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DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT
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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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NEWS UPDATE

Procurement Legislation

Senate Bill 2371 was passed during the 2022 legislative session and becomes effective July 1, 2022. This bill amends MS Code Sections 31-7-13(c) and (r), to change thresholds for advertisement for procurements of commodities, construction, and contracts for solid waste. The thresholds for each of these will increase from over $50,000 to over $75,000.

State agencies are reminded, if you have a prior approved P-1 or a construction contract that is being modified and falls under the $75,000.01 threshold, you will need to request oversight approval.

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 noncontract 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, 2022 – April 30, 2023

Vendors on Contract: There are currently 11 vendors offering a variety of copy machines, multifunction 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 Analyst: Easter Haimur, Easter.Haimur@dfa.ms.gov

Contract Spend: During the last period, the contract spend was $4,583,210.54.

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.

Cooperative Updates

The OPTFM has extended the cooperative contracts for Heavy Construction Equipment through Sourcewell.

The current vendors and contract numbers are listed below:

CNH Industrial America LLC	8200056359
Volvo Construction Equipment	8200056370
John Deere Shared Services, Inc.	8200056372
JCB, Inc	8200056373
CLARK EQUIPMENT COMPANY	8200056374
Komatsu America Corp.	8200057234
Caterpillar Inc.	8200057236
Hyundai Construction Equipment America	8200056375
St Engineering LeeBoy, Inc.	8200062726

If you need assistance with these contracts, please contact Steve Tucker at 601-359-3107

Procurement Card Updates

Agencies/Entities that use the State's Procurement Card Program should ensure that each agency/entity oversees all aspects of their procurement cards. Some areas of responsibilities may include:

- Checking current cardholder accounts, such as, any personal charges or any other intentional misuse of the card
- Review charges and ensure prompt payment of monthly statement, and resolve any delinquent balances
- Ensure safekeeping of cards and/or card account numbers
- Educate cardholders of any updates to policies and procedures and ensure that procedures are consistently followed. Cardholders should be knowledgeable of their transactions, know allowable purchases vs. prohibited purchases and obtain acceptable receipts and/or supporting documentation for review
- Program Coordinators should know who cardholders are to help ensure that accounts are closed for resigned, retired, terminated, or transferred employees
- Be aware of fraud and discard any email communication solicitations from banks or other entities "phishing' for card information
- Perform monthly departmental /cardholder audits to verify that Procurement Card Policies and Procedures are followed

Utilizing and promoting best practices for use of the procurement card will help enable a department/agency to have a successful card program.

Please contact Yolanda Thurman, Procurement Card Administrator at 601-359-2016 or Yolanda.Thurman@dfa.ms.gov; or Steve Tucker, Director, Marketing, Travel and Card Programs at 601-359-3107 or Stephen.Tucker@dfa.ms.gov for any questions or concerns.

Travel Notes

How to Book a Flight:

Method 1.

State agencies, city and county officers and employees may utilize the State of Mississippi Travel Agency Services contract administered by the Office of Purchasing, Travel and Fleet Management. Employees may make reservations for all travel arrangements using a state contract travel agency or by booking flights over the Internet. A receipt (passenger receipt) and itinerary shall accompany the request for reimbursement. There are transaction fees for booking air travel, as well as separate transaction fees that may accompany this mode of transportation, including but not limited to vehicle rental, lodging, etc.

When booking a flight through a state contract travel agency, simply select the travel agency, call the contact person, and book your flight. Be sure to check with your Program Coordinator to see if they use a particular travel agency for all bookings or to verify that you are authorized to book your own flight and use the agency's ghost card as a method of payment.

There are no quotes required when using a state travel agency. They should find the lowest fare for you.

Travel Notes

How to Book a Flight:

Method 2

Another option is booking airfare on your own. This is a simple process. With online booking tools, such as Travelocity, Orbitz, Priceline, etc., and the airlines themselves, with a few strokes on the keyboard you can search for and book the right flight for you. Air travel is an authorized expense for the travel card and you can check with your Program Coordinator regarding use of the ghost account, a department card or your travel card. You may also choose to book with your personal card and receive reimbursement when authorized by your agency.

For all flights which are not booked through one of the contract travel agencies, the employee must obtain and maintain in its files a cost comparison showing a minimum of two (2) fares. This cost comparison must show the fare and any issuance cost and must demonstrate a cost savings, and shall also be submitted along with the employee's Travel Voucher. Neither of these quotes should be through a travel agency if they will not be used.

If the employee must book a flight at a price in excess of the lowest rate on the cost comparison, the agency must, prior to booking the flight, submit an eWaiver Request found on the OPTFM website at https://www.dfa.ms.gov/media/9280/ewaiver-request-form.pdf to the Office of Purchasing, Travel and Fleet Management and include the amount of cost and the justification of using that fare on the eWaiver.

Preferred seating, business, or 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. An eWaiver signed by the Agency Head or designee must be submitted and approved by OPTFM prior to the trip.

Whether you choose to book through a travel agency or book your own flight, the procedures in place should demonstrate the cost savings that shows that travelers have the best interests of the State of Mississippi in mind when flying gets you where you need to be. For more information regarding air travel click here: https://www.dfa.ms.gov/media/xxkohqdv/travel-manual-2019-resaved.pdf

Fleet News

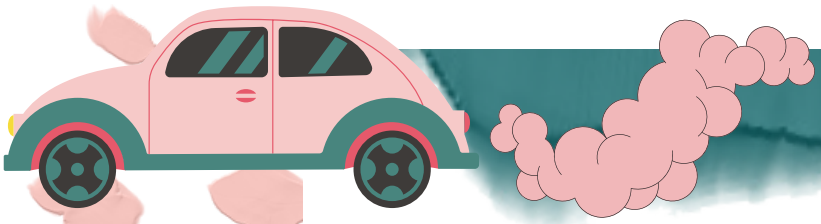
BFM is currently wishing to update Fleet contact information for each agency for their records and correspondence purposes. Please provide us with the most current personnel contact information (email and phone number). You may send this information to Ashley Harrell via email at Ashley.Harrell@dfa.ms.gov

FYI Allowable Services for Fuelman Card Usage

Maintenance Plan/Disaster Plan: The contract includes certain maintenance to be performed as needed. The prices for maintenance shall be at or below the standard price which the location offers to the general public. These allowed services are listed below:

1. Oil Change and lube
2. Vehicle Wash
3. Tire Repair (flat)
4. Belt Replacement
5. Hose Replacement
6. Wiper Blade Replacement
7. Oils (motor & hydraulic)
8. Tire Mounting, Rotation, Balance
9. Light Bulb, Seal Beam, or Related Repair
10. Radiator Repair
11. Air· Conditioning Repair
12. Alternator Replacement or Repair
13. Minor Body and Other Repair to Allow Vehicle to Return to Base
14. EMERGENCY ONLY: New Tires and Batteries. (These services could be used only in an emergency and properly approved by supervisor.)
15. Glass Repair

This information can also be found in the Fleetcor Contract #820004558 on our website.



2022

PPRB MEETINGS

PPRB Meeting Date	Submission Deadlines
JANUARY 5, 2022	DECEMBER 1, 2021
FEBRUARY 2, 2022	JANUARY 5, 2022
MARCH 2, 2022	FEBRUARY 2, 2022
APRIL 6, 2022	MARCH 2, 2022
MAY 4, 2022	APRIL 6, 2022
JUNE 1, 2022	MAY 4, 2022
JULY 6, 2022	JUNE 1, 2022
AUGUST 3, 2022	JULY 6, 2022
SEPTEMBER 7, 2022	AUGUST 3, 2022
OCTOBER 5, 2022	SEPTEMBER 7, 2022
NOVEMBER 2, 2022	OCTOBER 5, 2022
DECEMBER 7, 2022	NOVEMBER 2, 2022
JANUARY 2023	DECEMBER 7, 2022

The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM
Alicia Adams
Belinda Russell

Bureau of Purchasing and Contracting
Michael Cook, Director
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Christopher Statham
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Easter Hamiur
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