



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

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Workshops on P-1s and Utilizing State Contracts

Would you like assistance with entering P-1s or using MAGIC for finding commodities on state contracts? If so, here's a chance to get hands on help in these areas. On April 12, 2017, OPT will offer a morning session on P-1s and an afternoon session on Utilizing State Contracts in the Woolfolk Building. Space will be limited to no more than three (3) individuals from your agency. To sign up, please log into LSO in the MAGIC portal and register under P-1 Training or Utilizing State Contracts. Questions about getting registered can be directed to the Help Desk at mash@dfa.ms.gov.

FEATURED CONTRACT

Commodity: Janitorial Products

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: February 1, 2017 thru January 31, 2018

Vendors on Contract: There are currently 27 vendors offering a variety of janitorial products on this contract. The best way to view products and compare prices among the vendors is to access the below link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/j-k-l/janitorial-products/>

Contract Analyst: Neshell Myers, Neshell.Myers@dfa.ms.gov

Contract Spend: During the last period, the contract spend was \$2,722,869.65.

CONTRACT INFO

ATTENTION – Updated Rental Agreement Form

When entering into any rental of contract equipment under the purview of OPTFM, agencies are required to use the *Generic Rental Agreement Form* that is posted on OPTFM's website.

OPTFM has revised the form that was dated **July 2015** and replaced it with an updated Rental Agreement Form that is dated **February 2017**. The new form is now posted on the website and must be used for all equipment rentals effective immediately. **A line has been added to "Exhibit A" to list the Statewide Contract number. Please discard from your file all copies of the Rental Agreement dated July 2015.**

Remember that this is the only form that agencies should sign when entering into a rental agreement for copiers and mailing equipment. All copier and mailing equipment manufacturers have received the new form; however, it is the agency's responsibility to ensure that they are signing the correct rental agreement form dated **February 2017** when it is presented to them by a copier and mailing equipment manufacturer.

If you have any questions, please contact Regina Irvin at Regina.Irvin@dfa.ms.gov.

Travel



Conference Time

It's that time of the year again. Spring and summer conferences seem to be what's in season in the travel world. The information below should be useful as state travelers head here and there traveling on official state business.

In-State/Out-Of-State/International Conferences

Section 25-1-83 of the Mississippi Code requires prior written approval from the department head for employee attendance at any convention, association or meeting in order for expenses to be reimbursed. Such reimbursed expenses must then be annually reported to the Legislature.

Conference Airlines

Check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline or a specific travel agency to obtain the discount fare, all fare and file number information may be given to a state contract travel agency. They will then attempt to obtain the conference rate, or lower rate, for the employee. Any time a lesser rate is obtained, an eWaiver is *not* required.

Conference Hotels

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted hotel rate provided, the employee should go through the conference housing bureau or directly to the hotel to obtain lodging. The state contract travel agencies will not make reservations for conference hotels. A copy of the conference literature showing the conference hotel and rate or the registration form which often includes the housing reservation must be attached to the Travel Voucher in order to be reimbursed. A memo from the employee is acceptable if there are no rates listed on the brochure.

Reimbursement to employees for hotels guaranteed prior to completion of travel can be authorized using the PTE (Prior to Trip Expense) referenced in Section 104.B. of the State Travel Policy Rules & Regulations.

Travel Tip: Be sure to check the cancellation policy. Hotel charges will not be reimbursed if the employee is negligent in canceling reservations in accordance with the hotel's policy.

Reservations should be made as soon as possible to guarantee stay in a conference hotel. An eWaiver request form (posted on the OPTFM Travel website at: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/>) is required for any lodging reimbursement greater than the conference rate or when an employee stays somewhere other than the conference hotel and shall be attached to the Travel Voucher for reimbursement. Sufficient justification is required to obtain approval on the eWaiver.

Note: Governing Authorities, School Districts and Universities using the Travel Card Program will follow their own procedures for eWaivers and travel advances/PTEs.

Conference Meals

Meals shall not be claimed as a separate item of expense on the Travel Voucher when included in the conference registration fee. If special circumstances exist, for example, a food allergy prohibiting one from eating the meal provided, an exception will be made if noted by the employee and signed by the Agency Head or designee and reimbursement will be provided for that meal.

Fees charged for attending the official meetings of a convention or seminar where the meeting includes an additional meal cost not included in the registration fee which causes the employee to exceed the daily maximum meal allowance will be reimbursed if supported by an itemized receipt from convention officials.

Alcoholic beverages are not reimbursable.

The meal reimbursement rate shall be paid at the rate for the conference city location.

Travel Tip: Example: If the conference is in Tupelo, MS but you stay in Memphis, TN, you will be reimbursed the maximum daily rate for Tupelo, MS.

Note: Meals, alcohol, room service, etc., are not authorized to be charged on the Travel Card.

Travel Routing

Whether by public transportation, privately-owned vehicle, state-owned vehicle, etc., reimbursement will be made for the most direct practical route. The least expensive and most practical method of transportation should be used.

Business travel and vacation/personal leave may be combined when all of the following conditions are met:

- The primary purpose of the trip is official state business;
- The employee uses his approved leave for the personal part of the trip;
- The state agency incurs no expenses beyond what it would have incurred had there been no personal travel involved in the trip. (If the employee would normally be expected to arrive the day before, or remain in the area of official business overnight and return the following morning, and does so, expenses for either/both night(s) and the appropriate meals will be allowed.);
- The contract travel agency should be advised that the business part of the ticket will be billed to the state and the personal travel part to the employee's personal credit card at the time the transportation reservations are made; and,
- Your agency head approves and signs off on it.

Note: Business related airfare combined with personal airfare is an unauthorized expense when using the Travel Card.

Disputed Charges - Procurement and/or Travel Card

When using a state issued Procurement and/or Travel Card, there are several controls put in place to ensure that card numbers and other confidential information is not compromised. However, these things do still happen and charges on statements still appear from time to time that were not made by the cardholder. In an instance of which a cardholder would like to dispute a non-approved charge on a monthly statement, the following actions should take place:

1. Make a copy of the disputed charge on the statement
2. If the information is available, call the vendor to see if there is a possibility of reversing that charge to the entity
3. If a charge reversal is not possible, fill out a dispute form found at:
<http://www.dfa.ms.gov/media/3112/umbvisapurchasingcarddisputeform.pdf>
4. Send form to Program Administrator at Symone.Bounds@dfa.ms.gov
5. After all proper paper work has been filed with the Bank from the program administrator, the Bank will contact the agency disputing the charge
6. Complete any other paperwork or steps as instructed by the bank

After all the steps have been followed, the entity should see a credit to their account if the account was paid in full or the charge should roll off account after 2 billing cycles. Whenever a charge has been disputed, the Bank will automatically shut down that card and re-issue the cardholder a new card with a new card number. Please remember to send the program administrator an account closure form for the old account and an account set up form with the new card information in the proper fields. If you have any questions about this process, please do not hesitate to contact OPTFM at 601-359-3409 or Symone Bounds at Symone.bounds@dfa.ms.gov.

MAGPPA NEWS

March Purchasing Month Celebration will be held on March 15, 2017 in Room 145 of the Woolfolk Building. Guest speaker will be Mr. Tom Hood, Executive Director of the Mississippi Ethics Commission. Lunch will be provided. The Legislative Reception will be held beginning at Noon at the Capitol. Registration is now open at www.magppa.org.



2017 Class Schedule

Dates	Location
March 28-30, 2017	Woolfolk Annex Building
May 9-11, 2017	Woolfolk Annex Building
July 11-13, 2017	Woolfolk Annex Building

Fleet Management (BFM)

The contract with FleetCor Technologies (Fuelman) has been extended through February 28, 2018. The contract # is 8200017152 and the extension documents can be viewed on the Contract Board.

Recently there have been some questions about commuting assignments and the reporting requirements with the IRS. This information can be found in Section 4.104 of the Fleet Manual.

4.104**Internal Revenue Service Reporting**

All authorized users who are approved by their agency head to commute to and from work and their residence on a regular basis are considered by the Internal Revenue Service to have derived gross income from such use of their vehicle. Commute use is considered a taxable fringe benefit. All approved commute use drivers will be assessed the IRS imputed daily fringe benefit rate while using a state-owned vehicle for commute use. For employees with commute use privileges, the employing agency shall follow the procedures as set forth in the MAAPP manual sub-section 15.20.30. The Internal Revenue Service (IRS) guidelines are also available at <http://www.irs.gov/pub/irspdf/p15b.pdf>.

Employee Spotlight

The Office of Purchasing, Travel and Fleet Management welcomes Candice Hay as an Administrative Assistant. Candice joined the team on February 13, 2017. We welcome Candice to the team!!!



Want To Find More Minority Contractors?

www.mnbr.org

Our Online Registry Gets You Connected

Mississippi Development Authority's minority and woman-owned business online registry can put you in touch with minority contractors. You can search by geographical location, type of service and products provided or by our easy-to-use alphabetical listing.

What are the benefits of utilizing a minority contractor?

Gain a Competitive Advantage

Minority-Owned companies are in a better position to provide personalized customer service and flexible and innovative solutions to challenges which gives your organization a competitive advantage.

Efficient Utilization of Resources

Increased competition creates cost saving opportunities for consumers. Minority-Owned companies often have low overhead and respond efficiently to the needs of procurement professionals.

Greater Representation and Community Development

Contracting with minority-owned companies has a direct economic impact on entire communities where minority-owned companies have incorporated their businesses.

Start searching online now

Visit www.mnbr.org

For information contact Latonia Shirley at Mississippi Development Authority at 601.359.6678 or e-mail: lshirley@mississippi.org