Department of Finance and Administration

Office of Fiscal Management

ADDENDUM No. 1

IFB #3160003586

<u>Questions and Answers:</u>

Question #1: Would the agency consider having the documents scanned electronically into worldwide standard PDF format instead of put on microfilm? There are storage risks associated with the film (degradation, scarcity of microfilm reader parts, etc.) that do not exist for digital images.

Answer: Any questions that are received concerning this IFB will be answered in an addendum, and posted to the DFA website.

Question #2: Would my production manager and I be allowed to come and view the files on May 26th or May 27th?

Answer: If DFA allows the files to be viewed, this would mean that DFA would have to issue an addendum to the IFB, scheduling a pre-bid conference, and extending the opening date of the IFB. Because of the time restraint with getting this IFB issued and awarded, this will not be feasible for DFA.

Question #3: Can you provide an example of the "Travel Voucher Document" that will be microfilmed?

Answer: Attached is a sample of the "Travel Voucher Document". Sample for indexing included.

Question #4: How many boxes will be microfilmed?

Answer: There are currently 897 boxes ready to be microfilmed, with between 2500-3000 images.

Question #5: Will there be a date range on the outside label of the microfilm box?

Answer: Yes, there will be a date range on the outside label of the microfilm box. Sample of box label attached.

Question #6: IFB specifications refer to both documents and images. For purposes of this bid, is a document equal to an image?

Answer: A document will include attachments, which will be individual images. Therefore, a document can or will consist of one (1) or more images.

Question #7: Does the duplicate roll need to be a Silver or Diazo film?

Answer: The duplicate roll needs to be Diazo.

Question #8: What reduction ratio should we film?

Answer: Reduction ratio should be 24X.

____
Authorized Signature of Bidder

____
Printed Name and Date

Note: Vendor must acknowledge this and any subsequent Addenda on Bid Form (Attachment A).

Judy Miller
Judy Miller, Procurement Officer
Department of Finance and Administration

6/5/2020
Date

"Example of Travel Voucher" Document

PH130030 R133 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/20/2020
PHTRSU1T Official Travel Voucher Summary 09:31 PM

RECEIVED
By:
FEB 24 2020
Dept. Finance & Administration
Office of Fiscal Management

*Agency: 0651 *SSN: 587555301 Date to Pay: 02 24 2020 Pay Freq: T

Pay Date: 02/24/2020 Empl Type: P PIN/WIN: 4206 Run#: 7002

GRIFFIN, KIRITA ROCHELLE

Warrant/EFT Number: 351339343 Transaction Number: TR202082326

	Expenses	Advance Issued	Advance Repayment	PTE Issued	PTE Repayment	Sub Total	Deductions	Net
In-State:	1082.56					1082.56		1082.56
Out-of-State:								
Out-of-Country:								
	---------	---------	---------	---------	---------	---------	---------	---------
Total:	1082.56					1082.56		1082.56

Date Approved: 02/20/2020 Certified By: MNPH734 Approval: P
LastUpdtTm: 02/20/2020 9:29:38.0 PM LastUpdtUser/Pgm: PH1332 PHTDPW2T

Form 13.20.10
Revised 01/2020

TRAVEL VOUCHER

Check One:	
Employee	✓
Contract Worker	
Board Member	

State of Mississippi: Dept Of Human Services
(Agency or Institution)

Employee SSN (Last 4): 5301 PIN/WIN: KG382428

Please Note: Employee SSN is optional. Only utilize if requested by agency.

Name: Kinta Griffin PID#: 55-5301

Address: 303 Patricia Drive Indianola,MS 38751

Trip Optimizer Attached	
Yes	
No	✓

Reason Why Trip Optimizer is not Attached

2/21/20

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from January 06,2020 to January 31,2020. The itemized statement follows.

Check Box(es):	In-State	✓	Out-of-State		Out-of-Country		PTE Request	

Prior to Trip Expenses (PTE) Request:	
Lodging	
Public Carrier	
Registration	
Payment Information *(Traveler complete, if known)*	
Trip #	
Travel Voucher #	
SAAS Ag #	
SPAHRS Ag #	0651
Fund #	3651
Activity / Location	H058
Org / Sub Org	2330
Rpt Category	P275
Project / Sub Proj	

Per Diem in Lieu of Subsistence	
Taxable Meals	0.00
Non-Taxable Meals	528.08
Lodging	0.00
Registration	
Total Rental Cost	
Travel in Private Vehicle	494.50
Travel in Rented Vehicle	0.00
Travel in Public Carrier	0.00
Other: tips	60.00
Sub Total	1,082.58
Less: Travel Advance	
Less: PTE Lodging	0.00
Less: PTE Public Carrier	0.00
Less: PTE Registration	0.00
Net Payment (Overpayment)	$1,082.58

Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future reimbursements may be debited to correct the overpayment.

Traveler: DocuSigned by: Kinta Griffin Title: DHS-ELIGIBILITY WORKER II Date: 2/10/2020

Approved by: Kelvin Short Title: DHS-COUNTY DIRECTOR Date: 2/19/2020

Verified by: Malinda Lindsey Title: SECRETARY PRINCIPAL Date: 2/11/2020

PENALTY FOR FRAUDULENT CLAIM: [illegible] (Section 25-1-41 and 25-1-91, Miss. Code Ann. 1972)

WH

Form 13 20 10

Itemized Statement of Travel Expense SPAHRS Ag # 851 Name: Kinta Griffin PID#: 55-5301

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses Item	Other Authorized Expenses Amount
Non-Taxable Meals											
1/6/2020	HINDS CO SPECIAL ASSIGNMENT	303 PATRICIA DR,INDIANOLA,MS TO 4777 MEDGAR EVERS BLVD, JACKSON MS TO 320 GREYMONT STREET JACKSON,MS	84	8.39	12.68	17.69	46.00	38.76	DB	TIPS	5.00
1/7/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 320 GREYMONT STREET JACKSON,MS	12		15.89	23.55	46.00	39.44	DB	TIPS	5.00
1/8/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 320 GREYMONT STREET JACKSON,MS	12		21.69	18.59	46.00	40.28	DB	TIPS	5.00
1/9/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 320 GREYMONT STREET JACKSON,MS	12	7.57	12.87	14.57	46.00	35.01	DB	TIPS	5.00
1/10/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 303 PATRICIA DRIVE ,INDIANOLA,MS	84	6.32	12.87		46.00	19.19			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
Total			224.00	22.28	76.00	74.40		172.68	0.00		20.00

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Item	Amount
Taxable Meals											
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
Total			0	0.00	0.00	0.00		0.00	0		0
		Overall Total Miles Calculated	224.00								
		Mileage Reimbursement Rate	0.575	**($0.575 if no state vehicle available and less than 100 miles per day are to be traveled; $0.17 if state vehicle is available)**							
		Total Mileage Dollar Amount-Non Taxable	128.80								

Form 13.20.10

Itemized Statement of Travel Expense SPAHRS Ag #: 651 Name: Kirila Griffin PID#: 55-5301

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses: Item	Other Authorized Expenses: Amount
Non-Taxable Meals											
1/13/2020	SPECIAL ASSIGNMENT DISASTER BENEFITS FOR ROSEDALE,MS	212 N PEARMAN ST, CLEVELAND,MS TO 706 BRADFORD ST, ROSEDALE,MS	40					0.00			
1/14/2020	SPECIAL ASSIGNMENT DISASTER BENEFITS FOR ROSEDALE,MS	212 N PEARMAN ST, CLEVELAND,MS TO 706 BRADFORD ST, ROSEDALE,MS	40					0.00			
1/15/2020	SPECIAL ASSIGNMENT DISASTER BENEFITS FOR ROSEDALE,MS	212 N PEARMAN ST, CLEVELAND,MS TO 706 BRADFORD ST, ROSEDALE,MS	40					0.00			
1/16/2020	SPECIAL ASSIGNMENT DISASTER BENEFITS FOR ROSEDALE,MS	212 N PEARMAN ST, CLEVELAND,MS TO 706 BRADFORD ST, ROSEDALE,MS	40					0.00			
1/17/2020	SPECIAL ASSIGNMENT DISASTER BENEFITS FOR ROSEDALE,MS	212 N PEARMAN ST, CLEVELAND,MS TO 706 BRADFORD ST, ROSEDALE,MS	40					0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
Total			200.00	0.00	0.00	0.00		0.00	0.00		0.00

Taxable Meals											
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
Total			0	0.00	0.00	0.00		0.00	0		0
		Overall Total Miles Calculated	200.00								
		Mileage Reimbursement Rate	0.575	**($0.575 if no state vehicle available and less than 100 miles per day are to be traveled; $0.17 if state vehicle is available)**							
		Total Mileage Dollar Amount-Non Taxable	115.00								

DocuSign Envelope ID: 68CB5E69-3CA3-48CA-8EAA-2611EDB2C139

Form 13.20.10

Itemized Statement of Travel Expense SPAHRS Ag #: 651 Name: Kinla Griffin PID#: 55-5301

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses Item	Other Authorized Expenses Amount
	Non-Taxable Meals										
1/21/2020	HINDS CO SPECIAL ASSIGNMENT	303 PATRICIA DR,INDIANOLA,MS TO 4777 MEDGAR EVERS BLVD, JACKSON MS TO 320 GREYMONT STREET JACKSON,MS	94	5.66	11.67	22.36	40.00	40.00	DB	TIPS	5.00
1/22/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 320 GREYMONT STREET JACKSON,MS	12		14.86	23.55	40.00	38.41	DB	TIPS	5.00
1/23/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 320 GREYMONT STREET JACKSON,MS	12		16.96	24.86	40.00	41.82	DB	TIPS	5.00
1/24/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 303 PATRICIA DRIVE,INDIANOLA MS	94	7.57	12.87	14.57	40.00	35.01	DB	TIPS	5.00
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
Total			212.00	13.43	56.56	85.34		155.33	0.00		20.00
	Taxable Meals										
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
Total			0	0.00	0.00	0.00		0.00	0		0
		Overall Total Miles Calculated	212.00								
		Mileage Reimbursement Rate	0.575	**($0.575 if no state vehicle available and less than 100 miles per day are to be traveled; $0.17 if state vehicle is available)**							
		Total Mileage Dollar Amount-Non Taxable	121.90								

Form 13.20.10

Itemized Statement of Travel Expense SPAHRS Ag #: 651 Name: Kirita Griffin PID# 55-5301

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Other Authorized Expenses Item	Other Authorized Expenses Amount
	Non-Taxable Meals										
1/27/2020	HINDS CO SPECIAL ASSIGNMENT	303 PATRICIA DR,INDIANOLA,MS TO 4777 MEDGAR EVERS BLVD, JACKSON MS TO 320 GREYMONT STREET JACKSON,MS	94	7.68	16.66	22.36	46.00	46.00	DB	TIPS	5.00
1/28/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 320 GREYMONT STREET JACKSON,MS	12		14.86	23.55	46.00	38.41	DB	TIPS	5.00
1/29/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 320 GREYMONT STREET JACKSON,MS	12	4.13	18.96	24.86	46.00	46.00	DB	TIPS	5.00
1/30/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 320 GREYMONT STREET JACKSON,MS	12	7.57	12.87	25.98	46.00	46.00	DB	TIPS	5.00
1/31/2020	HINDS CO SPECIAL ASSIGNMENT	320 GREYMONT ST JACKSON,MS TO 4777 MEDGAR EVERS BLVD JACKSON,MS TO 303 PATRICIA DR, INDIANOLA,MS	94	9.97	13.67		40.00	23.64			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
Total			224.00	29.66	78.22	96.75		200.05	0.00		20.00

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Max	Daily Meals Allowed	Hotel	Item	Amount
	Taxable Meals										
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
Total			0	0.00	0.00	0.00		0.00	0		0
		Overall Total Miles Calculated	224.00								
		Mileage Reimbursement Rate	0.575	**($0.575 if no state vehicle available and less than 100 miles per day are to be traveled; $0.17 if state vehicle is available)**							
		Total Mileage Dollar Amount-Non Taxable	128.80								

STATE OF MISSISSIPPI
Tate Reeves, Governor
DEPARTMENT OF HUMAN SERVICES
Jacob Black,
Interim Executive
Director

MEMORANDUM

TO: ALL MDHS EMPLOYEES

FROM: Bridgette Bell, Chief Financial Officer
Budgets and Accounting

DocuSigned by:
Bridgette Bell
2EC54DFAAC984C9

Date: January 16, 2020

Subject: Travel Voucher Update

Effective immediately, all employees shall implement the following procedures concerning Travel Vouchers:

1. The physical address for each point of travel shall be included on the TravelVoucher.

2. Mileage travelled for meals shall not be included in the total mileage requested.

3. A copy of this Memorandum must be attached to each submitted TravelVoucher.

Travel Vouchers not following this procedure may be returned to the traveler, causing delay in payment. If the voucher is paid in full and the mistake is discovered during an audit, the traveler shall be required to repay the disallowed amount back to the State.

BB: cw

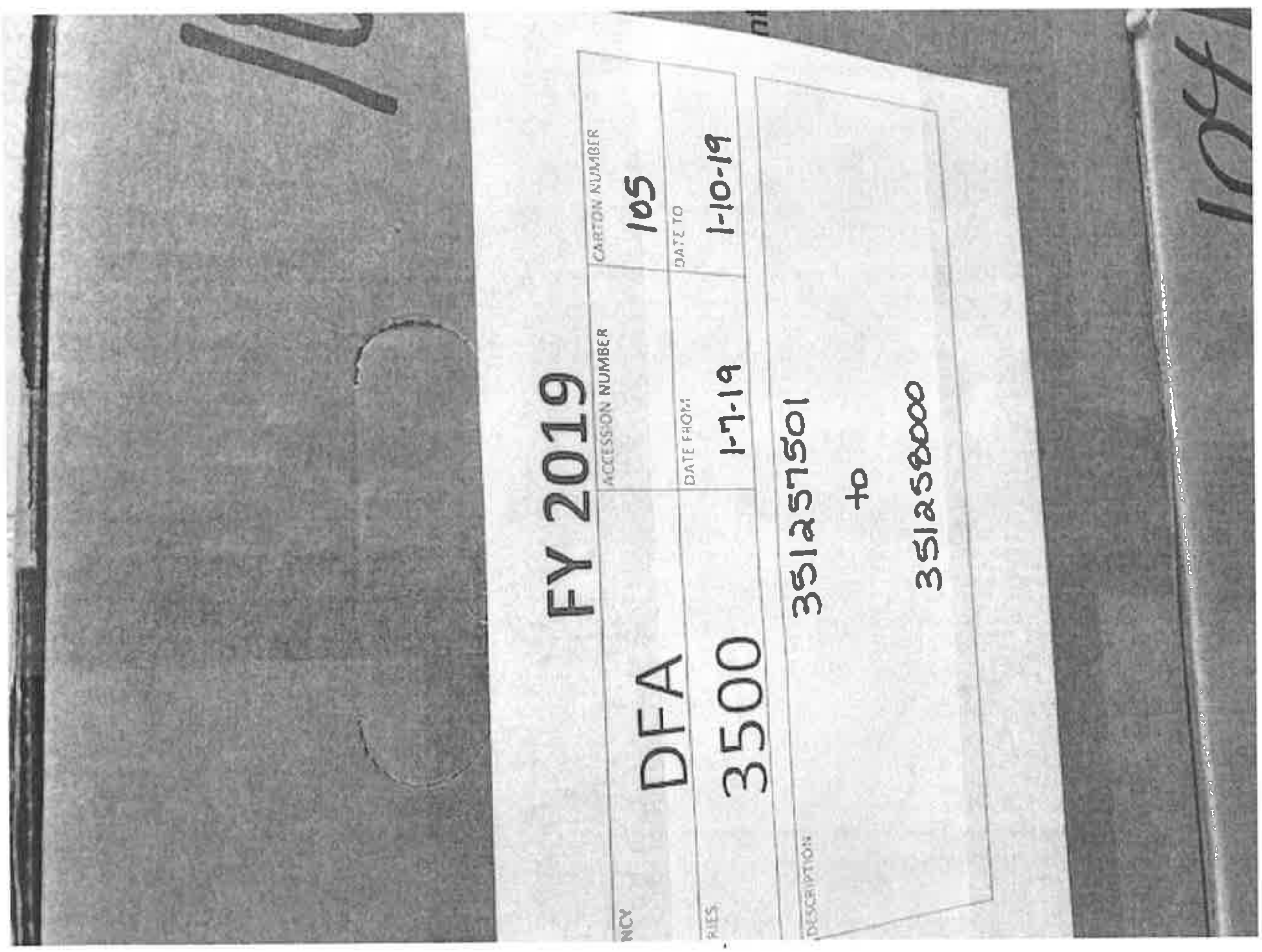
Judy Miller

From: Brandi King
Sent: Monday, June 1, 2020 12:30 PM
To: Brandi King; Judy Miller
Subject: Re: <EXTERNAL>:

Get Outlook for iOS

"Example of Outside Label for Box"

From: Brandi King <cbking1970@gmail.com>
Sent: Monday, June 1, 2020 12:28 PM
To: Brandi King
Subject: <EXTERNAL>:



Sent from my iPhone