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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

FAX NUMBER: 601-359-3910



PURCHASING NOTES



ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT

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FEATURED CONTRACT

Traffic Signal Parts



Commodity: This negotiated State Contract features Traffic Signal Parts which includes cabinet assemblies, traffic signal actuated controllers, inductive loop detection systems, traffic signal heads, signal radar vehicle detection systems and a lot more.

Type of contract: Negotiated contract. This negotiated contract consists of traffic signal parts that should meet or exceed the attached required specifications. State agencies and governing authorities may buy from any of the vendors listed in the product category from this contract. Agencies should contact multiple vendors on the contract and negotiate to get the best price. State agencies may choose to purchase from other vendors currently not on contract. This can be done by following the purchasing procedures set forth in Section 31-7-13 (a), (b), or (c). If this method is chosen then the purchase price shall not exceed the negotiated contract price. This contract was developed to give State agencies and governing authorities the best source of selection for their need.

Dates of Contracts: July 1, 2022 – June 30, 2023

Vendors on Contract: There are currently nine (9) vendors who offer a variety of products mentioned above. To view a listing of all the contracts and the products being offered visit the following website and go to “Traffic Signal Parts”:
<https://www.dfa.ms.gov/negotiated-contracts>

Contract Analyst: James Brabston, James.Brabston@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

Certified MS Fleet Managers Class

BFM is considering offering a Certified MS Fleet Manager class in September 2023. Only 2 individuals per agency will be allowed to attend. If you or your agency has anyone that will be maintaining fleet data, please send their name and contact information to Ashley Harrell at Ashley.Harrell@dfa.ms.gov.



Ramona Jones, Director
Ashley Harrell, Analyst

ramona.jones@dfa.ms.gov
ashley.harrell@dfa.ms.gov



Vehicle Use Agreements (Appendix B, Form UA-110/18)

It is not necessary for State of Mississippi agencies to submit the Vehicle Use Agreement, (Appendix B, Form UA-110/18) 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

Differences in Fuelman Invoice and OPIS

Many of the state agencies have noticed a difference between the OPIS rack price found on our website and the invoice received from Fuelman. Effective January 1, 2023, a new non-exempt Federal tax of \$.004 per gallon was added on oil and petroleum products. This was shown on Fuelman invoices, but not reflected in the OPIS pricing posted on our website. Beginning May 1, 2023, OPIS rack price posted to the website will reflect that additional Federal tax and should match Fuelman invoices.



TIME TO TRAVEL

TRAVEL TIPS

HERE ARE SIX IMPORTANT THINGS YOU SHOULD CONSIDER FOR EVERY TRIP, ESPECIALLY BEFORE BOOKING ANYTHING - NORBERT FIGOURA.

1. MANAGE YOUR CASH FLOW. BUDGET FOR YOUR TRIPS.
2. CHECK THE AVERAGE WEATHER FOR YOUR TRIP DATES.
3. CHECK LOCAL EVENT DATES.
4. CHECK FOR TRAVEL WARNINGS AND TRAVEL ALERTS.
5. MAKE SURE YOUR PASSPORT AND VISAS ARE UP TO DATE.
6. BUDGET EVERYTHING AND MORE

Manage Your Cash Flow

- Whether your trip is domestic or international, let your bank know you will be traveling, so they make a note of it in your account. This will reduce the chance of your bank thinking any credit card purchases or withdrawals are fraudulent. Make sure you have at least two credit and debit cards available. Preferably from different banks as not all banks authorize all kinds of transactions abroad due to government regulations and fraud prevention. It's always good to have a backup and to call our State of MS Travel Card program if you need additional assistance. Right before you leave, get up to date information on the current exchange rates between your home currency and the destination's currency.

Check the Average Weather for your Trip Dates

- Will it be summer or winter at your destination during your vacation? How hot or cold does it usually get? Will it be rainy season? Checking the weather will help you pack appropriately for your trip. Certain events happen at different times during the seasons throughout the year. Ex. Cherry Blossom Festival that happens in Washington DC in April every year.

Check Local Event Dates

- Festivals and major events can make or break your trip. Are you looking to celebrate Carnival in Rio de Janeiro? Then you should go in February. Songkran in Thailand? That's in April or the Cherry Blossom Festival that happens in Washington DC in April every year.. Maybe there are other events in your destination not as popular as these, but that are worth seeing due to their unique cultural and entertainment

Check for Travel Warnings and Travel Alerts

- See if the U.S. Government has issued a travel warning (for long term issues) or a travel alert (for short term issues) for any country you intend to visit. These warnings are useful to know how risky it is and whether or not you should go there or wait until the situation calms down. Know that many travel insurance policies do not cover travel in countries that are under travel warnings.

Make Sure your Passport and Visas are up to Date

- Most countries require at least six months validity in your passport from the time of entry and two blank pages. Make sure you have these available. If not, renew your passport as soon as possible. It could take from two to six weeks to renew your passport. This is a good idea prior to your travel.

Budget Everything and More

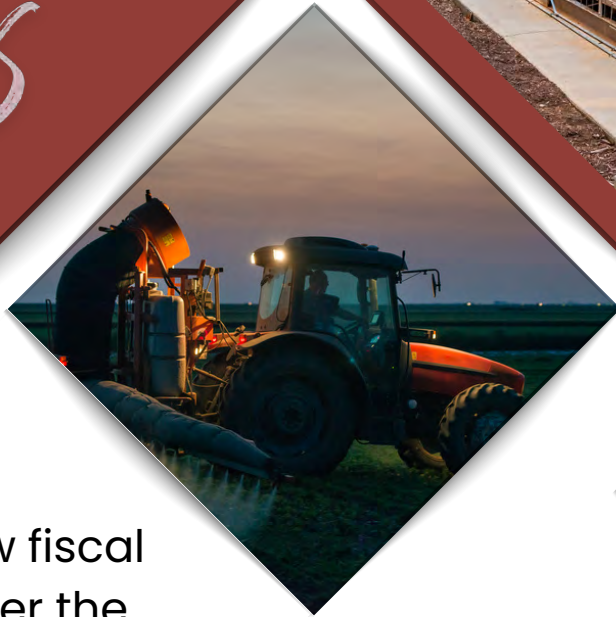
- Probably one of the most important things you must do before you book anything. Can you really afford this trip? Do a detailed itinerary noting every activity you want to do, every place you want to visit, and more. Start searching for flights, hotels, car rentals, activities, and note down their price. Don't forget to add not-so-obvious expenses like food, local transportation, visas, vaccinations, travel insurance, miscellaneous, and more. Don't forget either to add an allowance for extra, often unexpected or unplanned, spending. Once you have an approximate total number, if it works for you, then jump immediately to book the most crucial and volatile items which are airfares and hotels. Then book the rest as you see fit.

Happy and Safe Travels!! Let us know if we can be of assistance to you in regards to our Travel Card Program.

If you have any travel questions or concerns please feel free to contact
Demetra Hayes@ Demetra.Hayes@dfa.ms.gov.

MASTER LEASE

Series



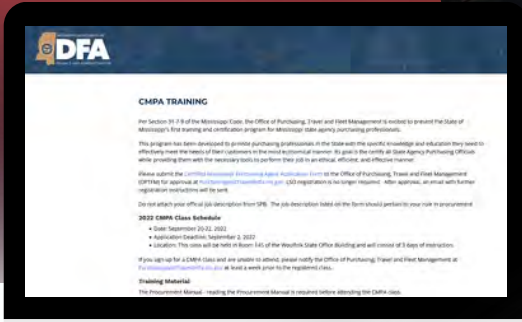
While planning for the new fiscal year, remember to consider the Master Lease Purchase Program that may be a useful tool when financing long-term equipment needs.

We are planning a Master Lease Purchase Financing, Series 2023B to be funded in June or July 2023. If any entity has a need to finance through the Master Lease Purchase Plan, please submit your request by June 7, 2023 for consideration.

CONTACT INFO:

belinda.russell@dfa.ms.gov





CMPA Class

AUGUST 29-31, 2023

APPLICATION DEADLINE:

AUGUST 4, 2023

LOCATION:

In-Person class will be held in Room 145 of the Woolfolk State Office Building.

Please submit the Certified Mississippi Purchasing Agent Application Form with Job Description to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval at PurchasingandTravel@dfa.ms.gov.

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/>

"STATE AGENCIES ONLY"

Per Section 31-7-9 of the Mississippi Code, the Office of Purchasing, Travel and Fleet Management is excited to present the State of Mississippi's first training and certification program for Mississippi state agency purchasing professionals



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

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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**HAPPY
FATHER'S
Day**

