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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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FEATURED CONTRACT

Incontinence Products

Commodity: Incontinence Products

Type of Contract: Negotiated Contract which means prices can be negotiated for the best price from the vendors.

Date of Contract: March 1, 2023- February 29, 2024.

Vendors on Contract: There are currently two (2) vendors offering a variety of Incontinence products. To view products and compare prices among vendors please access the below link:

https://www.dfa.ms.gov/negotiated-contracts

Contract Spend: During last period, the contract total spend was $543,154.63

OPTFM Contract Analyst: LaShun Smith – LaShun.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 Recycle Products
  - Laundry/Linen Rental Services
- **EASTER HAIMUR**
  - Janitorial Supplies
  - Lab Supplies
  - Copiers/Printers
  - Mailing Equipment
  - Office Supplies
- **SHAKRITA FIELDS**
  - Furniture (N-Z)
  - Firefighting Uniforms
  - Water Treatment
- **JAMES BRABSTON**
  - Traffic Signals
  - Ground Maintenance
  - Soft Body Armor
  - Office Papers
- **LASHUN SMITH**
  - Incontinence
  - Laundry Chemicals
  - Furniture (H-M)
  - Toner
- **KIZZIE SHORTER**
  - Furniture (A-G)
  - Interior Signage
  - Maintenance Repair & Operations
  - Panel Systems
  - Carbonless Paper

FLEET News

Vehicle Use Agreements (Appendix B, Form UA-1 10/18)

It is not necessary for State of Mississippi agencies to submit the Vehicle Use Agreement, (Appendix B, Form UA-1 10/18) found on the website and in the Fleet Manual to BFM, Bureau of Fleet Management. These forms can be retained and filed within the agency. The form must still be updated annually by January 15th. If you have any questions, please feel free to contact BFM at 601-359-3409.

Vehicle Purchases

All Vehicle and Police Vehicle Contracts expired on March 31, 2023. All agencies will need to utilize normal purchasing procedures when making vehicle purchases.

CMFM Class

BFM is considering offering a Certified MS Fleet Manager class in June 2023. If you or your agency has anyone that is interested, please contact Ashley Harrell at Ashley.Harrell@dfa.ms.gov

Vehicle Request Form

When completing Vehicle Request Form (VR1 Form), please make sure that all forms are completed accurately. Make sure that replacements meet the requirements of 7 years and over 150,000 miles, an estimated disposal date must be completed, and the form must be signed by Agency head or Executive Director.

Please complete the Mileage Calculator according to the Instructions listed on the form. Do not create a new formula for the mileage.

Title Process

Vehicle titles shall be titled as follows: State of Mississippi/Department of Finance and Administration – Agency Number (see Appendix H of the Fleet Manual), for all new and used vehicle purchases, transfers and donated state-owned vehicles. Title applications shall reflect the requesting agency's current address as the mailing address on the title with the titles being retained on file at the Agency.

Procurement CARD

On March 23rd 2023, the State of Mississippi's Procurement Card Service Provider, UMB Bank began a conversion to TSYS card distribution services. During this change of services, it has caused many to experience various technical difficulties with their day-to-day banking activities. We want to inform all that are apart of the states card program that the bank is aware of the various issues and they are actively working to resolve them. At this time we are asking all of our card participants to be patient as we wait for all issues to be resolved.

Some of the most common problems experienced are:
*Unsuccessful Online Enrollment Attempts to www.umb.com
* Declined Purchases on Procurement & Travel Cards
* Trouble Accessing Online Statements

Our (OPTFM) office is working closely with the bank to receive updates on these matters. We would like to thank you all for your patience and understanding as UMB prepares a better banking experience for us all!

If you have any questions, please feel free to contact Candice Hay at Candice.Hay@dfa.ms.gov.

2023

PPRB MEETINGS

PPRB Meeting Date	Submission Deadlines
JANUARY 4, 2023	DECEMBER 7, 2022
FEBRUARY 1, 2023	JANUARY 4, 2023
MARCH 1, 2023	FEBRUARY 1, 2023
APRIL 5, 2023	MARCH 1, 2023
MAY 3, 2023	APRIL 5, 2023
JUNE 7, 2023	MAY 3, 2023
JULY 5, 2023	JUNE 7, 2023
AUGUST 2, 2023	JULY 5, 2023
SEPTEMBER 6, 2023	AUGUST 2, 2023
OCTOBER 4, 2023	SEPTEMBER 6, 2023
NOVEMBER 1, 2023	OCTOBER 4, 2023
DECEMBER 6, 2023	NOVEMBER 1, 2023
JANUARY 2024	DECEMBER 6, 2023

The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM
Belinda Russell

Bureau of Purchasing and Contracting
Steve Tucker, Director
James Brabston
LaShun Smith
Easter Hamiur
Kizzie Shorter
Shakrita Fields
Ashley Smith
Daphne Baker

Bureau of Marketing, Travel and Card Programs
Yolanda Thurman, Director
Candice Hay
Deron Simpson
Demetra Hayes
Alicia Adams
Niki Hobkirk

Bureau of Fleet Management
Ramona Jones, Director
Ashley Harrell

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