

# Purchasing Updates

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**Steven Webb**

Director of Purchasing and Food Distribution

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

June 2025



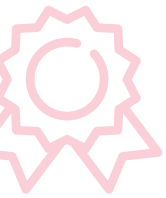
## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



# State Purchasing Program



Bids and Contract  
Specialist:

Patricia Lewis

601-576-4977

[plewis@mdek12.org](mailto:plewis@mdek12.org)

Product Specialist:

Larry Hill

601-576-4987

[hill@mdek12.org](mailto:hill@mdek12.org)

Program Specialist  
(USDA):

Ashlea Jackson

601-576-4978

[asjackson@mdek12.org](mailto:asjackson@mdek12.org)

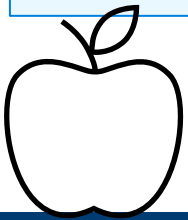
(Email address will be  
changing)

Lead Nutritionist/  
Registered  
Dietitian:

Betsy Pennington

601-576-4987

[bpennington@mdek12.org](mailto:bpennington@mdek12.org)



# Product Management Committee Members by Region

6

Region 1:  
Alexandra  
Hallmark

Region 2:  
Turner  
Sanderson

Region 3:  
Gail Hodo

Region 4:  
Leigh  
Pickard

Region 5:  
Christell  
Hicks

Region 6:  
Sabrina  
Jones

Region 7:  
Ashley  
Harris

Non-Public  
Schools:  
Martha  
Montiforte

Headstarts:  
Mary Reed

Supt. Proxy:  
Sarah Busby

# Vendors for 2025-2026 School Year

7

## Dry and Non-Food Items :

Regions 1 & 2: Briggs Inc.

Regions 3-7: Merchants  
Foodservice

## Refrigerated/Frozen:

Regions 1 & 2: Briggs Inc.

Regions 3-7: Merchants  
Foodservice

## Produce

Regions 3, 4, 5, and 6: MS Fruit  
and Vegetable

Region 7: Sunrise Fresh Produce

## Milk:

Regions 1, 2, 3, and 4: Prairie Farms

Regions 5, 6, and 7: Borden Dairy Company

## Ice Cream:

Regions 1, 2, 3, and 5: Prairie Farms

Region 4, 6, and 7: Hershey Creamery Company



- Line 1039
  - Whole Grain Breaded Catfish Strips
- Line 1432
  - Snack Crackers Cinnamon Flavor
- Line 2119
  - Beef Jerky, Teriyaki Flavored

**Additional new products may be coming soon! Product management committee has tested new products and is meeting to vote this week.**

**Notifications about new products will be made by Patricia. Look for a purchasing notes newsletter from her!**

# USDA Foods Distribution

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# Food Distribution Advisory Committee Members by Region

12

Region 1:

Mark  
Carpenter

Region 2:

Valerie  
Weivoda

Region 3:

JoAnn  
Martin

Region 4:

Ginny Hill

Region 5:

Danielle Hall

Region 6:

Elisabeth  
Hollinghead

Region 7:

Karen  
Albrecht

Entitlements	
Overall State Entitlement	23,086,446
Carryover Funds	\$14,038,216
Total Entitlement	\$37,124,662

Rates	
USDA Rate	\$0.45
Rate Adjustment	\$0.18
Total Rate	\$0.63

The increase in PAL has caused an increase in trucks being shipped to our distributors.

The RA's must pull their USDA foods in a timely manner so that the distributors will be able to have the capacity to receive the incoming deliveries.

- 0-60 days: No cost for storage
- On the 61<sup>st</sup> day: Distributor may invoice your organization for 1 month of storage.
- Distributor may continue to charge storage fees every 30 days afterwards.
- Storage fees are the responsibility of the organization that caused the fees.
- Any storage fees assessed will not follow the USDA foods due to a transfer to another organization.
- On the 65<sup>th</sup> day: The State Agency will begin transferring foods to other RAs

- USDA Foods allocated to your school district and are stored at the contracted warehouse.
- USDA Food order deliveries must be receipted upon delivery.
- Distributor credits on USDA Foods are not allowed.
- If for some reason you are issued a credit on USDA Foods. Please email Ashlea Jackson at [asjackson@mdek12.org](mailto:asjackson@mdek12.org) and cc. Steven Webb at [swebb@mdek12.org](mailto:swebb@mdek12.org).



- State of Mississippi overall budget is \$2,169,208
- State agency will monitor use of FAVORS money. If not utilized, it will be given to another school district.
- Food will be available for ordering early July.
- Any complaints regarding produce need to be emailed to Ashlea immediately.
- Ordering schedule will be emailed by Ashlea in July.

- Local DoD Budget is \$739,726
- Butterbeans, Peas and Blueberries
- These products will be forced shipped.
- Use PrimeroEdge to select the sites that you them shipped to.
- Sales Order numbers begin with 6000#####.

# Reports

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**OVERTIME REIMBURSEMENT**  
OFFICE OF CHILD NUTRITION  
DIVISION OF PURCHASING AND FOOD DISTRIBUTION

Overtime can only be claimed for time worked after 2:30 p.m. due to late trucks. Over time information should be submitted to the Office of Purchasing and Food Distribution (address below).

School District: Somewhere County School District

Distributor: Name of Company

Date: June 14, 2024 (mm/dd/yyyy)

Instructions: Complete a separate row for each employee. The Total Overtime Hourly Rate, Total Reimb., and Total Amount Due to the District calculates automatically. (ENTER PARTIAL HOURS WORKED AS FOLLOWS: 15 minutes = .25, 30 minutes = .50, 45 minutes = .75, e.g. if the staff member worked from 2:30 pm to 3:45 pm, Overtime Hours Worked would be 1.25 hours)

Site/School Name	Truck Arrive	Truck Depart	Staff Member	Hourly Rate	Benefits (overtime hourly rate*)	Total overtime hourly rate =	Overtime Hours Worked	Total Reimb.
Somewhere Elementary	2:48 pm	3:11 pm	Rane Doe	\$ 26.75	\$ 7.42	\$ 34.17	0.68	\$ 23.24
			Requested OT:			\$ 0.00		\$ 0.00
			2:30 p.m.-3:11 p.m. (41 minutes)			\$ 0.00		\$ 0.00
			Wednesday, June 13, 2024			\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00

\* (e.g. \$17.00 hourly rate + \$3.72 benefits/hour = \$20.72/hour X 2 hours worked = \$41.44 total reimbursement)

Return completed form via email by clicking the **Submit Form** button, or send the printed form to:

Office of Child Nutrition  
Division of Purchasing and Food Distribution  
P.O. Box 771  
Jackson, MS 39205

**Submit Form**

Total amount due to district: \$ **\$ 23.24**

TERMS OF ACCEPTANCE AND SIGNATURE  
I, the undersigned, attest to the truthfulness of the information provided in this form.

Signature of Foodservice Administrator  
June 14, 2024 (mm/dd/yyyy)  
Date

Revised 07/30/2018

500 Greymont Avenue, Suite F | Phone (601) 576-5000  
P.O. Box 771 | Fax (601) 354-7595  
Jackson, MS 39205-0771 | [www.mdekl2.org](http://www.mdekl2.org)

# Overtime Report:

- Turn in as quickly as possible.
- Overtime is claimed any time after 2:30.
- Overtime is based off of truck arrival and departure time. Do not include the time staff spends unloading product.
- Include the date the overtime occurred.
  - This person had to stay from 2:30-3:11 pm (41 minutes)
  - 41 minutes/60 minutes= 0.68 overtime hours worked

Take photos which illustrate the issue. Include product labels, lot codes, dates, damage, packaging problems, foreign object, etc.

If found, retain any foreign objects.

Hold product, until notified if vendor will pick-up or instructed to dispose of product.

Most important part: Provide a detailed description on the incident report. The report can be found in MAPS.



# Incident Report Example:

- Remember: Be as descriptive as possible!
- Comment reads: “Pictures of the biscuit, screw next to a ruler, packaging, product code, manufacturer name, etc. are included in this packet.”
- Turn in the incident report as quickly as possible.
- \*USDA Complaint Teams Training will occur in August. You will receive an email from Ashlea.

## Incident Report

Office of Child Nutrition  
Division of Purchasing and Food Distribution

Date of Occurrence: June 14, 2024 School District: Somewhere Elementary  
Location of Incident: Somewhere Elementary School Date MDE notified: June 14, 2024

### Specific Problem:

Screw was found in a biscuit. A child found the screw while eating their biscuit.

Name of Product: Brand Biscuit Product Code #: #####  
Date Product Received: June 1, 2024 How much product involved: 1 biscuit  
How much product used: 300 biscuits How much product remains: 30 biscuits  
Lot #: ##### Can codes: N/A  
The lot # is a batch of numbers located on the case. It is not the Distributors pick ticket

Is this a USDA/Commodity Item? ☐ Yes ☐ No If so, what is the DO#: \_\_\_\_\_

### Comments:

Pictures of the biscuit, screw next to a ruler, packaging, product code, manufacturer name, etc. are included in this packet.

If possible, include photos (via email or regular mail) of the product and packaging (including lot and/or case codes)

TERMS OF ACCEPTANCE and SIGNATURE I, the undersigned, attest to the truthfulness of the information provided in this form.

Return completed form via email by clicking the **Submit Form** button below, or send the printed form to:

\_\_\_\_\_  
School Food Authority or Executive Director

Bill Urban, Director  
Division of Purchasing  
MS Department of Education  
Office of Child Nutrition  
P. O. Box 771  
Jackson, MS 39205-0771

06/14/2024  
Date (mm/dd/yyyy)

**Submit Form**

# Password resets





## How do I reset my password in MAPS?



**Purchasers Site**

\*Indicates required fields

Username\*:

Password\*:

Login

[Forgot Password?](#)

**Primerosdgs**

User Name

Steven.Webb

Password

\*\*\*\*\*

Sign in

[Forgot Password](#)

You would think that you could simply click “Forgot Password?”

- Wrong answer.

Clicking this button will not direct you to another screen where you can do a password reset.

Nor does it prompt us that you need a password reset.

So, what do you do?

- Email us
- Call us

We will reset it for you and either email you or call you back with further instructions.



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swebb@mdek12.org

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