

MAY 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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COPIERS/ PRINTERS
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FEATURED CONTRACT

Copiers/Printers



Commodity: Copiers - Purchase and Rental /Printers - Purchase ONLY

Type of Contract: Negotiated contract – remember, this means that you can negotiate your best price from the vendors on contract! State agencies may purchase items from any of the contract vendors listed, or state agencies may purchase the items covered by this contract from a non-contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 (a), (b), or (c) and that the price shall not exceed the negotiated contract price.

Dates of Contract: May 1, 2023 – April 30, 2024

Vendors on Contract: There are currently 10 vendors offering a variety of copy machines, multi function printers, desktop printers and duplicators on this contract. The best way to view products and compare prices among the vendors is to access the below link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/a-b-c/copiers-purchase-and-rental/>.

Contract Spend: During the last period, the contract spend was \$5,793,948.02.

Contract Analyst: Easter Haimur, Easter.Haimur@dfa.ms.gov

Reminder: All copier contracts (P-1s) must be created in MAGIC. When creating copier contracts (P-1s), the contract must be created using the manufacturer's supplier number instead of the dealer's supplier number. OPTFM entered into the contract with the copier manufacturer and not the dealer. The Supplier number must be identical to the statewide contract vendor and the contract must contain a distributor from the referenced state contract. Creating the contract using the manufacturers supplier number, will allow OPTFM to track the annual spend. If the contract is created using the dealer's supplier number, the system may automatically approve it, because the amount of the contract(s) is below \$50,000.00. However, when the associated contract volume with the same manufacturer exceeds \$50,000, these contracts when modified will route to OPTFM for oversight approval. Thus, the contract must be created correctly prior to receiving approval from OPTFM. If an agency created a copier contract(s) using a dealer's supplier number, please create a new contract using the manufacturer's supplier number. Please follow the instructions on "How to Create an Agency Copier Rental Agreement Contract". These instructions can be found on OPTFM's website at the below link.

<http://www.dfa.ms.gov/media/5065/how-to-create-an-agency-copier-rental-agreement-contract.pdf>.

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

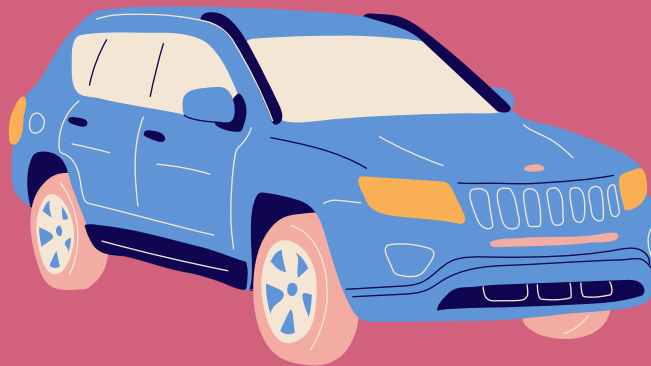
Vehicle Purchases

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

**ATTENTION!
PLEASE!**

Ramona Jones, Director
Ashley Harrell, Analyst

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ashley.harrell@dfa.ms.gov



Vehicle Request Form

When completing Vehicle Request Form (VRI 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.



PRACTICES FOR SELF-CARE WHILE Traveling

- **Eat Well**-- Start with your light meals in order to ease into the local foods, flavors and ingredients of the cultures you are visiting. Be conscious of your first few meals that can make or break how you will feel throughout the duration of your trip.
- **Check Tap Water** -Check out online sources to help make a conscious decision. Researching the condition is helpful to make a conscious decision that will give you a peace of mind. It is a good idea to research this information about the state or county you are traveling.
- **Creating and Maintaining a Workout Regime**- Do something while traveling by bringing your mind and body together can do wonders. (i.e. Talking walks instead of driving to a restaurant, taking long walks in the park, being active in your travel by hiking, mountain climbing, swimming, check out the local gyms or exercise centers in the hotels.
- **Rest**- Get proper rest not only at night but in the daytime. Reading and meditating will automatically give the body a reset button. You will feel differently once you get the much needed rest and sleep. This is essential for survival as much as a glass of water.
- **Get Present**- Observe your present. Enjoy your surroundings. Observe the moment. Look around and take pictures for memories and engage in something you haven't done before. make memories as well as memories.
- **Do Something to Keep You Grounded**- Try a walking tour. Walk to dinner every night if possible instead of public transportation. Listen to music and dance a jig. This helps you find balance, clarity and where you are in the moment. As you go through this process try to push away any negativity and thoughts that enter your mind. If one method doesn't work, move to the other. (Meditation, Physical Movement, Spending Time in Nature. Live in the Present, are all great examples of staying grounded)

This will ultimately create that safe place and help relieve you of your travel worries. Que sera' sera'... .. whatever will be, will be . You can't control everything and besides what fun it would be if you had to control every aspect of the trip. Sometimes the minor setbacks often make the fondest memories. So, go ahead and book your next trip. Checkout the State of MS Travel Contract to help ease your burdens. Happy and Safe Travels.

IMPORTANT CONVERSION UPDATES

1.The Office of Purchasing Travel & Fleet Management and UMB have heard your concerns regarding the online banking access tool. We are pleased to announce that a more efficient alternative to UMB.com has been found that is intended to benefit everyone! UMBCC is the name of this new tool. Login credentials for UMBCC are currently being built for each entity participating in our state program. Access will be granted to the Primary Program Coordinators first. Alternate Program Coordinators will be second and individual cardholders will be last. Credentials are being sent out each day so please be sure to check your emails as well as your Junk Mailbox. It has been reported that some have received this email with their credentials in their Junk.

2.A series of online training sessions and one-on-one sessions are currently being held to train Primary Coordinators on the new online access tool. If you would like to sign up for a training, please email Niki Hobkirk at Niki.Hobkirk@dfa.ms.gov.

3.Cardholders no longer need to attempt to enroll on UMB.com or call 888-494-5141 for assistance. UMB.com will no longer be utilized.

4.UMB is aware that not all have been receiving statements in a timely manner, therefore for the time being they will not be placing holds on accounts for delinquent payments or charging late interest fees for delinquent payments. If for any reason you experience either on your accounts have one of your Program Coordinators email the State Procurement Card Administrator Candice Hay at Candice.Hay@dfa.ms.gov

5.You may request a copy of your Control Account statement to pay your monthly bill. This is while we wait for you to access UMBCC's self-help tool. Coordinators, please contact the State Procurement Card Administrator, Candice Hay at Candice.Hay@dfa.ms.gov, if you need your Control Account Statements for the month.

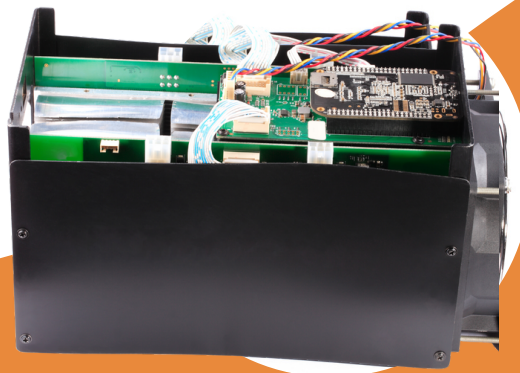
OPTFM would like to thank you all for your patience and understanding as we work through the challenges we are currently facing with our Procurement Card Services Program. Please feel free to contact us at 601-359-3409 or email your concerns directly to your State Procurement Card Administrator, Candice Hay at Candice.Hay@dfa.ms.gov.



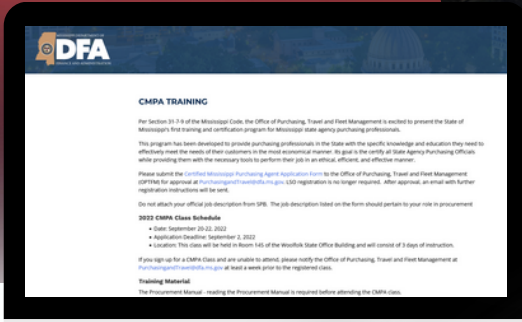


MASTER LEASE *Series*

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



CONTACT INFO:
Belinda Williams-Russell
belinda.russell@dfa.ms.gov



CMPA Class

AUGUST 29-31, 2023

APPLICATION DEADLINE:

AUGUST 4, 2023

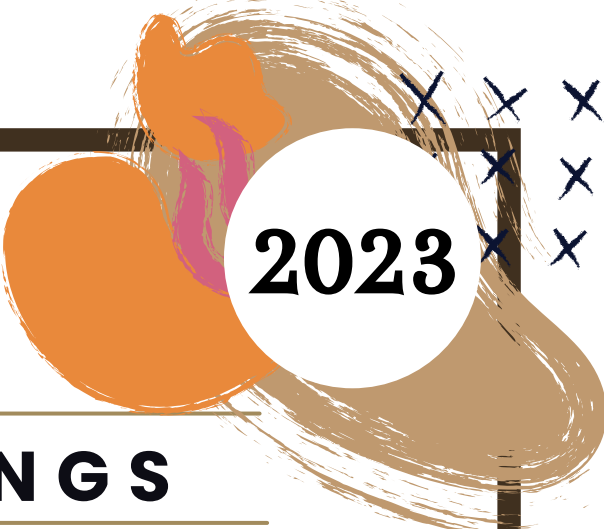
LOCATION:

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/>

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

Mother's
Day