

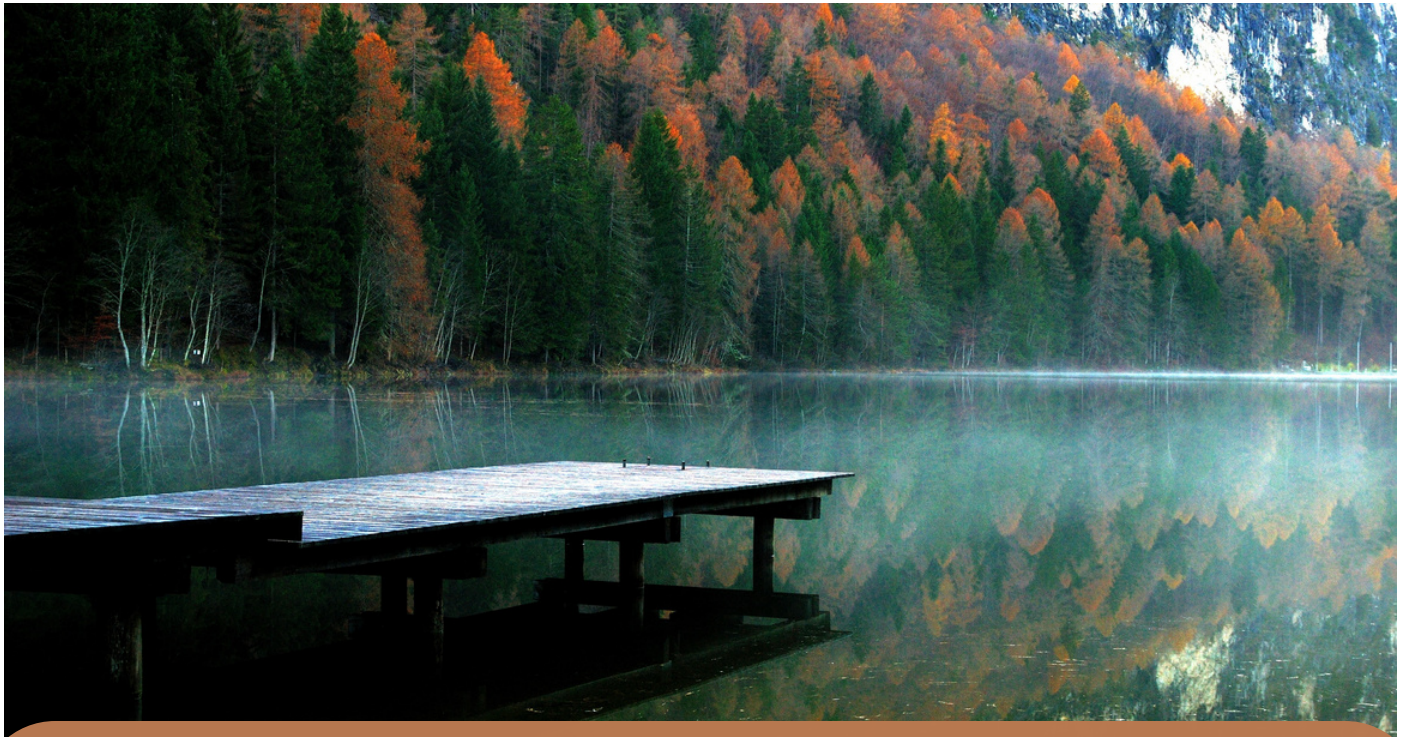


**DEPARTMENT OF FINANCE & ADMINISTRATION  
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT**

**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

## WHAT'S INSIDE THIS ISSUE:

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# 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.

## **Certified Fleet Management Class**

Although initially planned for September, we will not be able to offer the class until January 2024. Since we have filled the class for January from those interested in September, we will also try to offer a class in March. If you would like to be added to the class in March, please send an email to Ashley Harrell at [Ashley.Harrell@dfa.ms.gov](mailto:Ashley.Harrell@dfa.ms.gov).

## **Vehicle Contract**

October 1st is the effective date of the **2023-2024 vehicle** contracts. When issuing a purchase order for vehicles, please understand that due to industry supply and demand, the expected receive date can exceed 180 days or more. Please watch our website and P-notes for updates on Order Bank opening and closure dates as well as expected dates of vehicle production. These dates should be considered along with how soon the vehicle is needed when requesting to purchase a vehicle.

Please be mindful of your fleet data audit and ensure that it has been updated and is in compliance with rules and regulations. If you would like an updated Checklist, please contact our office.

### 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.

<b>Product</b>	<b>Discounts at Pilot/Flying J and Love’s Travel Stop or Love’s Country Store</b>	<b>Chevron/Texaco Exxon/Mobil and Murphy USA</b>
Unleaded Regular	\$0.050	\$0.050
Mid-Grade Unleaded	\$0.050	\$0.050
Premium Unleaded	\$0.050	\$0.050
Diesel Fuel	\$0.150	\$0.08
DEF Dispensed	\$0.02	\$0.02

# Popular Winter Destinations



Just can't believe the dog days of summer are coming to an end. Happy Labor Day and goodbye Summer! This season's triple-digit temps is one for the records. The winter holiday is hastily approaching. Yay! And guess what? Google has unveiled a new feature to help travelers save money and help reveal the most-searched winter holiday spots. According to CNN, regular users of Google Flights might notice a new feature the next time they go to the site to check out airline schedules and compare flight prices.

The new feature officially announced on Monday morning in a news release is Google guidance on the cheapest time to book a flight, which supplements price tracking alerts and a price guarantee option already in place. And whether you want to follow or avoid the winter holiday crowds, the search engine behemoth has some intel there as well.

It released the most-searched destinations on Google Flights so far this year for trips departing from December 20, 2023, to January 5, 2024, from US airports.

The resort of Cancun, Mexico, takes the top spot. See other spot destinations on the next page. The feature also gives you the cheapest time to book and it will track for those users who would rather wait for the lowest comparable prices.



## HERE ARE SOME OF THE TOP 10 DESTINATIONS:

- Cancun
- Miami / Fort Lauderdale
- London
- New York
- Tokyo
- San Juan
- Honolulu
- Orlando
- Paris
- Los Angeles

The best time to book flights for Christmas vacations is around early October. This goes for all travel for business as well as leisure. The average price seems to be the lowest in 2023, 71 days from departure. While in 2022, the lowest average flight prices were just 22 days before departing.

Whenever and however, you travel, compare prices, remember to travel somewhere you haven't been before, make memories, take pictures, try different cuisines, and travel light if possible.

If you need further assistance involving your State of MS Travel Card Program, please contact me at [Demetra.Hayes@dfa.ms.gov](mailto:Demetra.Hayes@dfa.ms.gov).

Happy and Safe travels!!!



# IMPORTANT *Card* NOTICE

- There have recently been reports of duplicate cards being sent out to cardholders. Enclosed with the new card was the following notice (see below). If you have received a replacement card with this notice, please distribute and activate it. This new card will officially replace the old card that has potential encoding errors in it.
- New Procurement Card Applications are still suspended at this time. We evaluate monthly to determine reinstatement. We appreciate your patience and understanding in this matter.

Online banking access is still only available for Primary Coordinators. If you are a Primary Coordinator and you do not have access to your entity cards online, please notify the OPTFM office.

Misapplied payments are still being reported. To avoid this, 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& and UMB to process payments properly. For mail-in payments, please attach the top part of the statement and write the account number on the check (next page).

## IMPORTANT, PLEASE READ:

We are replacing your existing card due to encoding error which could cause unexpected declines at a merchant location. Please activate your new card immediately by calling 1-855-804-4062 and destroy your old card. We apologize for any inconvenience this may cause. If you have any questions or concerns, please call us at 1-888-494-5141.

**PLEASE NOTE:** Do not send PCARD and TRAVEL CARDS payments together. These are separate accounts.

Thank you all for your continued support and patience!



Candice Hay  
candice.hay@dfa.ms.gov

Attach the top part of the statement they receive and write the account number on the check.

↓ Attach the top part of the statement.

CARD SERVICES  
PO BOX 419734  
KANSAS CITY MO 64141-6734

Account Number Ending In: XXXX XXXX XXXX



Please Detach And Enclose Top Portion With Payment  
New Balance    Payment Due Date    Past Due Amount    Minimum Payment    Amount Enclosed

Summary of Account Activity		Account Number Ending In: XXXX XXXX	
Previous Balance	\$	Payment Information	
Payments	-	Statement Closing Date	
Other Credits	-	New Balance	
Purchases/Debits	+	Minimum Payment Due	
Cash Advances	+	Payment Due Date	
Finance Charges	+	Past Due Amount	
New Balance			
Credit Limit	1		
Available Credit			

↓ Write the account number on the check.

5679

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

MEMO Account Number - xxxxxxxxxxxx

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# Cooperative CONTRACT NEWS

We are pleased to announce the OPTFM has adopted a new Cooperative Contract through **OMNIA Partners**, a national cooperative purchasing alliance organization. The contract category is Athletic Equipment and Uniforms as well as educational materials and medical supplies for school needs with **School Health Corp.** The MAGIC contract number **8200071046** is located on the DFA contract board as well as the OPTFM Cooperative Contract web page.

The OMNIA Partners – School Health Corp., in addition to providing Athletic Equipment and Uniforms, has been dedicated to helping school-based health professionals keep their students healthy since 1957. The contract gives access to a complete portfolio all which can be viewed on the website, <https://www.schoolhealth.com> and by contacting the national contract administrator, Jennifer Lovell at [nationalcontracts@schoolhealth.com](mailto:nationalcontracts@schoolhealth.com). To view virtual catalogs, the website is <https://www.schoolhealth.com/virtual-catalogs>.

Through a collaborative effort between the State of Mississippi and School Health Corp., they are positioned to provide a 13% discount off all 122 product categories within their market segments and a hot list of deeper discounts on top of the 13% off catalog prices. School Health also provides free shipping for orders over \$125.00. This contract was approved as another option for agencies to save money on athletic equipment and school health medical related equipment not currently covered by our competitively bid contracts, and provides that the provisions may be available to any county, municipality, school board or other local public agency or authority of the State of Mississippi which may elect to purchase at the prices, terms and conditions of the sale specified. Services, installation, and incontinence products are not included in this agreement.



Ordering instructions and information can be located on the information page of the contract or contact the vendor representative, Jennifer Lovell at [nationalcontracts@schoolhealth.com](mailto:nationalcontracts@schoolhealth.com). The Mississippi Contract Administrator is Belinda Russell. Her contact information is 601-359-5041 or [Belinda.Russell@dfa.ms.gov](mailto:Belinda.Russell@dfa.ms.gov).



**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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