

MAY 2024



VOL.29 NO.5

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

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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

# Ammunition

**Commodity:** Ammunition (New & Reload)

**Type of Contract:** Negotiated Contract- The prices listed are the maximum amount allowed to be paid. It is recommended that you negotiate with the vendors for the best price.

**Date of Contract:** June 1, 2024- May 31, 2025

**Vendors on Contract:** There are five (5) vendors on contract. Contracts are available with different brands, calibers, and types of ammunition on each agreement.

Please visit our website for more information on Ammunition:  
<https://www.dfa.ms.gov/negotiated-contracts>

**Contract Spend 2024:** \$1,191,602.91

**Contract Analyst:** Ashley R. Smith, [Ashley.smith@dfa.ms.gov](mailto:Ashley.smith@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
- 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

## **New Employee!**

Please welcome Alicia Adams as the new analyst for the Bureau of Fleet Management! You may reach Alicia Adams at 601-359-3647 or [Alicia.Adams@dfa.ms.gov](mailto:Alicia.Adams@dfa.ms.gov).

## **Certified Mississippi Fleet Manager's Class**

BFM is set to offer a CMFM class tentatively for July 2024. Please let Ramona Jones or Alicia Adams know if you have someone in your agency interested in participating.

## **Fuel Access Card Services contract vendor**

Fleetcor Technologies, LLC dba Fuelman, #8200070285 has changed its name to Corpay, Inc. All terms and conditions along with the contract number remain the same. The name change has been updated in MAGIC.

## **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.



# PROCUREMENT CARD UPDATES



The Office of Purchasing, Travel & Fleet Management wishes to inform all participating agencies/entities of the following:

1. Effective April 23, 2024, all new applications to the UMB Cards Program have been temporarily suspended. Currently, we do not have an estimated timeframe for when the suspension will be lifted. We apologize for any inconvenience this may cause. As an alternative, please utilize your Department Cards/Ghost Cards if applicable. These types of cards can be utilized by multiple users within your entity to fulfill your procurement needs during this period.

2. It is crucial that you pay your state credit card bills in full each month. Partial payments should not become a regular practice. Allowing unpaid balances to accumulate and roll over each month will eventually lead to your accounts becoming past due. If your account remains 60+ days past due, it will result in all cards within your entity being affected, with all cards being placed on hold. This hold will persist until the outstanding balances are settled. Therefore, to prevent this situation entirely, please ensure that your bills are paid in full each month.

**Additionally, when making payments, always include the full 11-digit reference number along with the last four digits of the Control Account to prevent misapplied payments.**

We appreciate your patience and understanding in these matters. Thank you for your cooperation!

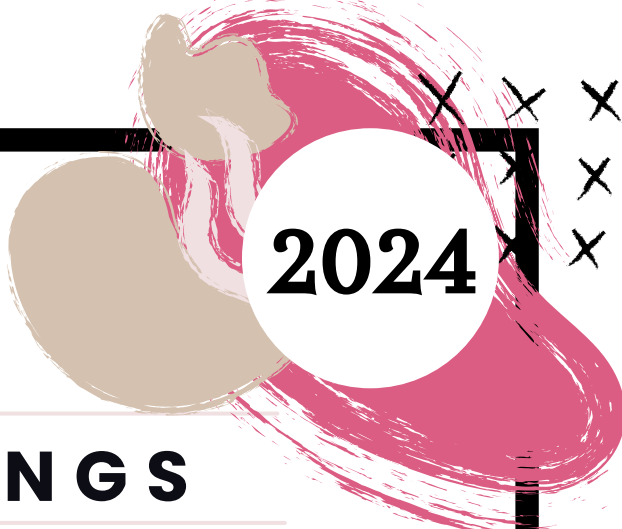


# CMPA Class

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**

# **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

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