

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

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FEATURED CONTRACT
FEATURED CONTRACT
AUTOMOTIVE PARTS and EQUIPMENT

Commodity: Automotive Parts and Equipment
Type of Contract: Negotiated
Dates of Contract: November 1, 2014 – October 31, 2015

Contract Analyst: Billy Beard, Billy.Beard@dfa.ms.gov

Contract link:
<http://www.dfa.state.ms.us/Purchasing/StateContracts/AutomotivePartsList060.html>

Contract Spend: \$834,113

Vendors on Contract: 7

Vendor Name	State Contract Number
AutoZone	8200003833
NAPA	8200002034
O'Reilly Auto Parts	8200013119
Uni-Select	8200003850
Union Auto Parts	8200003849
ROK Brothers	8200002062
Bumper to Bumper	NEW

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CONGRATULATIONS!

The Office of Purchasing, Travel and Fleet Management would like to congratulate MAGPPA on its 30th anniversary and for a very successful Conference and Vendor Show.

This year's Conference was in Tupelo and featured an appearance by the King himself, Elvis Presley. A very big Thank You to President Sam Lemonis and Conference Chairperson Sherriel Moore for a fantastic conference.

MAGPPA 4TH QUARTERLY MEETING

When: Wed, Nov 19, 2014 at 9:00 AM

Where: Vicksburg Warren County Public Library (Auditorium)
700 Veto Street, Vicksburg, Mississippi 39180

For more information, please visit www.magppa.org .



Ashley began employment with the Office of Purchasing, Travel and Fleet Management (OPTFM) on November 3, 2014. Ashley's main responsibility is to assist in the daily operations of the office as Administrative Assistant.

Ashley loves spending time with family and friends, listening to music, watching basketball, football, and baseball. She also enjoys meeting new people.

Certified Mississippi Purchasing Agent

CONGRATULATIONS TO THE RECENT CMPAs FROM THE OCTOBER, 2014, CLASS:

Connie Allen - ITS; Curtis Anders - UMMC; Janet Beech - City of Hattiesburg; Victor Cavett - MDOC; Jeanette Crawford - ITS; James Davis - MDOT; Ben Garrett - ITS; Donna Hales - MDE; Kenny Heard - UMMC; Patti Irgens - ITS; Daniel Lynch - MDES; Sabrina Malone - MDOT; Beverly Massey - MSFA; Peggy Montgomery - MSDH; Sally O'Callaghan - UMMC; Bridget Otts - MUW; Mike Pearson - MDOT; Irene Perkins - MDOT; Sarah Ridley - MDOT; Debbie Shows - PEPL; Susan Shumake - DMR; Debra Spell Rayborn - ITS; and Justin Stepp - MDOT.



REMINDER! MAGIC P1 INSTRUCTIONS

Instructions on how to create and submit a P-1 in MAGIC to OPTFM can be found on the OPTFM Website under "MAGIC P-1 Instructions at the below link." They are also accessible under the "P-1 Training Tool" link that is listed on each of the types of P-1 Purchase Requests - Electronic. You may access the instructions at the link below: <http://www.mmrs.state.ms.us/imported/docs/lib/DFA/MMRS%20Applications/MAGIC/LO/How%20to%20Process%20a%20P1%20in%20MAGIC.pdf>.



In addition to using the instructions to create the P-1, agencies should review the required documents for each specific type of P-1 request. You may access the list of Electronic P-1 Purchase Requests and the required documents for each on OPTFM's website at the below link: <http://www.dfa.state.ms.us/Purchasing/PurchasingTools/ElectronicP1Process.html>.

Office of Travel

Miscellaneous Travel Expenses

We all have unexpected expenses from time to time while in travel status, however, there are some rules that apply to reimbursable expenses and non-reimbursable expenses.

Reimbursable expenses include, but are not limited to, the following:

- Copy services, postage, and supplies relating to the business purpose of the trip
- Business related phone calls, calls to check voice mail at the office, faxes, and internet usage charges and fees
- Conference/Registration fees
- Costs related to passports and travel visas when necessary to accomplish the official business purpose of the trip
- Costs related to vaccinations required and/or recommended for international business travel
- Currency conversion fees
- Laundry or cleaning expenses on trips lasting seven (7) calendar days or more

Non-reimbursable expenses include, but are not limited to, the following:

- Airline, car, and card membership dues and club fees; travel upgrade fees (air, rail, car)
- Alcoholic beverages
- Bank charges for ATM withdrawals
- Childcare costs
- Toiletry items
- Expenses related to vacation or personal days taken before, during or after a business trip
- Haircuts and personal grooming
- Laundry, cleaning, pressing costs for trips of less than seven days
- Mini-bar charges
- Movies
- No-show/Cancellation fees or fees related to hotel late check-out (unless business or weather-related)
- Personal reading materials (magazines, newspapers, etc.)
- Personal vehicle maintenance
- Recreational expenses
- Saunas, massages
- Shoe Shines
- Traffic citations (moving violations), parking tickets, court fees and other fines

Procurement Card

Unauthorized Purchases with P-Card



The procurement card program was designed for quick and convenient usage for purchases needed by agencies and departments statewide. Many p-card holders frequently travel as a part of their job duties. While traveling, they obtain many travel related expenses. Please be aware that the procurement card is not to be used for fuel or any travel related expenses. If a person is in travel status and needs to purchase fuel for a rental vehicle, the use of an agency/department *travel card* is set up for that particular use.

For your reference, the state procurement card guidelines are located on the OPTFM website at <http://www.dfa.state.ms.us/Purchasing/ProcurementCardServices/ProcurementCardGuidelinesRevised10-30-2013.pdf>. It is important to become familiar with items on the unauthorized purchase list. 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 or Ross Campbell, Director of Marketing and Audit at Symone.Bounds@dfa.ms.gov or 601-359-9373 or Ross.Campbell@dfa.ms.gov or 601-359-2004.

Cooperative Contracts

The Office of Purchasing and Travel has established an agreement with MMCAP, through the vendor Morris and Dickson, for pharmaceuticals. This contract has been extended through October 31, 2015.

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 Competitive Bid Contract(s) were extended:

- Office Supplies - through January 31, 2015

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>.

Negotiated Contracts

Effective November 1, 2014



- **Class 060** - Automotive Parts and Equipment
- **Class 120** - Outboard Motors
- **Class 425** - Panel Systems Furniture

These contracts are on our website at:
<http://www.dfa.state.ms.us/Purchasing/StateContracts.html>

Fleet Management

The Bureau of Fleet Management is working with WSCA/NASPO on a cooperative contract for Fire Apparatus with Related Accessories. If you have any suggestions for this contract, please contact Billy Beard at 601-359-5171 or billy.beard@dfa.ms.gov.

The Office of Purchasing, Travel and Fleet Management

Lance Fulcher, Director, OPTFM

Monica Ritchie, Director, OP&T
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

