



DEPARTMENT OF FINANCE & ADMINISTRATION  
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT  
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*Happy St. Patrick's Day!*



# PURCHASING NOTES



ISSUED BY THE OFFICE OF  
PURCHASING, TRAVEL AND  
FLEET MANAGEMENT

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# CONTRACT *Listings*

## OPTFM Contracts by Analyst Responsibilities

**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**

- **ALCORN STATE**
- **ARTS COMMISSION**
- **BOSWELL REGIONALCENTER**
- **CONTRACTORS BOARD**
- **COSMETOLOGY BOARD**
- **EXAMINERS LICENSURE BOARD**
- **GRAND GULF MILITARY**
- **GULF COAST RESEARCH USM**
- **HOUSE OF REPRESENTATIVES**
- **JACKSON STATE UNIVERSITY**
- **MESSAGE THERAPY**
- **MOTOR VEHICLE COMMISSION**
- **MS DEPT. OF BANKING AND CONSUMER FINANCE**
- **MS DEPT. OF EMPLOYMENT SECURITY**
- **MS FORESTRY COMMISSION**
- **MS SPECIALIZED TREATMENT FACILITY**
- **OFFICE OF THE STATE AUDITOR**
- **REGISTRATION OF PRO ENG**
- **SENATE**
- **STATUS OF WOMEN**
- **TOMBIGBEE**
- **UNIVERSITY OF MISSISSIPPI**
- **VETERANS HOME PURCHASE BOARD**
- **WILDLIFE, FISHERIES AND PARKS**

**JAMES BRABSTON**  
**(601)359-2007**

- **ATHLETIC COMMISION**
- **ATTORNEY GENERAL**
- **AUCTIONEER COMMISSION**
- **BOARD OF NURSING HOME ADMINISTRATORS**
- **BOARD OF PUBLIC ACCOUNTANCY**
- **CENTRAL MS RESIDENTIAL CENTER**
- **CHARTER SCHOOL AUTHORIZER BOARD**
- **DEPARTMENT OF HEALTH**
- **DEPARTMENT OF HUMAN SERVICES**
- **ELLISVILLE SCHOOL DISTRICT**
- **IHL BOARD**
- **LBO**
- **LEGISLATIVE JOINT OPERATIONS**
- **MENTAL HEALTH**
- **MILITARY**
- **MS DEPT. OF CORRECTIONS**
- **MS DEVELOPMENT AUTHORITY**
- **MS FUNERAL SERVICES BOARD**
- **MS STATE UNIVERSITY**
- **PUBLIC SERVICE COMMISSION**
- **SOIL AND WATER**
- **STATE ROAD AID**
- **UNIVERSITY OF MS MEDICAL CENTER**
- **VETERANS AFFAIRS BOARD**
- **YELLOW CREEK**

**SHAKRITA FIELDS  
(601)359-9263**

- APPRAISER LICENSURE
- BOARD OF DENTAL EXAMINERS
- BOARD OF REGISTERED PROFESSIONAL GEOLOGISTS
- EAST MS STATE HOSPITAL
- ETHICS
- INSURANCE
- ITS
- LIBRARY COMMISSION
- MARINE RESOURCES
- MEDICAID
- MS DEPT. OF ARCHIVES AND HISTORY
- MS DEPT. OF EDUCATION
- MS DEPT. OF FINANCE AND ADMINISTRATION
- MS GAMING COMMISSION
- MS STATE PERSONNEL BOARD
- MS VALLEY STATE UNIVERSITY
- REGISTERED FORESTERS BOARD
- SUPREME COURT
- TAX APPEALS
- TRANSPORTATION
- UNIVERSITY PRESS
- PEER

**LASHUN SMITH  
(601)359-1310**

- ADOLESCENT CENTER OF MS
- ARCHITECTURE BOARD
- BOARD OF ANIMAL HEALTH
- BOARD OF CHIROPRACTIC EXAMINERS
- BOARD OF PSYCHOLOGY
- BUREAU OF NARCOTICS
- CAPITAL PAST CONVICTION
- DELTA STATE UNIVERSITY
- DEPT. OF AGRICULTURE AND COMMERCE
- DEPT. OF ENVIRONMENTAL QUALITY
- JUDICIAL PERFORMANCE
- MS COAST COL
- MS DEPARTMENT OF PUBLIC SAFETY
- MS PORT AUTHORITY
- MS STATE HOSPITAL
- MS STATE OIL AND GAS BOARD
- PHYSICAL THERAPY
- REAL ESTATE COMM
- REHAB SERVICES
- REVENUE
- SOUTH MS REGIONAL CENTER
- SOUTH MS STATE HOSPITAL
- STATE PUBLIC DEFENDER
- UNIVERSITY OF SOUTHERN MISSISSIPPI
- WORKERS COMP

**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 UNIVERSITY FOR WOMEN**
- **NORTH MS REGIONAL MEDICAL CENTER**
- **NURSING BOARD**
- **PEARL RIVER VALLEY WATER**
- **PUBLIC BROADCASTING**
- **PUBLIC EMPLOYEES RETIREMENT SYSTEM**
- **SEC OF STATE**
- **VETERINARY MEDICINE**
- **VOLUNTEER SERVICES COMMISSION**

### 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](http://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](mailto:Candice.Hay@dfa.ms.gov) for PCard Account Access or Demetra Hayes at [Demetra.Hayes@dfa.ms.gov](mailto:Demetra.Hayes@dfa.ms.gov) for Travel Account Access.

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

# ***FLEET NEWS***

## **Vehicle Recalls**

### **\*Dodge**

2008/ 2010/ 2012-2014 Dodge Charger- Takata Airbag

2003-2004 Dodge RAM 1500/2500/3500- Takata Airbag

2007 Dodge Durango- Takata Airbag

If you have any questions or need assistance regarding this matter, please contact FCA Recall Assistance Center at **1-800-853-1403**.

If you would like to personally verify the recall status of your vehicle, visit [recalls.mopar.com](https://recalls.mopar.com) and search using your Vehicle Identification Number (VIN).

### **\*Ford**

2017 Ford Explorer- Roof Rail Cover Detachment

If you have questions or concerns, please contact Ford Customer Relationship Center at **1-866-436-7332** or [ford.com/support](https://ford.com/support).

### **\*Chevrolet**

2022 Chevrolet Silverado

The vehicles may have a condition that could cause the evaporative emissions purge pump to fail. If this condition occurs, the Malfunction Indicator Lamp (Check Engine Light) will illuminate, and a diagnostic trouble code will set.

General Motors is providing owners with additional protection for the condition described above. If you believe that your vehicle has the condition described above, repairs and adjustments qualifying under the special coverage must be performed by a General Motors dealer.

If you have any questions or concerns, please contact the Chevrolet Customer Assistance Center at **1-800-222-1020**.

## Vehicle Replacement and Disposition Policy

Effective April 1, 2025, Chapter VII of the Fleet Manual, Vehicle Replacement and Disposition will be updated to reflect the information below in **Section 7.201**. In addition to the previously listed documents required for Inventory Deletion, a **Vehicle Request form or VR-1 form**, will also be required if the vehicle being disposed of was used as a replacement in a purchase order. Your purchase order number (P-1 number) should also be listed in the space provided on the Vehicle Deletion Form, Appendix F. Please review this information here and via the manual to ensure compliance with the established guidelines. Both documents are located in the Fleet manual. This information has also been sent out to each agency's fleet manager. Agencies must adhere to the following requirements.

### Chapter VII

#### **7.201 Procedures for Selling or Transferring State-Owned Vehicles**

After vehicles have been disposed of, a completed Vehicle Deletion Form (Appendix F) must be submitted. If the vehicle being disposed of was listed in a previous purchase order, a **Vehicle Request Form (VR-1 form) or (Appendix A)** should also be submitted to the BFM, including the bill of sale, invoice, bid or quote documentation, check copies, cash receipts, and signed title copies with buyer and seller signatures.



## Maximizing Savings and Efficiency with Mississippi's Cooperative Foodservice Disposables Contract

The State of Mississippi has taken another step toward cost efficiency and streamlined procurement by adopting a cooperative contract for foodservice disposables with **Jackson Paper Company**. This contract allows state agencies, local governments, and eligible entities to access high-quality disposable foodservice products at competitive prices.

### What This Contract Covers:

The cooperative contract includes a wide range of foodservice disposable products such as:

- Paper and plastic plates, cups, and cutlery
- Napkins and paper towels
- Food trays and containers
- Disposable gloves and other food prep essentials

By leveraging the purchasing power of multiple entities, this contract ensures that Mississippi agencies can obtain these essential supplies at significant cost savings while benefiting from consistent product availability and reliable service.

### Why Use the Cooperative Contract ?

1. **Cost Savings** – The contract offers pre-negotiated, competitive pricing, eliminating the need for agencies to conduct separate bids or price comparisons.
2. **Time Efficiency** – Agencies can purchase directly from Jackson Paper Company without lengthy procurement processes.
3. **Compliance Assurance** – The contract is fully vetted and meets state procurement requirements, ensuring a seamless purchasing experience.
4. **Sustainability Options** – Many of the products available through the contract include eco-friendly and biodegradable alternatives, supporting environmentally responsible purchasing.

### Who Can Use This Contract ?

The cooperative contract is available to:

- State agencies
- Public schools and universities
- County and municipal governments
- Other eligible cooperative purchasing participants

### How to Access the Contract ?

Agencies can review pricing, product details, and ordering procedures by accessing the state's procurement portal link at the following: <https://www.dfa.ms.gov/cooperative-contracts>.

This new cooperative contract provides a cost-effective and hassle-free solution for Mississippi agencies needing foodservice disposables. By taking advantage of this agreement, entities can focus on their core operations while ensuring they receive quality products at the best value.

For more information, contact Easter Haimur at [Easter.Haimur@dfa.ms.gov](mailto:Easter.Haimur@dfa.ms.gov) or call (601) 359-2030.

## Why We May Need Travel Insurance?

Sometimes, plans change. We expect one outcome and get another – Especially with travel these days.

Whew!! The accidents, delays, medical emergencies, natural disasters, and other undesirable situations can happen anytime, anywhere, and to anyone. You don't plan for these unexpected and unforeseen circumstances to happen, but if they do, you can lessen the financial impact they cause if you are insured.

Travel insurance can help you recover up to 100% of your trip costs if you experience a covered loss on your trip. It can reduce or maybe eliminate the financial burden you'll face if you must cancel your trip, pay for additional travel arrangements due to a delay, or pay medical costs if you or a travel companion gets injured or sick.

You are probably familiar with other types of insurance products for automobiles, rentals, homes, and healthcare. These policies can protect you from having to pay high costs from covered losses. Similarly, travel insurance protects you from trip related losses.

Give yourself some peace of mind, if for business or leisure, by following the link [www.insuremytrip.com](http://www.insuremytrip.com). For more information, you can compare top brands from trusted providers and read what others have to say about travel insurance today.

**Happy and Safe Travels!!**



# The Office of Purchasing, Travel and Fleet Management

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