



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

Copiers/Printers

Commodity: Copier-Purchase and Rental/Printers-Purchase Only

Type of Contract: Negotiated contract – remember, this means that you can negotiate your best price from the vendors on contract! State agencies may purchase items from any of the contract vendors listed, or state agencies may purchase the items covered by this contract from a non-contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 (a), (b), or (c) and that the price shall not exceed the negotiated contract price.

Dates of Contract: May 1, 2024 – April 30, 2025

Vendors on Contract: There are currently 9 vendors offering a variety of copy machines, multi function printers, desktop printers and duplicators on this contract. The best way to view products and compare prices among the vendors is to access the below link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/a-b-c/copiers-purchase-and-rental/> .

Contract Spend: During the last period, the contract spend was \$10,021,942.88.

Contract Analyst: Ashley Harrell, Ashley.Harrell@dfa.ms.gov

Reminder: All copier contracts (P-1s) must be created in MAGIC. When creating copier contracts (P-1s), the contract must be created using the manufacturer's supplier number instead of the dealer's supplier number. OPTFM entered into the contract with the copier manufacturer and not the dealer. The Supplier number must be identical to the statewide contract vendor and the contract must contain a distributor from the referenced state contract. Creating the contract using the manufacturer's supplier number, will allow OPTFM to track the annual spend. If the contract is created using the dealer's supplier number, the system may automatically approve it, because the amount of the contract(s) is below \$75,000.00. However, when the associated contract volume with the same manufacturer exceeds \$75,000, these contracts when modified will route to OPTFM for oversight approval. Thus, the contract must be created correctly prior to receiving approval from OPTFM. If an agency created a copier contract(s) using a dealer's supplier number, please create a new contract using the manufacturer's supplier number. Please follow the instructions on "How to Create an Agency Copier Rental Agreement Contract". These instructions can be found on OPTFM's website at the below link.

<http://www.dfa.ms.gov/media/5065/how-to-create-an-agency-copier-rental-agreement-contract.pdf>.

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)

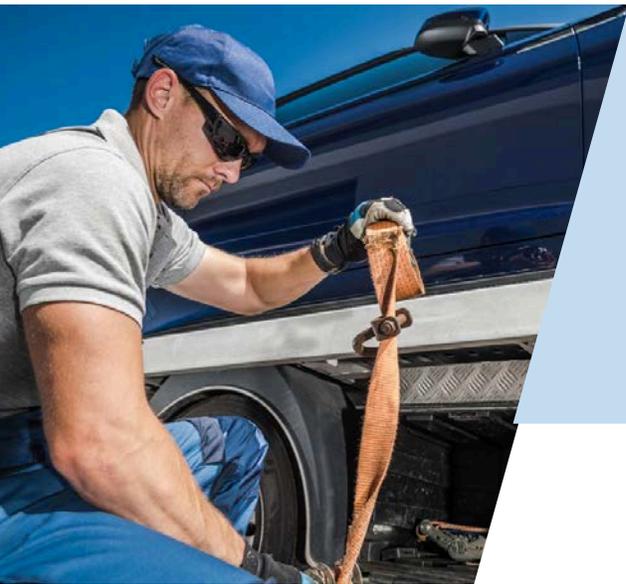
• **LASHUN SMITH**

- Incontinence
- Laundry Chemicals
- Toner

• **KIZZIE SHORTER**

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

FLEET NEWS



DRIVER ASSIGNMENTS UPDATE

Effective July 1, 2024, Bureau of Fleet Management will allow agencies to assign driver assignments as listed below. Any vehicle assignment change required during the assignment period will require justification and updated documentation submitted to BFM prior to approval. Previous vehicle assignments must have an End Date prior to the new assignment being approved. An employee can only be assigned to one vehicle at a time. Multiple assignments will be denied.

***Law Enforcement** – Maximum of 4 years assignment in MAGIC with Law Enforcement certification on file with BFM. LE vehicle assignments are for active, on the ground LE agents ONLY.

***Commute Assignment** – Maximum of 2 years assignment in MAGIC with all commuter documentation on file with BFM.

*An employee who commutes from home to his/her duty station on a daily basis should not be placed in a commuting assignment. This employee should drive his/her personal vehicle to the duty station daily and utilize one of the agency's pool vehicles to perform work duties.

✓ FLEET AUDIT CERTIFICATION LETTERS

BFM recently sent Fleet Data Integrity Certification letters to each agency for verification of fleet data. If your agency has not returned the signed certification to BFM, we urge you to do so immediately to prevent any delays in processing vehicle purchase order requests.

✓ AGENCY FLEET DATA

Agencies' fleet data must be in full compliance in order to make vehicle purchases.

✓ CERTIFIED MISSISSIPPI FLEET MANAGERS

Please be mindful that effective July 1, 2019 all agencies will be required to have at least one (1) Certified Fleet Manager on staff in order to purchase new vehicles for their respective agencies. BFM is set to offer a CMFM class in July 2024. Please let Ramona Jones or Alicia Adams know if you have someone in your agency interested in participating.

✓ VEHICLE PURCHASES (FY24) CLOSEOUT

In preparation for the FY24 closeout and possible waiver consideration, please reach out to your vendors to confirm delivery of any vehicles your agency has yet to receive.

✓ 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.

*Please ensure that the written bids or quotes received from vendors have all specifications listed including Make, Model, Year and ALL options. *

PROCUREMENT CARD

Updates



Important Notice: Contract Expiration and Transition for Purchasing and Travel Cardholders

We want to inform you of an important update regarding our current vendor for purchasing and travel cards. The contract with our current vendor will expire on **June 30, 2024**. This expiration will directly impact all travel bookings made with the current travel cards.

Impact on Travel Bookings

Effective **June 30, 2024**, any travel bookings made using the current travel cards will not be valid when staff members check in to their reservations. This means that any travel arrangements planned for dates beyond this contract expiration will need to be managed differently to avoid any disruptions or inconveniences.

Recommendations for Upcoming Travel Arrangements

To ensure a smooth transition and continued compliance with our policies, we strongly recommend that you follow standard Travel rules for any upcoming travel arrangements. This may involve using alternative payment methods and ensuring that all future bookings comply with the Travel rules. Here are a few steps you can take to prepare:

- 1. Review and Update Bookings:** Check all travel bookings currently made with the existing travel cards and update them according to standard purchasing procedures.
- 2. Coordinate with Vendors:** If you have any ongoing reservations, coordinate with the respective vendors to make necessary changes or rebook using approved methods.
- 3. Plan Ahead:** For any future travel plans, make sure to adhere to standard purchasing laws and guidelines to secure your reservations.

Next Steps

We understand that this transition may cause some inconvenience and appreciate your cooperation and understanding as we work to ensure a smooth transition. If you have any questions or need further assistance, please reach out to the Team listed below.

Candice Hay at Candice.Hay@dfa.ms.gov

Demetra Hayes at Demetra.Hayes@dfa.ms.gov

Niki Hobkirk at Niki.Hobkirk@dfa.ms.gov

Yolanda Thurman at Yolanda.Thurman@dfa.ms.gov



HOTEL *Travel*

Unveiling the Mystery of Hotel Incidentals: What You Need to Know

When planning a stay at a hotel, there are various terms and charges to understand, and one such term is “hotel incidentals.” These additional charges often raise questions among travelers, leaving them wondering what exactly they entail. In this article, we’ll delve into the world of hotel incidentals, shedding light on what they are, why they exist, and how you can manage them effectively.

Defining Hotel Incidentals

Hotel incidentals refer to extra charges or expenses beyond the room rate that guests may incur during their stay. These charges are not a fixed part of the room rate but are related to additional services, amenities, or unexpected expenses that might arise. Common examples of hotel incidentals include room service, mini-bar purchases, laundry services, phone calls, spa treatments, and more.

Why Do Hotel Incidentals Exist? Hotel incidentals serve multiple purposes, both for guests and the hotel itself. For guests, they provide access to convenient services and amenities that can enhance the overall stay experience. From enjoying a late-night snack from the mini-bar to indulging in a relaxing spa treatment, these extras can contribute to a more enjoyable and comfortable stay. From the hotel’s perspective, incidentals help cover the costs of providing these additional services and amenities. They also act to ensure that guests treat the room and facilities with care, discouraging any misuse or damage during their stay.



Managing Hotel Incidentals

- 1. Communication:** Upon check-in, it's important to inquire about the hotel's incidental policy. This will help you understand the potential charges and set clear expectations.
- 2. Credit Card Holds:** Hotels often place a temporary hold on your credit card for incidentals. This is not an actual charge but a pre-authorization to cover potential expenses. It's essential to keep this hold in mind when budgeting for your trip.
- 3. Budgeting:** To avoid any surprises, consider setting aside a portion of your travel budget specifically for incidentals. This way, you'll be financially prepared for any additional expenses that may arise.
- 4. Usage Awareness:** While it's tempting to indulge in all the amenities, be mindful of your usage. Before making a purchase or requesting a service, think about whether it's a necessity or an indulgence.
- 5. Review Your Bill:** Before checking out, carefully review your final bill to ensure accuracy. If you notice any discrepancies or charges you didn't incur, address them with the hotel staff promptly.

In conclusion, hotel incidentals are a common aspect of the travel experience, offering both guests and hotels a range of benefits. By understanding what hotel incidentals are and how to manage them effectively, you can ensure a smoother and more enjoyable stay while keeping your budget in check. Remember to communicate with the hotel, budget wisely, and make mindful choices to make the most of your travel experience without any unexpected financial surprises.



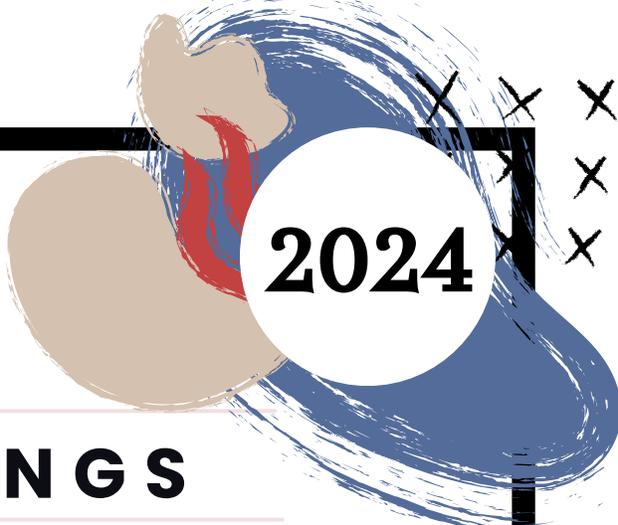


CMPA Class

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

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

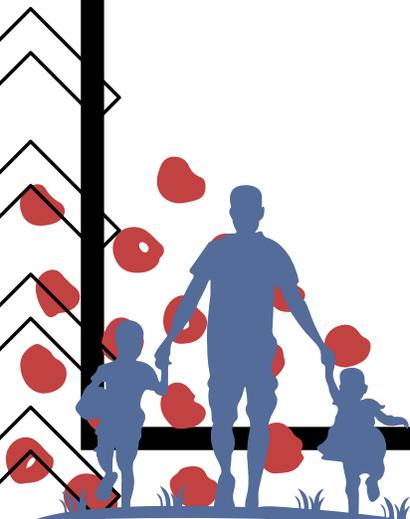
OCTOBER 2, 2024

DECEMBER 4, 2024

NOVEMBER 6, 2024

JANUARY 2025

DECEMBER 4, 2024



The Office of Purchasing, Travel and Fleet Management

Ross Campbell, 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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