

MARCH 2023



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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

## Firefighter Uniforms

**Commodity:** This negotiated state contract features Firefighter Uniforms, Boots, Hats & Gloves.

**Type of Contract:** Negotiated Contract- Purchasing entities can negotiate the best price from the vendors on contract. Negotiated contracts are convenient and serves to establish a maximum price that can be paid for any items covered by the contract. Any items not listed on state contract must be purchased following normal purchasing procedures.

**Date of Contract:** March 1, 2023- February 28, 2024.

Vendors on Contract: There are nine (9) vendors on contract.

Please visit our website for more information on FF Uniforms:  
<https://www.dfa.ms.gov/negotiated-contracts>

**Contract Spend 2022:** \$1,141,778.23

**Contract Analyst:** Shakrita Fields, [Shakrita.Fields@dfa.ms.gov](mailto: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 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*

**ATTENTION  
PLEASE**



## **AUTOMOBILES, TRUCKS & SUV AND POLICE VEHICLE CONTRACT EXPIRATION**

We are quickly approaching the expiration date of the Vehicle contracts on **March 31, 2023**. Due to the probability of abrupt closure of the order banks, we encourage all agencies to ensure purchase orders are issued ASAP for contract vehicle purchases. Please see the website for vehicles remaining on contract. If you have any questions, please contact our office.



# 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](mailto:Ashley.Harrell@dfa.ms.gov)



## Fleet Updates

As BFM begins to send out Fleet Audit Certifications, we are also updating Fleet contact information for each agency for their records and correspondence purposes. Please provide us with the most current personnel contact information (email and phone number). You may send this information via email to [Ashley.Harrell@dfa.ms.gov](mailto:Ashley.Harrell@dfa.ms.gov)



# TRAVEL RECAP

## Have You Tried The Travel Card Yet?

In February, school districts from throughout the state met at the Sheraton -The Refuge Hotel & Conference Center - in Flowood for the annual MASBO conference. The Procurement Card (P-card) and Travel Card (T-card) programs were discussed during one of the sessions.

The following information was shared about travel:

- ✓ How to get the Travel Card Program.
- ✓ Necessary documents needed to start the program.
- ✓ The process of selecting Program Coordinators and why contact info needs to be up to date.

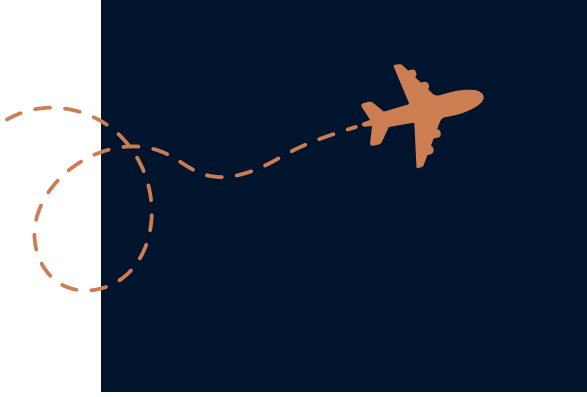
The Travel Program offers two types of cards: Cardless/Ghost Account and Carded Accounts - Individual and/or Department Card

**Cardless/Ghost Account** - The cardless account allows travel-related expenses to be delegated to one person, typically the Program Coordinator, who arranges official business travel on behalf of others.

**Individual Travel Card Account** - This type of card allows for approved travel related expenses to be made by the individual who has signed a cardholder agreement for that card. This card is kept by the cardholder and is only used for travel on official entity business. Cardholders should be instructed not to carry the travel card on personal vacations, weekends and/or holidays. The cardholder should keep the travel card separate from personal credit cards.

**Department Card Travel Card Account**- A departmental travel card account allows one or more individuals who have signed a cardholder agreement form to incur approved travel-related expenses. This card is kept in a secure location where the Program Coordinator can check it out and back in as needed. If you have a department card that is checked out on a regular basis by multiple users, you should use a Sign-In/Sign-Out form to maintain accurate accounting for the cards.





Cardholders were also given information on both authorized and unauthorized expenditures. The following types of expenses are allowable:

### AUTHORIZED EXPENSES

- Airfare
- Baggage Fees
- Registration Fees
- Rental Vehicles
- Lodging (room only, no incidental expenses allowed)
- Fuel for rental vehicles
- Tolls
- Parking
- Business Related Internet Service
- Taxi's
- Shuttles

**Note:** Fuel purchases are an authorized expense only when the fuel is purchased for rental vehicles. Dates of fuel shall match the time in which a vehicle was rented for payment of this expense. Fuel is considered an unauthorized expense when purchased for personal vehicles, fleet vehicles, etc.

### UNAUTHORIZED EXPENSES

- Meals
- Food and beverages
- Personal Items
- Laundry
- Personal Calls
- Movies
- Cash Advances
- Any purchase for which the entity does not receive direct benefit
- Business Related Airfare Combined with Personal Airfare Travel Card
- Travel expenses for non-entity employees on the individual or department card.
- Travel expenses for traveling companions or spouses
- Fuel for any other type of vehicle than a rental, such as personal vehicles, fleet vehicles, etc.
- Alcohol
- Room Service
- Any non-lodging expense
- Unauthorized Hotel Incidentals
- First Class and Business Class Travel



**Note:** Preferred seating, business, first-class service may be authorized if at least one of the flight segments exceeds 6 hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of airline. Preferred seating, business or first-class travel is not reimbursable unless approved in advance. A waiver signed by the entity head (or his designee) must be submitted and approved by OPT prior to the trip.

**Note:** Fuel purchases are only considered an authorized expense when the fuel is purchased for rental vehicles. Dates of fuel shall match the time in which a vehicle was rented for payment of this expense. The cost of rental vehicles for personal business such as dining, sightseeing, or other personal use while on official state travel will not be reimbursed.

FINALLY, the audience members in this presentation realized they had the "**Best of Both Worlds**" since they could get both P- Cards and T- Cards. Another benefit for using the Card Programs is the **REBATES!** Depending on their overall spending, entities may qualify for rebates. They could get 1.35% to 1.60% of their overall travel and shopping expenses.

A little "Fun Fact" the audience learned about travel:

**How much did the State of Mississippi spend last year in Travel?**

**Answer: \$12,592,958.61**

Travel



So, what are you waiting for? **Have you signed up yet?** If you haven't signed up yet and you are interested in our travel card program, please contact Demetra Hayes at [Demetra.Hayes@dfa.ms.gov](mailto:Demetra.Hayes@dfa.ms.gov). For the procurement card program contact Candice Hay at [Candice.Hay@dfa.ms.gov](mailto:Candice.Hay@dfa.ms.gov).



# IMPORTANT

## Announcement

### FOR ALL PROCUREMENT & TRAVEL CARD USERS



commercialcard<sup>SM</sup>

#### Important message for all users

This site is being moved to provide an enhanced experience for cardholders.

**Beginning March 24, 2023, you will no longer be able to access this site. You will need to re-enroll your account in the new site.**

Please take a moment to re-enroll your card now, to prevent a future lapse in service. Remember to bookmark or save the new URL in your favorites.

**If you are a UMB Bank customer, please visit <https://more.umb.com/businesscardsonlinebanking/> to re-enroll your card.**

**If your card is issued by UMB but you are a customer of one of our partner banks, please visit <https://more.umb.com/businesscardsonlinebankingcs/> to re-enroll your card.**

The new improved site will allow you to manage your account at your convenience. You will continue to be able to access the following services without interruption:

- Make Payments Online
- Download Transaction History
- Access and print PDF Statements
- Company Level Account Administration (Contact the Card Center for details)

If you have any questions about this service, please call 1-888-494-5141.

#### Security

All information provided on this site is encrypted to ensure your privacy and security.

#### Sign In

Please sign in to access your account.

User Name:

Password:

\*Password Reminder: Please note, your password contains both upper and lower case letters and at least one number

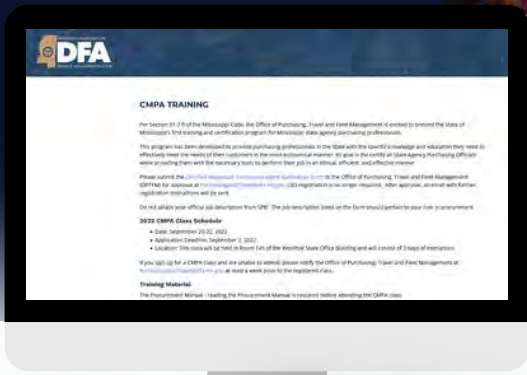
#### Register Now

Please enter your credit card number.

Card Number:

Security Phrase:





# CMPA Class

**MARCH 28-30, 2023**

**APPLICATION DEADLINE:**

**MARCH 3, 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](mailto:PurchasingandTravel@dfa.ms.gov).

**<https://www.dfa.ms.gov/cmpa-training>**

**\*REQUIREMENT: 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





# Employee Spotlight

**WE ARE PLEASED TO ANNOUNCE OUR NEW EMPLOYEE:**

*Daphne Baker*

**The Office of Purchasing, Travel and Fleet Management  
welcomes Daphne Baker to our team.**







**2023**

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# **PPRB MEETINGS**

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## **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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**Hello  
Spring**