

# THE BUYERS NETWORK

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THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

## Learning and Networking Highlight the 2007 Agency Purchasing Conference

The 2007 Agency Purchasing Conference at Stonewall Jackson Resort was one of the Purchasing Division's best attended conferences with more than 250 attendees.

This annual training event focused on the changes resulting in the purchasing reform efforts made during the 2006 Regular Legislative Session. These changes meant that this year's conference was more vital than ever for agency purchasers to attend, especially those specifically designated as their agency's procurement contact, in order to be knowledgeable of the latest purchasing law, rule and procedures.

Many times throughout the conference, the phrase "the law, the rule, the handbook" – referring to **West Virginia Code, Code of State Rules** and the Purchasing Division Procedures Handbook – was cited as crucial resources for agency purchasers to follow to ensure proper purchasing procedures are followed.

The Purchasing Division staff and other agency representatives offered presentations on more than 20 different topics, many dealt with the changes made within the last year.

The presenters were available throughout the week to answer

questions on an individual basis. In addition, the Purchasing Division buyers conducted meetings with representatives from their assigned agencies. This session enabled agency purchasers to ask questions or to discuss particular situations specific to their individual agency.

Representatives of the Purchasing Division conducted presentations on the following topics: Basic Purchasing; Contract Management; Request for Proposals; Purchase Order Encumbrance; Sole Source Process; Vendor Registration; Agency Delegated Purchasing; Request for Quotation; Statewide Contracts; Construction Purchases; Fixed Assets; Surplus Property; Writing Specifications; Change Order Process; Purchasing Web Site and Technology; Piggy-backing Contracts and Inspection.

Within a few days after the conclusion of the conference, the Purchasing Division posted all of its workshop presentations on its web



More than 250 agency participants attended the 2007 Agency Purchasing Conference at Stonewall Jackson Resort last month. With recent changes in purchasing laws and rules, training was especially important this year.



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# THE DIRECTOR'S COMMENTS

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## Feedback from the 2007 Agency Purchasing Conference Vital to Us

By Dave Tincher  
State Purchasing Director

The 2007 Agency Purchasing Conference has come and gone, but your opinions of this annual training event is what we are now seeking.

Your feedback is vital to us in planning not only next year's conference, but in formulating other training activities throughout the year. Within the participant's conference packets, an evaluation form was included. This form solicits the opinions of our conference attendees on various aspects of this training event, including the location, length, organization and

registration process, as well as the individual workshop sessions.

There is also an opportunity to express what the attendees liked the most and least about the conference, other topics they would like to see addressed, and other comments they may have regarding the conference.

If you attended our conference and have not submitted your evaluation form, I encourage you to do so as soon as possible. We welcome your feedback.

As I mentioned during the conference commencement, training is an area which the Purchasing Division will be enhancing this year. We will strive to educate our agency purchasers, other officials in state government, and representatives of



the business community on purchasing laws, rules and procedures.

The presentation materials offered at our Agency Pur-

chasing Conference are now available online at [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training) to assist those who either could not attend our conference or were unable to attend certain workshop sessions.

I am pleased with the number of agency participants this year and, more importantly, their eagerness in wanting to learn about the state purchasing process. For those who attended, I hope you gained valuable information at our conference which will assist you in performing your job.

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## Agency Conference

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site at [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).

Other presenters at the conference and their respective topics included Penney Hall, State Use Program; Paul Gabel and Guy Perry, Correctional Industries; Dawn Warfield, Legal Issues; Helen Wilson, Technical Contracts; and Lisa Comer, Payment Process.

Some of the other conference highlights included the announcement of the 2007 Procurement Officer of the Year (see story, Page 4) and a uproarious return of the popular "Agency Feud" game show (see story on Page 7).

The conference planning committee will begin its process of coordinating the logistics for next year's event. Once a site is selected and plans are underway, additional information will be reported in *The Buyers Network*

newsletter and on the Purchasing Division's web site.

The Purchasing Division extends its gratitude to the agency representatives who attended this training

opportunity as well as our guest speakers and staff members who worked hard to make this year's Agency Purchasing Conference a successful training event.



Information was plentiful with more than 20 workshop topics discussed during the 2007 Agency Purchasing Conference. Senior Buyer Roberta Wagner is pictured discussing the basics of purchasing in one of her workshop sessions.

## IKON Expands on its Core Value: Customer Centricity

IKON Office Solutions, Inc. is a large independent channel for copier, printer and MFP technologies, which delivers integrated document management solutions and systems, enabling customers worldwide to improve document workflow and increase efficiency. In addition, IKON offers multi-functional products from industry leading manufacturers like Canon and Ricoh designed with the speed, quality and finishing capabilities to meet any application.

IKON has been serving the State of West Virginia for three years on the statewide contract DIGCOP04 for copiers and multi-functional devices. IKON is able to service all parts of the state. "We believe it is important to offer our Best in Class products to the entire state," said Major Account Executive Todd Young. "This leading edge technology needs to be available to all state employees

independent of where their office is located."

According to Young, IKON comes in, assesses an agency's environment, looks at document workflow and gives recommendations on a new solution to help increase productivity and reduce costs for document production. They provide color and black and white products to these agencies off the DIGCOP04E contract. Working with the West Virginia State Budget office, Young said that IKON took them from stand alone copiers to multi-functional devices, (copy, print, scan and fax) which decreased the staff's time standing at a copier; increased productivity and reduced their printing cost. Another huge plus to this technology is the increased security of documents.

Finance's Procurement Officer Walt Vest shares their outlook, "We've been doing business with IKON for some

time now and have always found their attention to customer service to be above and beyond. The equipment they have provided is top of the line and they have shown us how to save both money and time with the latest technology. Often times when dealing with large companies, you feel lost in the shuffle if you have a problem that needs resolved. With IKON you have a local representative and staff that are always ready to step in and assist. This has proven to be a major asset to us, especially when dealing with the ever changing demands of state government work."

Other agencies such as the Division of Corrections and the Department of Education are also experiencing the same benefits.

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IKON's Major Account Executive Todd Young says they come in, assess an agency's environment, look at document workflow and give recommendations on new solutions to help increase productivity and reduce costs for document production.

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information about the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

**West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for, by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.**

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# DMV's Karen Lane Reigns as the Purchasing Division's 2007 Agency Procurement Officer of the Year

The Purchasing Division continued its tradition by presenting the 2007 Agency Procurement Officer of the Year award at its purchasing conference last month. This year's recipient was Karen Lane of the Division of Motor Vehicles.

Lane was unable to attend this year's conference due to a illness; therefore, a special ceremony was held at the Purchasing Division's conference room prior to the conference to honor Karen for her hard work and notable performance.

The Agency Procurement Officer of the Year award began in 1996, making this the 12<sup>th</sup> year of celebrating excellence in state public procurement in West Virginia. The purpose of this award is to recognize one individual working in the state purchasing field who has demonstrated high levels of performance and professionalism.

The criteria that is used in making the selection for this award are tenure, performance, communication skills, internal training efforts, cooperation with agency and purchasing staff, positive image, and good purchasing practices. Focusing on the value of expertise and cooperation of those individuals at the state level who handle their daily purchasing operations, this award has had many prestigious winners in the past, including:

- 1996: Edi Barker (BEP)
- 1997: Susie Teel (DEP)
- 1998: Lt. Col. Jim Powers (State Police)
- 1999: Jo Miller Bess (DHHR)
- 2000: Lendin Conway (DEP)
- 2001: Bev Carte (DNR)
- 2002: Ratha Boggess (Treasurer's Office)
- 2003: Syble Adkins (Tax)

- 2004: Carole Woodyard (State Police)
- 2005: Diana Joseph (DNR)
- 2006: Gloria Anderson (Culture and History)

Karen has worked in the public purchasing field for more than 23 years, 18 of those years as an agency procurement officer. She has been described as very organized and efficient; willing to work with employees to accommodate internal and external customers; open-minded yet firm when making the right decisions. She has lead her agency in the development of complex, high dollar requests for proposals.

More of her attributes include working cooperatively with vendors and other state agencies, effective in training her agency's purchasing staff to ensure that proper procedures are being followed, being instrumental in making positive changes in the agency's internal controls to streamline processes and enhance customer service, and most importantly, ensuring that all purchasing rules and regulations are followed by the agency's staff.

Being selected for this honor, Karen received an engraved clock; a certificate of recognition signed by Gov. Joe Manchin III, Cabinet Secretary of Administration Robert W. Ferguson Jr. and Purchasing Director Dave Tincher; and free lodging and registration to the 2008 Agency Purchasing Conference.

"The Purchasing Division values the expertise and cooperation of those who handle the daily procurement operations within each



Karen Lane (r) of the Division of Motor Vehicles was recognized as our 2007 Agency Procurement Officer of the Year. Also pictured is Karen Byrd (l), Assistant Purchasing Director of the Acquisitions and Contract Administration Section.

agency. Karen has been highly recommended by her peers as an agency procurement officer who gets the job done," said Purchasing Director Dave Tincher.

The second award offered by the Purchasing Division is the Partner in Purchasing recognition. Although this award has similar criteria, the focus is not on 'procurement' but on other programs which the Purchasing Division administers, such as travel, fleet, inventory management, surplus property and automation. This is the seventh year that this award has been offered.

Unfortunately this year, the Purchasing Division did not receive any nominations for our Partner in Purchasing award; therefore, a selection could not be made. Purchasing Director Dave Tincher encouraged the individuals attending the purchasing conference to assist the Purchasing Division in the future in nominating well-deserved candidates for this award.

# Taking a **CLOSER** Look at the Purchasing Division's Procedures Handbook

## More Clarification Necessary in Handbook



When the Purchasing Division Procedures Handbook was issued on July 1, 2007, it was anticipated that modifications and, more importantly, clarifications would be necessary. Several revisions were made on September 1, 2007.

Revisions are again necessary to make minor changes to this ever-evolving reference document. It is the Purchasing Division's goal to create a clear, concise and accurate user-friendly guide to assist agency purchasers in performing their job responsibilities.

In addition to making grammatical revisions, some other recent changes, which are effective November 1, 2007, include:

- ♦ Noting the Purchasing Affidavit is to be used for purchases exceeding \$5,000.

- ♦ Enhancing the explanation of receiving procedures to address receiving reports stored by another office of the spending unit.
- ♦ Changing the language in Section 7: Formal Acquisition Procedures under Changes and Reinstatements as well as in the change order checklist to indicate that the **Agreement Addendum** (WV-96) is not required for renewals of existing contracts.
- ♦ Revising the language under Section 8: Special Acquisitions regarding state-owned office buildings. Information relative to **West Virginia Code** §4-8-4 and §4-8-5 which relates to this issue is included in this revision.
- ♦ Deleting the reference in Section 9: Sole Source Acquisitions regarding hearing examiners not requiring approval from the Attorney General's office. Hearing examiners do require approval from the Attorney General's office; however, court reporters do not.
- ♦ Including the newly revised **Agreement Addendum (WV-96)**, which has been modified.

An outline of all the changes was mailed electronically to all agency procurement officers and recipients of **The Buyers Network**. For a copy of the newly revised handbook, visit <http://www.state.wv.us/admin/purchase/Handbook/default.htm>. Archive versions are also available at this site.

### Statewide Contract Spotlight

Continued from Page 3

Customer centricity is IKON's core value. "It is all about taking care of our customers," said Young. "They are the center for everything we do." For questions concerning IKON, contact:

Todd Young  
Major Account Executive  
IKON Office Solutions, Inc.  
3006 Mount Vernon Road  
Suite 1010  
Hurricane, WV 25526  
(304) 757-9699 ext. 127  
(304) 395-0953 Cell  
[bmarcum@ikon.com](mailto:bmarcum@ikon.com)

This contract is available on the Purchasing Division's web site at: [www.state.wv.us/admin/purchase/swc/DIGCOP](http://www.state.wv.us/admin/purchase/swc/DIGCOP). Prior to using any statewide contract, agencies are encouraged to check the web site for contract provisions that may apply.

## What's State Government Buying?

*(This information is compiled from the West Virginia Purchasing Bulletin. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)*

- ♦ **Department of Administration**  
Request to provide water treatment services for the State Capitol Complex.
- ♦ **Department of Revenue**  
Request to provide the 2008 West Virginia Employer's Withholding coupon booklet and loose cut forms.
- ♦ **Division of Culture and History**  
Request to provide construction, labor, materials, equipment and transportation for the State Museum renovation.
- ♦ **Division of Protective Services**  
Request to install cable trays and conduits for the State Capitol Complex.
- ♦ **Department of Education**  
Request to provide enhancing education through technology evaluation services.
- ♦ **State Police**  
Request to provide automated fingerprint identification system.

# Current Statewide Contract Update

(As of October 15, 2007)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc). For more information, please contact Senior Buyer **JoAnn Adkins** at (304) 558-8802 or via e-mail at [joadkins@wvadmin.gov](mailto:joadkins@wvadmin.gov).

## Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
DWASH08	Dishwashing Equipment / Detergent	Ecolab, Inc.	10/01/07

## Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
LAN07	Local Area Network Hardware, Software and Service	08/29/07	Yes
MV08	Motor Vehicles	09/26/07	Yes
FOOD08	Food Items	10/15/07	Yes
PC08	Police Cruisers	11/07/07	Yes

## Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
SBUS08	School Buses	09/24/07	10/22/07
ABATMNT08	Asbestos Abatement	10/03/07	11/07/07
ITECH07	Temporary Employment: Technical Services	---	11/07/07

## Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
FLRCOV07	Floor Covering	Family Carpet	08/31/08
SYSFURN07 [I]	Systems Furniture	[I] Trendway Corporation	10/31/08
ITECH06 [B-G, I-J, L-S, U-V]	Temporary Employment: Technical Services	[B] AC Coy Co.; [C] Advanced Technical Solutions; [D] Arnett & Foster; [E] CDI Business Solutions; [F] Ciber Inc.; [G] Contact Pointe; [I] Dream Catcher LLC; [J] eBridge Consulting; [L] Fenwick Technologies; [M] Global Science; [N] Hourly Computer Services; [O] Mantech Enterprise; [P] Maximation LLC; [Q] PCC Technology Group; [R] Pomeroy Computer; [S] Strictly Business Computer; [U] Tek Systems; [V] Unisys	08/31/08

## Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
WAVRF04	State Use Program	WVARF	12/31/07
WAN04	Wide Area Network	Verizon	12/31/07
CRENTAL04	Car Rental Services	Enterprise Rent-A-Car	12/31/07

## Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
IP06	Information Processing Equipment	Lenovo	Update pricing
CANLINE07	Trash Can Liners	Winans Sanitary Supply	Update pricing
SAFETY07	Safety Equipment	Discount Industrial Supply	Contact information
SBUS07C	School Buses	Mountain Int'l Trucks	Cancel change order #1
TOOLS06	Tools	Hagemeyers	Cancel contract
WAN04	Wide Area Network	Verizon	Add price list
DIGCOP04 [A, H]	Digital Copiers	Xerox Corp.	Upgrade Models

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

### NOVEMBER

INKCRT	.....	Ribbon and Laser Toner
LIGHT	.....	Lighting; Bulbs
PAINT	.....	Paint and Supplies
PHOTO	.....	Photography Supplies and Film

### DECEMBER

ALUM	.....	Aluminum Coil and Flat Sheets
DIGCOP	.....	Digital Copiers
MAO1SW03	.....	ESRI - Master Agreement
OFFICE	.....	Office Supplies

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# PURCHASING CONNECTION

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## Elizabeth Perdue Joins Purchasing Division as Chief Financial Officer

The Purchasing Division welcomes its newest employee, Elizabeth Perdue, who will serve as the division's chief financial officer.

Perdue will be responsible for accounting duties, such as preparing expenditure schedules and appropriation requests, preparing monthly financial statements, and monitoring revenue and expenditures for all Purchasing Division funds.

A resident of Powellton, Perdue has worked in state government for the five years. Prior to her public sector experience, Perdue worked at a public accounting firm for six years.

A Certified Public Accountant, Perdue is a graduate of Gauley Bridge and the West Virginia University Institute of Technology, earning Bachelor of Science

degrees in Accounting and Business Management.

The Purchasing Division is pleased to have Perdue assist us in better serving our customers.



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## "Agency Feud" Game Show Blends Fun with Education

Who says learning about the latest in state purchasing rules and regulations can't be fun? Individuals who believe this obviously were not at the "Agency Feud" game show during the 2007 Agency Purchasing Conference last month.

As part of the banquet activities, the game show – modeled after the popular television show, Family Feud – proved to be entertaining thanks to our good-hearted contestants, a room full of enthusiastic spectators and one boisterous host, Senior Buyer Chuck Bowman.

Ten attendees mustered up the courage to step forward from the audience to be placed on one of two five-person teams, Team Low Bid and Team Protest. Team Low Bid included Darlene Fields (Juvenile Services); Jo Bess (DHHR); Mary Lipford (Governor's Office); Frank Whittaker (Revenue); and Alberta Kincaid (DHHR). Team Protest included Beverly Carte (DNR); George Mitchell (DEP); Bryan Arthur (Corrections); Charlie Mitchell (Adjutant General); and Phil Uy (Education).

Bowman's one-liners were fast,



Senior buyer and "Agency Feud" host Chuck Bowman reveals what 'the survey says,' which delights contestant Bryan Arthur from Division of Corrections.

furious and non-stop as the contestants were quizzed on a variety of purchasing issues. Though members of Team Protest never won a "face off" to gain control of a particular question, they prevailed in the end.

Bowman's reign certainly made an impression on one attendee who wrote in the evaluation form that a game show should be held every evening of the conference.

The game show format has been used in past conferences as an excellent tool for educating while entertaining.

### SURPLUS PROPERTY **PUBLIC AUCTION**

The West Virginia State Agency for Surplus Property will conduct its next absolute auction on Saturday, November 3, 2007, at 2700 Charles Avenue in Dunbar. Gates open at 9 a.m., with the auction beginning at 10 a.m.

For more information and a list of merchandise to be sold, please call:

(304) 766-2626

toll-free 1-800-576-7587

# Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

**Diane Holley**, Assistant Director  
Communication and Technical Services Section  
West Virginia Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130  
E-Mail Address: [dholley@wvadmin.gov](mailto:dholley@wvadmin.gov)



Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Need Information about \_\_\_\_\_

\_\_\_\_\_

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