



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

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**The Office of Purchasing, Travel and Fleet Management**

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**Workshops on P-1's 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 June 8, 2016, 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. Questions concerning class content or materials should be directed to OPT at 601-359-3409.

*The MELMS system is no longer available for registration as of April 28, 2016. It has been replaced by Learning Solution (LSO), which will be available to users via the MAGIC portal Monday, May 9, 2016. Please email the Helpdesk at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov) for assistance with registration.*

**Mississippi Department of Information Technology Services**

The Mississippi Department of Information Technology Services (ITS) publishes Express Products Lists (EPL) that may be used by state and local government in Mississippi to make routine purchases of technology hardware and software. EPLs are multi-vendor awards that meet Mississippi government requirements for legal purchases. EPLs are available at the following URL: <http://www.its.ms.gov/Procurement/Pages/EPLs.aspx>. The specific product to be purchased must be listed on the published EPL and the purchase price must be at or below the published price. To make a purchase from an EPL, follow the Instructions for Use Memo published for the specific EPL being used. Detailed information about the scope of the EPL, dollar limits, effective dates, how to access product-level data, and how to document your purchase file is included in the Instructions for Use Memo. EPL Vendors are responsible for making current products and up-to-date pricing available on the EPL Website. The published pricing is a not-to-exceed price, and EPL Vendors are encouraged through the procedures outlined in the Instructions for Use Memo to compete with additional discounts at the time of purchase. Substitutions for the published products are typically not allowed. EPL Purchase Agreements are already in place and additional contract documents are not required.

## Fleet Management (BFM)

The Bureau of Fleet Management has released an RFP for Emergency Fuel Services. If you would like to be considered for a position on the evaluation team, please contact Billy Beard at [Billy.Beard@dfa.ms.gov](mailto:Billy.Beard@dfa.ms.gov) or Wayne Cranford at [Wayne.Cranford@dfa.ms.gov](mailto:Wayne.Cranford@dfa.ms.gov).

If you have any suggestions on how we can improve our Vehicle and Police Vehicle contracts, please email [Billy.Beard@dfa.ms.gov](mailto:Billy.Beard@dfa.ms.gov). We will be meeting with our vendors in June and would greatly appreciate your feedback on what is working or what needs to be improved.

# Certified Mississippi Purchasing Agent

## 2016 Class Schedule

Dates	Location
May 10-12	Woolfolk Annex Building
July 19-21	Woolfolk Annex Building
September 20-22	Woolfolk Annex Building

**Cost of Class is \$75.00**

# FEATURED CONTRACT

## Commodity: TIRES & TUBES

**Type of contract:** Negotiated contract

**Dates of Contract:** April 1, 2016 through March 31, 2017

**Contract Link:** These contracts can be viewed at the following link: [https://www.ms.gov/dfa/contract\\_bid\\_search/Contract](https://www.ms.gov/dfa/contract_bid_search/Contract)

**Contract Analyst:** Billy Beard, [Billy.Beard@dfa.ms.gov](mailto:Billy.Beard@dfa.ms.gov)

**Contract Spend:** \$6,348,429.96

## Office of Travel How to Book a Flight

### Method 1

State agencies, city and county officers and employees may utilize the State of



Mississippi Travel Agency Services contract administered by the Office of Purchasing, Travel and Fleet Management. Employees may make reservations for all travel arrangements using a state contract travel agency or by booking flights over the Internet. A receipt (passenger receipt) and itinerary shall accompany the request for reimbursement. There are transaction fees for booking air travel, as well as separate transaction fees that may accompany this mode of transportation, including but not limited to vehicle rental, lodging, etc. When booking a flight through a state contract travel agency, simply select the travel agency, call the contact person, and book your flight. Be sure to check with your Program Coordinator to see if they use a particular travel agency for all bookings or to verify that you are authorized to book your own flight and use the agency's ghost card as a method of payment. There are no quotes required when using a state travel agency. They should find the lowest fare for you.

### Method 2

Another option is booking airfare on your own. This is a simple process. With online booking tools, such as Travelocity, Orbitz, Priceline, etc., and the airlines themselves, with a few strokes on the keyboard you can search for and book the right flight for you. Air travel is an authorized expense for the travel card and you can check with your Program Coordinator regarding use of the ghost account, a department card or your travel card. You may also choose to book with your personal card and receive reimbursement when authorized by your agency. For all flights which are not booked through one of the contract travel agencies, the employee must obtain and the agency must maintain in its files a cost comparison showing a **minimum** of two (2) fares. This cost comparison must show the fare and any issuance cost and must demonstrate a cost savings, and shall also be submitted along with the employee's Travel Voucher. **Neither of these quotes should be through a travel agency if they will not be used.** If the employee must book a flight at a price in excess of the lowest rate on the cost comparison, the agency must, prior to booking the flight, submit an eWaiver Request found on the OPTFM website at <http://www.dfa.ms.gov/Purchasing/Travel/eWaiver.pdf> to the Office of Purchasing, Travel and Fleet Management and include the amount of cost and the justification of using that fare on the eWaiver. Preferred seating, business, or first-class service **may** be authorized if at least one of the flight segments exceeds 6 hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of airline. Preferred seating, business or first-class travel is not reimbursable unless approved in advance. An eWaiver signed by the Agency Head or designee must be submitted and approved by OPTFM **prior** to the trip. For more information regarding air travel click here: <http://www.dfa.state.ms.us/Purchasing/Travel/TravelManual.pdf>



**Want To Find More Minority Contractors?**

[www.mnbr.org](http://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](http://www.mnbr.org)**

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