

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

New Classes and Game Show Carry On Tradition of Excellence for 2010 Agency Purchasing Conference

Two new classes and a new game show were among the highlights for nearly 245 agency purchasing agents attending the 2010 Agency Purchasing Conference conducted at Canaan Valley Resort and Conference Center in Davis last month. Among those in attendance were approximately 80 first-time conference attendees. In addition to the purchasing agents, approximately 30 staff members and guest speakers also attended the three-day conference.

The 2010 Agency Purchasing Conference introduced the new Purchasing Ethics class, taught by Director Dave

Tincher. The workshop offered a historical overview of purchasing ethics reform during the division's history, as well as presented several case study scenarios for attendees to discuss.

Also new this year was the Meet CTS class, spotlighting the duties and personnel of the Communications and Technical Services section of the Purchasing Division. Assistant Director Diane Holley-Brown led the session, discussing CTS and its varied contributions to the Purchasing Division. Technical Services Unit Manager Dan Miller closed up the session with a tour through the Purchasing Division's

recently redesigned website.

The conference also brought back Writing Specifications, a class which had not been offered for several years.

Speakers posted their PowerPoint presentations online ahead of the time before the conference, allowing those planning to attend to print out just the information needed for their specific classes. The "Beginners Track" was offered again for a third consecutive year. This series of six introductory classes

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Participants of the 2010 Agency Purchasing Conference were encouraged to ask questions throughout this training event to learn more of the purchasing process.

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It's the Right Time To Be Part of Public Procurement

By Purchasing Director Dave Tincher

While at the 2010 Agency Purchasing Conference last month, it didn't take long for me to realize the dedication of our state employees who handle one of the most important jobs in West Virginia's state government: Procurement. The responsibility of spending taxpayers' dollars demonstrates the public's trust.

These individuals take their responsibility seriously and were attentive during our various workshop sessions that were offered. *Our goal* was to enhance their knowledge of the statutory and regulatory purchasing guidelines to ensure that they were not only following the

proper procedures but were attaining the best value for our state government. *Their goal* was to learn all they could during this condensed training period so that they can perform their job better and more efficiently.

In conversing with conference participants, I quickly became appreciative of the valuable network of state agency procurement officers that oversee this vital function of state government. Great ideas were shared and common situations were discussed and often resolved.



As I continue to stress at our annual training event, the education is not solely contained during the presentation of our workshop facilitators but in the side conversation that occur between the Purchasing Division's staff and the agency purchasers as well as among themselves.

I extend my appreciation to my staff and participants of the 2010 Agency Purchasing Conference for continuing the tradition of yet another successful conference, full of information for the betterment of all state government.

CONFERENCE

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was specifically designed for individuals with two years or less of procurement experience, with classes focusing on the bare-bone basic levels of purchasing.

Purchasing Division staff and guest presenters offered 28 workshop topics from which attendees could choose. These topics included Agency Delegated Purchasing; Acquisition Planning; Basic Purchasing; Beginner's Track; Change Order Process; Correctional Industries; Evaluation and Award Process; Inspection Services; Legal Issues; Meet CTS; Payment Process; Piggybacking Contracts; Pre-Bid Conferences; Preventing Protests; Purchase Order Encumbrance; Purchasing Ethics; Documents and Approvals; Request for Quotations; Request for Proposal; Sole Source Process; State Use Program; Statewide Contracts; Expression of Interest; Surplus Property; Pre-Bid Conferences; Travel Management; Fixed Assets; Writing Specifications; and Vendor Registration.

The Purchasing Division appreciates the extra assistance received from our outside presenters, including Lisa Comer of the State Auditor's Office (Process Payment); Greg Raber of the West Virginia Association of Rehabili-

tation Facilities (State Use Program); Guy Perry of Correctional Industries (Correctional Industries); Barbara Ratliff of the State Auditor's Office (Travel Management); and Dawn Warfield of the Attorney General's Office (Legal Issues).

Also, Renee Gates of the Arkansas Purchasing Division attended as a special guest to study modeling Arkansas' training programs.

The conference gave the Purchasing Division staff and procurement individuals an opportunity to connect outside the confines of work and the office to discuss work-related issues.

"This conference allows face-to-face interaction between the Purchasing Division and agencies that oftentimes is not otherwise possible," Purchasing Dave Tincher said.

Additional conference highlights included the recognition of the Purchasing Division's annual award winners (see page 3), and the highly entertaining and educational game show "Are You Smarter than a Purchasing Buyer" (see page 5).

Planning is already underway for the 2011 Agency Purchasing Conference. If you attended this year's conference and were unable to turn in your evaluation form, please do so as soon as possible to the Purchasing Division.

The Purchasing Division extends its gratitude to the agency representatives who attended this training event as well as our guest speakers and staff members who worked hard to make this year's Agency Purchasing Conference a great success.

2010 Agency Purchasing Conference Presentations Still Available Online

While the 2010 Agency Purchasing Conference may be over, the resources are still available for those who want to review the material presented during each class. All PowerPoint presentations are available for viewing and download at <http://www.state.wv.us/admin/purchase/conference/agency/2010/>.

Two State Employees Recognized for Their Outstanding Work with Purchasing Division

Two outstanding individuals in the state purchasing process were recognized at the 2010 Agency Purchasing Conference.

Purchasing Director Dave Tincher announced the recipients of the **Procurement Officer of the Year**, and **Partner in Purchasing** awards.

Les Smith with the Division of Tourism was named this year's recipient of the **Procurement Officer of the Year**. Smith has been working in public purchasing for more than 20 years, beginning as an auditor and moving into procurement.

On his nomination form, Smith was described by his peers as "a stickler for submitting error-free work," as well as "responsible," "reliable" and "helpful." This is the 15th year the Purchasing Division has offered the **Agency Procurement Officer of the Year** award, which goes to the individual who has demonstrated the qualities of an exceptional purchasing agent.

For being this year's winner, Smith received an engraved clock, a certificate of congratulation signed by Gov. Joe Manchin III, Cabinet Secretary Robert W. Ferguson, Jr. and Director Tincher. He will also receive complimentary lodging and registration to the 2011 Agency Purchasing Conference.

Shawn Carper of the Finance Division of the Department of Administration was named this year's recipient of the **Partner in Purchasing** award that is given to the individual who demonstrates exceptional professionalism in other programs administered by Purchasing such as travel, purchase order encumbrance, fixed assets, surplus property and purchasing automation. He received a plaque, a certificate of congratulation signed by Gov. Manchin, Cabinet Secretary Ferguson, and Director Tincher and will also receive complimentary lodging and registration to the 2011 Agency Purchasing Conference.

Carper was described as "a responsible communicator" in his role with the Finance Division where he works closely with the Purchasing Division



Purchasing Director Dave Tincher honors Les Smith of the Division of Tourism, who received the **Procurement Officer of the Year** award.



Purchasing Director Dave Tincher is pictured with Shawn Carper of the Finance Division, who received the **Partner in Purchasing** award.

on various programs and functions, including contracting, vendor registration and purchase order encumbrance. This is the 10th year this award has been offered.

Congratulations to our distinguished recipients for their dedicated work toward the betterment of the state purchasing process in West Virginia

2010 Agency Purchasing Conference Highlights



Buyer Supervisors Roberta Wagner and Jo Ann Adkins are pictured with Jo Bess from the Department of Health and Human Resources during the conference's opening night.



Buyer Supervisor Krista Ferrell speaks during a conference workshop.



Purchasing Director Dave Tincher praised attendance and participation in the 2010 Agency Purchasing Conference.



WVARF Executive Director Greg Raber explains the State Use program and how the participants may benefit from the various products and services.



The 2010 Agency Purchasing Conference gave those in attendance a chance to refresh their knowledge of procurement while learning new aspects of purchasing.

New Game Show Tests Attendees To See If They Are 'Smarter Than A Purchasing Buyer'

The Purchasing Division again tested the knowledge of attendees of the 2010 Agency Purchasing Conference while also ensuring a fun time for everyone involved with this year's conference game show, "Are You Smarter than a Purchasing Buyer?"

The game, a variation on the Jeff Foxworthy-hosted "Are You Smarter than a Fifth Grader?," tested two-person teams in a series of questions related to state procurement. The Purchasing Division buyers served as "experts" if the teams needed assistance by allowing them to "peek" or "copy" their answers. The game was the centerpiece of the Wednesday night dinner.

Continuing his hosting duties from previous years was Buyer Supervisor Chuck Bowman, who kept the action moving and the crowd laughing throughout with a series of well-timed jokes and witty patter. That included his own take on Foxworthy's "You Might Be a Redneck ..." with "You Might Be a Procurement Officer ..."

The overall winning team received the board game version of "Are You Smarter than a Fifth Grader?" while the runner-up teams received the lunch box card game version. Across



Above, the Purchasing Division buyers are ready to act as "experts" during "Are You Smarter Than a Purchasing Buyer?"

Left, game show host Chuck Bowman led the proceeding for the night with quick wit and high energy.

each table were Smarties candies and Dum-Dum suckers to add to the evening's theme.

In the end, the game show demonstrated that education can be offered with a chuckle.

Purchasing Division Resumes In-House Training Sessions for 2010

With the conclusion of the 2010 Agency Purchasing Conference, the Purchasing Division will resume the in-house training sessions for the remainder of 2010.

In-house training sessions scheduled for October include:

- Basic Purchasing (10 a.m. – 11 a.m.) – Friday, October 8, *Bldg 7, Regents Room*
- Emergency Purchases (10 a.m. – 11 a.m.) – Thursday, October 21, *Bldg 7, Regents Room*
- Inspection Services (10 a.m. – 11 a.m.) – Wednesday, October 27, *Bldg 7, Regents Room*

In-house training sessions scheduled for November include:

- Evaluation & Award Process (10 a.m. – 11 a.m.) – Thursday, November 4, *Bldg 7, Regents Room*
- Beginner's Track (9 a.m. – 4 p.m.) – Wednesday, November 17, *Bldg 7, Regents Room*

In-house training sessions scheduled for December include:

- Sole Source Purchases (10 a.m. – 11 a.m.) – Wednesday, December 1, *Bldg 7, Regents Room*
- Documents & Approvals (10 a.m. – 11 a.m.) – Wednesday, December 8, *Bldg 7, Regents Room*

In-house training classes will be held in the Gaston Caperton Training Center, located in Building 7. The sessions are free and open to those agency pur-

chasers 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.

In related news, Staff Development Specialist Brian Holmes has left his position with the Purchasing Division. The Purchasing Division wishes him the best of luck in all future endeavors.

For additional information about in-house trainings, please contact Diane Holley-Brown by e-mail (Diane.M.Holley@wv.gov) or by telephone at (304) 558-0661.

Purchasing Division Welcomes Our New Employees

Kristy James Joins Division as State Contracts Manager

The Purchasing Division is pleased to welcome Kristy James to its staff as state contracts manager for the Contract Management Unit of the Acquisitions and Contract Administration Section.

A resident of St. Albans, James is a graduate of St. Albans High School and West Virginia State College (now University) with a major in political science and a minor in history. She earned a Master of Business Administration degree from Marshall University.

James has worked in state government for the past 17 years, most recently in information services for the Division of Highways, providing project management and end user technical support for the division's document management and imaging applications.

"Working with contract management allows me to continue to utilize skills gained through my time spent working in government," she said. "I look forward to the new challenges and opportunities ahead."



Kristy James has been named the state contracts manager for the Contract Management Unit of the Acquisitions and Contract Administration Section.

James is married and has a 10-year-old son.

Welcome Kristy to the Purchasing Division family!

Welcome!...Paul Reynolds and Sheri Slone Join as Senior Buyers

The Purchasing Division is pleased to welcome Paul Reynolds and Sheri Slone to its staff as senior buyers for the Purchasing Division's Acquisition and Contract Administration Section.

Reynolds is a resident of Boomer and a graduate of Gauley Bridge High School and Marshall University.

He was previously involved in purchasing with several private industry businesses, including Sprint, Nextel and Prudential.

"I am very happy to be able bring my skill set to work for the Purchasing Division and its customers," he said.

Slone is a resident of Gallipolis Ferry and a graduate of Gallia Academy High School and the University of Rio Grande and Marshall University. She was most recently the procurement officer for Lakin Hospital.

Slone is married with two children, a son in his senior year at West Virginia University and a daughter in her senior year at Point Pleasant High School.



Paul Reynolds



Sheri Slone

"The Purchasing Division is such a wide and varied division and working

here offers a positive effect to citizens throughout the state," she said.

Interested in reading previous issues of The Buyers Network?

Past issues are available on the Purchasing Division's website. Just visit our site at: <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

Current Statewide Contract Update

(As of September 15, 2010)

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.

Out for Bid

| Contract | Description | Pre-Bid Meeting | Bid Opening |
|----------|------------------------|---------------------------|-------------|
| CABLE11 | Computer data cable | N/A | 09/30/2010 |
| PAPER10 | Various sizes of paper | N/A | 09/28/2010 |
| MV11 | 2011 motor vehicles | 03/31/2010 (spec meeting) | 09/22/2010 |
| PC11 | Police cruisers | N/A | 10/07/2010 |
| SECSVS10 | Security guards | 09/07/2010 | 09/23/2010 |

New Awards

| Contract | Vendor | Description | Dates |
|-----------|--------------|------------------|-----------------------|
| CANLINE10 | Central Poly | Trash can liners | 09/01/2010-08/31/2011 |

Under Evaluation

| Contract | Description | Bid Opening | Evaluation |
|----------|----------------------------|-------------|------------|
| DEBT10 | Debt collection services | 09/08/2010 | YES |
| DWASH10 | Dishwashing materials | 09/22/2010 | YES |
| OIL10 | Oil, lubricants and grease | 09/21/2010 | YES |
| RSHEET10 | Reflective sheeting | 09/02/2010 | YES |

Contracts Extended

| Contract | Vendor | Description | Date |
|----------|-----------------------|---------------------|-----------------------|
| LAWN09I | Rope Inc. | Lawn equipment | 08/01/2010-10/30/2010 |
| RSHEET07 | 3M TCM | Reflective sheeting | 09/01/2010-09/30/2010 |
| LAWN09C | Convenient True Value | Lawn equipment | 03/01/2010-10/30/2010 |

Miscellaneous Actions on Statewide Contracts

| Contract | Vendor | Commodity | Description of Change |
|------------|-----------------------|-------------------------------|-----------------------|
| WVARF10 | WV Assoc of Rehab Fac | Commodities /services | Add microfilming |
| LAUNDRY09A | Ecolab Inc. | Detergents | Update pricing |
| SAFETY10 | Airgas Mid America | Equipment first aid or safety | Update contact list |

Miscellaneous Actions on Statewide Contracts

| Contract | Vendor | Commodity | Description of Change |
|-----------|---------------------|-------------------------------|-----------------------|
| SELECT07 | SHI International | License and software | Updated price list |
| ENTPRZ08 | SHI International | Microsoft Enterprise products | Update price list |
| DIGCOP09G | Ricoh Americas Corp | Office furniture | Updated info |
| CPHONE07B | ATT Mobility | Cell phones | Updated info |
| SELECT10 | Dell Marketing LP | License software | Updated price list |

Miscellaneous Actions on Piggyback Contracts

| Contract | Vendor | Commodity | Description of Change |
|-----------|------------------|----------------|--------------------------------|
| PKGSVS10 | UPS | Mail service | Updated price list |
| PBKNEPOST | Mailfinance Inc. | Mail equipment | Provide name change |
| PBKPBOWES | Pitney Bowes | Mail equipment | Updated product and price list |

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.

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| | |
|----------|--|
| FLRCOV09 | Carpet and Rugs |
| IPT07 | Internet Protocol Voice Communications |
| PAINT10 | Paint and Paint Supplies |
| SYMC07 | Symantec Software |
| WATER10 | Water Treatment Chemicals |

NOVEMBER

| | |
|-----------|---|
| ALCOHOL09 | Ethyl Alcohol |
| DATA09 | Provide Data Circuits |
| HRDEV09 | Human Resources Personnel Development Tools |
| LDPHONE8 | Long Distance Telephones |
| NTIRES08 | New Tires |

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
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: Diane.M.Holley@wv.gov

Name _____
Organization _____
Address _____
Telephone Number _____
E-Mail Address _____
Need Information about _____

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STATE OF WEST VIRGINIA

Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Telephone: (304) 558-2306
Fax: (304) 558-4115

Joe Manchin III
Governor

Robert W. Ferguson, Jr.
Cabinet Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Diane Holley-Brown
Editor

Tony O'Leary
Chad Williamson
Reporters

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