

DEPARTMENT OF FINANCE & ADMINISTRATION OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

WEBSITE: <u>HTTP://WWW.DFA.MS.GOV</u>
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ISSUED BY THE OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT

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CONTRACT

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



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

*If a vehicle is experiencing constant mechanical issues and meets the disposal/replacemen 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

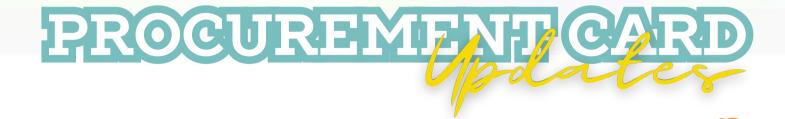
MS Code 1972 Annotated (31-7-13) Bidding procedure for purchases over \$5,000.00 but not over \$75,000.00 Purchases which involve an expenditure of more than Five Thousand Dollars (\$5,000.00) but not more than Seventy-five Thousand Dollars (\$75,000.00), exclusive of freight and shipping charges, may 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.



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.





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.



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 .





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.

PPRB MEETINGS

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

PPRB Meeting Date 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
Daphne Baker
Ashley Harrell

Bureau of Marketing, Travel and Card Programs Yolanda Thurman, Director

Candice Hay
Deron Simpson
Demetra Hayes
Niki Hobkirk
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Bureau of Fleet Management Ramona Jones, Director Alicia Adams

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