehicle.

Here is a link to the OPTFM's website:

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

There have been two (2) MRTL fleet data clean up tasks assigned to agencies:

- The purpose of these tasks was to correct agency fleet data in AssetWorks before the conversion load into MAGIC.
- If the data is not corrected before the data is loaded into MAGIC, the records will produce errors that prevent **the data from being converted**, and agencies will be required to manually load their fleet data.

The first MRTL task has been completed by all agencies. There are several agencies that have not completed the second MRTL task. Listed below are the items that were to be completed for the second task:

- Verify that the odometer field is up-to-date with the most current reading for all vehicles.
- Verify that Fuelman has the correct asset number assigned to the fuel card being used for that particular vehicle.
- Check the Driver Assignment information for vehicles that are assigned to driver.
- Ensure the First Name, Last Name, and ACE ID are correctly entered for vehicles with Law Enforcement and Commute assignment types.

These tasks are a pre-requisite to the project team's activity of extracting all data from Assetworks and loading it into Magic as a planning step for go-live activities; therefore, it is imperative that your agency completes these tasks.

Agencies need to review their current inventory list of vehicles and dispose of all required vehicles prior to June 30, 2014.

Mother's Day Shrine. Anna later became unhappy with how the holiday had become commercialized, denounced the holiday and began an unsuccessful campaign to have the holiday removed from the calendar.

- Ann campaigned successfully for Mother's Day to become an official holiday in the United States. Mother's Day became an official holiday in the United States in 1914, when President Woodrow Wilson signed a document establishing the second Sunday in May as Mother's Day.
- The Class 475 Adult and Children Briefs negotiated contracts contain items for incontinence. When purchasing these items, review these contracts to purchase these items.
- The Class 420 Furniture contracts for Cafeteria, Dormitory, Library Shelving, Lounge, Modular Office, School Furniture and Seating will have two new categories added beginning July 1, 2014.

**Mother's Day (n.d.)**

<http://www.history.com/topics/holiday/mothers-day>



**HAPPY MOTHER'S DAY TO ALL!!**



***Didja Know...***

- Mother's Day celebration dates back to ancient Greek and Roman Times.
- Two women, Julia Ward Howe and Anna Jarvis, established Mother's Day celebration in the United States.

- Julia Ward Howe, an abolitionist and suffragist, wrote the Mother's Day Proclamation in 1870. This proclamation was a call to ask mothers to unite in promoting world peace. She campaigned for Mother's Friendship Day", to be celebrated on June 2.
- Anna Jarvis begin the tradition of Mother's Day in Grafton, West Virginia in 1907 by holding a private celebration in memory of her Mother, Ann Jarvis. Anna led the cause for arranging a Mother's Day service at Andrew's Methodist Episcopal Church in Grafton, West Virginia. The church is now known as the International

**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

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