



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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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

Vehicle Disposal

Procedure for Selling or Transferring State-Owned Vehicles –

Before disposing of any vehicles, agencies must send a list of vehicles to the BFM for prior disposal approval. These vehicles will be checked to make sure they meet the replacement criteria. Agencies shall ensure that the highest mile and/or highest maintenance cost vehicles are the vehicles chosen for disposal. With BFM approval, agencies can proceed with their disposal process.

*If a vehicle is still in good condition and in use, but meets the disposal/replacement criteria, it can be retained and repurposed for a different capacity instead of being disposed.

*If a vehicle is experiencing constant mechanical issues and meets the disposal/replacement criteria, it may be considered for disposal or replacement. BFM should be notified of all disposals, and prior approval **must** be obtained before any vehicle is disposed.

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 or quotes received from vendors should have the following:**

Vehicle specifications that include Make, Model, Year and all options to be added
Vendor's signature

Agency Fleet Data

Fleet data must be in full compliance in order to make vehicle purchases.

DEBIT

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**
- **Travel Card:** Contact Demetra Hayes at **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.





COOPERATIVE *Contracts*

The Office of Purchasing and Travel is pleased to announce that our cooperative contracts for various commodities have been successfully renewed for the period of July 1, 2024 through June 30, 2025.

Renewed Contracts include:

- Food Distribution Services
- Educational School Supplies
- Industrial Equipment & Supplies
- Infant Formula
- Condoms
- Office Supplies
- Pharmaceuticals

The cooperative contracts can be viewed on our website at the following link: https://www.ms.gov/dfa/contract_bid_search/Contract?autoloadGrid=False%27

If you have any questions or need assistance with cooperative contracts, please call Easter Haimur @ 601-359-2030.



EMPLOYEE *Spotlight*

**We are pleased to announce the new
Director of Purchasing , Travel, Fleet Management:**

Danny Lynch

**If you have any questions, please contact Danny Lynch at
Danny.Lynch@dfa.ms.gov .**



CONGRATS



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 agent's 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

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

Bureau of Fleet Management

Ramona Jones, Director

Alicia Adams



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