

MARCH 2024



VOL. 29 NO.3

**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

## Firefighter Uniforms

**Commodity:** This negotiated state contract features Firefighter Uniforms, Boots, Hats & Gloves.

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

**Date of Contract:** March 1, 2024 - February 28, 2025.

**Vendors on Contract:** There are eleven (11) vendors on contract.

**Please visit our website for more information on FF Uniforms:**

<https://www.dfa.ms.gov/negotiated-contracts>

**Contract Spend 2023:** \$1,827,981.65

**Contract Analyst:** Shakrita Fields, [Shakrita.Fields@dfa.ms.gov](mailto:Shakrita.Fields@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



**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](mailto:Ashley.Harrell@dfa.ms.gov)

**DODGE CONTRACT PRICE REDUCTION**

Stellantis Dodge has reduced the price in selected 2024MY Dodge Ram 2500 and 3500 Ram trucks. This reduction affects vehicles on the State of MS contract and is effective immediately. Price reduction is retroactive and will apply to all purchases made during the 2023-2024 contract term. Please reach out to the vendor on contract for further information.

**ORDER BANK UPDATES**

- The order bank for the 2024MY Ford Expedition SSV closed on Friday February 23, 2024.
- The order bank for the 2025MY Ford Police Interceptor opened on February 8, 2024 and production will begin in May 2024. This vehicle replaces the 2024MY Police Interceptor.

**CERTIFIED MISSISSIPPI FLEET MANAGER CLASS**

BFM is considering offering a Certified Mississippi Fleet Manager class in April 2024. If you or your agency has someone that is interested, please contact Ashley Harrell at [Ashley.Harrell@dfa.ms.gov](mailto:Ashley.Harrell@dfa.ms.gov) or Ramona Jones at [Ramona.Jones@dfa.ms.gov](mailto:Ramona.Jones@dfa.ms.gov).

## **TRUSTED TRAVELER PROGRAM ENROLLMENT**

Global Entry is a U.S. Customs and Border Protection (CBP) program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States. Members enter the United States by accessing the Global Entry processing technology at selected airports.

At airports, program members proceed to the Global Entry lanes where processing technology will be used to expedite the members by capturing a photo to verify their membership. Once the photo has been captured, the member will receive on-screen instructions and proceed to a CBP officer who will confirm that you have successfully completed the process.

Travelers must be pre-approved for the Global Entry program. All applicants undergo a rigorous background check and in-person interview before enrollment. If a traveler was unable to schedule an interview at an Enrollment Center prior to their international travel, they have an option to complete their interview via Enrollment on Arrival upon their arrival to the United States.

Another upcoming processing technology option for travelers will be the Global Entry Mobile App. This app will enable members to validate their arrival to the U.S. on their iOS or Android device prior to entering the Federal Inspection Services area.

While Global Entry's goal is to speed travelers through the process, members may still be selected for further examination when entering the United States. Any violation of the program's terms and conditions will result in the appropriate enforcement action and termination of the traveler's membership privileges.

### **GLOBAL ENTRY BENEFITS**

- o No processing lines
- o No paperwork
- o Access to expedited entry
- o Available at major U.S. airports
- o Reduced wait times



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

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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](mailto: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](mailto:alicia.adams@dfa.ms.gov) or [purchasingandtravel@dfa.ms.gov](mailto: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**

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# **PPRB MEETINGS**

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## **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**

**Steve Tucker, Director**

**James Brabston**

**LaShun Smith**

**Kizzie Shorter**

**Shakrita Fields**

**Ashley Smith**

**Daphne Baker**

**Bureau of Marketing, Travel and Card Programs**

**Yolanda Thurman, Director**

**Candice Hay**

**Deron Simpson**

**Demetra Hayes**

**Alicia Adams**

**Niki Hobkirk**

**Easter Hamiur**

**Bureau of Fleet Management**

**Ramona Jones, Director**

**Ashley Harrell**

**WWW.DFA.MS.GOV**

HELLO  
Spring

