



DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT
WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)
TELEPHONE NUMBER: 601-359-3409
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PURCHASING NOTES

WHAT'S INSIDE THIS ISSUE:



- CONTRACT LISTINGS
- FLEET NEWS
- PROCUREMENT CARD

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ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT



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
- Furniture (H-M)
- Mailing Equipment

- **SHAKRITA FIELDS**

- MDOT SWC
- Firefighting Uniforms
- Water Treatment
- Copiers/Printers

- **LASHUN SMITH**

- Incontinence
- Laundry Chemicals
- Toner
- Janitorial

- **JAMES BRABSTON**

- Traffic Signals
- Ground Maintenance
- Soft Body Armor
- Office Papers
- Furniture (N-Z)
- Office Supplies

- **KIZZIE SHORTER**

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

CONTRACT AGENCIES LISTINGS

ASHLEY SMITH
(601) 359-5406

- MS Specialized Treatment Facility
- Arts Commission
- Office of the Auditor
- Dept. of Banking and Consumer Finance
- Boswell Regional Center
- Alcorn State University
- Contractors Board
- Cosmetology Board
- Examiners License Board
- Grand Gulf Military
- Jackson State University
- Motor Vehicle Comm
- MWFP
- Pat Harrison Waterway District
- Registration of Pro Eng
- Senate
- Status of Women
- Tombigbee
- University of Mississippi
- Specialized Treatment Board
- Veteran Home Purchase Board
- Employment Security
- Forestry
- Gulf Coast Research USM
- House of Representative Massage Therapy
- Massage Therapy

JAMES BRARSTON
(601)359-2007

- Attorney General
- Auctioneer Commission
- Board of Nursing Home Administrators
- Board of Public Accountancy
- Charter School Authorizer Board
- Central MS Residential Center
- Corrections
- Development Authority
- Health
- Funeral Board
- Human Services
- IHL Board
- LBO
- Legislative Joint Operations
- Military
- Public Service Commission
- Soil and Water
- State Road Aid
- University Of MS Medical Center
- Veterans Affairs Board
- Yellow Creek
- Athletic Comm
- Mental Health
- Ellisville
- MS State University



SHAKRITA FIELDS
(601)359-9263

- Board of Dental Examiners
- Departments of Archives and History
- Appraiser Licensure
- DFA
- East MS State Hospital
- Education
- Ethics
- Gaming Commission
- Library Comm
- Marine Resources
- Medicaid
- MS State Personnel Board
- MS Valley State University
- Board of Registered for Pro Geologist
- Supreme Court
- Transportation
- University Press
- Information Tech Services
- Insurance
- PEER
- Registered Foresters Board
- Tax Appeals

LASHUN SMITH
(601)359-1310

- DPS
- Judicial Performance
- MDE
- MS Bureau of Narcotics
- MS Coast College
- Optometry
- Physical Therapy
- Real Estate Commission
- Rehab Services
- South MS Regional Center
- South MS State Hospital
- State Public Defender
- University of Southern Mississippi
- Workers Comp
- Board of Animal Health
- Architecture Board
- MS State Hospital
- Revenue



KIZZY SHORTER
(601)359-5222

- Board of Barber Examiners
- Board of Pharmacy
- Child Protective Services
- Community College Board
- Examiners for Social Workers
- Fire Academy
- Hudspeth
- Joint Legislative Reapp
- Medical Licensure
- MEMA
- MS Public Broadcasting
- MS University for Women
- North MS Regional Center
- Nursing Board
- Pearl Employees Retirement
- Secretary of State
- Veterinary Medicine
- Volunteer Service Commission
- Board of Chiropractic Examiners
- MS State Oil and Gas Board
- MS Dept. of Agriculture and Commerce
- Board of Psychology
- Adolescent Center MS
- Capital Post Conviction
- Delta State University



FLEET NEWS

Bureau of Fleet Management Fleet Data Update

Please ensure that your fleet data has been updated and complies prior to submitting purchase orders for vehicles. If you desire to receive an updated checklist from our office, please contact us via email. Kindly allow a minimum of 24 hours for us to process and send it to you.

Updated Requirements for Off-Contact and Emergency Vehicle Purchases

Effective August 1, 2024, Off-contract and Emergency vehicle purchase order requests must be submitted with the following:

- vehicle's manufacturer sticker
- signed written quote on dealership letterhead
- VR-1 form

Emergency Procurements

Emergency Procurements are defined in Section 3.110 of the Procurement Manual and in Section 31-7-1(f) MS Code of 1972, Annotated. Section 3.110 defines both Type 1 and Type 2 Emergency procurements. When submitting an Emergency Procurement request, it's essential to include a sufficiently detailed justification. This explanation must be articulated clearly so that anyone unfamiliar with the circumstances can understand why bypassing the normal purchasing procedures is necessary. The justification must be submitted on letterhead and signed by the executive head of the requesting agency.



Streamlining US Bank Payments via MAGIC

When submitting payments to US Bank through the MAGIC system, please follow these important guidelines to ensure accurate and timely processing:

1. Use the Managing Account Number

Always reference the managing account number for payments. Avoid using individual cardholder account numbers, this can result in processing errors or complications.

2. Omit Leading Zeros

When entering the 16-digit account number, ensure that leading zeros are excluded. This step ensures the system accurately recognizes and processes the account information.

Following these practices is essential for avoiding delays and ensuring smooth payment processing.

For assistance:

- **PCard Support:** Contact Candice Hay at Candice.Hay@dfa.ms.gov
- **Corporate (Travel) Support:** Contact Demetra Hayes at Demetra.Hayes@dfa.ms.gov

Thanks for your cooperation!

UMB BANK TRAVEL & PCARDS

Important UMB BANK Reminder: Card Expirations and Responsibilities

- **Card Expiration:** All cards will expire on December 31, 2024.
- **Program Coordinator Access:** Program Coordinators will retain online access to pull statements and other relevant information.
- **Reconciliation Responsibilities:** Both the Program Coordinator and Cardholder must:
 1. Ensure all transactions are legitimate.
 2. Reconcile statements promptly.
 3. File disputes within the allotted timeframe.

Note: Failing to reconcile statements or file disputes on time is the responsibility of the Program Coordinator and Cardholder, not the Bank. The Bank will not reimburse any cost due to missed deadlines. For detailed guidance, refer to the **Card Guidelines** and **Cardholder Agreement**.

Thank you for your attention to these critical tasks!

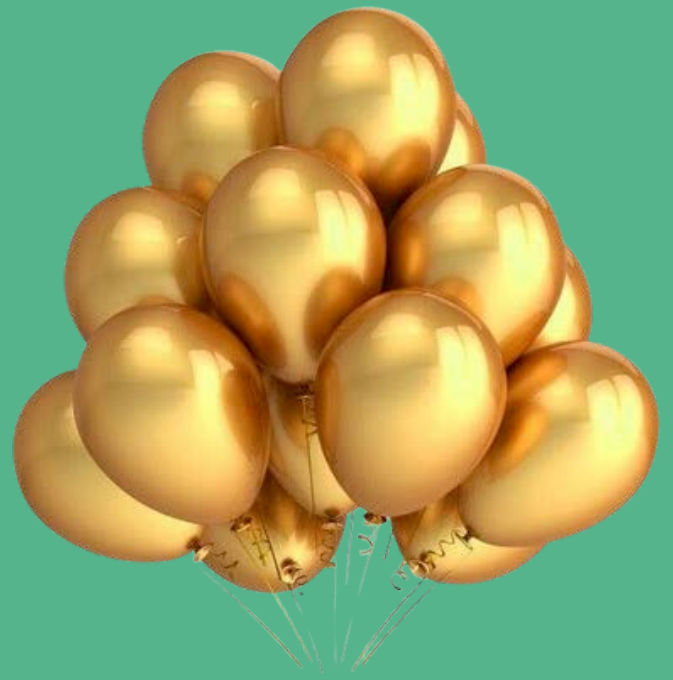


EMPLOYEE SPOTLIGHT

**WE ARE PLEASED TO
ANNOUNCE OUR NEW
EMPLOYEE :**

LINDA NESLINE

**The Office of Purchasing, Travel and Fleet Management
welcomes Linda Nesline to our team.**



EMPLOYEE SPOTLIGHT

**WE ARE PLEASED TO ANNOUNCE OUR
NEW EMPLOYEE:**

ERYCA GILMORE

**The Office of Purchasing, Travel and Fleet Management welcomes
Eryca Gilmore to our team.**





2024

PPRB MEETINGS

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 8, 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

The Office of Purchasing, Travel and Fleet Management

**Danny Lynch, Director, OPTFM
Gale Kornbrek - Office Manager**

Bureau of Purchasing and Contracting

Eryca Gilmore, Director

James Brabston

Shakrita Fields

Easter Haimur

Linda Nesline

Kizzie Shorter

Ashley Smith

Lashun Smith

Bureau of Marketing, Travel and Card Programs

Yolanda Thurman, Director

Tiffany Frazier

Candice Hay

Demetra Hayes

Niki Hobkirk

Deron Simpson

Bureau of Fleet Management

Ramona Jones, Director

Alicia Adams

Arnitra Douglas

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