



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:



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

- **FEATURED CONTRACT** **PG 2**
WATER TREATMENT CHEMICALS
- **CONTRACT LISTINGS** **PG 3**
- **FLEET NEWS** **PG 4**
- **PROCUREMENT CARD** **PG 5-6**
- **TRIP OPTIMIZER** **PG 7**
- **TASER COOPERATIVE CONTRACT** **PG 8**
WITH AXON

FEATURED CONTRACT

WATER TREATMENT CHEMICALS

Commodity: This negotiated state contract features Water Treatment Chemicals.

Type of Contract: Negotiated Contract- The Contract Prices listed on the Price List Spreadsheets are the maximum that can be charged for those items. You can negotiate better prices from the vendors on contract. Discounts, Price List, Product Labels, and Material Safety Sheets are published alongside the contracts on the DFA website. Any items not listed on state contract must be purchased following normal purchasing procedures.

Dates of Contract: October 1, 2024 – September 30, 2025

Vendors on Contract: There are six (6) vendors on contract and their contract numbers are listed here:

https://www.ms.gov/dfa/contract_bid_search/Contract?autoloadGrid=true

Contract Spend 2024: \$888,994.93

Contract Analyst: Shakrita Fields, Shakrita.Fields@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
- Furniture (H-M)

- **SHAKRITA FIELDS**

- MDOT SWC
- Firefighting Uniforms
- Water Treatment

- **ASHLEY HARRELL**

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

- **JAMES BRABSTON**

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

- **LASHUN SMITH**

- Incontinence
- Laundry Chemicals
- Toner

- **KIZZIE SHORTER**

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



FLEET NEWS

Bureau of Fleet Management

Vehicle Acquisition Disposal Plan Request

BFM has requested your agency's Vehicle Acquisition Disposal Plan that was submitted to LBO for FY25. The deadline to submit this information to BFM is September 15, 2024. You can submit this information to **Alicia Adams at Alicia.Adams@dfa.ms.gov or Ramona Jones at Ramona.Jones@dfa.ms.gov.**

2024–2025 Fleet Contracts

The 2024–2025 Vehicle contract began October 1, 2024 through September 30, 2025. 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 vehicle's manufacturer sticker, a signed written quote on dealership letterhead, and VR-1 forms.

Responsibility for Acceptance and Delivery of Vehicles (New)

Agencies shall carefully inspect vehicles prior to accepting delivery to ensure that the vehicle meets all specifications. The agency shall verify that all equipment, both standard and optional, is on the vehicle prior to accepting delivery of the vehicle. Upon inspection, if the vehicle does not meet specifications or if any ordered equipment is not on the vehicle, please contact the BFM prior to accepting delivery of the vehicle.

Once an agency accepts a nonconforming vehicle, the agency is liable for payment of the vehicle as accepted. Signing the necessary documentation or physically taking possession of the vehicle by leaving the dealership with it, signifies that the buyer agrees to the terms of the purchase and acknowledges receipt of the vehicle in its specified condition.

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.

BUREAU OF MARKETING, TRAVEL AND CARD PROGRAM



PROCUREMENT CARD

IMPORTANT UMB INFORMATION

It is crucial to ensure that your UMB balance is paid in full in accordance with the Mississippi Procurement Manual – 10.112.01, which states:

Balances on Accounts:

Balances on credit cards shall be paid upon receipt of the monthly statement, once the statement has been reconciled for accuracy. Credit card balances shall not be carried over to the next month, except in cases of disputed claims, and only for the disputed amount. Any unpaid amounts on credit cards will incur interest charges as outlined in Section 31-7-305, Mississippi Code of 1972, Annotated, which allows for a 1 ½% interest rate per month on any balance unpaid within 45 days.

Please note that while your UMB Bank cards will be deactivated, you will still have access to your online UMBCC account to retrieve statements and make payments. You can also process a payment via ACH, mailing a check, or phone (for free) at 1.855.698.8050 choose option press 7 and then 2.

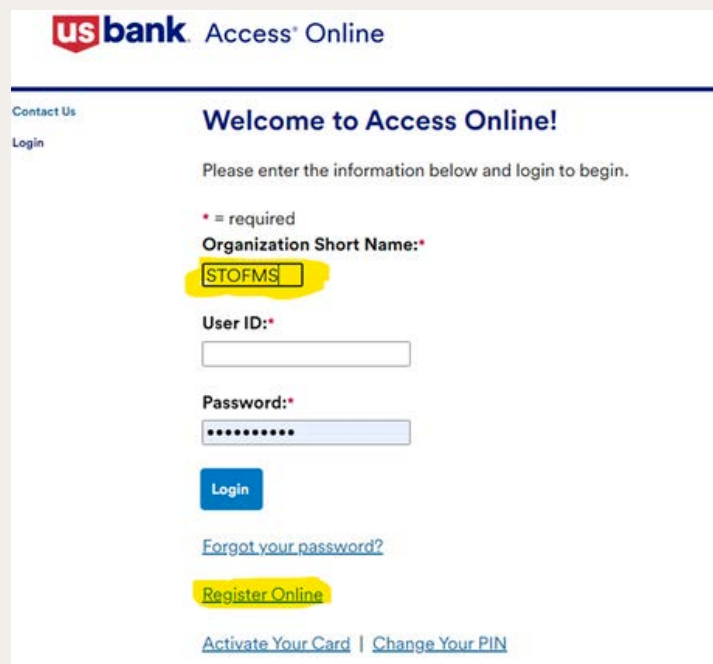
US BANK ONBOARDING PROCESS

US BANK Vendor # 7002007421

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.
- 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 Heads, etc.) that the bill must be paid within 10 business days from the end of each bill cycle. If not, you will risk late fees, interest and card suspension.
- 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.





Unfortunately, there is no estimated time of arrival we can provide on when your new cards will be delivered. Please ensure that you have submitted all your steps below to ensure that there are no extra delays in your card deliveries:

1. (One) Agency Information Capture Spreadsheet

This spreadsheet is where you will list the billing information for both your PCARD and TRAVEL programs. It should have been emailed to you from Niki.Hobkirk@dfa.ms.gov. If you did not receive this spreadsheet, please email Niki.Hobkirk@dfa.ms.gov

2. (One) US BANK Application

This online application would have been emailed directly from US BANK to the Program Coordinators at each agency/entity. This single application will enroll your entity in whichever programs you have. If you only have TRAVEL Cards, this application will sign you up for the new TRAVEL Card Program with US Bank. If you have both PCARD and TRAVEL Cards, it will cover both programs. If you haven't received the application from US BANK, please first check your SPAM/JUNK mail. If it's not there, let us know, and we will inform US BANK to send you one.

3. (One) PCARD Spreadsheet

This spreadsheet is **BLUE**. It's where PCARD Program Coordinators will list all employees or departments needing a new PROCUREMENT card with US Bank. You may also include new hires. If you did not receive this spreadsheet, please email Candice.Hay@dfa.ms.gov.

4. (One) TRAVEL Card Spreadsheet

This spreadsheet is **GREEN**. It's where Travel Program Coordinators will list all employees or departments needing a new TRAVEL card with US Bank. You may also include new hires. If you did not receive this spreadsheet, please email Demetra.Hayes@dfa.ms.gov.

If all these steps have been completed, there is nothing further required from you at this time. Please wait patiently as US Bank ships the cards across the state. Thank you in advance for your patience!



TRIP OPTIMIZER HAS BEEN EXTENDED

Section 25-3-41 of the MS Code of 1972, has been amended to extend the moratorium on the Trip Optimizer System from state agencies. This allows these agencies to remain exempt from the requirement for an additional two years, enabling continue flexibility in travel planning and management. For more details about the Trip Optimizer System, you can visit the Mississippi Department of Finance and Administration's website at dfa.ms.gov. Please refer to the Travel Manual, Section 3 which provides more information regarding the Trip Optimizer System. The amendment is effective June 30, 2024, through June 30, 2026.

On Another Travel Note:

The Best Luggage Brands Worth Investing In

Travel is hotter than ever before. You saw the Italy craze this summer. And everyone you know somehow made it to the Côte d'Azur on you Instagram feed. It seems like everyone we know is booking trips to far-flung locations and making reservations at premier boutique hotels and resorts throughout the globe. Before we take that journey, however, we're going to want to get our hands on some mighty fine suitcases from some of the best luggage brands in the biz.

Get rid of any old baggage and step into 2024 with some new luggage. There are plenty of options, from lightweight, hard shell suitcases that can contend with years of pent up wanderlust, to shiny aluminum rollers to match the shiny new outfits we recently scored with vacation on the mind.

The best luggage brands offer all these kinds and more. This is why you need to know about them, the companies you can trust to encase and protect your stuff like travel gadgets during long-haul flights, weekends away, excursions into the unknown, and every other type of travel. And in 2024, there's no skimping on travel style. It's time, people. Get the right luggage, and then get moving. (Article cited by: Jonathan Evans, Barry Samaha, Gaby Keiderling)



State of Mississippi Adopts New Taser Cooperative Contract with Axon

We are excited to announce that the state of Mississippi has officially adopted a new cooperative contract with Axon for tasers and related equipment. This contract will provide law enforcement agencies and public safety organizations across the state with access to Axon's trusted, high-quality tasers, body cameras, and other vital equipment through a streamlined procurement process.

Key Benefits of the Contract:

- Access to Industry-Leading Products: Axon is a recognized leader in public safety technology, offering a wide range of tasers and safety equipment that are designed to protect both officers and the community.
- Cost Savings: By utilizing this cooperative contract, agencies can benefit from pre-negotiated pricing, which often results in cost savings compared to individual procurements.
- Ease of Procurement: Agencies can purchase directly through the cooperative contract without the need for complex bidding processes, saving both time and resources.
- Support and Training: Axon also provides training and support to ensure that agencies can use the equipment effectively and safely.

For more details or to start purchasing through the contract, please visit the Mississippi procurement portal or contact the State Cooperative Contact Easter Haimur – Easter.Haimur@dfa.ms.gov directly.

We encourage all agencies to take advantage of this new contract to enhance their public safety capabilities.





EMPLOYEE SPOTLIGHT

WE ARE PLEASED TO ANNOUNCE OUR NEW EMPLOYEE:

GALE KORNBRER



Congratulations



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 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

Bureau of Purchasing and Contracting

Steve Tucker, Director

James Brabston

LaShun Smith

Kizzie Shorter

Shakrita Fields

Ashley Smith

Ashley Harrell

Gale Kornbrek

Bureau of Marketing, Travel and Card Programs

Yolanda Thurman, Director

Candice Hay

Deron Simpson

Demetra Hayes

Niki Hobkirk

Easter Hamiur

Tiffany Frazier

Bureau of Fleet Management

Ramona Jones, Director

Alicia Adams

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*Welcome
to our
PATCH*

