

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

Mark Your Calendar for May 10th for Our 4th Annual Open House

New Features Added Purchasing's Open House

The Purchasing Division is pleased to announce that its 4th annual **Open House** is set for Tuesday, May 10 from 10 a.m. – 2 p.m. at the agency's office located at 2019 Washington Street East. Several new components have been added to this year's event.

Throughout the **Open House**, there will be four 30-minute informational presentations in the second floor training room. Attendance to our **Open House** and to one of our informational presentations will earn procurement officials *one class credit* toward our Basic Purchasing Certification program.

The four informational sessions include:

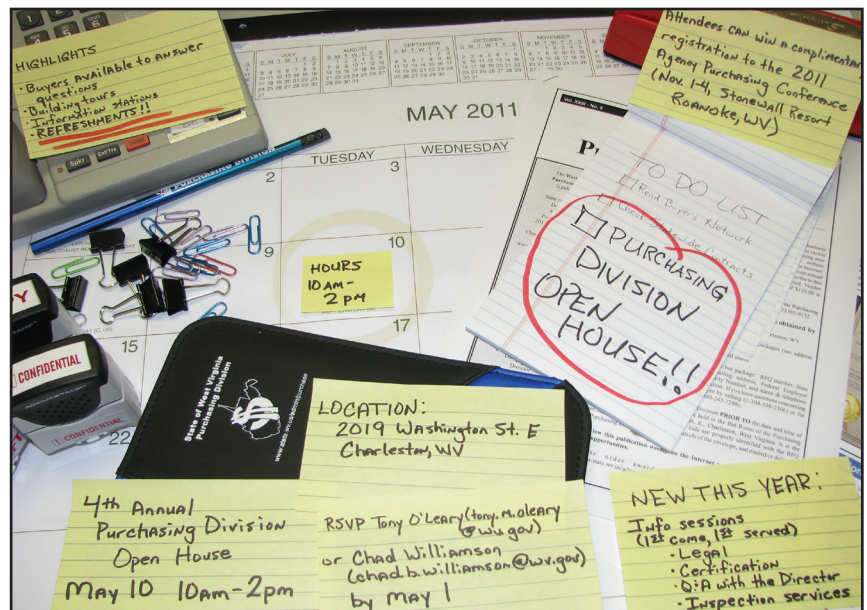
- Question and Answer session with the Purchasing Director;
- Purchasing Certification Program;
- Purchasing Division and Legal Matters; and
- Agency Inspections

Due to limited seating, each training session can accommodate approximately 12 individuals and procurement officials are limited to attending only one session at the **Open House**. Registration for these classes will be held on the day of the **Open House**.

The first three sessions listed were chosen as they are not formal presentations at the annual conference or at our in-house training sessions. The nature of the Agency Inspections session will be more about the general practices which the inspectors are experiencing in their field visits.



Agency procurement officers will have the opportunity to meet with Purchasing Division buyers and inspectors and to participate in informational sessions.



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Training Opportunities Enhance Annual Open House Event

By Purchasing Director Dave Tincher

On page 1 of this issue of *The Buyers Network*, the Purchasing Division proudly announces the date for our 4th Annual Open House. On Tuesday, May 10, the Purchasing Division will continue our tradition of opening our doors to our agency partners so that we can provide an informal environment to network with our fellow professionals. One of our primary objectives in the past has been to make our staff accessible to state agency in order to discuss various issues that relate to both the delegated purchasing acquisitions as well as formal purchases.

Each year, we make every attempt to enhance this event. Last year, we offered free registration to our annual Agency Purchasing Conference. This year, we will be incorporating training opportunities as

part of the Open House. With four different subjects, small workshops will be offered that will not only educate our agency purchasers, but will provide them with an opportunity to earn one credit toward the course requirement for the West Virginia Procurement Basic Certification Program.

The sessions will include informal discussions on legal issues, certification, inspection and topics that you would like to present to me as the Purchasing Director. With more than 30 years of service, I continue to enjoy conversing about public procurement and to discuss specific issues with my fellow purchasing professionals.

Other features to this year's event will



be to meet one-on-one with your assigned buyer to discuss specific solicitations and contracts that your agency is currently processing; to discuss requirements with our inspection staff; to view our new online training modules that are available; to provide ideas to our conference staff; and to meet some of our new staff members who you may

have not met yet. As always, refreshments will be served.

Our staff always learns from you and I hope this educational process is reciprocal. With our busy schedules, the Purchasing Division staff hopes that you plan to stop by our **Open House** this year at our offices located at 2019 Washington Street, East, in Charleston.

Purchasing Division's Procedures Handbook Updated on Agency Website

The **Purchasing Division Procedures Handbook** has undergone revisions, which went into effect April 1, 2011. Many of these revisions were made to better clarify purchasing policies and procedures.

One notable revision was the deletion of references to the Fleet Management Office. Legislation passed during the 2010 Regular Session of the Legislature made the Fleet Management Office its own agency under the Department of Administration and no longer a part of the Purchasing Division.

The following sections and subjects contain updated language with the latest revisions:

- Language was inserted in Section 4 to note that agencies **must obtain approval from the state Chief Technology Officer prior to submitting purchasing transactions to the Purchasing Division.**
- **An important revision to the Request for Proposal Evaluation Committee, as noted in Section 7, states that** "The agency may invite individuals to serve as advisors who are subject matter experts, knowledgeable in the area of discussion. The advisors may assist the evaluation committee members (referred to as evaluators) in the evaluation process. The agency will identify and justify the evaluation committee members and advisors to the Purchasing Division prior to the release of the RFP." Advisors, like evaluators, must sign a **Certificate of Non-Conflict of Interest.**

Further in this section, new language notes, "to ensure there is no conflict or influence on the committee members' decision process, the evaluation should take place with only the designated evaluators and advisors present.

"If the participating vendors are required to conduct an oral presentation, the agency is permitted to invite other individu-

als, in addition to the evaluators and advisors, to attend these demonstrations."

- The definitions for Cooperative Agreements and for Grants were modified in Section 2. New language in Section 7 state that Resident Vendor Preference does not apply to construction.
- Section 9, which deals with Sole Source Acquisition, had many revisions to clarify the language and intent.

Procurement officials are encouraged to review the Handbook online at www.state.wv.us/admin/purchase/Handbook/default.htm and should contact their assigned Purchasing Division buyer with additional comments, suggestions or questions. For a complete list of buyer assignments for each agency,

Purchasing Appreciative for Agency Conference Feedback

The Purchasing Division is pleased with the response from procurement officials who completed to the Agency Purchasing Conference questionnaire posted in the March issue of the *Buyers Network*.

Planning continues for the **2011 Agency Purchasing Conference**, and feedback from the questionnaire will be incorporated into the workshop schedule and materials. This year's conference is scheduled for Nov 1-4 at Stone-wall Resort in Roanoke. Additional information about the conference will be forthcoming in future newsletters.

Purchasing Division Recognizes Latest Basic Certification Program Graduates

The list of graduates in the West Virginia Procurement Basic Certification (WVPBC) program conducted by the Purchasing Division continues to grow.

Assistant Purchasing Division Director Mike Sheets; Division Buyer Supervisors Chuck Bowman, Krista Ferrell, Shelly Murray and Roberta Wagner; Purchasing Division Senior Buyers Frank Whittaker and Sheri Slone all earned their WVPBC in March. The number of state procurement officials who have earned WVPBC certification now stands at eight.

Approximately 35 state procurement officials are enrolled in the WVPBC program, which was introduced at the 2009 Agency Purchasing Conference. The Purchasing Division created a State Certification Program to strengthen the education and training of those involved in the state procurement process. The WVPBC program is open to agency procurement officers and Purchasing Division buying staff.

Re-certification is required every three years for those who complete WVPBC or West Virginia Procurement Advance Certification designation. The requirements for agency procurement officials are:

- Attend two of the next three Agency Purchasing Conferences from the date of certification;
- Attend a minimum of 20 classes, learning sessions or Purchasing certified events in the three years period from the state of certification; and
- Submit a re-certification registration form with appropriate signatures from immediate supervisor and agency



The latest recipients of the West Virginia Procurement Basic Certification are: (back row, from left) Sheri Slone, Roberta Wagner, and Shelly Murray; (front row, from left) Chuck Bowman, Frank Whittaker and Mike Sheets.

head.

For a complete list of the program's requirements and the newly posted re-certification requirements, visit <http://www.state.wv.us/admin/purchase/training/Certification/>. Procurement officials interested in this

program should contact our training staff: Samantha Knapp, Training Development Specialist, at (304) 558-7022 (Samantha.S.Knapp@wv.gov), or Diane Holley-Brown, Assistant Purchasing Director, (304) 558-0661 (Diane.M.Holley@wv.gov).

Surplus Property Public Auction Scheduled for April 16

Spring is in the air, and that means the West Virginia State Agency for Surplus Property (WVSASP) will begin offering its absolute auctions. The first auction of 2010 is scheduled for Saturday, April 16, at 2700 Charles Avenue in Dunbar.

Buyers Network

Gates will open at 9 a.m. with the auction scheduled to begin at 10 a.m. Potential bidders may inspect the sale property April 11-15 from 8:30 a.m. to 4:30 p.m. at the Dunbar location. Payment on the day of the auction may be made by cash, check, and Visa/MasterCard. All prop-

erty is subject to prior sale.

For additional information, contact WVSASP at (304) 766-2626 or toll-free at 1-800-576-7587. The auction notice may be viewed at the surplus property website at <http://www.state.wv.us/admin/purchase/surplus/auction.htm>.

Behind the Scenes at the Purchasing Division Unit Offers a Mix of the Technical and the Personal

For someone who oversees the Technical Services Unit of the Purchasing Division, Dan Miller admits he was not always drawn to technology.

“When I started in Purchasing, I was a junior buyer,” said Miller, who marks 24 years with the division in June. “However, working with the TEAM purchasing system, I discovered I have a knack for computers. When the systems administrator left the position, I applied for it, not expecting to get it, but I did. Shortly afterwards, I earned my masters degree in software engineering.”

The technical unit oversees the technical nuts and bolts aspects of the division. Miller works in the unit with Ann Mollohan and Mark Totten.

Among the duties of the unit include overseeing the division’s automation efforts, including TEAM, the imaging system and electronic purchasing order encumbrance. The variety is something that appeals to Totten.

“There is always something different to be working on,” he said. “Nothing is ever monotonous here, and we are always working on developing new projects.”

Totten and Miller are the two administrators for TEAM, maintaining the system and troubleshooting any problems which arise. Totten said the system is still a high-functioning system even 20 years after implementation.



Dan Miller, Ann Mollohan and Mark Totten represent part of the Technical Services Unit under the Communication and Technical Services Section. The unit is responsible for maintaining the nuts and bolts aspect of the Purchasing Division.

“Though the interface for the system may not be what people expect, it serves our purposes extremely well,” he said.

Mollohan’s primary responsibilities include posting bids, statewide contracts and piggyback contracts onto the Purchasing Division website. “I am the last person who sees the forms, and I look for anything out of the ordinary,” she said.

Totten ensures the weekly posting of the *West Virginia Purchasing Bulletin*. “The Purchasing Bulletin is our mechanism to advertise solicitations expected to exceed \$25,000,” he said, “and we post it onto the website.”

This emphasis on technology is something that Miller enjoys. “I really like technical challenges and problem solving,” he said. “You almost get a rush from it.”

For Mollohan, it is that insider’s peek into the state spending process. “I love to see what is it that the state buys,” she said.

And for Totten, it is a combination of the personal and the technical that fits him the best. “We have such a mix across different subjects,” he said. “The division buyers look for an end result, and it is our job to find how to get to that end result.”

Shelly Murray Named Buyer Supervisor

The Purchasing Division is pleased to announce that Shelly Murray has been selected as Buyer Supervisor. Murray joined the Purchasing Division in September of 2006 as a Senior Buyer in the Acquisition and Contract Administration Section.

In her new duties, Murray will take on additional responsibilities such as providing guidance and management to Senior Buyers and have increased signature authority while still maintaining the duties she has with her assigned agencies.



SHELLY MURRAY

Procurement Office Profile

Variety is Simply Part of the Job at Division of Juvenile Services

Bruce Blackhurst, chief financial officer for the Division of Juvenile Services, said the one thing that remains a constant for procurement in his division is variety. "What I have learned over the years is that we are buying anything and everything at one time or another," Blackhurst said.

Though Blackhurst serves as the division's chief financial officer, Rick Bostic is the division's procurement officer. Bostic's addition two years ago was brought about by simple need. "We found we did not have anyone to specialize in procurement," Blackhurst said. "We decided finally that we needed someone who could dedicate their time to it fully."

Bostic came from a retail background, working for Kroger for 32 years, before joining state government. The change was noticeable, he said.

"Working with Kroger for so many years gave me the time to establish relationship with vendors," he said. "Purchasing for state government brought a shift in mindset. In the private sector, you have one layer of approval, whereas with government procurement you always have to be mindful that this is the taxpayer's money you are spending, and you have a responsibility to that."

With a division that oversees 10 detention or correctional facilities and nine youth reporting centers, Blackhurst said purchases are all over the board. "The most obvious is food and clothing for the juveniles, but we also purchase uniforms for officers," he said. "We have a multi-million dollar contract for medical services. We buy security and communication equipment. We are remodeling an outdated facility to bring it up to current standards."

This means maintaining a broad range of knowledge and a deep pool of resources. "It gets to the point you have to be a jack of all trades and a master of none," Blackhurst said with a laugh. "As soon as you start to specialize in one thing, you lose sight of everything else you have to do, so the division always pulls together a team in big projects



Rick Bostic and Bruce Blackhurst of the Division of Juvenile Services agreed that procurement for the division involves a variety of items ranging from food and uniforms to construction and medical care.

that cover all different types of facilities. We try to get everyone's point of view."

In addition to meeting rules and guidelines for the Purchasing Division and the Auditor's Office, the division must also meet standards set by the Department of Health and Human Services and the American Corrections Association. To meet those standards as well as the needs of the juveniles in each facility, all residential facility maintains one or more purchasing cards. "There is a wide variety of things needed, and for small ticket items, we want the facility to have the option to purchase it locally, so long as it is not a reoccurring item," Blackhurst said.

OPEN HOUSE

Continued from Page 1

For the second consecutive year, one attendee's name will be drawn to receive a complimentary registration to this year's conference at Stonewall Resort. As in all previous **Open House** events, refreshments will be available throughout the day. All staff members will be available throughout the **Open House** to

informally meet and discuss Purchasing Division issues and programs, such as inspection, in-house training and Surplus Property. Additional information will be sent to procurement officials and noted in the **Buyers Network**.

Mark your calendars now for this year's event!

Ingram's Positive Attitude Shines at Purchasing

Margaret Ingram, a Purchasing Assistant in the Acquisition and Contract Administration Section of the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for April.

A state government employee for nearly two years, Ingram is responsible for assisting the buyers with the bid procedures for the commodities and services processed at the Purchasing

Division.

"Margaret is very efficient with every task for which she is responsible. Her excellent organizational skills are quite apparent in the quality of work she performs," said one co-worker. "Her proficiency makes things easier for those around her."

Said another co-worker, "Margaret never turns down an opportunity to make the office a more professional workplace whether the task at hand

falls within her job duties or not. Her positive attitude is always front and center."

In her spare time, Ingram likes to work in her garden, do landscaping and enjoys crafts. She will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, April 7 at 11:15 a.m. at the Purchasing Division office at 2019 Washington Street East.



MARGARET INGRAM
April Employee of the Month

Agencies Should Avoid Requests for Personal Information During Bid Process

State agency procurement officials should not request personal information of vendors during the bidding process. Purchasing Division Attorney and Privacy Officer James Meadows said that "to the fullest extent possible, such information needs to be obtained after the bid process is complete."

"It is important to remember that all submitted bids are public documents and subject to public review. The Purchasing Division is required to publicize bids and post bid documents on its website," Meadows said. The Purchasing Division's staff is very diligent in its review of bid documents to ensure that unnecessary personal information is not released, but with bids routinely reaching hundreds or even thousands of pages, the possibility of an inadvertent disclosure remains. To assist the Purchasing Division and the State in their obligation to safeguard personal information and minimize inadvertent disclosures, the best practice is to refrain from requesting such information in the bid solicitation.

In accordance with state and federal law, state and federal regulations, and various privacy policies, the inadvertent

disclosure of certain personal information requires remedial measures that greatly increase the workload of all parties involved. For example, even a single disclosure would require the Purchasing Division to find and redact the offending information, notify the chief privacy officer of the event, investigate circumstances leading to the disclosure, obtain Office of Technology assistance to determine the extent of the disclosure (if disclosure is electronic), notify the individuals whose information has been released, and draft a number of reports detailing everything leading up to and after the disclosure.

Two examples of personal information that should not be requested in the bid documents include social security numbers and driver's license information. There are few, if any, reasons that this information cannot be obtained from the vendor after the contract has been awarded. "Even if agency procurement officials think it is absolutely necessary to request such information in the bid documents, the officials should consult with their assigned buyer beforehand to ensure that the information will not be disclosed publicly," he said.

Classes Set for April and May In-House Training Sessions

The Purchasing Division's in-house training sessions for 2011 continue through the months of April and May with two classes set for April and three classes set for May. All classes are available to state agency purchasers.

Classes scheduled for April are:

Wednesday, April 6: Change Order Process (10 a.m. – 11 a.m.)

Wednesday, April 13: Vendor Registration (10 a.m. – 11 a.m.)

Classes scheduled for May are:

Friday, May 6: Pre-Bid Conferences (10 a.m. – 11 a.m.)

Wednesday, May 11: Manager Training (2 p.m. – 3 p.m.)

Wednesday, May 18: Best Value Procurement / Request for Proposal Process (10 a.m. – 11 a.m.)

All classes are scheduled for the Regents Room, in Building 7 (West Virginia Training Center).

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 <http://www.state.wv.us/admin/purchase/training/inhouse.html> or contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.

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

Current Statewide Contract Update

(As of March 15, 2011)

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 your assigned agency buyer.

Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
DFS11	Disposable food service	N/A	02/15/2011
NTIRES11	New tires	N/A	02/17/2011
FOOD10	Food products	01/06/2011	02/22/2011
CEREAL11	Various cereals	N/A	03/17/2011
WAN	Installation and support wide area network	N/A	03/22/2011
FRMTIRE	Farm tires	03/09/2011	03/24/2011

New Awards

Contract	Vendor	Description	Dates
DFS11	AF Wendling	Disposable food service items	04/01/2011-03/31/2012

Under Evaluation

Contract	Description	Bid Opening	Under Eval
DFS11	Disposable food service	02/16/2011	Yes

Renewals

Contract	Vendor	Description	Date
MOTL10VA	Days Inn	Hotel accommodations	01/01/2011-12/31/2011
ITECH10AH	Scanmark Limited	Technical support	03/01/2011-02/29/2012
MEDSUP10	Gulf South Medical Supply Inc.	Medical supplies	04/15/2011-04/14/2012
MOTL10BF	Wingate by Wyndham	Hotel accommodations	01/01/2011-02/31/2011
ITECH10G	Bullzi Security Inc.	Technical support	03/01/2011-02/29/2012
ITECH10H	CDI Business Solutions	Technical support	03/01/2011-02/29/2012
ITECH10AI	Software Information Systems	Technical support	03/01/2011-02/29/2012
MOTL10A	Brookside Inn & Retreat Ctr	Hotel accommodations	01/01/2011-12/31/2011
LITTER10A	Arcmate Manufacturing Corp	Litter grabbers	05/01/2011-04/30/2012
MOTL10CI	Comfort Inn	Hotel accommodations	01/01/2011-12/31/2011
MOTL10Y	Clarion Inn	Hotel accommodations	01/01/2011-12/31/2011
MOTL10BS	Days Inn Bridgeport	Hotel accommodations	01/01/2011-12/31/2011
ITECH10AK	Systems Design Grp Inc.	Technical support	03/01/2011-02/29/2012
ITECH10AC	Maximation LLC	Technical support	03/01/2011-02/29/2012

Contracts Extended

Contract	Vendor	Description	Date
NTIRES08	Goodyear Tire & Rubber Co.	New tires	03/01/2011-03/28/2011
FOOD08B	US Foodservice WV	Supply food	03/01/2011-03/28/2011
FOOD08B	AF Wendling	Supply food	03/01/2011-03/28/2011
PBKINDEQPA	Grainger Div Grainger Inc	Tools	03/01/2011-04/30/2011
CLRM08	Tom Sexton & Assoc.	Classroom furniture	04/01/2011-06/30/2011
ERCYCL07	PC Renewal	Recycle elec. equip.	03/15/2011-05/16/2011

Miscellaneous Actions

Contract	Vendor	Commodity	Description of change
RECMGT07	Cornerstone Records	Records management	Change vendor name
SIP2008D	Pomeroy IT Solutions Inc.	Servers and PC Peripherals	Update contact info
ITECH10AF	Pomeroy IT Solutions Inc.	Technical support	Update contact info
IPT10E	Pomeroy IT Solutions Inc.	Internet Protocol Voice	Update contact info

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.

APRIL

CLRM	Classroom furniture
ERCYCL	Electronic equipment recycling
FRMTIRE09 (due to cancellation)	Farm and backhoe tires
HRDEV	Internet-based human resources development tools
LAWN	Lawn maintenance equipment
RTIRE	Retired tires and tire repairs
SIP	Personal computers and peripherals
TEMP	Temporary services
WAN	Wide area network hardware, software and service

MAY

CLRM	Classroom furniture
ENTPRZ	Microsoft Enterprise products
ERCYCL	Electronic equipment recycling
HRDEV	Human resources related personnel development tools
LAWN	Lawn maintenance equipment
MOVE	Moving services
RECMGT	Records management
SIP	Personal computers and peripherals

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.

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Name _____
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Need Information about _____

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