



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

- **JAMES BRABSTON**

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

- **KIZZIE SHORTER**

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

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-Contract 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.

Vehicle Recalls

2013-2019 RAM 3500 Pickup- Emissions Recall VB6 or 67A

2013-2019 RAM 2500 Pickup- Emissions Recall VB6 or 67A

If you have any questions or need assistance regarding Emissions Recall, please contact FCA US LLC Customer Care at 1-866-726-4636 or 1-866-RAM-INFO.

Automotive Parts and Equipment

The new 2024-2025 Automotive Parts and Equipment contract is effective November 1, 2024, through October 31, 2025.

- **AutoZone** 3102105753 8200077335
- **Advance Stores Db a Advance Auto Parts** 3100011826 8200077504
- **Genuine Parts Company db a NAPA** 3100034012 8200077505
- **Mid- America Parts db a Union Auto Parts** 3100034037 8200077334
- **O'Reilly Automotive Stores** 3100009859 8200077506

Fuelman Invoice Remit Address Update

We've received several inquiries regarding the remit address appearing on recent Fuelman invoices. Please note that the correct remit address is listed below. We are currently working with the vendor to have this information updated in MAGIC. If you have any questions, please contact our office.

Fuelman
PO Box 740285
Atlanta, GA 30374-0285

PROCUREMENT CARD

IMPORTANT PROCUREMENT CARD INFORMATION

As we continue to transition to our new state procurement card provider (US BANK) please take notice of the following:

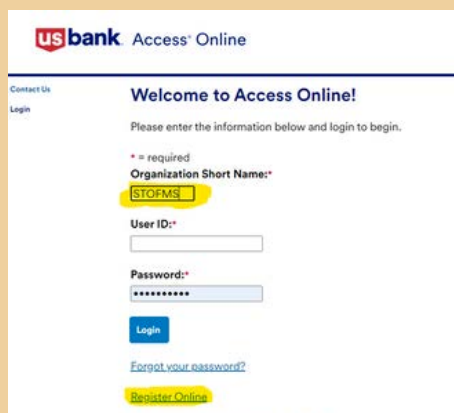
1) **US Bank does not mail paper statements.** All US Bank statements will be available for printable copies online at www.access.usbank.com

Item two has been clarified from last month's previous article:

2) **All US Bank Billing Cycles End on the Last Business Day of Each Month.**

Please inform all parties involved in the card payment process (Accounts Payable, Department Head etc.) that the bill must be paid within **45 days** of the end of each bill cycle. If not, you will risk late fees, interest and card suspension. Also please pay your bill in full each month.

3) **US Bank Cardholders can now self- enroll in Online Banking.** We are happy to announce this feature is now available for all cardholders at www.access.usbank.com



4) **The Organization Short Name for US Bank Online Enrollment is required.** The name to be entered in this required field is **STOFMS**

5) **Please Activate Your New US Bank Cards before you use them:** Please activate your cards online or by phone to avoid declines at Point of Sale

6) **Managing Account Numbers will need to be on all payments:** To avoid payment rejection or lost payments, please ensure all payments have the full 16 digit Managing Account Number on it. Managing Account Statements should also be paid in full each month. If you do not have your full Managing Account Number, please reach out to our office to get it.



EMPLOYEE SPOTLIGHT

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

*Arnitra
Douglas*

Arnitra Douglas comes to OPTFM from the Mississippi Department of Employment Security (MDES). Arnitra was with MDES for 21 years working in various capacities including switch board operator, administrative assistance, human resources, and the agency's call center and procurement departments. She enjoys spending time with her family.

**The Office of Purchasing, Travel and Fleet
Management welcomes Arnitra Douglas 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

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



The Office of Purchasing, Travel and Fleet Management

Danny Lynch, Director, OPTFM

Gale Kornbrek – Office Manager

Bureau of Purchasing and Contracting

James Brabston

LaShun Smith

Kizzie Shorter

Shakrita Fields

Ashley Smith

Bureau of Marketing, Travel and Card Programs

Yolanda Thurman, Director

Candice Hay

Deron Simpson

Demetra Hayes

Niki Hobkirk

Easter Haniur

Tiffany Frazier

*Welcome
to our
PATCH*

Bureau of Fleet Management

Ramona Jones, Director

Alicia Adams

Arnitra Douglas

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