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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

## WHAT'S INSIDE THIS ISSUE:

- **FEATURED CONTRACT INCONTINENCE CARE** PG 2
- **CONTRACT LISTINGS** PG 3
- **FLEET NEWS** PG 4-5
- **TRAVEL Q&A** PG 6
- **TRAVEL MEMO** PG 7
- **TRAVEL TIPS** PG 8-9
- **CMPA CLASS** PG 10



## FEATURED CONTRACT

# Incontinence Care

**Commodity:** Incontinence Products

**Type of Contract:** Negotiated Contract which means prices can be negotiated for the best price from the vendors.

**Date of Contract:** March 1, 2023- February 29, 2024.

**Vendors on Contract:** There are currently two (2) vendors offering a variety of Incontinence products. To view products and compare prices among vendors please access the below link:

<https://www.dfa.ms.gov/negotiated-contracts>

**Contract Spend:** During last period, the contract total spend was \$543,154.63.

**OPTFM Contract Analyst:** LaShun Smith – LaShun.Smith@dfa.ms.gov

# 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

# FLEET

# News

## **AGENCY FLEET MANAGERS**

BFM is currently wishing to update Fleet contact information for each agency for their records and correspondence purposes. Please provide us with the most current personnel contact information (email and phone number). You may send this information to Ashley Harrell via email at [Ashley.Harrell@dfa.ms.gov](mailto:Ashley.Harrell@dfa.ms.gov)

## **ANNUAL VEHICLE ACQUISITION PLAN**

In order for the Bureau of Fleet Management to comply with MS Code Section 27-103-129 (3), please provide BFM with a copy of the Vehicle Acquisition/Use/Disposal Plan that was given to the Legislative Budget Office for Fiscal Year 2024. This report is due to BFM by January 31, 2024. If you haven't submitted this to our office, please do so by January 31, 2024. If you have any questions, please contact our office.

## **WE'VE MOVED!**

Continental Battery has moved from their former Jackson location at 605 W. Fortification Street. Their new address and contact information is listed below. The information is listed in the contract documents.

Continental Battery Systems  
170 Interstate Drive  
Richland, MS 39208

601-936-7788 or 601-352-2112, [email-C3921@gocbs.com](mailto:email-C3921@gocbs.com)



## **FUELMAN/FLEET ACCESS CARD CONTRACT SERVICES**

Effective September 1, 2023, per the Fuelman Fleet Access Card Services contract, OPIS rack prices will not apply at the locations below. The following discounts will be applied to retail prices. Please be mindful when fueling at these locations.

| <b>Product</b>     | <b>Discounts at Pilot/Flying J and Love's</b> | <b>Chevron/Texaco<br/>Exxon/Mobil<br/>Murphy USA</b> |
|--------------------|---|--|
| Unleaded Regular   | \$0.050                                       | \$0.050  |
| Mid-Grade Unleaded | \$0.050                                       | \$0.050  |
| Premium Unleaded   | \$0.050                                       | \$0.050  |
| Diesel Fuel        | \$0.150                                       | \$0.150  |
| DEF Dispensed      | \$0.02  | \$0.02   |

Additionally, pricing of Conventional, No Ethanol Gasoline products (currently product codes 71, 72, 73 in the Fuelman system) shall NOT be based upon cost-plus and shall always be priced based on the Station's Retail Price less applicable exempt tax rates, less the following discounts Fleetcor hereby offers below:

**Unleaded Conventional Regular: \$0.05**  
**Unleaded Conventional Plus/Mid: \$0.05**  
**Unleaded Conventional Premium: \$0.05**

When determining the difference on Fleet Management report or statement provided by Fuelman, see codes below.

| <b>Product</b>            | <b>Conventional Gasoline Code on statement (No Ethanol)</b> | <b>Ethanol based Code on statement</b> |
|---------------------------|---|--|
| Unleaded Regular Gasoline | UNL   | U-E10                                  |
| Unleaded Mid-Grade/Plus   | MID   | M-E10                                  |
| Unleaded Premium          | PREM  | P- E10                                 |



# TRAVEL

## Question & Answers

On October 9th, 2023, the State of Mississippi adopted the GSA per diem rates for meal reimbursement on all business travel. Below is a Q & A to help provide clarity on the matter:

**1. If my agency does not require receipts for reimbursement, does the breakfast, lunch and dinner breakdown of the per diem apply to me?**

**No, if your agency does not require receipts for meal reimbursement the meal portion break downs will not apply to you.**

**2. Should tips be included in my per diem amount?**

**Yes, all tips should be included.**

**3. The State Travel Manual states that Tips can be separated from the daily per diem amount as long as they do not exceed 20% or the per diem or the actual meal expense, whichever is less.**

**This language is set to be removed from the manual this month. All tips are to be included in the daily maximum per diem going forward.**

We hope this Q & A has provided some clarity on the new per diem guidelines. Should you have any additional questions please contact our office!



STATE OF MISSISSIPPI  
TATE REEVES, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

LIZ WELCH  
EXECUTIVE DIRECTOR

**MEMORANDUM**

**TO:** Heads of All Departments, Boards & Institutions of Higher Learning

**FROM:** Liz Welch, Executive Director   
Department of Finance and Administration

**DATE:** January 1, 2024

**SUBJECT:** Mileage Reimbursement Rate Effective January 1, 2024

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Section 25-3-41, Mississippi Code of 1972, mandates that State officers and employees traveling on official State business in their private automobiles be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles.

The [U. S. General Services Administration \(GSA\) website](#) currently lists the following for Privately Owned Vehicles (POV) mileage reimbursement rates effective **January 1, 2024**. State officers and employees will be reimbursed at that same rate in compliance with Mississippi statutes.

| <u>Mode of Transportation</u>               | <u>Reimbursement rate per mile</u> |
|---|------------------------------------|
| If no Government owned vehicle is available | \$0.67                             |
| If a Government owned vehicle is available  | \$0.21                             |

For a history of previous mileage rates, please visit <http://www.gsa.gov/portal/content/103969>.

If you have any questions, please contact Demetra Hayes at 601-359-3409 or via e-mail at [Demetra.Hayes@dfa.ms.gov](mailto:Demetra.Hayes@dfa.ms.gov).



# TRAVEL Tips

It's no secret that traveling can be very expensive. Before you've even arrived at your destination, you've probably expended a decent amount of money to get there. So, it's a welcome relief on your wallet when you can take advantage of free perks during your stay. But did you know many hotels go above and beyond the standard free shampoo and conditioner? Yes, we're talking free drinks, free food and free use of items to make your stay more comfortable. While all these perks won't necessarily come standard in your room, many are available just by asking.

Here's a look at some freebies you can score during your next hotel stay. Let's investigate some free items for the ultimate savings:

- 1. Personal care items.** We've all come to expect free shampoo, conditioner and other basic toiletries during our hotel stay, but many hotel brands are taking these offerings to the next level. You can score toiletries from quality brands, and many hotel chains, like Hyatt and Kimpton Hotels, have an expanded selection of items, including toothbrushes, toothpaste, lip balm, deodorant, razors, nail files and more.
- 2. Pillow menu.** Upgrade your sleep by taking advantage of the pillow menu offered at some business and luxury hotels. Many locations offer a broad selection, including body pillows and hypoallergenic options.
- 3. Fitness classes.** You don't have to ditch your fitness routine because you're traveling. Many hotels offer complimentary group exercise classes, including yoga and spin, or give you access to on-demand fitness videos.
- 4. Workout gear.** Kimpton Hotels offers a yoga mat in each room, while several chains provide complimentary fitness kits. In Omni Hotels & Resorts' kit, guests receive a kettlebell, mini contour weights, a muscle therapy foam roller, push-up bars and a yoga mat.
- 5. Bike rental.** Several hotel chains, including Wyndham and Kimpton Hotels, partner with local bike-sharing programs to offer free rentals, complete with a helmet, lock and maps. Perfect for getting in some exercise or exploring the area.





**6. Health and wellness items.** Enjoy some of the same comforts you have at home during your stay. Members of Omni Hotels & Resorts' complimentary loyalty program have access to noise machines or a sleep kit with a mask and earplugs. And Kimpton and Hyatt guests can borrow a humidifier and several other wellness items.

**7. Household items.** Some hotels provide complimentary sewing kits, stain remover wipes, lint rollers, umbrellas, and laundry detergent.

**8. Free electronics.** No need to run out and buy a phone charger if you forget to pack yours. Many hotels stock a selection of chargers and other electronics, including headphones and outlet adapters for use during your stay.

**9. Shoeshine and ironing.** You can get your shoes shined for free at many hotels, while some offer complimentary ironing to loyalty program members.

**10. Coffee and tea.** From freshly brewed coffee and tea in the lobby, to a stocked coffee bar in your room, many hotels help you fuel your day for free.

**11. Beer and wine.** After a day of meetings or sightseeing, you can wind down with complimentary drinks at many hotels. Kimpton Hotels is known for its nightly wine hour, which often features local wineries, breweries, and live entertainment. And Embassy Suites has a daily evening reception with free drinks.

**12. Baby and kid essentials.** Most hotels have cribs, high chairs and other gear available during your stay. But many hotels go further by offering games, welcome gifts and other amenities. Kimpton Hotels has a kids' happy hour, bunk beds, hula hoops in its fitness centers and child safety kits, which include outlet covers, toilet latches and nightlights.

**13. Pet amenities.** Not only are your four-legged family members welcome at pet-friendly hotels, but you can also take advantage of free pet essentials like bed loaners, food, water bowls and courtesy bags for walking your dog.

**14. Free food.** Complimentary breakfast can be hit or miss these days, but some hotel chains, like Embassy Suites and Homewood Suites, offer the perk to all guests. And you may be able to score free drinks and breakfast by joining your hotel's loyalty program. Also, many hotels that offer happy hour also serve delicious snacks.

**15. Extra nights.** Many hotels offer a free night when you stay for two or more days. These promotions can save you hundreds of dollars, so browse your hotel's current offers before booking your next stay. Also, many hotels have loyalty programs where you can earn free nights.

Cited sources By Alana Linton



# CMPA Class

Due to unforeseen circumstances, OPTFM is **NOT** available to host a CMPA class at this time. We will update the website and/or send notifications when the next class is available for 2024. We do apologize for any inconvenience. If any agents certification is expiring within the time-frame, you will still be eligible to take the next available class.

If you have any more questions, you may contact Alicia Adams, [alicia.adams@dfa.ms.gov](mailto:alicia.adams@dfa.ms.gov) or [purchasingandtravel@dfa.ms.gov](mailto:purchasingandtravel@dfa.ms.gov)

**Per Section 31-7-9 of the Mississippi Code, the Office of Purchasing, Travel and Fleet Management is excited to present the State of Mississippi's first training and certification program for **Mississippi state agency purchasing professionals.****



**2024**

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# **PPRB MEETINGS**

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## **PPRB Meeting Date**

**JANUARY 3, 2024**  
**FEBRUARY 7, 2024**  
**MARCH 6, 2024**  
**APRIL 3, 2024**  
**MAY 1, 2024**  
**JUNE 5, 2024**  
**JULY 3, 2024**  
**AUGUST 7, 2024**  
**SEPTEMBER 4, 2024**  
**OCTOBER 2, 2024**  
**NOVEMBER 6, 2024**  
**DECEMBER 4, 2024**  
**JANUARY 2025**

## **Submission Deadlines**

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



**2024**

# The Office of Purchasing, Travel and Fleet Management

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**James Brabston**

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**Kizzie Shorter**

**Shakrita Fields**

**Ashley Smith**

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**Candice Hay**

**Deron Simpson**

**Demetra Hayes**

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**Niki Hobkirk**

**Easter Hamiur**

**Bureau of Fleet Management**

**Ramona Jones, Director**

**Ashley Harrell**

HAPPY

New Year's

2024

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