



**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**

**FAX NUMBER: 601-359-3910**



# PURCHASING NOTES



ISSUED BY THE OFFICE OF  
PURCHASING, TRAVEL AND  
FLEET MANAGEMENT

## WHAT'S INSIDE THIS ISSUE:

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# FEATURED CONTRACT

## Furniture



**Commodity:** Furniture

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

**Effective Contract Dates:** July 1, 2024 – June 30, 2025.

**Vendors on Contract:** There are currently ninety-four (94) vendors offering a variety of Furniture 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 \$14,791,628.26

**OPTFM Contract Analysts:**

(A-G) Kizzie Shorter – [Kizzie.Shorter@dfa.ms.gov](mailto:Kizzie.Shorter@dfa.ms.gov)

(H-M) Ashley Smith – [Ashley.Smith@dfa.ms.gov](mailto:Ashley.Smith@dfa.ms.gov)

(N-Z) James Brabston – [James.Brabston@dfa.ms.gov](mailto:James.Brabston@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**

The Certified MS Fleet Manager Certification class will be held on **August 13, 2024**, from 8:30 AM to 5:00 PM in the Robert G. Clark Building, Training Room B. This class is exclusively for employees who manage Fleet Inventory within their office. Registration is limited to the first 20 participants, with a **maximum of two attendees per agency**.

To **register** for the class, you will need to log into MAGIC, under Employee Self-Service. Registration is available in the DFA/OPT-Purchasing and Travel folder of the Finance and Administration Catalog in LSO.

Printed class materials will not be provided. Materials will be available on the DFA website at bureau of fleet management | Mississippi Department of Finance and Administration (ms.gov) under the Fleet Manager Certification Program.

**<https://www.dfa.ms.gov/fleet-manager-certification-program>**



## VEHICLE PROCUREMENT METHODS

### OBTAINING QUOTES FOR VEHICLE PURCHASES

**MS Code 1972 Annotated (31-7-13) Bidding procedure for purchases over \$5,000.00 but not over \$75,000.00:** Purchases which involve an expenditure of more than Five Thousand Dollars (\$5,000.00) but not more than Seventy-five Thousand Dollars (\$75,000.00), exclusive of freight and shipping charges, may be made from the lowest and best bidder without publishing or posting advertisement for bids, provided at least two (2) competitive written bids have been obtained.

### **\*WRITTEN BIDS SHOULD BE ACCOMPANIED BY VEHICLE'S MANUFACTURER STICKER SHOWING THE VEHICLE IS IN STOCK\***

- Vehicle specifications that include Make, Model, Year and all options to be added
- Vendor's signature
- Issued within the last 30 days

### CONTRACT PURCHASE

- VR-1 forms must be completed in entirety
- Option sheet from contract located on the website

### TYPE I, TYPE II EMERGENCY PURCHASES

- Descriptive letters addressed to DFA Executive Director (Liz Welch) on agency letterhead
- Describe the Type of Emergency (found in MS Code, Section 37-7-1), cause of emergency
- Signed by agency's Executive Director
- Accompanied by Quotes to include all options and standard equipment along with **vehicle's Manufacturer sticker showing the vehicle is in Stock and ready for delivery**

### OFF-CONTRACT PURCHASE

- Completed VR-1 form
- Two signed comparable quotes accompanied by **vehicle's manufacturer sticker showing the vehicle is in stock and ready for delivery**
- Descriptive letter addressed to DFA- OPTFM Director (Danny Lynch) on agency letterhead signed by agency's Executive Director

# PROCUREMENT CARD

## Updates



### **UMB Bank Cutoff**

UMB PCards and Travel Cards are set to expire on **August 31, 2024**.

### **US Bank Implementation**

The implementation of US Bank is underway. Your entity should have received an application from US Bank. If not, please contact the respective Card Program Administrator:

- **PCard:** Contact Candice Hay at **[Candice.Hay@dfa.ms.gov](mailto:Candice.Hay@dfa.ms.gov)**
- **Travel Card:** Contact Demetra Hayes at **[Demetra.Hayes@dfa.ms.gov](mailto:Demetra.Hayes@dfa.ms.gov)**

If your entity has both programs, only one application is necessary. Before requesting another application, check with the other program coordinator (if applicable) to see if they received it.

Our office is sending out PCard-only and Travel Card-only templates. Please complete and return them to the person who sent them.





# EMPLOYEE *Spotlight*

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



*Tiffany Frazier*

**The Office of Purchasing, Travel and Fleet  
Management welcomes Tiffany Frazier to our team.**



**C O N G R A T S**



**2024**

# **PPRB MEETINGS**

## **PPRB Meeting Date**

## **Submission Deadlines**

**JANUARY 3, 2024**

**DECEMBER 6, 2023**

**FEBRUARY 7, 2024**

**JANUARY 3, 2024**

**MARCH 6, 2024**

**FEBRUARY 7, 2024**

**APRIL 3, 2024**

**MARCH 6, 2024**

**MAY 1, 2024**

**APRIL 3, 2024**

**JUNE 5, 2024**

**MAY 1, 2024**

**JULY 3, 2024**

**JUNE 5, 2024**

**AUGUST 7, 2024**

**JULY 3, 2024**

**SEPTEMBER 4, 2024**

**AUGUST 7, 2024**

**OCTOBER 2, 2024**

**SEPTEMBER 4, 2024**

**NOVEMBER 6, 2024**

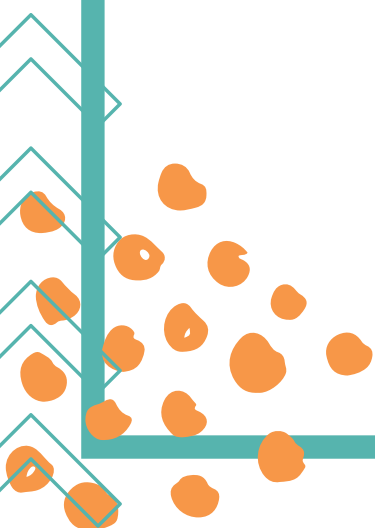
**OCTOBER 2, 2024**

**DECEMBER 4, 2024**

**NOVEMBER 6, 2024**

**JANUARY 2025**

**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**

**Daphne Baker**

**Ashley Harrell**

**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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