



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

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**Table of Contents**

Workshops..... 1  
 Negotiated and Competitive Contracts ..... 1-2  
 Featured Contract..... 2  
 Procedures for Open Purchase Orders ..... 2  
 Travel Card ..... 2-3  
 Procurement and Travel Cards..... 3  
 CMPA..... 3  
 Congrats ..... 3  
 News from Around the Agency..... 4  
 CPO's Corner ..... 4

**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 October 10, 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. 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](mailto:mash@dfa.ms.gov).

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

**Aubrey Leigh Goodwin, Director, OPTFM**  
Ashley Harrell

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Regina Irvin  
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Laurie Pierce  
Carlos Galloway

**Wayne Cranford, Director, Bureau of Fleet Management**  
Billy Beard



**DO YOU KNOW THE DIFFERENCE BETWEEN THE COMPETITIVE AND NEGOTIATED STATE CONTRACTS?**

The Office of Purchasing, Travel and Fleet Management (OPTFM) has the authority to establish contracts on any commodity being purchased by the agencies. The contracts may be established by competitive bidding or by negotiation. The OPTFM also maintains agency and cooperative contracts. The OPTFM has the authority to require that agencies purchase from these contracts and has the authority to grant exemptions from that requirement if it is determined to be in the best interest of the agency and would be an economically feasible transaction.

The competitive bid contracts are established on the basis of written specifications and sealed competitive bids with the award going to the vendor or vendors that have submitted the lowest and best bid. **All state agencies are required to purchase from the awarded competitive contract vendor.**

The negotiated contracts are established on the basis of proposals from many vendors. These contracts are awarded to multiple vendors. These contracts may be used by any agency. These contracts serve to establish a maximum price that can be paid for any item covered by the contract and do not preclude further negotiations by agencies. Agencies may purchase items covered by a negotiated contract from other than the contract vendor provided they follow the applicable procedures set forth in Section 31-7-13(c), Mississippi Code of 1972, Annotated.

The primary difference between competitive and negotiated state contracts is the competitive contracts have been advertised with sealed

## PURCHASING NOTES- AUGUST 2016

bids where the negotiated contracts have not been competitively bid. Negotiated means the agency should negotiate between the suppliers on contract for the best price. If your order is over \$50,000, it is strongly recommended you seek several negotiated contract quotes to make sure you are receiving the best price. A purchasing professional should always check prices with other negotiated contract suppliers to make sure you are getting the best and lowest price for the commodity that will meet the needs of the agency.

If you have questions about OPTFM contracts, please give our office a call at 601-359-3409 and let us assist you.

# Featured Contract

**Commodity:** These negotiated state contracts feature Furniture (Cafeteria, Dormitory, Library Furniture/Library Shelving, Lounge, Modular Office, School Furniture, Seating, Wood Desks & Wood Credenzas).

**Type of Contract:** These are negotiated state contracts. (*Negotiated means that agencies can negotiate the best price from the listed contract vendors.*) State agencies may purchase from any of the listed contract vendors or state agencies may purchase the item(s) from other than the contract vendor provided they follow the applicable procedures set forth in section 31-71-13 (a), (b), or (c), and provided the price does not exceed the negotiated contract price.

There are 124 new vendor contracts posted on the Office of Purchasing, Travel and Fleet Management's (OPTFM) website. These contracts include various types of furniture that are available for purchase and are effective from July 1, 2016 – June 30, 2017.

These contracts may be viewed in MAGIC or on OPTFM's website at the link below:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/state-contracts/d-e-f/furniture-cafeteria-dormitory-library-lounge-modular-office-school-furniture-seating-wood-desks-and-wood-credenzas/>

If you have questions regarding the Furniture Contracts, you may contact one of the Contract Analysts below in the Office of Purchasing and Travel.

A-G: Billy Beard [Billy.Beard@dfa.ms.gov](mailto:Billy.Beard@dfa.ms.gov) (601) 359-5171

H-L: Steve Tucker [Stephen.Tucker@dfa.ms.gov](mailto:Stephen.Tucker@dfa.ms.gov) (601) 359-3107

M-Z: James Brabston [James.Brabston@dfa.ms.gov](mailto:James.Brabston@dfa.ms.gov) (601) 359-2007

**Spend:** During the last period, these contracts had a combined spend of \$12,149,305.49.

## **State Agency Procedures for Open Purchase Orders in Excess of \$5,000**

All open purchase orders for commodities and equipment in excess of \$5,000 must be submitted to OPTFM for approval. Any purchase order created within MAGIC with a "Limit" line item by a state agency is considered an Open PO and therefore must be created using the "SOLE" PO type. This includes items purchased from Statewide and GPO contracts.

The following must be attached to the P-1 request within MAGIC:

- (1) A brief justification of the need for an open purchase order in lieu of normal P.O. procedures. This should include, but not be limited to, an estimate of the quantity of purchase orders that would be required if the Open Purchase Order Procedures are not used.
- (2) A general description of the commodities/services and the maximum amount per invoice.
- (3) The following certification:

"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."

Please refer to the Mississippi Procurement Manual, Section 10.107.02 and [MAGIC P-1 Instructions](#) for guidance.

## **Travel Card Notes**

Those who participate in the State's Travel Card Program should ensure that each Program Coordinator oversees all facets of their accounts. The below list of areas of responsibilities is not exhaustive. Please review and be mindful of the following:

- Be sure to keep up your monitoring of current cardholder accounts for things like unauthorized transactions or misuse of the card.
- A good way to keep track of all cardholders might be to develop a spreadsheet of all cardholders that consists of the following: cardholders complete name as listed on the card, single transaction limit, credit limit, and last 4 digits of the card.
- Make sure you continue to review charges and ensure timely payment of the monthly statements or control account statement, and resolve delinquent balances before they are 30 days past due.
- Also, be sure to remind cardholders to keep all cards and their numbers secure.
- Train, train, train! Educate new cardholders on the Travel Card Guidelines and the agency/governing authority policies and procedures prior to distribution of the card. If you notice some areas cardholders are not being mindful of, re-train.
- Remember to keep your cardholders updated on policies and procedures. This will ensure the guidelines are consistently followed. Also, make sure that all cardholders are knowledgeable of their transactions, aware of and know the types of purchases that are allowed and disallowed; and obtain acceptable receipts and/or supporting documentation for review.
- Program Coordinators should be the ones to call the Travel Office when questions arise or requests are made, such as

canceling cards, unblocking strategies for registrations for conferences/workshops/seminars, or to request new card setups. The Bank should be contacted first only when there is an immediate issue that the Travel Office would normally handle but is closed for the evening, weekend or holiday.

### Procurement Cards and Travel Cards

All entities, both state agencies and governing authorities, utilizing the State of MS P-Card and/or Travel Card program(s) are required to pay the balance of their account status, as reflected by the master statement, in full every month. Section 10.112.01 of the Procurement Manual provides that "balances on credit cards shall not be carried over to the next month except on disputed claims and only for the disputed amount. Any amounts due on credit cards shall incur interest charges as set forth in Section 31-7-305, Mississippi Code of 1972, Annotated, which only allows for an interest rate of 1 ½% per month to be applied to any unpaid balance not paid within 45 days." If the account is not paid within the 45 days, the account goes into a delinquent status with the bank. All accounts with a delinquent status of 60 days or more will be suspended upon the 60<sup>th</sup> day and all transactions placed on any cards will be declined. **In order to restore all cards back to an active status, the account balance has to be paid in full.** Prior to the 60<sup>th</sup> day deadline, entities will be notified of their delinquent status by OPTFM. If your entity has a question about the Procurement and/or Travel card Program(s) or about an account status, please do not hesitate to contact Symone Bounds, Procurement Card Administrator at [symone.bounds@dfa.ms.gov](mailto:symone.bounds@dfa.ms.gov) or Laurie Pierce, Travel Manager at [laurie.pierce@dfa.ms.gov](mailto:laurie.pierce@dfa.ms.gov).

## Certified Mississippi Purchasing Agent

### 2016 Class Schedule

Dates	Location
September 20-22	Woolfolk Annex Building
November 29-Dec. 1	Woolfolk Annex Building

## CONGRATULATIONS TO THE JULY 2016 CMPA GRADUATES

Symone Bounds, DFA  
 Rachel Bost, University of Mississippi  
 Alison Bradford, DFA  
 William Bradford, ITS  
 Patricia Bryant, DPS  
 Aubrey Leigh Goodwin, DFA  
 Roe Grubbs, DFA  
 Rachel Harkness, UMMC  
 Ashley Harrell, DFA  
 Joyce Jerrolds, MPB  
 Jo Lynn King, UMMC  
 Oree Lee, MDOT  
 Sherry Lott, NMRC  
 Vandy Mitchell, DMR  
 Alesha Nelson, DMH  
 Rebekah Olander, MFC  
 Candice Sardin, SMRC  
 Debra Scott, MSH  
 Cora Smith, MAC  
 JoEllen Stearns, NMRC  
 Steve Waite, UMMC  
 Lashonda R. Washington, CPS  
 Annette Yarbrough, NMRC





# CPO'S CORNER



## 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)

Greetings, friends! In the next few months we are looking to evaluate and update several of our Manuals, including the:

- Travel Manual,
- P-Card Guidelines,
- Travel Card Guidelines, and most importantly,
- The Procurement Manual.

If you have any suggestions on how we may improve any of the Manuals or have identified any areas that you feel are unclear, please let us know. It is our goal to clarify any ambiguities while making these policies as workable as possible for agencies within the parameters of state law.

As always, please feel free to call, e-mail, or schedule a time to come by and visit with us if we can assist you in any way.

*Aubrey Leigh*