



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

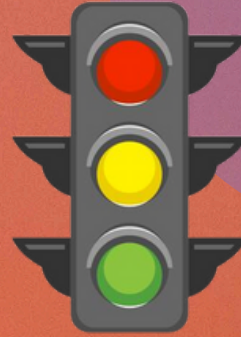


ISSUED BY THE OFFICE OF  
PURCHASING, TRAVEL AND  
FLEET MANAGEMENT

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# FEATURED CONTRACT



## Traffic Signal Parts

**Commodity:** This negotiated State Contract features **TRAFFIC SIGNAL PARTS** which includes Cabinet Assemblies, Malfunction Management Units, Inductive Loop Detection Systems, Traffic signal heads, Signal Radar Vehicle Detection Systems and much more.

**Type of contract: Negotiated contract.** This negotiated contract consists of many items that can be found in the Traffic Signal Parts mandatory specifications. State agencies and governing authorities may buy from any of the vendors listed in the product category from this contract. Agencies should contact multiple vendors on the contract and negotiate to get the best price. State agencies may choose to purchase from other vendors currently not on contract. This can be done by following the purchasing procedures set forth in Section 31-7-13 (a), (b), or (c). If this method is chosen then the purchase price shall not exceed the negotiated contract price. This contract was developed to give State agencies and governing authorities the best source of selection for their need.

**Dates of Contracts: July 1, 2024 – June 30, 2025**

**Vendors on Contract:** There are currently ten (10) vendors who offer a variety of products mentioned above. To view a listing of all the contracts and the products being offered visit the following website:

([https://www.ms.gov/dfa/contract\\_bid\\_search/Contract?AppId=1&Keyword=8200075109&autoloadGrid=true](https://www.ms.gov/dfa/contract_bid_search/Contract?AppId=1&Keyword=8200075109&autoloadGrid=true))

**Contract Analyst: James Brabston, James.Brabston@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

## **Bureau of Fleet Management**

### Updated Requirements for Off-Contract and Emergency Vehicle Purchases

Effective August 1, 2024, Off-contract and Emergency vehicle purchase order requests must be submitted with the vehicle's manufacturer sticker, a signed written quote on dealership letterhead, and VR-1 forms.

## **Fuelman Contract**

Fuel Access Card contract, 8200070285 with Corpay Technologies Operating Company, dba Fuelman, has been extended for an additional ninety (90) days through November 30, 2024.

## **Vehicle Acquisition Disposal Plan Request**

BFM has requested your agency's Vehicle Acquisition Disposal Plan that was submitted to LBO for FY25. The deadline to submit this information to BFM is September 15, 2024. You can submit this information to Alicia Adams at [Alicia.Adams@dfa.ms.gov](mailto:Alicia.Adams@dfa.ms.gov) or Ramona Jones [Ramona.Jones@dfa.ms.gov](mailto:Ramona.Jones@dfa.ms.gov).

## **2024-2025 FLEET CONTRACTS**

The 2024-2025 Vehicle contract will begin October 1, 2024, through September 30, 2025. Please ensure that your fleet data has been updated and complies prior to submitting purchase orders for vehicles. If you desire to receive an updated checklist from our office, please contact us via email. Kindly allow a minimum of 24 hours for us to process and send it to you.

## **Responsibility for Acceptance and Delivery of Vehicles (New)**

Agencies shall carefully inspect vehicles prior to accepting delivery to ensure that the vehicle meets all specifications. The agency shall verify that all equipment, both standard and optional, is on the vehicle prior to accepting delivery of the vehicle. Upon inspection, if the vehicle does not meet specifications or equipment that was ordered is not on the vehicle, please contact the BFM prior to accepting delivery of the vehicle. Once an agency accepts a nonconforming vehicle, the agency is liable for payment of the vehicle as accepted. Signing the necessary documentation or physically taking possession of the vehicle by leaving the dealership with it, signifies that the buyer agrees to the terms of the purchase and acknowledges receipt of the vehicle in its specified condition.

BUREAU OF MARKETING, TRAVEL AND CARD  
PROGRAM



# PROCUREMENT CARD

*Updates*

## Procurement Cards and Travel Cards

All entities, including state agencies and governing authorities, participating in the State of Mississippi P-Card and/or Travel Card program(s) are required to pay the full balance of their account, as shown on the master statement, each month. According to Section 10.112.01 of the Procurement Manual, "credit card balances shall not be carried over to the next month except for disputed claims, and only for the disputed amount. Any unpaid balances on credit cards will incur interest charges as stated in Section 31-7-305 of the Mississippi Code of 1972, Annotated, which sets an interest rate of 1½% per month on unpaid balances not paid within 45 days."

Accounts not paid within 45 days become delinquent with the bank. If the account remains delinquent for 60 days or more, all cards will be suspended, and transactions will be declined. The account balance must be paid in full to reactivate the cards.

Please resolve any delinquent balances with UMB immediately.

For questions regarding the Procurement and Travel Card Program(s) or account status, please contact Candice Hay, Procurement Card Administrator, at [Candice.Hay@dfa.ms.gov](mailto:Candice.Hay@dfa.ms.gov), or Demetra Hayes, Travel Manager, at [Demetra.Hayes@dfa.ms.gov](mailto:Demetra.Hayes@dfa.ms.gov).



# CMPA Class

**OCTOBER 22ND - 24TH, 2024**

**APPLICATION DEADLINE:**  
**SEPTEMBER 30, 2024**



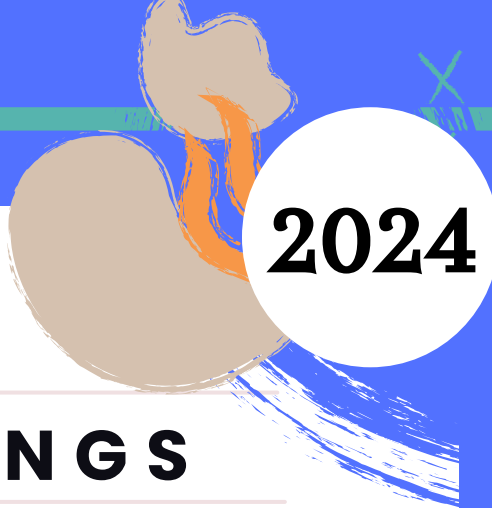
**LOCATION:**

**In-Person class will be held in Room 145 of the Woolfolk State Office Building.**

Please submit the Certified Mississippi Purchasing Agent Application Form with Job Description to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval at [PurchasingandTravel@dfa.ms.gov](mailto:PurchasingandTravel@dfa.ms.gov).

**\*REQUIREMENT: STATE AGENCIES ONLY\***

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**

**Ashley Harrell**

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

**Yolanda Thurman, Director**

**Candice Hay**

**Deron Simpson**

**Demetra Hayes**

**Niki Hobkirk**

**Easter Hamiur**

**Tiffany Frazier**

**Bureau of Fleet Management**

**Ramona Jones, Director**

**Alicia Adams**

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