



**DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT
WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)
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PURCHASING NOTES



**ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT**

WHAT'S INSIDE THIS ISSUE:

- CONTRACT LISTINGS
- TRAVEL NEWS
- FLEET NEWS

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 REGIONAL CENTER**
- **CONTRACTORS BOARD**
- **COSMETOLOGY BOARD**
- **EXAMINERS LICENSURE BOARD**
- **GRAND GULF MILITARY**
- **GULF COAST RESEARCH USM**
- **HOUSE OF REPRESENTATIVES**
- **JACKSON STATE UNIVERSITY**
- **MASSAGE 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 COMMISSION**
- **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 STATE SCHOOL**
- **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 ENVIROMENTAL 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**





DISINFECT YOUR PLANE/TRAIN/BUS SEAT Wipe down armrest, seat belts, buckles, tray tables and seat pockets to get rid of the previous travelers' germs.

EXERCISE DAILY Try to squeeze in some exercise each day. Walking the airport during a layover. Take advantage of hotel gym. Walking to sight vs. taking a car/bus / train.

EATING HEALTHY Avoid too much junk food and alcohol and commit to eating fruits and vegetables with every meal. Pack healthy snacks like nuts, fruit or protein bars. Keep energy up and avoid temptation.

STAY HYDRATED Drink plenty of water to keep body defense mechanisms running smoothly and minimize the effects of jetlag. Experts say drink 8-ounces of water in flight.

GET SOME REST Try to stick to a bedtime, if possible, to ensure enough time to get adequate rest. Experts say to keep to a normal bedtime routine if you are traveling to (2)days or less days.

LISTEN TO YOUR BODY Pay attention to cues from your body that may indicate you are about to get sick. If you start to feel tired or run down don't push too hard. Try to take a mini break during the day to nap or just relax.

Follow these important steps for a Happy and Safe Travels!!

FLEET NEWS

Fleet Manager Class

The Bureau of Fleet Management will be offering the Fleet Management Class soon. If your fleet manager has not yet attended this training, please send their name and email address to Alicia Adams at Alicia.Adams@dfa.ms.gov . Once the details are finalized, we will notify you with the specifics. Due to limited space, only two participants per agency will be allowed to attend the class at one time.

Order Bank Closure Dates for 2025

Ford

May 2nd – 25MY Super Duty (Chassis Cab) F-350/F-450/F-550

May 2nd– 25MY Super Duty Pick-up

May 23rd – 25MY Explorer PPV (Interceptor)

June 13th, 2025 – 25MY 15 Passenger Van

Stellantis Dodge – Initially scheduled to close on April 4th but was extended until April 25th. These options have been deactivated in the contract and are unavailable to purchase.

- 25MY Ram 1500, (DT)
- 25MY Ram 2500/3500
- 25MY Ram Promaster

Fiscal Year End Preparations for Vehicle Purchases

As the end of the fiscal year quickly approaches, BFM recommends that agencies initiate communication with their fleet vendors to ensure timely delivery of vehicles that have been ordered but not yet received. Taking these steps now will help avoid delays and ensure compliance with fiscal year-end purchasing requirements.

Suggested Actions:

- Request estimated delivery dates for all pending vehicle orders.
- Confirm vendors have all required documents and no action is pending from your agency
- Monitor order bank closures and purchasing notes posted on the BFM website, as these may impact availability and ordering timelines· Document any confirmed purchases potentially needing a waiver request through Office of Fiscal Management (OFM).

FLEET NEWS



Continental Battery Contract – 8200061146

Effective immediately, the current statewide battery contract, **Continental Battery Co – Contract No. 8200061146**, has been temporarily locked due to vendor-proposed price increases related to newly imposed tariffs.

Agencies should **utilize normal purchasing procedures** for all battery acquisitions until further notice. This includes obtaining competitive quotes and following all applicable procurement guidelines for non-contract purchases.

We will provide updates as they become available.

If your agency needs to **process an invoice** related to this contract, please contact Arnitra Douglas to have the contract temporarily unlocked for payment.

Please monitor the **Purchasing Notes** and our website for any changes or new guidance.

The Office of Purchasing, Travel and Fleet Management

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