



**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

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PURCHASING NOTES



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

WHAT'S INSIDE THIS ISSUE:

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FEATURED CONTRACT

Water Treatment



Commodity: This negotiated state contract features Water Treatment Chemicals.

Type of Contract: Negotiated Contract- The Contract Prices listed on the Price List Spreadsheets are the maximum that can be charged for those items. You can negotiate better prices from the vendors on contract. Discounts, Price List, Product Labels, and Material Safety Sheets are published alongside the contracts on the DFA website. Any items not listed on state contract must be purchased following normal purchasing procedures.

Dates of Contract: October 1, 2023- September 30, 2024

Vendors on Contract: There are currently five (5) vendors on contract. To view a list of the current vendors and products being offered visit the following website:

https://www.ms.gov/dfa/contract_bid_search/Contract?autoloadGrid=true

Contract Spend 2023: \$525,873.17

Contract Analyst: Shakrita Fields, Shakrita.Fields@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

- **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



BUREAU OF FLEET MANAGEMENT

FLEET NEWS

Agency Fleet Data

According to Section 25-1-77 of the MS Code, agencies must maintain and ensure their fleet data is accurate when making a request to purchase new vehicles. If you have any inaccuracies, we advise you to update them ASAP. You can contact us with any concerns regarding those inaccuracies. If an update to your audit is needed, please notify us once this has been done so that we can verify and update it within our files.

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

Fuel Access Services Contract

The Fuel Access Services Contract for the 2023–2024 contract term will be effective September 1, 2023 through August 31, 2024. Under the new terms, beginning **September 1, 2023**, cost will be based upon the OPIS rack rate **except** at the locations listed on the table below. The cost at the locations below will be Retail based pricing **minus** the discounts listed for each fuel product. Please be aware of these changes and locations when fueling and reviewing your Fuelman invoices. The new contract will be available on the website and in MAGIC September 1, 2023.

| Product | Discounts at Pilot/Flying J and Love’s Travel Stop or Love’s Country Store | Chevron/Texaco Exxon/Mobil and Murphy USA |
|--------------------|---|---|
| Unleaded Regular | \$0.050 | \$0.050 |
| Mid-Grade Unleaded | \$0.050 | \$0.050 |
| Premium Unleaded | \$0.050 | \$0.050 |
| Diesel Fuel | \$0.150 | \$0.80 |
| DEF Dispensed | \$0.20 | \$0.20 |

HOW DO I GET THE *best travel experience?*

8 STEPS TO IMPROVE YOUR TRAVEL EXPERIENCE

1. Choose unexpected destinations.
2. Do your homework and get organized.
3. Do not get lost!
4. Early birds get the worm.
5. Embrace local culture.
6. Try local cuisine.
7. Learn the local language.
8. Start a travel journal.

7 BEST TRAVEL PACKING TIPS, ACCORDING TO FREQUENT FLYERS

1. Roll clothes and pack them first.
2. Choose travel-friendly fabrics
3. Pack the first outfit you'll want to wear on top.
4. Place heavy items at the base.
5. Layer plastic dry cleaning bags between clothes.
6. Use packing cubes.
7. Avoid over- or under-packing.

Travel Coordinator: Demetra Hayes

Email: Demetra.Hayes@dfa.ms.gov





Procurement Card Update

On March 23rd, 2023, the State of Mississippi's Procurement Card Service Provider, UMB Bank began a conversion to TSYS card distribution services. OPTFM has been working diligently with the bank and card users to resolve any issues associated with the conversion.

- It has been reported and confirmed that all card transactions done on May 23rd, 2023, were not calculated on May 2023 monthly bank statements. This may cause your statement balances to be short, resulting in you owing the bank more than reported. Please pay the balance on the statement, to avoid delinquency. Make note of the difference and file it for your records in case the payment needs to be revisited.
- Misapplied payments have also been reported. To avoid this from happening, please provide the full 11-digit Reference Number on your Control Account Statement as well as the Last Four Digits of the Control Account Number in the SOMS Field in MAGIC. Providing both sets of numbers will allow both DFA/OFM & UMB to process payments properly.
- UMB processing times are delayed.
- Primary Coordinators who have not received their new online login credentials to UMBCC or missing account information on their page, please continue to notify OPTFM.

*****New Accounts Notice:** OPTFM Bureau of Marketing Travel & Card Programs will be suspending all new card applications beginning **July 1** until further notice. Existing cards will remain in place but additional card applications and brand-new participants to the State of MS Procurement Card program will be affected. This will enable us to focus on resolving current concerns. We apologize for any inconvenience and will be working hard to reopen the program to new users. Thank you in advance for your support and understanding.***



OPSCR *Training*

OPSCR's Personal and Professional Services Procurement Training will be held on September 28-29, 2023 at the Woolfolk Building in downtown Jackson. The registration link is below. Seating is limited, and you are encouraged to sign up at your earliest opportunity. For any additional information, please contact: Shantina Christmas at Shantina.Christmas@dfa.ms.gov

September 28-29, 2023

Agency Training Registration Link:

Click Here



2023

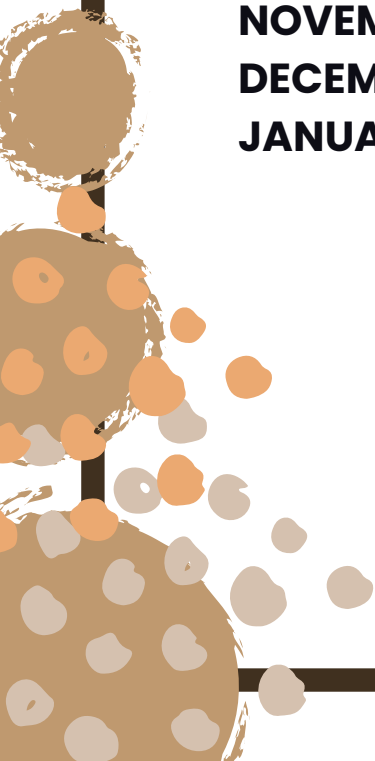
PPRB MEETINGS

PPRB Meeting Date

JANUARY 4, 2023
FEBRUARY 1, 2023
MARCH 1, 2023
APRIL 5, 2023
MAY 3, 2023
JUNE 7, 2023
JULY 5, 2023
AUGUST 2, 2023
SEPTEMBER 6, 2023
OCTOBER 4, 2023
NOVEMBER 1, 2023
DECEMBER 6, 2023
JANUARY 2024

Submission Deadlines

DECEMBER 7, 2022
JANUARY 4, 2023
FEBRUARY 1, 2023
MARCH 1, 2023
APRIL 5, 2023
MAY 3, 2023
JUNE 7, 2023
JULY 5, 2023
AUGUST 2, 2023
SEPTEMBER 6, 2023
OCTOBER 4, 2023
NOVEMBER 1, 2023
DECEMBER 6, 2023



The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

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