



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:

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FEATURED CONTRACT

Interior Signage

Commodity: This negotiated state contract features Interior Signage. **This contract is for informational interior signage only (Non-Electric).**

Type of Contract: Negotiated Contract- Purchasing entities can negotiate the best price from the vendors on contract. Negotiated contracts are convenient and serve to establish a maximum price that can be paid for any items covered by the contract. Any items not listed on the state contract must be purchased following normal purchasing procedures.

Date of Contract: May 1, 2024- April 30, 2025.

Vendors on Contract: There is currently one (1) vendor on contract. Please visit our website for more information on Interior Signage:
<https://www.dfa.ms.gov/negotiated-contracts>

Contract Spend: \$86,086.64

Contract Analyst: Kizzie Shorter, Kizzie.Shorter@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

VEHICLE PRODUCTION, ORDERS AND DELIVERY INFORMATION

Please be mindful of vehicle production dates and expected delivery when ordering vehicles. Delivery is expected to be within 180 calendar days after receipt of order by vendor. Vendors are expected to notify of any delays in delivery. Cancellation of the PO is allowed at the entities discretion once delivery exceeds 180 days. If vendor states production or delivery of vehicle is no longer expected, BFM suggests that agencies request that information in writing from vendor, prior to cancellation of purchase order.

FLEET MANAGEMENT

The Automotive Battery Contract with Continental Battery, Contract No. 8200061146 has been extended for an additional 12-month contract term, effective February 1, 2024 through January 31, 2025. This contract allows simple installations of vehicle batteries. Continental Battery has a new location, and it is listed below. All other information is listed in the contract.

Continental Battery
170 Interstate Drive
Richland, MS 39218

TRAVEL Reminder



On October 9th, 2023, the State of Mississippi adopted the GSA per diem rates for meal reimbursement on all business travel. Upon the adoption of this new policy, it was left in question whether tips should be included in the new per diem rate. After further discussion, it has been decided that tips can remain separate from the per diem rate as long as it does not exceed 20% of the per diem rate.

EXAMPLE:

MS per diem rate: \$59/per day
Maximum amount tip: 11.80/per day

Total Reimbursement on Travel Voucher: \$70.80/per day

We would like to thank you for your patience and understanding as we deliberated to get to this final decision!

Feel free to reach out to our office with any further questions. Thank you and Happy Travels!



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

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.



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 or 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

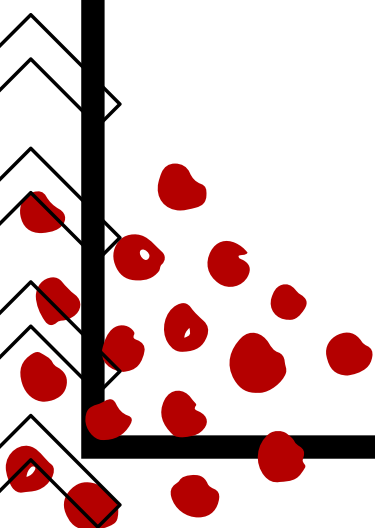
PPRB MEETINGS

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

Ross Campbell, Director, OPTFM

Bureau of Purchasing and Contracting

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**HAPPY
Valentine's
Day**