

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

WVSASP Giveaway Offers Eligible Organizations Free Office Furniture from July 5 - 15

Following the success of December's event, the West Virginia State Agency for Surplus Property (WVSASP) will be conducting a second furniture giveaway.

The event scheduled for July 5-15 allows eligible organizations, including state agencies, to receive office furniture free of charge; the organization or agency is only responsible to come to the WVSASP Dunbar warehouse to pick up the furniture.

"When we offered this event last December, the unexpectedly harsh winter weather might have hindered some agencies and eligible organizations from being able to utilize the opportunity," said WVSASP Manager Ken Frye. "By having the event at this time of year, snow certainly will not be an issue or a hindrance."

Office furniture will be available, ranging from chairs and desks to bookshelves and

shelving units. The giveaway is in response to WVSASP having an excess of furniture at its Dunbar warehouse.

"The furniture we have available is all top-notch," Frye said. "We simply have an excess of it, and we feel it would be better served given to eligible organizations than stored in our warehouse."

For additional information about the office furniture giveaway or other property available through this program, contact WVSASP at (304) 766-2626 or (800) 576-7587.



The West Virginia State Agency for Surplus Property will be offering a free furniture giveaway for eligible organizations, including state agencies, beginning July 5 through July 15. Agencies are only be required to pick up the furniture they select.

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Advanced Planning Crucial in Procurement Process

By Purchasing Director Dave Tincher

Acquisition planning is a major aspect of the state procurement process. In fact, an entire section in the **Purchasing Division Procedures Handbook** is dedicated to planning the purchase, from start to finish.

When preparing for a purchase *prior to the actual bidding process*, there are several steps that should be taken, including defining need, considering acquisition and delivery lead time, creating specifications for the commodity, researching the market, exploring internal sources, considerations and approvals, checking mandatory resources, preparing the requisition and maximum budgeted amount, and identifying possible vendors.

Administrative and delivery lead time considerations are equally important for all purchases. The average time required to prepare, solicit, evaluate and make an award varies depending upon the dollar value, responsiveness of vendors offering the commodity and the complexity of the requisition.

Creating good, clear specifications

is the foundation of the purchase. A specification is a concise statement explaining the type of product or service, the quality level, special requirements in design, performance, delivery and usage. It is necessary to avoid specifications that are too restrictive that may lock in a specific vendor and limit competition or be vague, resulting in a vendor providing a lower than acceptable quality level product or service.

Despite all of attempts to plan an effective purchase, there are situations that can unexpectedly cause changes and delays to occur. In these cases, communication should be at its highest level between the agency procurement officer and the dedicated buyer within the Purchasing Division.

An example of these types of situations is when a solicitation is out to bid and additional time is required to prepare an addendum with responses



to questions from potential vendors. Agency procurement officers must communicate this need with the Purchasing Division buyer once this concern arises so that proper notification to vendors is made.

Recently, the Purchasing Division has noticed more requests for last minute addenda to be released to extend the bid opening date. Unfortunately, many of these addenda were

issued close to the original bid opening date. Although our legal requirement is met to notify vendors, I encourage agencies to work closely with our staff so that if there is a need to extend the bid opening, it may be done with more advanced notice to our participating vendors.

Again, the key to smooth purchasing transactions are coordination and planning. Working together enables both the agency and the Purchasing Division to help one another to ensure that the state procurement process is efficient and beneficial to the state of West Virginia.

Purchasing Division Continues In-House Training Sessions in July and August

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

Classes available in July are:

Wednesday, July 6: Basic Purchasing (10 a.m. – 11 a.m.)

Friday, July 15: Expressions of Interest (10 a.m. – 11 a.m.)

Wednesday, July 27: Contracts: Piggyback and Statewide (10 a.m. – 11 a.m.)

Classes available for August are:

Friday, August 5: Request for Quotations (10 a.m. – 11 a.m.)

Friday, August 19: Best Value Procurement / Request for Propos-

al Process (10 a.m. – 11 a.m.)

Wednesday, August 24: Purchasing Tools and Resources (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/in-house.html> or contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.

Required Inventory Certification Approaches July 15 Deadline

All state agency directors, or their designees, are reminded of the annual July 15th deadline requiring the submission of an inventory certification to the West Virginia Purchasing Division.

The certification verifies that all reportable property in its possession as of the close of the last fiscal year was properly entered into the West Virginia Financial Information Management System (WVFIMS) Fixed Asset System, in accordance with *West Virginia Code* §5A-3-35. A comprehensive review of the requirements and information which needs to be submitted may be reviewed at: www.state.wv.us/admin/purchase/Surplus/InventoryMgt/fixedassetsmanual2008.pdf.

For additional information on the WVFIMS Fixed Asset system or inventory procedures, contact Assistant Purchasing Director Ken Frye of the Program Services Section at (304) 766-2626 or toll-free at (800) 576-7587. Inquiries may be e-mailed to Frye at Ken.O.Frye@wv.gov.

Taking a Closer Look at the Purchasing Division's Procedures Handbook...

Purchasing Division's Procedures Handbook Updated and Available on Agency Website

The **Purchasing Division Procedures Handbook** has undergone revisions that went into effect June 30, 2011. Many of these were made to better clarify purchasing policies and procedures. The Handbook can be reviewed in full on our website at: www.state.wv.us/admin/purchase/Handbook/default.htm.

Agency procurement officials are encouraged to periodically review the Handbook and contact their assigned Purchasing Division buyer with additional comments, suggestions or questions. For a complete list of buyer assignments for each agency, please visit www.state.wv.us/admin/purchase/byassign.pdf.

The following sections and subjects contain updated language.

In Section 2 and Section 7, the definitions for the various bonds were modified.

Regarding Acquisition Planning in Section 4, revised language for Maximum Budgeted Amount now reads, "This is the maximum available funding determined by the agency at the time of submitting a Request for Quotations or Proposals to the Purchasing Division. This amount is required on all Purchase Requisitions. For purposes of determining the agency's ability to negotiate, under *West Virginia Code* §5A-3-11a, this amount cannot be changed after bid opening."

In Section 4.6.1.2, language was extensively revised with regards to the entry for Commodities and Services Provided by Correctional Industries. Statewide Contracts has new language in Section 4.6.2.1.

Lease Finance Agreements has extensive revised language in Section 4.7.1.7.1. Revised language in Section 4.7.1.81.



regarding Sole Source Procurement for \$25,000 or Less notes that "signed fax or electronic quotations are acceptable."

Additional language was added to Section 6.1 which deals with Definition of Authority and agency purchase in the amount of \$25,000 or less. The new language notes, "It is expected that procurements made under delegated authority will mirror, to the greatest extent possible, formal procurement procedures. It is further expected that the forms used in the bidding process will be the most recent version approved by the Purchasing Division, which are available on the Purchasing Division's Internet and intranet sites."

Also in Section 6.1.3 dealing with Purchases \$5,000.01 to \$25,000, new language notes that "The date and time of the bid opening shall be published on the Request for Quotation" on the RFQ form, WV-43, or TEAM-generated RFQ form.

New language was added to Section 6.2.2 which deals with Evaluation of Bids. The new language states,

"Bids shall be sealed until the date and time set for the bid opening, which shall be open to the public. While bidder information and amount bid are available for public inspection at this time, agency personnel should not discuss any other information with the public, including vendors, during the evaluation period"

Section 8.15 dealing with Used Property has revised language as does the Advertising, Attorneys and Law Firms and Hospitality entries in Section 9 about Sole Source Acquisitions. Appendix M: the Purchasing Decision Path contains updated language regarding Internal Resources.

Registration Open for Next Webinar for Purchasers at Field Offices

Registration is now open for the Purchasing Division's next training webinar, scheduled for Wednesday, August 31. This is the second webinar offered by the Purchasing Division, which was created to provide training for state agency purchasing officials not readily able to travel to Charleston for the in-house training sessions. More than 35 procurement officials participated in the first webinar conducted in April.

The August webinar topic is "State-wide and Piggyback Contracts" and will be presented from 10 - 11:15 a.m. The webinar is open to procurement officers who work outside Charleston and participation counts as one credit in the Purchasing Division's Certification Program.

This same topic will be presented July 27 at the in-house training session in the Regents Room in Building 7 for agency

purchasers in the Charleston area.

There is no charge to participate. To sign up, contact your designated agency procurement officer. For additional information, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov. To learn more about all Purchasing Division training programs, visit <http://www.state.wv.us/admin/purchase/training/default.html>.

Surplus Property Continues to Realize Positive Results by Selling Online with GovDeals.com

The West Virginia Agency for Surplus Property (WVSASP) has marked more than a year working with the online auction site, **GovDeals.com**, and it continues to be a successful arrangement for WVSASP.

“**GovDeals.com** has grown tremendously for us in the time we have utilized it. I believe that we are getting as much for the items we post as we could hope to get through an on-line method,” said WVSASP Manager Ken Frye. WVSASP has sold more than 450 items through the site, ranging from computers and office equipment to vehicles and heavy machinery.

Since late 2009, WVSASP has been utilizing this online sales mechanism for property that is either unique in nature or more beneficial to sell on-site. **GovDeals.com** allows users to browse based on item category, auction closing time and state. However, the site is designed specifically for government sellers and allows for greater accountability for WVSASP, Frye said.

“The information on **GovDeals.com** is never deleted, as opposed to other online sale sites, which deletes information after 90 days. Maintaining a record of the information on the site makes it very helpful for us and for auditing purposes,” Frye said.

It has also been a money-saving effort for the state, Frye said. “It is very easy to list things for sale on **GovDeals.com** at the agency location. This saves the agency which is retiring the property the trouble of transporting the equipment to our Dunbar warehouse, and it saves the state money since the equipment is not handled as much,” he said.

In the future, WVSAP plans to assign a building con-



A hydroscopic excavator is just one of the numerous items the West Virginia State Agency for Surplus Property has sold through **GovDeals.com**.

nected to the auction room to be dedicated to **GovDeals.com**. “The building space has a loading dock which will make the pick-up process easier on the customers,” Frye said.

According to **GovDeals.com**, more than 1.1 million bid-

ders can access surplus items that are bid on the site, either through **GovDeals.com** or via links on its sister sites, www.govliquidation.com and www.liquidation.com. **GovDeals.com** has more than 2,550 government clients of all sizes.

Casey Hill Joins Purchasing as the Projects Coordinator

After three years of serving as an intern in the Purchasing Division, Casey Hill joins our staff full-time as the Projects Coordinator in the Communications and Technical Services Section.

Hill is a native of St. Albans, and earned a bachelor's degree from West Virginia University in May, majoring in computer engineering with a minor in computer science.

At WVU, Hill was the web editor for *The Daily Athenaeum*, the school's official student newspaper.



CASEY HILL

No Fireworks Expected for the New (Fiscal) Year



July 1 may never rival January 1 in terms of revelry, but this particular date, which marks the beginning of a new fiscal year, does hold significance for state agencies.

The Purchasing Division reminds procurement officials that expiring accounts follow a year-end time line that allows for a 31-day close-out period for payment of transactions, but purchase orders must have been encumbered by June 30, 2011. These accounts will be closed out on July 31, 2011. July 1 is the first day the Purchasing Division will be able to encumber and electronically approve fiscal year 2012 encumbrance documents to the State Auditor's Office.

Questions regarding the Purchasing Division's time line or 2012 fiscal year closing procedures should be directed to Technical Services Manager Dan Miller at (304) 558-2314 or via e-mail at Daniel.E.Miller@wv.gov.

Through Rain, Sleet or Snow, State Government Mail 'Goes Through' ... Thanks to Pitney Bowes

There is little doubt that time has proven the adage "the mail must go through" to be true. This is particularly evident with government agencies and the near-countless correspondences they make with constituents. Yet, before the "mail must go through," it must be sent with the proper postage.

That is where Pitney Bowes, with its West Virginia headquarters located in South Charleston, plays a pivotal role for many state agencies. Pitney Bowes provides mail equipment to state agencies and political subdivisions on the statewide contract (**MAILEQUIP**).

Pitney Bowes has been doing business with the state of West Virginia for many years. Its ties to the state have strengthened in recent years due to its efficiency to deliver quality products and services, first as an optional piggyback contract beginning in 2008 and then being declared a mandatory statewide contract in 2010.

"The statewide contract has helped all our government customers streamline

*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.



Pitney Bowes employees Susan Lopinsky, West Virginia government account specialist, and John Barry, district manager, stand beside a Connect+ 2000 mailing system at the company's South Charleston headquarters. Pitney Bowes is a vendor on the statewide contract (**MAILEQUIP**).

their acquisition practices by simplifying the purchases of needed equipment and solutions. With it, we are able to minimize the time and effort needed to make those acquisitions," said Susan Lopinsky, West Virginia government account specialist for Pitney Bowes. "As Pitney Bowes has developed more technology-based solutions, we have leveraged our strong relationship with the state to promote these ideas, which has improved cost-savings for the state."

Pitney Bowes provides a variety of mailing machines and postage meters on the (**MAILEQUIP**) contract. Also included on this contract is folders and inserters; software and hardware solutions for internal tracking of time-sensitive documents; shipping; address list management; and postal compliance software. Lopinsky said Pitney Bowes is migrating into secure, electronic communication as the public sector continues to move away from traditional paper correspondence.

"Mailing equipment is still our primary business, however, software solutions are becoming much more popular as our state clients look for ways to automate and reduce costs," she said.

Lopinsky, who is responsible for all state accounts, said Pitney Bowes has dealt with all state agencies with the Department of Health and Human Resources, WorkForce WV, Central Mail and the Supreme Court being among the most active clients. Pitney Bowes has 15 full-time employees at its South Charleston office and the company's national headquarters is located in Stamford, Connecticut.

"Pitney Bowes is highly ranked with diversity and women's business magazines as a top company to do business with and one of the most ethical companies to do business," Lopinsky said. "Our West Virginia office is supported by a team of seasoned service professionals with an average of 25 years of experience in this field."

The other vendor on (**MAILEQUIP**) is Neopost, Inc. To learn more about statewide contracts, visit <http://www.state.wv.us/admin/purchase/swc>. To learn more about Pitney Bowes, contact:

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www.pb.com

The Faces of the 2011 Purchasing Division



We are here to serve you!...The Purchasing Division continues its yearly tradition of taking an annual photograph of its staff. The individuals pictured above represent a staff dedicated to serving its customers in a responsive and efficient manner. An updated staff photograph will now appear each year in The Buyers Network.

Welcome the Newest Employees to Purchasing Division!



Connie Hill, left, and Lisa Taylor have joined the Purchasing Division as Purchasing Assistants in the Acquisition and Contract Administration Section.

The Purchasing Division is pleased to welcome two new employees who recently joined our staff in June.

Connie Hill is a Purchasing Assistant in the Acquisition and Contract Administration Section. A Beckley resident, Hill moved to West Virginia in 2009 from Oklahoma, where she grew up and attended high school and college.

Prior to joining the Purchasing Division, Hill was a senior buyer for an oil and gas equipment company in Oklahoma. Hill enjoys fishing “every chance I get” and riding motorcycles. She adds she likes the many outdoor activities found in West Virginia. Hill is engaged and has a son, granddaugh-

ter and two “daughters to be.”

Lisa Taylor is a Purchasing Assistant in the Acquisition and Contract Administration Section. A resident of Dunbar, she is a graduate of Spencer High School and has an associate’s degree in applied science business administration and plans to complete her bachelor’s degree at West Virginia State University in the fall.

Taylor was previously a temporary employee with WorkForce West Virginia and for an utility company as a customer service representative. In her spare time, she enjoys scuba diving.

We are happy to welcome Connie and Lisa to the Purchasing Division family!

Current Statewide Contract Update

(As of June 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
CANLINE11A	Can Liners	No	07/20/2011
LABSUP11	Lab equipment	No	06/15/2011
MOVE11	Moving services	Yes	05/25/2011
RTIRE11	Retread tires	Yes	06/09/2011

New Awards

Contract	Vendor	Description	Dates
NTIRES11A	Goodyear Tire & Rubber Comp	New tires	06/01/2011-05/31/2012
NTIRES11B	Kings Tire Service Inc.	New tires	06/01/2011-05/31/2012
FRMTIRE11	Appalachian Tire Products Inc	Farm ties and Tubes	06/03/2011-06/02/2012
TEMP11A	WV Assoc. of Rehab Facilities	Temporary services	05/01/2011-04/30/2012
TEMP11B	Adecco USA Inc.	Temporary services	05/01/2011-04/30/2012
TEMP11C	Choice Staffing Inc.	Temporary services	05/01/2011-04/30/2012
TEMP11D	Saunders Staffing Inc.	Temporary services	05/01/2011-04/30/2012
TEMP11E	Temporary Employment Services	Temporary services	05/01/2011-04/30/2012
TEMP11F	Winans Sanitary Supply Co. Inc.	Temporary services	05/01/2011-04/30/2012

Under Evaluation

Contract	Description	Bid Opening
RTIRE11	Retread tires	06/09/2011
MOVE11	Moving services	05/25/2011
LABSUP11	Lab supplies	06/05/2011

Renewals

Contract	Vendor	Description	Date
TRAVEL09	National Travel Service Inc.	Travel management	07/01/2011-06/30/2012
TAG10	WV Correctional Industries	Inventory with pre-serialization	08/01/2011-07/31/2012
ITECH10Y	Intellipoint Technologies LLC	Technical support	03/01/2011-02/29/2012

Contracts Extended

Contract	Vendor	Description	Date
PBKPBOWES	Pitney Bowes	Mailing machines	05/09/2011-09/08/2011

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.

JULY

CLRM	Classroom furniture
ENTPRZ	Microsoft Enterprise products
ERCYCL	Electronic equipment recycling
HRDEV	Human resources related personnel devopment tools
LAWN	Lawn maintenance equipment
RECMGT	Records management
SANPAP	Sanitary paper supplies

AUGUST

CLRM	Classroom furniture
ENTPRZ	Microsoft Enterprise products
ERCYCL	Electronic equipment recycling
HRDEV	Human resources related personnel devopment tools
LAWN	Lawn maintenance equipment
RECMGT	Records management
SANPAP	Sanitary paper supplies
SIP	Personal computers and peripherals

Registration Opens in August for 2011 Agency Conference

Online registration is set to open Aug. 1 for the 2011 Agency Purchasing Conference, scheduled for Nov. 1-4, at Stonewall Resort State Park in Roanoke, West Virginia. Registration procedures will be included in next month's newsletter.

This year's registration fee has been lowered to \$50 per participant, which includes all group meals and training materials. Lodging reservations may be made by calling Stonewall Resort toll-free at (888) 278-8150. Please indicate that you are attending our conference to ensure you receive the special rate of \$89 per night. Reservations must be made by Oct. 1. A list of alternate lodging options will also be available on the conference registration page.

Questions may be directed to Samantha Knapp at (304) 558-7022 (Samantha.S.Knapp@wv.gov) or Diane Holley-Brown at (304) 558-0661 (Diane.M.Holley@wv.gov).



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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Need Information about _____

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