



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

WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)

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PURCHASING NOTES



**ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT**

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CONTRACT *Listings*



OPTFM Contracts by Analyst Responsible

Please contact the analysts below if you need assistance with any OPTFM contracts:

- **ASHLEY SMITH**

- Ammunition
- Fire Protection
- MS Recycled Products
- Laundry/Linen Rental Services

- **EASTER HAIMUR**

- Janitorial Supplies
- Lab Supplies
- Copiers/Printers
- Mailing Equipment
- Office Supplies

- **SHAKRITA FIELDS**

- Furniture (N-Z)
- Firefighting Uniforms
- Water Treatment

- **JAMES BRABSTON**

- Traffic Signals
- Ground Maintenance
- Soft Body Armor
- Office Papers

- **LASHUN SMITH**

- Incontinence
- Laundry Chemicals
- Furniture (H-M)
- Toner

- **KIZZIE SHORTER**

- Furniture (A-G)
- Interior Signage
- Maintenance Repair & Operations
- Panel Systems
- Carbonless Paper



VEHICLE ORDER BANK

Please keep in mind that the current UAW strike and recent closure of auto plants may have an impact on production of many of the vehicles currently offered on state contract. The recent shutdown of Ford plants could impact the production of the 2024MY Ford Expedition, 2025MY Ford Explorer Interceptor, 2024MY Super Duty pick-ups offered on state contract. The order banks are currently still open for these vehicles.

The order bank for the 2024MY Dodge Ram 1500 DT closed on October 11, 2023.

AGENCY BATTERY PURCHASES

In an effort to ensure that we are maintaining agency vehicles in a cost-effective manner, we are requesting feedback regarding the purchase of vehicle batteries by your agency. If there are any batteries that your agency is frequently buying, **not** listed on our current Automotive Battery contract, please send us that information via email. You can send this information to Ashley.Harrell@dfa.ms.gov or Ramona.Jones@dfa.ms.gov.

If you are having constant issues with vendors or products on our state contract, please complete the Vendor Complaint form on our website and submit this information to Ashley.Harrell@dfa.ms.gov or Ramona.Jones@dfa.ms.gov.



FUELMAN

Under the new terms of Fuelman Fuel Access Services contract, beginning **September 1, 2023**, cost will be based upon the OPIS rack rate **except** at the locations listed on the table below. The cost at the locations below will be Retail based pricing **minus** the discounts listed for each fuel product. Please be aware of these changes and locations when fueling and reviewing your Fuelman invoices. This information is posted on our website underneath Fuelman Services along with OPIS pricing.

| Product | Discounts at Pilot/Flying J and Loves | Chevron/Texaco Exxon/Mobil Murphy USA |
|--------------------|---------------------------------------|---|
| Unleaded Regular | \$0.050 | \$0.050 |
| Mid-Grade Unleaded | \$0.050 | \$0.050 |
| Premium Unleaded | \$0.050 | \$0.050 |
| Diesel Fuel | \$0.150 | \$0.08 |
| DEF Dispensed | \$0.02 | \$0.02 |

OUT OF STATE FUELMAN CARD USE

To prevent fraudulent use of the Fuelman card, Fleetcor's terms & conditions require that certain states be blocked from card use, unless a "whitelist request" or **Out of State Card Use Request** form is submitted by the traveling agency prior to travel outside of the State of Mississippi. The **Fuelman Out of State Card Use Request** form is located on our website and should be completed at least 24-72 hours prior to the agency travelling to one of the states listed below. When the Fuelman card is used, Fuelman (IRIS) sends an alert on cards that have an active whitelist. This alert is sent to the agency Fleet Manager or contact person on file with Fuelman. If there is an active whitelist, the transaction will be allowed and no response to the alert is necessary. If there is **not** an active whitelist, a response would be necessary to a) allow fueling or block the card for fraud, b) alert fraudalerts that a whitelist is needed for unexpected travel. **Please ensure that your agency has submitted this form before traveling outside of Mississippi to prevent any issues and delay in travel.**

The current list of States (list subject to change) where cards shall be prohibited from working, unless a whitelist request has been properly submitted are as follows:

- | | |
|-------------------|--------------------|
| 1. Arizona | 11. New York |
| 2. California | 12. Ohio |
| 3. Colorado | 13. South Carolina |
| 4. Delaware | 14. Texas |
| 5. Florida | 15. Utah |
| 6. Illinois | 16. Virginia |
| 7. North Carolina | 17. Wyoming |
| 8. New Jersey | |
| 9. New Mexico | |
| 10. Nevada | |



CARD Applications



PROCUREMENT CARDS and TRAVEL CARD PROGRAM

Thank you very much for your patience. We are now accepting applications for the Procurement & Travel Card Program. To obtain a Procurement Card, please contact Candice Hay at Candice.Hay@dfa.ms.gov, and to apply for a Travel Card, please contact Demetra Hayes at Demetra.Hayes@dfa.ms.gov.

When submitting applications for the Procurement Card or Travel Card Program, you may CC Niki Hobkirk at Niki.Hobkirk@dfa.ms.gov.



USE OF GSA PER DIEM RATES FOR MEAL REIMBURSEMENT

Effective October 9, 2023, the State of Mississippi will now be using GSA per diem rates for meal reimbursement for all business travel. The General Services Administration (GSA) sets these rates annually for each travel destination in the United States. The per diem rate includes lodging, meals, and incidental expenses.

PLEASE NOTE: The per diem rate for the First and Last day of Travel is 75% of the daily per diem rate. (**Example:** Mississippi Standard per diem is \$59. The First and Last Day per diem of your traveler's trip would be \$44.25 on the First Day and \$44.25 on the Last Day of their trip)

The Breakfast, Lunch, and Dinner meal portions shown on the GSA website are only for deductions purposes only. (Example: If your traveler is attending a conference and breakfast is not provided but lunch and dinner are provided, then your agency can deduct lunch (\$15) and dinner (\$26) from \$59 on your employee's Travel Voucher. This would leave your traveler with \$18 to use for breakfast which would include any tips.


If your agency still requires receipts to reimburse the actual cost, you can continue to do so. The new 75% meal reimbursement rule on the First and last Day of Travel would not apply to your agency. Your travelers can continue to submit their receipts and be reimbursed for the actual cost.

If your agency does not require receipts, please follow the new 75% meal reimbursement rule on the First and Last Day of Travel.

Lastly, if your agency pays the whole per diem to your travelers regardless of what meals are provided at the conference, that is at the discretion of your agency head.

You can find the per diem rate for your travel destination on the GSA website at Per Diem Rates | GSA- <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Please note that these rates are updated annually and may change throughout the year.

If you have any questions or concerns, please contact the OPTFM at purchasingandtravel@dfa.ms.gov.



2023

PPRB MEETINGS

PPRB Meeting Date

JANUARY 4, 2023
FEBRUARY 1, 2023
MARCH 1, 2023
APRIL 5, 2023
MAY 3, 2023
JUNE 7, 2023
JULY 5, 2023
AUGUST 2, 2023
SEPTEMBER 6, 2023
OCTOBER 4, 2023
NOVEMBER 1, 2023
DECEMBER 6, 2023
JANUARY 2024

Submission Deadlines

DECEMBER 7, 2022
JANUARY 4, 2023
FEBRUARY 1, 2023
MARCH 1, 2023
APRIL 5, 2023
MAY 3, 2023
JUNE 7, 2023
JULY 5, 2023
AUGUST 2, 2023
SEPTEMBER 6, 2023
OCTOBER 4, 2023
NOVEMBER 1, 2023
DECEMBER 6, 2023



The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Belinda Russell

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Steve Tucker, Director

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Demetra Hayes

Alicia Adams

Niki Hobkirk

Bureau of Fleet Management

Ramona Jones, Director

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