

# 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

## Purchasing Division Progresses Forward on eProcurement Initiative to Replace TEAM

With the recent approval to proceed with the eProcurement initiative with West Virginia Interactive, in partnership with SicommNet, Inc., the Purchasing Division is pleased to announce the upcoming replacement of its current automated system, TEAM. The current system was implemented in 1991, utilizing mainframe technology to transition our state procurement from a paper-based system to an automated process.

Since technology progresses at a

rapid pace, the Purchasing Division has been realizing concerns related to this antiquated system in recent years; however, due to various reasons, including determining a funding source, a replacement has been difficult to achieve.

In 2008, the Purchasing Division began working with state Office of Technology and its Web portal services contractor, West Virginia Interactive. With the majority of states currently utilizing eProcurement systems for processing their purchasing

transactions, the Purchasing Division is now ready to move forward toward its implementation, which is expected to provide more accountability, quicker processing and more competitive prices for the state. This system is self-funded, with a transaction fee paid by the successful vendor for purchase orders awarded.

The primary business functions that will be incorporated into this eProcure-

Please see ePROCUREMENT, Page 6



Working on the transition to eProcurement are, from left, Buyer Supervisor Roberta Wagner; Ian McQuinn of West Virginia Interactive; Ellen Mode of SicommNet; Technical Services Manager Dan Miller; and Purchasing Application Specialist Mark Totten. It will replace the current automated system, TEAM, which was implemented in 1991 to transition state procurement from a paper-based system to an automated system.

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## THE DIRECTOR'S COMMENTS

# Keeping Everyone Informed on Agency Requisition Status

By Purchasing Director Dave Tincher

One of the New Year Resolutions for the Purchasing Division is to continue our effort in making sure that state agencies are *always* aware of the status of their purchasing requisitions. As a result, we recently shared an *End of the Year Status Report* with our designated purchasing contact persons for their review. Included on this list was agency purchasing requisitions which were currently *active*, meaning that the requisitions had been received by the Purchasing Division but not yet awarded or cancelled.

Agency procurement officers were encouraged to review this report carefully to determine what action is necessary to expedite the purchasing process. It is our goal to keep the communication open with our agency partners to ensure that there is a full understanding

of the action or documentation required to keep the purchasing process moving forward.

To follow up, our buying staff contacted their agency liaisons to ensure that the report was received. This opportunity gave our staff a chance to answer any questions and, if necessary, to discuss in more detail specific transactions.

Communication is the key in the purchasing process. At the Purchasing Division, we make every effort to keep the agency procurement officer knowledgeable of the status of active requisitions until a purchase order or contact is complete. Each Thursday, an e-mail is sent to all agency procurement officers containing a link to the most recent issue of the *West Virginia Purchasing*



*Bulletin* and a direct link to that week's updated *Requisition Status Report* for their view on the state's intranet at: <http://intranet.state.wv.us/admin/purchase/tracking>.

Agency procurement officers are strongly encouraged and expected to share the agency's status report each week with their purchasing staff, field offices and agency leadership. It is vital that the information is shared so that all individuals within the organization are aware of the status of the pending purchase.

Our staff at the Purchasing Division joins me in thanking our agency partners for their cooperation and support. We look forward to continuing our positive working relationship through this New Year.

## Purchasing Terms and Conditions Revised to Address Requirements

The terms and conditions for requests for quotations/proposals and for purchase orders were recently revised, effective December 1, 2009, to reflect necessary changes.

The primary reason for the change to these documents was the creation of a *West Virginia Alcohol and Drug-Free Workplace Act Affidavit*, which is facilitated through the Purchasing Division to all prospective bidders on public improvement construction contracts prior to award.

Additionally, the terms and conditions for requests for quotations/proposals now include the language regarding anti-trust, confidentiality and



licensing, which was previously contained in the *Purchasing Affidavit*.

The terms and conditions for purchase orders have also added the language for confidentiality and licensing, which was on the former version of the *Purchasing Affidavit*.

The *Purchasing Affidavit* now returns to its original intent, which was solely the no-debt requirements, in accordance with *West Virginia Code* §5A-3-10a. This statute provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or

prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

The Affidavit now requires the vendor to affirm with his or her signature that the information is acknowledged and is in compliance with the stated requirements. The document is also required to be notarized.

All of the newly revised forms are available at the Purchasing Division's Web site. For a direct link to the *Purchasing Affidavit*, visit <http://www.state.wv.us/admin/purchase/vrc/pforms.htm>

For the terms and conditions for requests for quotations/proposals and for purchase orders, visit <http://www.state.wv.us/admin/purchase/sitemap.htm>.

Interested in reading previous issues of *The Buyers Network*? Check them out at <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

# Pre-Bid Meetings Allow State Agencies and Vendors to Exchange Crucial Information

When it is time to begin the bid process, communication between agency procurement officials and potential vendors is crucial. The more information exchanged between the parties, the more efficient the bid and award process will be.

Pre-bid meetings are an excellent way for procurement officials to clearly communicate to bidders what they seek in a product, project and/or service, particularly construction jobs.

Pre-bid meetings also give bidders a chance to ask questions so they can make proper adjustments to bids and have no misunderstandings about specifications sought by the agency.

“One of the most important elements of the pre-bid conferences is vendor representation,” said Shelly Murray, senior buyer for the Purchasing Division. “One misconception about pre-bids meetings is that the person submitting the bid for the vendor must be in attendance, when, in fact, the vendor can send anyone to the pre-bid conference, as long as that person signs in for that vendor. It is very important that the representative understands the value of the pre-bid meeting and ably shares the information with the vendor.”

When the decision is made to have a pre-bid meeting, the following elements are needed.

- **An agency representative, or designee, who is knowledgeable of the state procurement**

**process.** A Purchasing Division staff member may participate if requested.

- **A sign-in sheet.** Be sure to specify in the bid document if vendor attendance is mandatory or voluntary. If mandatory, bidders must be signed at a designated time or else they are disqualified from bidding on the contract.

- **Extra copies of the bid document.**

The agency representative should make opening remarks, remind the attendees to complete the sign-in sheet, identify the project by Request for Quotation or Request for Proposal number, and describe the generic scope of work.

“Another important aspect to keep in mind is that bidders who arrive late, but prior to the dismissal of the technical portion of the pre-bid, will be permitted to sign in,” Murray said. “However, bidders who arrive after conclusion of the technical portion of the pre-bid, but during the subsequent part of the pre-bid will not be permitted to sign the attendance sheet and thus not be allowed to bid on the project.”

Once the agency concludes its portion of the pre-bid meeting, time should be allowed for vendor questions



and input. If an item or items in the contract need to be amended as agreed upon by all parties involved in the bid process, such items will be added as addendums to the contract and it is obligatory of the agency representative to record this. These addendums will be communicated to all who were properly signed in at the pre-bid meeting.

Murray added that pre-bids meetings are usually held about two to three weeks after the release of the requisition and/or two to three weeks prior to the bid opening.

However, the time frame varies, depending on the project and the needs of the agency.

For more information about pre-bid meetings, contact your assigned Purchasing Division buyer or visit the Purchasing Division's online training center at [www.state.wv.us/admin/purchase/training/](http://www.state.wv.us/admin/purchase/training/) to review the pre-bid presentation from the Agency Purchasing Conference.

## Purchasing Division Ready for New Year of In-House Training Sessions

The Purchasing Division's in-house training sessions for 2010 begin this month with four classes scheduled and available to state agency purchasers. All trainings will be in Building 15 in the first floor conference room.

The following classes are scheduled for January:

- The **Best Value Procurement Training** class is set for 10 a.m.-11 a.m., on Monday, January 11. This workshop is

only for individuals requiring Request for Proposal evaluation committee training.

- The **Sole Source Training** class is scheduled for 10 a.m.-11 a.m., on Thursday, January 14.

- The **Beginner's Track** class is scheduled for 9 a.m.-4:30 p.m., on Friday, January 22.

- The **Inspection Services** training will be conducted at 10 a.m.-11 a.m., on Thursday, January 28. The sessions

are free and open to those agency purchasers who are involved with the state procurement process.

For a complete list of classes offered throughout the year with dates, times and course descriptions, or to register for a class, visit [www.state.wv.us/admin/purchase/training/inhouse.htm](http://www.state.wv.us/admin/purchase/training/inhouse.htm) or contact Staff Development Specialist Brian Holmes at 304-558-7022 or by e-mail at [Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov).

## Procurement Officer Profile...

### Veterans Affairs' Connie Hodapp Spent Her Life With Numbers

For someone who claims she does not like numbers, Connie Hodapp's career is one that virtually seems dominated by them. The procurement officer for the West Virginia Division of Veteran's Affairs, Hodapp has spent almost three decades helping manage the numbers for her agency. "Every job has had to do with numbers," she said. "And they have all fallen into my lap."

Hodapp's life with numbers began when she worked for a credit bureau, then took on a temporary position with the Internal Revenue Service. None of this was what Hodapp had planned when she began college. "I went to study to become a teacher," she said. "I wanted to teach social studies. I never felt that I had any affinity for numbers."

It was when she went with her mother to take the state civil service exam that she found herself again working with numbers. Hodapp took the exam herself and was hired as a clerk with the veteran's home in Barboursville, working with accounts payable. Hodapp eventually supervised a trustee account, and her supervisor allowed her to do statewide contracts. Her procurement training was a hands-on experience. "I had to learn it all from the ground up," she said.

Hodapp began working in the Veteran's Affairs office in Charleston twice a week, assisting the fiscal officer. When the fiscal officer left the position, Hod-



Connie Hodapp has been with Veteran's Affairs 27 years, with the last eight years spent in the division's Charleston office.

app was hired to fill the spot.

For a procurement officer, Hodapp said that she does not find herself doing much actual purchasing. Hodapp said Veteran's Affairs has 16 field offices throughout the state, each with its own purchasing card, and the offices are responsible for the purchase of its own postage and office supplies. This is in contrast to how it was when Hodapp took the position, with the division having only one purchasing card and

all supplies coming through the main office and being shipped to the field office.

"It simply was not practical," she said. "Supplies had to be sorted and shipped here, and it took up time for employees. It was far more practical to give the individual field offices the ability to buy what they needed. They know what they want." Hodapp said she approves any other purchases.

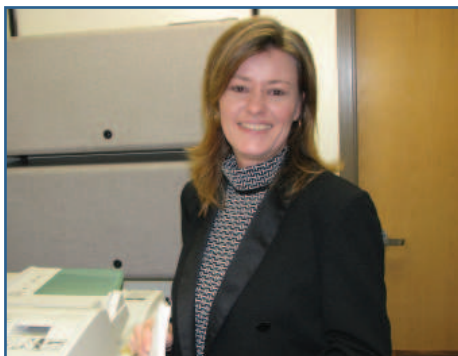
Hodapp said the division utilizes statewide contracts for special items, such as vans to be used by Veteran's Affairs hospitals.

Hodapp said purchasing reform has simplified the procurement process, but has emphasized the need for training. "The process is better since reform, but it puts the need for proper procurement squarely on procurement officers," she said. She added that the resulting evolution of the Purchasing Division has assisted in that change, with the division offering greater assistance and additional resources to procurement officers.

## Welcome Purchasing Assistant Kelli Winebrenner!

The Purchasing Division is pleased to welcome its newest addition, Purchasing Assistant Kelli Winebrenner, to the Acquisition and Contract Administration Section.

A resident of Gauley Bridge, Winebrenner graduated from Gauley Bridge High School. Winebrenner is assigned to work under Buyer Supervisor Jo Ann Adkins to assist in the purchasing process.



## Statewide Contract Spotlight...

# Appalachian Tire Literally Keeps the State of West Virginia Rolling with Statewide Contract

The West Virginia-based business is the vendor on the statewide contract **FRMTIRE09**, which provides farm and backhoe tires and tubes to state agencies and political subdivisions. Though Appalachian Tire is relatively new to the **FRMTIRE09** contract, it has been doing business with the state for many years as an authorized distributor for Goodyear Tire and Rubber, which is the vendor for the statewide contract for new tires, **NTIRES08**.

"Through both of these statewide contracts, Appalachian Tire sells the state automobile, light truck, commercial truck, grader and small earth mover tires," noted Appalachian Tire President Jenny Dial. "Appalachian Tire also provides complete automotive services for state-owned vehicles through Automotive Resource International. Appalachian Tire probably sells to 90 percent of the state agencies. We work routinely with the Division of Highways and the State Police."

*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.**

The State Police is grateful for that. "If I ever have a question about what type of tire I need or if a tire is discontinued, all I have to do is call or e-mail Appalachian Tire and within a very short period of time, they get back to me with the answer," said Carole Woodyard, procurement officer at the State Police headquarters in South Charleston. "It is a real pleasure doing business with Appalachian Tire and it makes my job ordering police cruiser tires just a little bit easier!"

Founded in Mount Hope, West Virginia in 1947, Appalachian Tire now includes 23 stores in West Virginia, Ken-

tucky, Virginia, Pennsylvania, Ohio and Tennessee with 230 employees. The 14 stores in West Virginia are located as far north as Clarksburg and as far south as Williamson and Bluefield.

The Appalachian Tire corporate office is in North Charleston and has 17 employees.

For more information about Appalachian Tires Inc., contact:

Don Cantrell  
2907 4th Avenue  
Box 10057 Station C  
Charleston, WV 25357  
800-479-2485

**Web site: [www.apptires.com](http://www.apptires.com)**



Don Cantrell of Appalachian Tire is the contact for those needing farm and backhoe tires and tubes from the statewide contract, **FRMTIRE09**. Appalachian Tire is also an authorized distributor of Goodyear Tire and Rubber Company new tires for the statewide contract **NTIRES08**. Cantrell has worked at Appalachian Tire for more than 56 years.

## Agency Purchasing Conference Certificates

*Certificates of Completion* for attendance to the 2009 Agency Purchasing Conference held Sept. 29-Oct. 2 at Canaan Valley Resort & Conference Center have been mailed to all participants. Questions should be directed to Staff Development Specialist Brian Holmes at 304-558-7022 / [Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov).

## ePROCUREMENT

Continued from Page 1

ment system includes vendor access and registration, generation of bids, electronic bid notice and response, receipt of responses, process of awards, and an eCatalog module.

Some of the anticipated benefits of this web-based eProcurement system include:

- Better access to information
- Enhanced reporting capabilities
- Shorter procurement cycle
- Increased competition
- Easy to use system capabilities

Beginning December 15, 2009, the Purchasing Division dedicated several of its staff members to work exclusively on this project to begin the review of the current business practices with West Virginia Interactive. Purchasing Director Dave Tincher is serving as Project Sponsor; Technical Services Manager Dan Miller as Co-Project Manager/System Administrator; and Buyer Supervisor Roberta Wagner as Co-Project Manager. Purchasing Application Specialist Mark Totten is assisting with the project in

a technical capacity.

The project will initially target the implementation of Purchasing Division employees and function, with a roll out to the agencies following. The Purchasing Division implementation is expected to be completed by spring.

This system will be mandatory for use by all agencies under the statutory procurement authority of the Purchasing Division.

"We are excited and pleased to be able to expand the technical capabilities of the procurement process with state government," said Purchasing Director Dave Tincher. "This level of technology has been necessary in order for our state to enhance competition and expedite the responsiveness and timeliness of the process."

Tincher added that this project will result in changes to the process currently in place. "It will be vital for our staff and the agency purchasers to work closely together throughout this transition to resolve any issues as

they arise," he said. "We will not have all the answers to all possible scenarios at this point of the project; however, by keeping the statutory and regulatory requirements close at hand, I am confident that we will be able to address issues as we move forward," he said. Tincher added that this is definitely a win-win opportunity for West Virginia state government and for our vendor community.

In order to keep agency procurement officers informed of the progress of this project, the Purchasing Division plans to maintain constant communication with our designated agency purchasing contact persons on the status of the progress and the implementation of a roll out schedule, once developed.

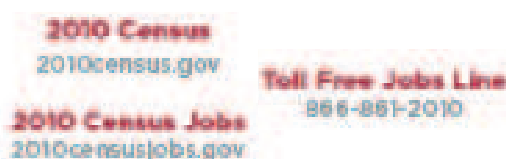
The Purchasing Division provided state agency purchasers an opportunity to learn about the eProcurement system in August at the Culture Center, with representatives from West Virginia Interactive and SicommNet present to answer questions.

## New Year's Procurement Resolutions

- I will only use forms permitted by the Purchasing Division which are posted on its Web site
- I will take advantage of the extensive in-house training schedule offered by the Purchasing Division throughout the year.
- I will check all internal sources such, as statewide contracts, the West Virginia Agency for Surplus Property, West Virginia Association of Rehabilitation Facilities and West Virginia Correctional Industries at the outset of the bidding process.
- Before trading in existing equipment toward the purchase of new equipment, I will obtain prior written consent of the West Virginia Agency for Surplus Property for any dollar amount.
- I will ensure that all vendors doing business with my agency are properly registered with the Purchasing Division prior to issuing a purchase order and will retain proof of such.
- I will advertise through the West Virginia Purchasing Bulletin for commodities and services over \$25,000.



The West Virginia  
Purchasing Division  
Staff Wishes You and  
Your Family a  
Happy New Year!



# Current Statewide Contract Update

(As of December 15, 2009)

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 <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at [Jo.A.Adkins@wv.gov](mailto:Jo.A.Adkins@wv.gov).

## Out for bid

Contract	Description	Pre-Bid Meeting	Bid Opening
LITTER10	Litter grabbers	None	12/16/2009
WATER10	Water-treatment chemicals	12/01/2009	12/16/2009
ITECH10	Temporary staffing for technical and IT support	None	01/07/2010
PAINT10	Paint and associated products	12/03/2009	12/22/2009
PPHONE10	Pay phones	None	12/30/2009
LIGHT10	Lights, ballast, etc.	None	01/14/2010
PHOTO10	Film and misc. photographic supplies	None	01/12/2010

## New awards

Contract	Vendor	Description	Dates
HOUSE10	Fastenal Company	Household cleaning supplies	12/01/2009 - 11/30/2010

## Under evaluation

Contract	Description	Bid Opening	Under Eval
FLRCOV09	Floor covering	08/19/2009	Yes

## Renewals

Contract	Vendor	Description	Date
XRAY09	Amis Systems Inc.	X-ray supplies	01/15/2010 - 01/14/2011
LAN07C	Citynet LLC	LAN software, hardware & service	12/15/2009 - 12/14/2010
LAN07DA	Ebridge Consulting LLC	LAN software, hardware & service	12/15/2009 - 12/14/2010
LAN07E	Enterasys Networks Inc.	LAN software, hardware & service	12/15/2009 - 12/14/2010
LAN07G	Pomeroy IT Solutions Inc.	LAN software, hardware & service	12/15/2009 - 12/14/2010
LAN07HA	Verizon Network Integration Co.	LAN software, hardware & service	12/15/2009 - 12/14/2010
CPHONE07A	Ntelos	Cellular telephone & service	11/01/2009 - 10/31/2010
DIGCOP09K	Xerox Corporation	Digital copiers	12/15/2009 - 06/14/2010
FOOD08B	US Foodservice	Food	12/01/2009 - 11/30/2010

## Renewals

Contract	Vendor	Description	Date
LAN07A	Alpha Technologies Inc	LAN software, hardware & service	12/15/2009 - 12/14/2010

## Contracts extended

Contract	Vendor	Description	Date
TCARD06	United Bank Inc.	Travel card services	01/01/2010 - 06/30/2010
FLRCOV07	Family Carpets, Inc.	Floor coverings	12/01/2009 - 12/31/2009

## Miscellaneous actions

Contract	Vendor	Commodity	Description of Change
PPHONE05	Embarq	Pay phones	Company merged; new name is Centurylink. Provides directions for purchase orders and invoicing.
RSHEET07	3M TCM	Reflective sheeting	Remove and replace 398X and 399X sheeting.
DATA09	Frontier Communications of WV	Data circuit service	Add a one time cost of \$150.00.
CPHONE07B	ATT Mobility	Cellular telephone service	Renew 11/01/2009 - 10/31/2010 Change devices.

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products.

### JANUARY

CEREAL08	Cold breakfast cereals
CRENTAL08	Car rental services
DFS08	Disposable food supplies
WAN08	Wide area network hardware, software and service

### FEBRUARY

RTIRE07	Retread tires and tire repair
SIP2008	Personal computers and peripherals
TEMP07	Temporary services

# 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-Brown, Assistant Director  
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West Virginia Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130  
E-Mail Address: [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)

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