



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

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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)
- Mailing Equipment

- **SHAKRITA FIELDS**

- MDOT SWC
- Firefighting Uniforms
- Water Treatment
- Copiers/Printers

- **LASHUN SMITH**

- Incontinence
- Laundry Chemicals
- Toner
- Janitorial

- **JAMES BRABSTON**

- Traffic Signals
- Ground Maintenance
- Soft Body Armor
- Office Papers
- Furniture (N-Z)
- Office Supplies

- **KIZZIE SHORTER**

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

CONTRACT AGENCIES LISTINGS

ASHLEY SMITH (601) 359-5406

- MS Specialized Treatment Facility
- Arts Commission
- Office of the Auditor
- Dept. of Banking and Consumer Finance
- Boswell Regional Center
- Alcorn State University
- Contractors Board
- Cosmetology Board
- Examiners License Board
- Grand Gulf Military
- Jackson State University
- Motor Vehicle Comm
- MWFP
- Pat Harrison Waterway District
- Registration of Pro Eng
- Senate
- Status of Women
- Tombigbee
- University of Mississippi
- Specialized Treatment Board
- Veteran Home Purchase Board
- Employment Security
- Forestry
- Gulf Coast Research USM
- House of Representative
- Massage Therapy

JAMES BRARSTON (601) 359-2007

- Attorney General
- Auctioneer Commission
- Board of Nursing Home Administrators
- Board of Public Accountancy
- Charter School Authorizer Board
- Central MS Residential Center
- Corrections
- Development Authority
- Health
- Funeral Board
- Human Services
- IHL Board
- LBO
- Legislative Joint Operations
- Military
- Public Service Commission
- Soil and Water
- State Road Aid
- University Of MS Medical Center
- Veterans Affairs Board
- Yellow Creek
- Athletic Comm
- Mental Health
- Ellisville
- MS State University

SHAKRITA FIELDS
(601)359-9263

- Board of Dental Examiners
- Departments of Archives and History
- Appraiser Licensure
- DFA
- East MS State Hospital
- Education
- Ethics
- Gaming Commission
- Library Comm
- Marine Resources
- Medicaid
- MS State Personnel Board
- MS Valley State University
- Board of Registered for Pro Geologist
- Supreme Court
- Transportation
- University Press
- Information Tech Services
- Insurance
- PEER
- Registered Foresters Board
- Tax Appeals

LASHUN SMITH
(601)359-1310

- DPS
- Judicial Performance
- MDEQ
- MS Bureau of Narcotics
- MS Coast College
- Optometry
- Physical Therapy
- Real Estate Commission
- Rehab Services
- South MS Regional Center
- South MS State Hospital
- State Public Defender
- University of Southern Mississippi
- Workers Comp
- Board of Animal Health
- Architecture Board
- MS State Hospital
- Revenue

KIZZIE SHORTER
(601)359-5222

- Board of Barber Examiners
- Board of Pharmacy
- Child Protective Services
- Community College Board
- Examiners for Social Workers
- Fire Academy
- Hudspeth
- Joint Legislative Reapp
- Medical Licensure
- MEMA
- MS Public Broadcasting
- MS University for Women
- North MS Regional Center
- Nursing Board
- Pearl Employees Retirement
- Secretary of State
- Veterinary Medicine
- Volunteer Service Commission
- Board of Chiropractic Examiners
- MS State Oil and Gas Board
- MS Dept. of Agriculture and Commerce
- Board of Psychology
- Adolescent Center MS
- Capital Post Conviction
- Delta State University

UMB BANK TRAVEL & PCARDS

Important UMB BANK Reminder: Card Expiration and Responsibilities Card Expiration:

All cards expired on December 31, 2024. Program Coordinator Access: Program Coordinators will retain online access to pull statements and other relevant information.

Reconciliation Responsibilities: Both the Program Coordinator and Cardholder must:

1. Ensure all transactions are legitimate.
2. Reconcile statements promptly.
3. File disputes within the allotted timeframe.

Note: *Failing to reconcile statements or file disputes on time is the responsibility of the Program Coordinator and Cardholder, not the Bank. The Bank will not reimburse any cost due to missed deadlines. For detailed guidance, refer to the Card Guidelines and Cardholder Agreement.*

Important US BANK Reminder: Bank Statements

US Bank does not mail paper statements. All US Bank statements will be available for printable copies online at www.access.usbank.com.

If you are the Primary or Alternate Program Coordinator for your entity, please ensure that you have Program Coordinator Access View Online (PAV001). This view varies from Cardholder Access View (CH001). Program Coordinators will have access to the Managing Accounts in their entity as well as the Managing Account Statements. Managing Account Statements are the appropriate statement to use for bill payments. If you are a Coordinator and do not have access to PAV001 please email Candice Hay at Candice.Hay@dfa.ms.gov for PCard Account Access and Demetra Hayes at Demetra.Hayes@dfa.ms.gov for Travel Account Access.

Please keep in mind (PAV001) access is for Coordinators only. Cardholders can register online and view their own account and pull a monthly statement for reconcilable purposes only.

What You Need to Know About Real ID and Travel

Starting May 7, 2025, travelers will need the upgraded driver's licenses for security screening.



The Real ID Act, enacted in 2005, establishes minimum security standards for state-issued driver's licenses and identification cards. Beginning May 7, 2025, U.S. travelers aged 18 and older will need a Real ID-compliant driver's license or identification card to board domestic flights and access certain federal facilities. Department of Homeland Security

A Real ID-compliant license is typically marked with a star in the upper right corner. To obtain one, individuals must visit their state's driver's license agency and provide documentation verifying their full legal name, date of birth, Social Security number, two proofs of address, and lawful status. Time

It's important to note that some states also offer Enhanced Driver's Licenses (EDLs), which are Real ID-compliant and can be used for certain international travel by land or sea. Additionally, valid U.S. passports and other forms of TSA-approved identification will continue to be accepted for domestic air travel. TSA

While the current enforcement date is set for May 7, 2025, there have been discussions about potential delays. In September 2024, the Transportation Security Administration (TSA) proposed delaying full enforcement until May 2027, citing the large number of noncompliant documents still in circulation. Reuters

Given these potential changes, it's advisable to stay informed about the latest developments regarding Real ID enforcement to ensure compliance with federal identification requirements for air travel and access to federal facilities. For additional information, please contact Demetra Hayes, Travel Administrator, at Demetra.Hayes@dfa.ms.gov

FLEET NEWS

Please contact the analyst below if you need assistance with Fleet contracts.

Arnitra Douglas

Automotive Batteries
Police Vehicle Contract
Tires & Tubes

Alicia Adams

Automotive Parts
Fuel Access Card Services (Fuelman)
Regular Vehicles Contract

Fleet Delivery Recommendations

BFM recommends proactive communication between agencies and fleet vendors to ensure timely vehicle delivery. Both the agency and vendor share responsibility for communication and follow up. Please see suggestions below:

- Agencies should regularly contact vendors about purchase orders if delivery hasn't occurred within 180 days or sooner
- Agencies must ask vendors for an estimated or guaranteed date of delivery (DOD)
- Document all communications with vendors regarding delays
- If a vehicle isn't delivered on time, agencies should consider alternative vehicle purchases, especially before contract expiration and or fiscal year end. Prioritize these actions if your agency hasn't requested or received necessary waivers for the delays.
- Ensure waivers are requested or received if delivery delays persist.
- Consult with BFM for additional guidance or recommendations on alternative procurement strategies.

Vehicle Contract Update

The Landers South, LLC contract, 8200077385 has been edited to reflect updated vehicle availability and option sheets. Please review the contract and the option sheets as some options have been removed. These option sheets will not be modified for any additional options throughout this 2024-2025 contract term. Please note that the following vehicles have been removed due to non-production. If your agency has submitted a purchase order for these vehicles, they should be filled without any additional charges. Please reach out to Landers South if you have any questions or concerns.

2025 Ford F-350 Ext. Cab, Short Wheelbase, 2WD
2025 Ford F-350 Ext. Cab, Long Wheelbase, 4WD

Fleet Data Update

Please ensure that your fleet data has been updated and complies prior to submitting purchase orders for vehicles. If you wish 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.



2025

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 8, 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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