

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

Notable Purchasing Division Accomplishments Outlined in the Fiscal Year 2011 Annual Report

The Purchasing Division's Annual Report for Fiscal Year 2011 is now posted online at www.state.wv.us/admin/purchase/Annualreport/Annual11.pdf. It highlights the Purchasing Division's accomplishments, new initiatives and provides a comprehensive look at the agency's financial statistics for the most recent fiscal year.

The report also features an agency contact list and the recipients of the **Agency Procurement Officer of the Year** and the **Partner in Purchasing** awards.

Accomplishments noted in this year's annual report include:

- Gov. Earl Ray Tomblin's Proclamation which recognized March 2011 as "Purchasing Month." This designated month was to develop, support and promote public procurement practitio-

ners through educational and research programs.

- The Purchasing Division's vital role in the writing of specifications, bidding, and award of a specially-built mobile command and response vehicle designed for the state Office of Miners' Health, Safety and Training. The Purchasing Division played a similar role in the procurement process for the facilitation of the major renovations done at Twin Falls State Park.

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The Purchasing Division works closely with agencies in procuring vital commodities and services to their organization. The Command Unit Rapid Response Task Force 1 and Mine Rescue Truck was recently processed through the Purchasing Division.



INSIDE...

- **Director's Comments:** Websites to Ensure Vendors Comply with Unemployment and Workers' Compensation Coverage
- Surplus Property Utilizing State Sealed Bid Process for Unique Public Sale
- New Links to Purchasing Website Details Public Sales at Surplus Property

Nominations Still Accepted for Annual Purchasing Division Recognition Awards

With the 2011 Agency Purchasing Conference closing in, the Purchasing Division is still accepting nominations for its two recognition programs: Agency Procurement Officer of the Year and Partner in Purchasing. **Nominations will be accepted until October 5.**

The honorees will be announced at the 2011 Agency Purchasing Conference on



Nov. 1-4 at Stonewall Resort Park.

The Agency Procurement Officer of the Year program recognizes individuals who have demonstrated high levels of performance and professionalism for their respective agency. The recipient will receive a framed certificate of recognition, an engraved clock, and free regis-

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THE DIRECTOR'S COMMENTS

Websites Assists in Ensuring Vendors Comply with Unemployment and Workers' Compensation Coverage

By Purchasing Director Dave Tincher

One of the biggest benefits of offering our **Purchasing Division Procedures Handbook** electronically is the ability to update information, ensuring the most current and accurate procedures are made available to agency purchasers.

Effective September 12, 2011, our procedures were revised to include clear instructions to verify the current unemployment fee status and Workers' Compensation coverage of vendors for which we do business.

According to *West Virginia Code* §21A-2-6, agency purchasers are required to ensure the vendor is not in default with Workers' Compensation and Employment Compensation. Agency personnel must check the Workforce West Virginia's Unemployment Compensation / Workers' Compensation Defaulted Accounts (UC/WC) at <http://intranet.state.wv.us/BEP/ucwcdef/default.htm> to ensure the vendor is listed

and in compliance for unemployment compensation or proof that such coverage is not required.

Additionally, the Insurance Commission's Employer Violator System (EVS) at <https://icomp.wvinsurance.gov/Login/EmpViolator.asp> must be checked as well as the OIC Defaulted Employer Lookup at <http://apps.wvinsurance.gov/defaulted> for Workers' Compensation defaults owed to the Insurance Commission. If the vendor appears on either of the Insurance Commission's websites, agencies may not do business with them. A copy of the online verification database search is to be maintained in the file.

To verify Workers' Compensation coverage, agency purchasers may search the Insurance Commission's Coverage Validation System or obtain a copy of



the Workers' Compensation insurance certificate which should be maintained in the file and is also acceptable.

It is our responsibility as procurement professionals to ensure that we award contracts to vendors who meet the requirements of the law in terms of complying with unemployment and Workers' Compensation coverage.

Another change to our **Purchasing Division Procedures Handbook** was updating the **Agreement Addendum (WV-96)** and **Agreement Addendum for Software (WV-96A)** which may be found in Appendix B and the instructions to these forms in Appendix Q.

Agency purchasers were notified of both of these changes through e-mail communication. It is important for our agency partners to share purchasing-related information to those employees in your organization.

Auto Parts and Legal Subscription Services New Additions to Statewide Contracts List Available to State Agencies

The Purchasing Division has added two new categories to its statewide contract list involving automobile parts and legal subscription services.

(PARTS11) is now available for agencies in need of automobile parts. There are two vendors on this contract, NAPA Auto Parts and AutoZone. The (PARTS11) statewide contract was created due to the continuous high demand for automobile parts by state agencies.

NAPA Auto Parts, through the contract holder Capitol Supply, is the vendor for heavy duty auto parts and the state was able to piggyback this contract through the



National Joint Powers Alliance. The vendor agreement with AutoZone, for standard duty automobile parts, is through the Western States Contract-

ing Alliance. The Purchasing Division is a member of both associations and able to piggyback on these contracts.

(WESTLAW) is now a statewide contract and it provides legal subscription services to all state agencies and political subdivisions through West Law subscription services. For questions about either of these statewide contracts, please contact Buyer Supervisor Shelly Murray at (304) 558-8801 or Shelly.L.Murray@wv.gov.

Statewide contracts can be located online at <http://www.state.wv.us/admin/purchase/swc/default.html>.

Surplus Property Utilizing the Statewide Sealed Bid Process for Unique Public Sale

One method of public sales utilized by the West Virginia State Agency for Surplus Property (WVSASP) is the statewide sealed bid process, which is conducive when state agency property to be sold is located outside of the Charleston area.

An additional reason property is sold on-site at the agency location and not at the WVSASP warehouse in Dunbar is due to its quantity, uniqueness and/or size. When the statewide sealed bid process is used, interested bidders must complete and submit a bid form prior to an established bid date and time.

Though this is not commonly used, WVSASP officials are currently using the statewide sealed bid process to sell more than 500 tons of scrap railroad equipment, including rail cars and other track material, from several State Rail Authority properties in Moorefield, Petersburg, Romney, and Green Spring.

To participate in this or any statewide sealed bid process, a bid document with the list of the property must be obtained from the WVSASP. Also included in the bid document is the bid opening date and time which is established for bids



The West Virginia State Agency for Surplus Property will be utilizing the statewide sealed bid process in the sale of more than 500 tons of scrap railroad equipment.

to be received by the WVSASP. General terms and conditions are included which must be signed prior to submitting the bid. At the designated date and time of the opening, WVSASP officials open all received bids and the successful bidder will be notified. Payment must be made prior to the successful bidder

taking possession of the property.

Bids for the current scrap rail sale will be received until 2 p.m. on October 6, 2011 at the WVSASP office. All inquiries regarding the statewide sealed bid process should be directed to WVSASP officials at (304) 766-2626 or toll-free (800) 576-7587.

New Links on Purchasing Website Detail Public Sales Options at Surplus Property

The Purchasing Division has added several new links to its website which contain useful information on public sales as administered by the West Virginia State Agency for Surplus Property (WVSASP).

The site, <http://www.state.wv.us/admin/purchase/surplus/public.html>, details each type of public sale with links to specific pages which further explains that particular method.

The WVSASP offers four types of public sales: online sales at GovDeals.com, direct retail sales, statewide sealed bids and public auctions. Information is available about each type of sale, noting the most current time and place of the next sale related to public auctions and statewide bid sealed sales. State employ-

ees, with the exception of Purchasing Division employees, may participate in the public surplus sales.

WVSASP also disposes of property from a public agency through negotiated sale to an eligible organization. As its primary goal, WVSASP has assisted thousands of eligible organizations by offering good, usable property at a substantially-reduced prices. The WVSASP extends the usage of property no longer needed by a public agency by offering it initially to its eligible public and non-profit participants and later to the general public. WVSASP has numerous items to choose from, ranging from office furniture and wall art to vehicles and tractors.

Purchasing Website
Provides Link to
TransparencyWV.org

The Purchasing Division website provides a link to the newly created www.TransparencyWV.org website which is managed by the state Auditor's Office for the general public to review how public dollars are spent.

Available to website visitors is information on the general revenue fund, state budgets by year, spending by agency, top purchasing card vendors, top vendors, and other statistics about state government spending.

TransparencyWV.org

Statewide Contracts Provide Cost-Efficient Means to Procure Commodities and Services

One of the most efficient ways to purchase commodities and services is to first review mandatory statewide contracts that have been established by the Purchasing Division and are required for agencies to use per *West Virginia State Code* and *Legislative Rule*.

One primary benefit of using statewide contracts is that they have completed the competitive bid process and can be readily used by state agencies.

The statewide contracts managed by the Purchasing Division represent goods and services consumed in quantity by state agencies and are often available to political subdivisions. In recent years, optional piggyback contracts have been deemed mandatory statewide contracts because of the savings they provide.

State agencies are not exempt from

using statewide contracts without prior written approval from the Director and if such approval is granted, the documentation must be retained with purchase order file for each appropriate transaction.

It is essential that procurement officials do not use the state purchasing card to circumvent purchases from established contracts.

Procurement officials can assist in maintaining the quality standard level for all statewide contracts as they are



continuously reviewed by the Purchasing Division to reduce costs and increase efficiency in the procurement process.

These reviews also give agency buyers the opportunity to respond to vendor surveys, allowing for the opportunity to help shape the next contract for each commodity and service.

The Purchasing Division website includes links to all the statewide contracts, recent updates, change orders, and cancellations. It can be viewed at:

<http://www.state.wv.us/admin/purchase/SWC/default.htm>

In-House Training Sessions Continue through October

The Purchasing Division's in-house training sessions for 2011 continue through October with three classes set for the month. All classes are available to state agency purchasers. No in-house training sessions will be available in November.



Below are the classes available in **October**:

- Wednesday, Oct. 5: Evaluation and Award Process (10 a.m. – 11 a.m.)
- Wednesday, Oct. 12: Pre-Bid Conferences (10 a.m. – 11 a.m.)
- Wednesday, Oct. 19: Preventing Protests (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, 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.

WV-103 Form Updated and Posted Online

The revised Purchasing Division **WV-103** form is now online. It has been updated on both the West Virginia State Agency for Surplus Property website and on Purchasing Division intranet forms page. Those sites can be viewed at: <http://www.state.wv.us/admin/purchase/surplus/wv103form.html> and <http://intranet.state.wv.us/form/default.htm>.

Additional clarification has been added to the certification disclaimer on this form which states that *"the computers and laptops listed on this document meet the Office of Technology's criteria for secure data removal and are ready for disposal."*

Removed from this form was the purchase order number and date that previously existed.

Back issues of *The Buyers Network* are available at <http://www.state.wv.us/admin/purchase/BN/bnlist.html>

REPORT

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- The unveiling of the new Purchasing Division website which offers the same level of valuable information but presented in a more clear, concise and east-to-navigate format.

- Recognition of the first recipients of the Basic Procurement Certification in the Purchasing Division Certification Program.

- The substantial procurement option made by the Purchasing Division to allow state agencies to quickly and effectively utilize federal American Recovery and Reinvestment Act funds.

- The first-ever free furniture giveaway by the West Virginia State Agency for Surplus Property to eligible organizations, which allowed many non-profit agencies with very limited funds an opportunity to acquire quality, used items for their organizations.

- The creation of a Purchasing Division **Vendor Code of Conduct**.

- The increase number of piggyback contracts to be declared mandatory statewide contracts for state agencies due to the volume savings when utilized.

- The continued use of the Recycled Products Comprehensive Procurement Program.

- The completion of 33 individual inspections by the Inspection Unit.

- A total of 11,275 vendor registration and disclosure forms, renewal notices and vendor updates received for processing.

- A total of 2,726 purchase orders, including open-end contracts and change orders encumbered.

- Total pages scanned for Purchasing which contained purchase orders, change orders, vendor registrations forms and all supporting documentation totaled 284,074.

- The addition of three online training modules.

- Continuation of the monthly In-House Training curriculum.

- The introduction of Purchasing's first-ever webinar training program to offer procurement officials working outside the Kanawha Valley area to take training classes via the Internet.

- Four revisions to the **Purchasing Division Procedures Handbook** to better clarify purchasing policies and procedures.

An updated and easy to navigate website was among the achievements for the Purchasing Division during Fiscal Year 2011.

NEW PURCHASE ORDER SUMMARY

Resident Vendor Analysis:

Vendor	Count (#)	Percent (#)	Value (\$)	Percent (\$)
West Virginia	833	66.80%	\$238,461,412.67	55.19%
Non West Virginia	414	33.20%	\$193,605,563.66	44.81%
TOTAL	1,247	100%	\$432,066,976.3	100%

The average purchase order amount for FY 2011 was \$346,485.15

**This summary does not include change orders processed during FY 2011. Additionally, the summary does not include the purchase order, AUD115000, for purchase card services in order to avoid double-reporting since this card is used for payment of contracts already included.*

- Nearly \$2 million in total revenue collected by the West Virginia State Agency for Surplus Property.

- The rebate for the qualifying annual volume through the statewide contract for

travel charge card services was \$20,444.83.

For a complete list of annual reports for the Purchasing Division, visit: www.state.wv.us/admin/purchase/Annual-reprt/default.html.



Alan Cummings Joins the Purchasing Division Staff

The Purchasing Division is pleased to welcome Alan Cummings to its staff as a senior buyer in the Acquisition and Contract Administration Section.

A resident of Winfield, Cummings previously worked at the Hertz Corporation and Airgas Mid-America where he held various management positions and was directly responsible for procurement.

Cummings has a bachelor of arts degree in communication studies from West Virginia University and a masters degree in business administration from Salem International University. Cummings is married and has one son, along with his golden retriever.

Welcome Alan to the Purchasing Division family!

AWARDS

Continued from Page 1

tration and lodging to the 2012 Purchasing Conference. The Purchasing Division displays a plaque in our main office, listing the current and past recipients of this award.

The Partner in Purchasing program honors individuals who have excelled in representing their agency in one of the various programs administered by the Purchasing Division: Fleet Management, Fixed Assets, Surplus Property, TEAM and Travel Management. The recipient will receive a special

gift and the Purchasing Division will also display a plaque in our main office, listing the recipients of this award.

If you would like to nominate an individual, complete the necessary forms by visiting the Purchasing Division's Intranet web site at: <http://intranet.state.wv.us/admin/purchase/recognition> or contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or via e-mail at Samantha.S.Knapp@wv.gov.



What's Your Question?

A recent change to the Purchasing Division Procedures provided clarification to the default sites that need to be checked to ensure a vendor is not in default with Workers' Compensation and Employment Compensation. (See Director's Comments on Page 2). When checking the Insurance Commission's Employer Violator System (EVS) at <https://icomp.wvinsurance.gov/Login/EmpViolator.asp>, how are agencies to record documentation showing the agencies does not appear in this listing?

The Purchasing Division offers two options to print. So that the agency purchaser does not have to print the entire database, see the instructions below for the printing options.

Option 1: Print Screen Method

To print screen, hit the Alt key and the Print Scrn button and then open up Microsoft Word and paste and print it for your files.

Option 2: Highlight and Print Method

The instructions for this method is to go to the Employer Violator System and scroll your mouse over a section where the vendor should appear in order to highlight that section (it will appear blue on your screen; however, it will not print a different color). Right click and select the print option. In the print menu, choose "selection" to print.

Periodically in The Buyers Network, we will share a question posed by one of our agency purchasers that will be answered so that we all may enhance our knowledge and clarifying our procedures. Send your questions to Diane Holley-Brown at Diane.M.Holley@wv.gov.

Purchasing Division Continues with Webinar Offerings

The Purchasing Division conducted its second webinar on Aug. 31, part of its continuing expansion of in-house training programs offered on the Internet. Senior Buyer Paul Reynolds presented on the statewide webinar on statewide and piggyback contracts, with Assistant Director Mike Sheets as-

sisting in answering questions. Thirty-six individuals from across the state participated in the webinar.

Utilizing MeetingPlace, a web-based teleconference software program offered through the Office of Technology, participants listened to Reynolds as he provided an overview of statewide and piggyback

contracts, discussed the purchasing procedures related to both and highlighted the benefits of using such contracts.

For more information about the Purchasing Division training programs, contact Staff Training Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

Current Statewide Contract Update

(As of October 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
LAUNDRY11	Laundry materials	N/A	09/22/2011
CPHONE11	Cell phones	N/A	10/13/2011
IP11	Personal computers	09/27/2011	10/27/2011
LARMS	Large reseller for Microsoft	N/A	10/27/2011

Under Evaluation

Contract	Description	Bid Opening	Under Eval
ERCYCL11	Electronic recycling of equipment	CANCEL	CANCEL
FUELTW12	Fuel	N/A	08/08/2011
FUELTT12	Fuel	N/A	08/08/2011
CANLINE11A	Trash bags	N/A	08/17/2011
RTIRE11	Retread tires	04/26/2011	05/12/2011
RECMGT11	Provide off-site	08/01/2011	09/01/2011
MOVE11D	Moving services	N/A	09/01/2011
DCBATT11	Batteries	N/A	09/01/2011
LGLOVES11	Latex gloves	N/A	09/07/2011

Contracts Extended

Contract	Vendor	Description	Date
DIGCOP09C	Komax Business Systems LLC	Digital copiers	09/15/2011-11/14/2011
DIGCOP09I	Superior Office Service Inc	Digital copiers	09/15/2011-11/14/2011
PBKBOWES	Pitney Bowes Inc	Mailing machines	09/09/2011-11/08/2011
FASTEN08	Grayson	Fasteners	09/15/2011-09/14/2012
DIGCOP09A	Aarons Products Inc.	Digital copiers	09/15/2011-11/14/2011
DIGCOP09J	Wv Business	Digital copiers	09/15/2011-11/14/2011
DIGCOP09BA	Canon USA Inc	Digital copiers	09/15/2011-11/14/2011
DIGCOP09G	Ricoh Americas Corp.	Digital copiers	09/15/2011-11/14/2011
MOVE08D	Lambert Transfer Company Inc.	Moving services	07/01/2011-10/31/2011
DIGCOP09F	Remco Sales & Service Inc.	Digital copiers	09/15/2011-11/14/2011

Misc. Actions on Statewide Contracts

Contract	Vendor	Commodity	Description of Change
SYSFURN10A	Allsteel Inc.	Office furniture	Update contact information

Misc. Actions on Statewide Contracts

Contract	Vendor	Commodity	Description of Change
CPHONE07DA	Verizon Wireless	Cell phones	Add new equipment and price sheet
ENTPRZ08	Shi International Corp	Reseller for Microsoft	Updated price list
SUPFOOD10	Grove Medical Inc.	Supplemental food	Change packing on product
PARTS11A	Capitol Supply Inc.	Auto parts	Add list of locations
SELECT10	Dell Marketing LP	License software	Updated price list
BEDDING09B	Sealy Bedding Co.	Bedding	Cancel contract reissue
BEDDING09C			BEDDING09C

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.

OCTOBER

ABATMNT	Asbestos abatement
BEDDING	Mattresses, box springs and pillows
CPHONE	Cellular phones
DWASH	Solvents, lubricants, cleaners, pre-soak liquids, etc.
ENTPRZ	Microsoft Enterprise products
LAUNDRY	Laundry materials
MV11	Automotive vehicles
MVU12	Used automotive vehicles
SANPAP	Sanitary paper supplies
SIP	Personal computers and peripherals

NOVEMBER

ABATMNT	Asbestos abatement
CABLE11	Coaxial cable
ERCYCL12	Recycling of electronic equipment
FILTER11	Oil and gas filters
MV11	Automotive vehicles
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.

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

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