

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

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Featured Contract



OPTFM has awarded the competitively bid Office Supplies Contract to Barefield Workplace Solutions (supplier id #3100000809) effective May 1, 2015. The new contract number is #8200017771 with MAGIC smart# 1130-15-C-SWCT-00648. This new contract offers more items than the previous office supply contract.

Please note that the packaging may have changed on some items. For example, some pens may be sold by the box rather than by individual pens. Other changes include units of measure and brands.

If placing an order for less than \$100, you are not required to use the state contract vendor; however, you cannot pay more than state contract price if using another vendor. Also note that Barefield will honor the state contract price if ordering less than \$100.

Remember State Agencies **must** use our competitive bid contracts and governing authorities may use our competitive bid contracts.

This new office supply contract with Barefield can be viewed on the Mississippi Contract search website at:

https://www.ms.gov/dfa/contract_bid_search/contract_search.aspx.

If you have any questions or need additional information, please contact our office at 601-359-3409.



MDA CONFERENCE

The Mississippi Development Authority (MDA) will host the 2015 Government Procurement Opportunities Conference. MDA is the chief economic developmental agency for the state of Mississippi and primary focus is for minority and small business.

MDA has developed the Mississippi Procurement Technical Assistance Program to provide services to assist MS businesses with procuring government contracts.

“This conference is designed to build relationships between Mississippi businesses and federal, state and local government and corporate buyers. The event will also promote partnerships and strategic alliances to aid Mississippi businesses in competing in the global marketplace.”

For more information on the conference see the attached flyer.



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DID YOU OPEN YOUR BID TOO SOON?

We wanted to take this time and remind everyone of the time-frame for bid advertisements and the bid opening date. Purchases which involve expenditures of more than \$50,000.00 must be advertised for two (2) consecutive weeks in a regular newspaper published in the county or municipality in which the agency or municipality is located.



Now, this is the part that is most often misunderstood: The date for the bid opening shall not be less than seven (7) working days (fifteen for construction projects) after the last advertisement date. There was an Attorney General's Opinion issued in September 1988 that states when calculating the bid opening date, you cannot count the day of publication or the bid opening day. This means that the bid opening date cannot be before the eighth working day after the last advertisement. You can open it on the eighth day, the tenth day, the twelfth day, etc., but, to be legal, you cannot open it on the seventh day, the sixth day, the fifth day, etc.

Okay, let's talk about "working day". Is your office open for business? Can you mail bid specifications, answer questions, receive bids, etc.? If so, then this is a "working day". Is it a holiday? Is your office closed? If so, this is not considered a "working day". Due to the fact that some state agencies are lucky enough to get extra holidays, you must calculate the bid opening date based on your own agency's work days. So what happens if you "accidentally" open the bid too soon? This is not an informality that can be waived. Sorry, but you will have to re-advertise. We recommend that you add a few extra days to the number of days between the last advertisement and the bid opening date. This way there will be no question that you opened the bid on the correct, legal day!

HAVE YOU RECEIVED YOUR NEW TRAVEL / PROCUREMENT CARD?



All agencies using the state procurement and travel card program will be issued new EMV Chip cards beginning the end of this month and going through mid-May. These cards are being issued by UMB to better protect you and your agency from fraudulent activity. When you use your new card at a chip-activated terminal, the embedded chip protects your information by creating a unique one-time code for each transaction.

All P-cards will be reissued, regardless of the expiration date, within the next 30 days. Once the new EMV p-card is received, all cards should be activated immediately and the previous plastic cards will be deactivated within 30 days of receiving the new card. After the EMV card is activated, all plastic p-cards should be destroyed by a proper method, such as shredding.

Using the new EMV chip card is easy! You simply insert the chip end of the card into the chip-activated terminal with the card facing up. Keep the card in the terminal throughout the transaction and select credit. The card reader will prompt you to remove your card at the appropriate time. If a merchant's terminal is not yet activated to accept chip cards, the transaction can still be completed using the magnetic stripe reader.

Using the card to process online and telephone transactions will not require any new steps.

Steps for using your Chip Cards

- 1 **Insert card – Face Up – Chip First**
Insert your card into the terminal instead of swiping.
- 2 **Leave Card in Terminal**
The card must remain in the terminal until the transaction is complete. If the card is removed too soon, the transaction will fail.
- 3 **Follow the instructions on the Terminal**
You will be asked to sign, or do nothing for certain small transactions.



REMEMBER TO TAKE YOUR CARD WHEN YOUR TRANSACTION IS COMPLETE.

Although the card is being replaced, the account number will remain the same. The only differences between the EMV card and the card currently in use are the way the card is used at a point of sale terminal and how the card looks.

For any additional information, questions, and/or concerns, feel free to contact Symone Bounds, Procurement Card Administrator at Symone.Bounds@dfa.ms.gov, Laurie Pierce at Laurie.Pierce@dfa.ms.gov or Ross Campbell, Director of Marketing and Audit at Ross.Campbell@dfa.ms.gov.

COOPERATIVE CONTRACTS

The Office of Purchasing, Travel and Fleet Management (OPTFM) has established an agreement with NASPO ValuePoint, through the vendor 84 Lumber Company, for building supplies. This agreement will expire March 31, 2016.

OPTFM has also extended the cooperative agreement with NJPA with the vendor Milliken & Company for flooring. This contract will expire March 31, 2016.

These cooperative contracts can be viewed on our website at the following link:

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

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MISSISSIPPI PROCUREMENT TECHNICAL ASSISTANCE PROGRAM

2015

GOVERNMENT PROCUREMENT OPPORTUNITIES CONFERENCE

May 4-5, 2015

LANDERS CENTER
4560 Venture Drive
Southaven, MS 38671

This conference is designed to build relationships between Mississippi businesses and federal, state and local government and corporate buyers. The event will also promote partnerships and strategic alliances to aid Mississippi businesses in competing in the global marketplace.

May 4, 2015

Vendor Move In

2:00 - 7:00 p.m.

**Welcome Reception
at Convention Hall**

5:30 - 7:30 p.m.

May 5, 2015

**Workshop and
Trade Fair**

7:30 a.m. - 3:30 p.m.



Federal, State, Local, and other agencies will be on site for this event. For more information, please contact Joycie Lenoir at 601-359-2904 • jlenoir@mississippi.org.

or visit mississippi.cvent.com/ProcurementConference2015