DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT
WEBSITE: HTTP://WWW.DFA.MS.GOV
TELEPHONE NUMBER: 601-359-3409
FAX NUMBER: 601-359-3910

WHAT'S INSIDE THIS ISSUE:

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ISSUED BY THE OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
Type of contract: Negotiated Contract which means prices can be negotiated with the vendors.


Vendors on Contract. There are currently four (4) vendors offering a variety of laundry products on contract. To view products and compare prices among vendors please access the below link:

Contract Spend: During last period, the total contract spend was $597,074.46

Contract Analyst: LaShun Smith
LaShun.Smith@dfa.ms.gov
All P-Cards and Travel Cards will be temporarily suspended because of unpaid statements at 60 days delinquent. To get your P-cards running again, you'll need to reactivate your account by paying the statements right away.

**IF YOUR PAYMENT ISN'T SHOWING IN YOUR ACCOUNT**

If you paid the statements, but your account hasn’t been reactivated, contact us at the number below:

Commercial Banking UMB Count on More  
Phone: 816.860.5812 | fax: 816.860.5894 | mail stop: 1010601 | 1010 Grand Blvd |  
Kansas City, MO 64106

Please keep in mind that it could take a number of days for your payment to be received and processed so make sure all statement reconciliation is done as soon as possible. Partial payments are not allowed toward monthly statement amounts owed. The whole statement amount must be paid unless there is fraud or disputed purchases on the card. Coordinators should be keeping up with all transactions daily to make sure payments are made on time. The cards will not be turned back on until the payment has been received and cleared through the bank. If mailing checks make sure the account number is on the check it goes toward (**DO NOT combine P-Card and Travel Card payments**). If you have any questions or need training on this process please contact Steve Tucker at 601-359-3107.
If you have an issue regarding the Procurement Card or Travel Card, please contact the staff below.

Steve Tucker, Director of Marketing and Audit
Office of Purchasing, Travel and Fleet Management
Steve oversees the Procurement Card Program’s day-to-day operations.
Stephen.Tucker@dfa.ms.gov  601.359.3407

Yolanda Thurman, Procurement Card Administrator
Office of Purchasing, Travel and Fleet Management
Yolanda oversees the Purchasing Card Program’s day-to-day operations.
Yolanda.Thurman@dfa.ms.gov  601.359.2016

Candice Hay, Travel Manager
Office of Purchasing, Travel and Fleet Management
Candice oversees the Travel Card Program’s day-to-day operations.
Candice.Hay@dfa.ms.gov  601.359.5099

Steve, Yolanda and Candice back each other up when one is out of the office. Please feel free to contact any of them when assistance is needed. Remember that Program Coordinators are the only ones who can request information to be changed, cards unblocked, etc. UMB bank will redirect all requests to the contacts listed above.

You may also email at the following:
For all other travel related questions, please email: travel@dfa.ms.gov
For all other procurement card related questions, please email: PurchasingandTravel@dfa.ms.gov.
Bureau of Fleet Management

BFM has made additional awards on a secondary basis for the following vehicles. The contracts for these vehicles will become effective if and when the low bidder for that category of vehicles is no longer able to accept orders. If you have any questions, please contact Ramona Jones at Ramona.Jones@dfa.ms.gov.

These vehicles have been added to the Kirk Auto World contract and are currently available for order.

- Dodge Ram 1500 DS Crew Cab Tradesman 4x2
- Dodge Ram 1500 DS Crew Cab Tradesman 4x4
- Dodge Ram 1500 DS Extended Cab 4x4

Mississippi Contract Administrator: Ramona Jones
601-359-9335 or Ramona.Jones@dfa.ms.gov
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2022 CMPA Class Schedule

JANUARY 25-27, 2022

APPLICATION DEADLINE:
JANUARY 17, 2022

LOCATION:
In-Person class will be held in Room 145 of the Woolfolk State Office Building.

Please submit the Certified Mississippi Purchasing Agent Application Form to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval at PurchasingandTravel@dfa.ms.gov.

We are pleased to announce the new Director of Fleet Management, Ramona Jones!

If you have any Fleet questions, please contact Ramona Jones at Ramona.Jones@dfa.ms.gov.

The Office of Purchasing and Travel welcomes Demetra M. Hayes as an Administrative Assistant. Hayes joined the team in December 2021. Hayes loves traveling, decorating, cooking, watching movies, flower gardening and spending quality time with family and friends.
Ross Campbell, Director, OPTFM
Alicia Adams
Belinda Russell

Bureau of Purchasing and Contracting
Michael Cook, Director
Demetra Hayes
James Brabston
Christopher Statham
LaShun Smith
Easter Hamiur
Kizzie Shorter
Shakrita Fields

Bureau of Marketing, Travel and Card Programs
Steve Tucker, Director
Candice Hay
Yolanda Thurman
Ashley Harrell
Kajarius White

Bureau of Fleet Management
Ramona Jones, Director

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