

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](mailto:Purchasing_and_Travel@dfa.ms.gov)

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



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

MAGIC MPTAP Notification.....	1
Featured Contract	1
Certified MS Purchasing Agent.....	2
Travel Card	2-3
Cooperative Contracts.....	3
Procurement Card	3
Open Purchase Orders.....	3
Fleet Management	4

Agencies that do not submit bids in MAGIC will still email MPTAP their bid notices and attach the MPTAP confirmation receipt to your P-1 requests.

Featured Contract

Adult and Children's Disposable Briefs

Commodity: This negotiated state contract features Adult and Children's Disposable Briefs.

Type of contract: Negotiated contract – remember, this means that you can negotiate your best price from the vendors on contract! State agencies may purchase items from any of the contract vendors listed below, or state agencies may purchase the items covered by this contract from a noncontract vendor provided they follow the applicable procedures set forth in Section 31-7-13 (a), (b), or (c) and that the price shall not exceed the negotiated contract price.

Dates of Contract: March 1, 2014 through February 28, 2015

Vendors on Contract: There are currently six (6) vendors offering a variety of adult and children's disposable briefs on this contract. The best way to view products and compare prices among the vendors is to access the link below:

<http://www.dfa.state.ms.us/Purchasing/StateContracts/DiaperList475.html>

Contract Analyst: Regina Irvin, regina.irvin@dfa.ms.gov

Contract Spend: During the last period, this contract had a spend of \$175,909.04.

Certified Mississippi Purchasing Agent

Upcoming Training Dates:

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

Cost of Class is \$75.00

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

- January 27-29 - ITS
- February 24-26 - ITS
- March 23-25 - ITS
- April 28-30 - ITS
- August 25-27 - ITS
- September 22-24 - ITS
- October - TBA
- November 17-19 - TBD

Travel Card Program Notes

(1) How do I change the Single Transaction action limit for a cardholder? This request can be emailed to laurie.pierce@dfa.ms.gov. The change will be made and documented on the application on file for the cardholder in OPTFMs files.

(2) How do I change the Credit Limit for a cardholder? This request can be emailed to laurie.pierce@dfa.ms.gov. The change will be made and documented on the application on file for the cardholder in OPTFMs files.

(3) Can the travel card be used to make a hotel reservation and pay for hotel charges? Absolutely. This is an authorized expense on the Travel Card. If the cardless account is being used, multiple employees may have reservations made to the account. If an individual travel card is being used, only the expenses for the cardholder may be charged, and the same is true for an employee who has checked out a department card. The Travel Card may not be used to book conference rooms at hotels for seminars, workshops, conferences, etc.

(4) Can the Travel Card be used to pay for meals? No, meals are considered an unauthorized charge on the Travel Card. They

may be paid for by the employee and reimbursed using a travel voucher. Check with your agency to see if meals are reimbursed if you have questions about it specific to the trip you are taking.

(5) When is payment due on the Travel Card? Your program coordinator will be sure the statements are reconciled and forwarded to the proper personnel for payment when the bill arrives. Late payments, no payments and partial payments are not the best practices. According to the Travel Card Guidelines,

the balances are only carried over for disputed amounts; otherwise, payment in full is expected no later than net 45 days. Seriously delinquent accounts may result in the Travel Cards being suspended until payment is rendered.

(6) Can an out-of-state vendor charge sales tax for items purchased using the Travel Card? Yes, the sales tax exemption is only applicable to vendors in Mississippi. The Office of Purchasing and Travel does not have the authority to tell another state's vendors not to charge State of Mississippi agencies sales taxes. However, if you indicate that you are purchasing an item on behalf of a tax exempt state agency and ask if the out-of-state vendor would give your agency the same tax exemption that is extended to state agencies in their state, some will honor the request.

(7) Can the Travel Card be used to pay for conference registration for an employee? Yes. The Travel Card may be used to pay for registration where a travel will be taking place; however, sometimes it will decline. The reasons for this involve Merchant Category Codes (MCC Codes) being blocked. If this happens, contact your program coordinator, who will then email the Travel Office and the code will be unblocked for the amount of time you are doing registrations. OPT's recommendation is that anytime you know you will be making reservations to contact your program coordinator who will alert OPT and you can save some time.

(8) Can the Travel Card be used to pay for membership fees for an employee? No. The Small Purchase Procurement Card (P-Card) should be used for that or you may choose to use another method of purchasing.

(9) Hotels in Mississippi are refusing to honor my request for sales tax-exemption when I use the Travel Card. What should I do? They may require proof, such as a tax-exempt letter, etc. Inform the desk clerk you are paying with a State-issued credit card, not a personal one. If they still refuse to honor it, ask to speak to the Manager. If the Manager refuses, you have two choices. You can opt to find another hotel or make note of the problem to attach to your receipts, etc., upon your return and indicate that you did your due diligence and had to pay the sales tax.

(10) Can I use my Travel Card internationally? Sure! Please inform your program coordinator of your plans and they will contact

OPT so the travel dates can get to the Bank and they can open up country codes, etc.



Cooperative Contracts

The Office of Purchasing, Travel and Fleet Management (OPTFM) has established agreements with Western States Contracting Alliance, through the vendors FedEx Corporate Service, Inc., and United Parcel Service for small package delivery service. These contracts have been extended through August 27, 2015.

OPTFM has also extended the contract with Education and Institutional Cooperative for hand tools, accessories and supplies through the vendor Grainger. **This contract is for use by universities and community colleges only.** These cooperative contracts can be viewed on our website at the following link:

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

Procurement Card

The Office of Purchasing, Travel and Fleet Management is proud to announce that as of September 1, 2014, Symone Bounds will be taking on the role of State Procurement Card Administrator. In May of 2012, Symone received a Bachelor of Science degree in Paralegal Studies with a minor in General Business from MS University for Women. She furthered her education at MS State University and in December of 2013, she received her Masters of Public Policy and Administration. In her spare time, Symone enjoys spending time with family, friends, and her dog Sammie.



We know that MAGIC has consumed much of your time for the last 2 months, however, we will be continuing our reviews of procurement card programs with state agencies. You may be receiving a letter from OPTFM requesting documents for a P-card review. If there are too many documents to copy, you may send OPTFM the originals or you may request that we come to your agency to perform the review.

OPTFM always encourages use of the procurement card. This program continues to grow. Please remember that you **can** use the procurement card for contract items as well as non-contract items. A list of prohibited purchases is located on OPTFM's website under the P-card guidelines section.

If you need assistance or information concerning our P-card program please contact Ross Campbell or Symone Bounds. Our contact info is:

Ross.Campbell@dfa.ms.gov or 601-359-2004

Symone.Bounds@dfa.ms.gov or 601-359-9373

Procedure for Open Purchase Orders

Open Purchase Orders (P.O.s) were established to give agencies the opportunity to make multiple purchases from one particular vendor for an allotted period of time. Open P.O.s are convenient for organizations to have; however, when requesting for an Open P.O. to be approved by OPTFM, remembering key factors will ensure a more fluid approval process. The justification letter can be described as one of the most key components of the request for approval submitted by an agency. Therefore, agencies should double check to make sure that the following information is included in the justification letter:

- The justification letter should be on **Agency Letterhead**.
- Letter should explain the **reason why an approved Open P.O. is a necessity** for the agency instead of a regular purchase order (This portion of the letter should include the **estimated amount of regular purchase orders** that would be placed if an Open P.O. would not be approved).
- A **general description of the commodities/services** that will be obtained from the Open P.O., as well as, the **maximum amount of the commodities/services** that will be made per invoice
- **P-1 Listing Form**
- The **certification statement** ("This is to certify that only the commodities/services shown will be purchased and that no items currently covered by any state contract will be purchased under the terms of this purchase order without proper approval from the Office of Purchasing, Travel and Fleet Management. This procedure will not be used to separate purchases so as to circumvent any laws, regulations or policies of the State of Mississippi.").
- **Signature of the agency Procurement Director or designee.**

Fleet Management

The Bureau of Fleet Management is in the review process for the Vehicles and the Police Vehicles contracts. The new contracts will be available on October 1, 2014. Look for several new vehicles on the Police contract and new cargo and passenger vans on the Vehicle contract. **There will also be several vehicles in the Hybrid and Alternative Fuel categories on the new contract.**

The Emergency Fuel contract has been extended for one (1) year. The effective date is September 6, 2014. The vendor is Specialty Fuel Services and your contact is Trey Howard.

The Bureau of Fleet Management has received the renewal proposals for the Automotive Parts and Equipment negotiated contracts. Included will be one new vendor. The effective date of the contracts is November 1, 2014.



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
Symone Bounds
Yolanda Thurman

Wayne Cranford, Director, Bureau of Fleet Management
Billy Beard