PURCHASING NOTES

WHAT'S INSIDE THIS ISSUE:

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**Type of contract:** Competitive

**Dates of Contract:** November 1, 2021 – October 31, 2022, Renewal 2 (Two). This contract has been competitively bid and was awarded to the lowest bidder meeting specifications.

**Vendors on Contract:** Barefield Workplace Solutions and Mississippi Industries for The Blind

**State Contract Number:** (8200048765, Barefield Workplace Solutions) and (8200048766, Mississippi Industries for The Blind)

**Smart Contract Number:** (1130-20-C-SWCT-00129-V009, Barefield Workplace Solutions) and (1130-20-SWCT-00130-V003, Mississippi Industries for The Blind)

**Vendors:** Barefield Workplace Solutions; Supplier ID # (3100000809). Contact and ordering information can be found on the last page of attachment, Barefield Office Supply Extension Contract 1.

Mississippi Industries for The Blind; Supplier ID # (3100015748). Contact and ordering information can be found on the last page of attachment, MS Industries for The Blind Office Supplies Extension Contract 1.

**Contract Analyst:** James Brabston, James.Brabston@dfa.ms.gov

Remember state agencies must use OPTFM competitive bid contracts and governing authorities may use OPTFM competitive bid contracts.
PROCUREMENT CARD REVIEWS

OPTFM will be conducting procurement card reviews continuously throughout each year. It is imperative that Program Coordinators keep all supporting information for agency cards in such a manner that will allow the review process to go efficiently and effectively. To help your review go smoothly, be mindful of the following information:

- All information should be stored in at least one central location after the reconciliation process has been completed.
- All cardholders should have a receipt for each transaction (including credits back to the account) on the statement.
- All receipts should be itemized and legible.
- All supporting documentation (food forms, monthly memos, missing document affidavits) should be with each month’s file.
- Any instances of tax or surcharges should be credited back to the account or paid by the cardholder if a credit was not obtained.
- At the minimum, the cardholder and the program coordinator should sign off on the monthly statements verifying that the account is ok to be paid.
- ALL INFORMATION SHOULD BE IN ORDER – as it appears on the statement.

If your agency has been selected for a review, OPTFM will inform the Program Coordinator by letter. Any questions regarding procurement card reviews, the reconciliation process, procurement card training, or any other procurement card related information, should be directed to Yolanda Thurman, Procurement Card Administrator at Yolanda.Thurman@dfa.ms.gov or 601-359-2016 or Steve Tucker, Director of Marketing, Travel and Card Programs at Stephen.Tucker@dfa.ms.gov or 601-359-3107.
The procurement card program was designed for quick and convenient use for purchases needed by agencies and departments statewide. Many p-card holders frequently travel as a part of their job duties. While traveling, they incur many travel related expenses. Please be aware that the procurement card is not to be used for fuel. If a person is in travel status and needs to purchase fuel for a rental vehicle, the use of an agency/department travel card is set up for that particular use.

For your reference, the state procurement card guidelines are located on the OPTFM website at procurementcardguidelinesrevised10-30-2013.pdf (ms.gov). It is important to become familiar with items on the unauthorized purchase list. If you need assistance or information concerning the P-card program or about what items can and cannot be purchased with your procurement cards, please contact Yolanda Thurman, Procurement Card Administrator or Stephen Tucker, Director of Marketing and Card Programs at Yolanda.Thurman@dfa.ms.gov or 601-359-2016 or Stephen.Tucker@dfa.ms.gov or 601-359-3107.
It is not necessary for State of Mississippi agencies to submit the Vehicle Use Agreement, (Appendix B, Form UA-1 10/18) found on the website and in the Fleet Manual to BFM, Bureau of Fleet Management. These forms can be retained and filed within the agency. The form must still be updated annually by January 15th. If you have any questions, please feel free to contact BFM at 601-359-3409.

**Fleet Updates**

The vendor Battery Sales & Service has changed its name to Continental Battery. The contract with Battery Sales & Service, #8200055217 will be inactivated in MAGIC and removed from the website on February 1, 2022. The new Battery contract will be listed under Continental Battery Co. and will be effective February 1, 2022. All order & location information has been updated on the Continental Battery contract. Please see the information below and make note of changes for future purchase orders.

**Vendor:** Continental Battery Co. **Vendor#:** 3102095594 **New Contract#:** 8200061146

**VEHICLE DEMANDS**

Due to unprecedented demand, Stellantis Fleet must announce the immediate order cut off effective January 31st, 2022, for the following models: 22MY Ram 1500 (DS) trucks with V8 Engines only (All DS Models with V8 Engines, Including RAM SSV DS)

Note - 22MY Ram 1500 (DS) trucks with V6 Engines remains open for ordering.

**VEHICLE USE AGREEMENTS (APPENDIX B, FORM UA-1 10/18)**

It is not necessary for State of Mississippi agencies to submit the Vehicle Use Agreement, (Appendix B, Form UA-1 10/18)
### PPRB Meetings

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