

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



More than 70 procurement officers attended the fifth Annual Purchasing Division Open House.

Purchasing Division's Open House Offers Event for Agency Purchasers

The West Virginia Purchasing Division offered its fifth annual Open House at its Washington Street Office on May 15. More than 70 procurement officers located throughout the state attended the function to meet and informally discuss topics of interest with Purchasing Division buyers, inspectors, training representatives and technical services personnel. Highlights also included informational sessions, building tours, virtual tours of the Purchasing Division website, and "Purchasing Division Scramble Board" in the conference room.

The annual Open House provides procurement officers and Purchasing Division staff with the unique experience to interact in person. Buyer Supervisor Roberta Wagner says, "It is wonderful being able to build a rapport on a more personal level with agency officials and procurement officers." The event is an informal opportunity to place a name with a face and discuss purchasing matters.

Dana Hoffman gave a procurement officer's assessment of the Open House. "I would like to say the Purchasing Division's Open House was definitely worth attending. It was great to meet the different buyers and other Purchasing Division staff. Everyone went

Please see OPEN HOUSE, Page 4

INSIDE...

- **Director's Comments:** Plans Underway for Implementation of Small, Women and Minority-Owned Business Certificate
- Surplus Property Gets a Spring Cleaning
- Procurement Training at Agency Level Creates Benefits that Ripple Throughout

Purchasing Division Begins Using New Terms and Condition on June 8, 2012

All agency designated procurement officers were provided with a preview of revised terms and conditions for purchasing transactions processed by the Purchasing Division and through the agency delegated purchasing authority, which will become effective on June 8, 2012.

These revised terms and conditions will be added to procurement documents received by the Purchasing Division beginning on this effective date. Legislation passed during the 2012 Regular Session of the Legislature which affects the process is included in these revised documents.

To view in advance the revised terms and conditions, please visit:

<http://www.state.wv.us/admin/purchase/RevisedTandC.html>

This page was created as an courtesy for our agency designated purchasers. Beginning on June 8, 2012, the revised terms will replace the current terms and conditions and be uploaded to the site map on the Purchasing Division's website at:

<http://www.state.wv.us/admin/purchase/sitemap.html>

Please see TERMS, Page 6

Plans Now Underway for the Certification of Small, Women and Minority-Owned Businesses

By Purchasing Director Dave Tincher

With the promulgation of the *West Virginia Code of State Rules* §148-2-1 et seq. outlining the procurement certification process for small, women, and minority-owned businesses (SWAM), the Purchasing Division has modified its *Vendor Registration and Disclosure Statement* forms to incorporate the SWAM Certification Application.

Vendors may certify if they fall within the business categories as specified in the Legislative Rule, including:

- **Minority-owned Business** [1], which means a business concern that is at least fifty-one percent owned by one or more minority individuals or in the case of a corporation, partnership, or limited liability company or other entity, at least fifty-one percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

A "minority individual" means an individual who is a citizen of the United States or a noncitizen who is in full compliance with United States immigration law and who satisfies one or more of the following definitions:

African American means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part. Asian American means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands, including, but not limited to, Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

Hispanic American means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

Native American means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

- **Small Business** [2] means a business, independently owned or operated by one or more persons who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, which, together with affiliates, has two hundred fifty or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

- **Women-owned Business** [3] means a business concern that is at least fifty-one percent owned by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least fifty-one percent of the equity ownership interest is owned by one or more women who are citizens of the United States or noncitizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United



States or noncitizens who are in full compliance with United States immigration law.

It is important that agency purchasers begin using the revised vendor registration forms, beginning July 1, 2012, when the SWAM Certification become effective.

If a vendor has noted a SWAM designation, but used an older version of the vendor registration form, the Purchasing Division's Vendor Registrar

will return the form to the vendor, along with the new form to complete.

A related component of the SWAM Certification is the preference that may be eligible for non-resident SWAM vendors. This certification provides nonresident vendors preference that is equivalent to competing resident (West Virginia) vendors that have applied for resident vendor preference, in accordance with *West Virginia Code* §5A-3-37.

This certification may assist resident small, women and minority-owned businesses when soliciting business in other states. Vendors must apply for this preference on the revised *Vendor Preference Certificate*, effective July 1, 2012.

The new *Vendor Registration and Disclosure Statement and SWAM Certification Application* and the *Vendor Preference Certificate* will be available on the Purchasing Division's website on July 1, 2012. Additionally, the Purchasing Division is currently creating a webpage outlining vendor registration requirements and SWAM information.

Once this webpage is posted, the Purchasing Division will notify agency purchasers as well as our vendor community that this resource is available to them.

Additional information will become available relating to these certification requirements as the implementation date approaches.

Surplus Property Undergoes Spring Cleaning

Earlier this year, Elizabeth Perdue was named the Manager of the West Virginia State Agency for Surplus Property and Assistant Purchasing Director of the Program Services Section. The managerial transition is proving the perfect time for some spring cleaning. Changes are being made as the warehouses and administrative offices located in Dunbar undergo a facelift.

“Due to the large amount of items that we receive at Surplus, we are trying to reorganize our warehouses to make more room to better display items,” says Perdue. She notes that, “we are trying to improve these areas for our customers.” Many improvements have been made. In the warehouse alone, major clean-up measures have spruced up the vicinity and allow for an enhanced shopping experience.

Furthermore, new floor tiles have been installed and the warehouse office and restrooms have been painted. New paint extends over to administration offices, which have also received numerous updates, including new carpet. In addition to the widespread clean-up undertakings, modernized technology and organization facilitates increased efficiency at the WVSASP.

The WVSASP is even taking advantage of the quality, yet inexpensive, merchandise it sells. “The interesting thing about the administrative offices is that we refurnished them with surplus property from our warehouses,” said Perdue.

The West Virginia State Agency for Surplus Property is also looking ahead in time. New ceiling tiles are in the process of being installed in the warehouse office and restrooms and Perdue hopes to further renovate the warehouse buildings. The outside of the WVSASP buildings will be painted in the near future.

The West Virginia State Agency for Surplus Property is a unit under the Program Services Section of the Purchasing Division. The WVSASP operates the State and Federal Surplus Property Programs, and has assisted thousands of eligible organizations by offering good, usable property at a substantially-reduced price. For more information about the West Virginia State Agency for Surplus Property please visit, <http://www.state.wv.us/admin/purchase/surplus/default.html>.



The West Virginia State Agency is undergoing a series of changes, including reorganizing the warehouse and general cleaning throughout the facility. Pictured are filing cabinets that are available to eligible organizations, such as state agencies.

Buyer Supervisor Shelly Murray Temporarily Assigned to wvOASIS

Purchasing Director Dave Tincher recently announced that Buyer Supervisor Shelly Murray has been assigned as the procurement lead beginning May 21 for wvOASIS, which is the agency responsible for the implementation of the Enterprise Resource Planning System.

While she is working on this project, Murray's agency assignments, including the Department of Revenue, Department of Education and the Arts, and the Department of Education, have been re-allocated to Senior Buyer Connie Hill. For more information about files previously handled by Murray, contact Hill at (304) 558-2157 or Connie.S.Hill@wv.gov.



SHELLY MURRAY

Fiscal Year-End Policies Posted on Finance Division Website

The Department of Administration, in conjunction with the State Auditor's Office, has formulated policies and procedures for the processing of purchasing documents at the end of the state's fiscal year (June 30). These policies, which include timelines, are now posted on the Finance Division's website at <http://www.wvfinance.state.wv.us>.

From the main page, click *WVFIMS*, then *WVFIMS FY 2012 Year End Policies and Procedures* for complete information.

Questions regarding the Purchasing Division's timeline may be directed to Bev Toler at (304) 558-2336 or via e-mail at Beverly.A.Toler@wv.gov.

OPEN HOUSE

Continued from Page 1

out of their way to help you any way they could and answer any questions you may have. The food and refreshments were a very nice gesture also in making a well-rounded learning experience.” Hoffman is a procurement officer with Office of the Insurance Commissioner.

This was the second consecutive year that 30-minute informational sessions for participants were integrated into the Open House schedule. New to the Open House were the “A High Level Overview of Purchasing,” “Process Checklists,” and “I’m New to Purchasing, Where do I Start?” information sessions, and the “Inspection Services” session returned for a second year. Each session was well attended, and new procurement officer Hoffman believed “one of the best sessions was the ‘I’m New to Purchasing Where Do I Start.’” The range of topics offered reach out to those with different levels of procurement experience from beginners to advanced officers to managers and directors.

Purchasing Director Dave Tincher expressed his satisfaction on the success of the event. “I am very pleased that we had another quality Open House event. The lines of communication between our staff and those who visit our Open House are strengthened and, in turn, makes the state procurement process even more efficient. Throughout the day, I saw a lot of good dialogue being exchanged between our staff and the agency procurement officers. All of this leads to a more proficient way of operating on all levels.”



State agency procurement officers informally met with the Purchasing Division staff at the fifth annual Open House event to discuss purchasing-related matters. Guests also had the option to attend four different informational sessions.

Inventory Certification Deadline Approaches for Agencies

Agencies are required to complete an annual Inventory Certification Cover Sheet and submit to the Purchasing Division by July 15th of every year. A certifiable inventory is identified as a true and accurate statement from the department head or designee verifying:

1. The date the last physical inventory was last taken of all equipment under the department’s head jurisdiction (A physical inventory is required once every three years);
2. All assets under the department head’s jurisdiction as of June 30th with an acquisition cost of \$1,000 or

more were entered in the WVFIMS Fixed Asset System for the current fiscal year, and,

3. All obsolete assets under the department head’s jurisdiction were retired in accordance with policy, procedures and guidelines.

For additional information regarding the WVFIMS Fixed Asset System inventory policy and procedures, please visit <http://www.state.wv.us/admin/purchase/surplus/InventoryMgt/default.html>. Questions may also be directed to the West Virginia State Agency for Surplus Property at (304) 766-2626.

Procurement Training at the Agency Level Creates Benefits That Ripple Throughout

The Purchasing Division has made a concerted effort in the past few years to increase the amount of training offered to state agency procurement officers, whose job duties relate to purchasing transactions under our agency's authority.

Those who participate in the Purchasing Division's training programs can also use the experiences to earn recognition in our West Virginia Purchasing Certification program. To date, approximately 50 procurement officers are participating in the Certification program and more than 100 have participated in the In-House Training programs offered by the Purchasing Division.

Last fall, more than 260 procurement officers attended the annual Agency Purchasing Conference at Stonewall Resort. Notably, the number of first-time attendees to the Purchasing Conference exceeded 100.

With the number of available training options, it is equally important that designated agency procurement officer in turn use the knowledge to train members of their organization to strengthen the procurement process at the agency level.

The Advance Certification program offered by Purchasing Division requires participants to perform training at the agency level on procurement-related topics, such as Requests for Proposals and/or Quotations; Evaluation and Awards; and Emergency Purchases among others. Currently, there are 10 procurement officers enrolled in this



Department of Health and Human Resources' Susie Teel teaches a purchasing-related class as part of her Advance Certification program requirements.

certification program.

According to the program's guidelines, the candidate is responsible for planning the logistics and must abide by the following training guidelines:

- Highlight multiple purchasing topics
- Educate multiple agency-level employees (a minimum of five people)
- Provide participants with appropriate training materials, and
- Last a minimum of one hour in length
- A Purchasing Division staff mem-

ber will observe the training for compliance with the training requirements.

Procurement officials should strongly consider a similar in-house training program to better acquaint their agency personnel on the many facets of the state purchasing process. For more information and guidance, contact the Purchasing Division Staff Development Specialist Samantha Knapp at (304) 558-7022 / Samantha.S.Knapp@wv.gov or Assistant Director Diane Holley-Brown at (304) 558-0661 / Diane.M.Holley@wv.gov.

wvOASIS Selects UNSPSC as Standardized Commodity Code

wvOASIS, the statewide Enterprise Resource Planning (ERP) office, recently announced its decision regarding how commodities will be categorized and coded when the new system is implemented.

As a result of the wvOASIS standardization efforts, a decision has been made to adopt a standard commodity code associated with procurement activities. Anyone who utilizes the procurement functionality in wvOASIS will use United

Nations Standard Products and Services Code (UNSPSC).

The mandatory switch from current commodity codes will take place when Phase 1 of the project goes live in October 2013, according to wvOASIS officials. Details will follow as we move closer to the date.

Why?

Standard codes allow procurement data to be captured in meaningful and useful

ways, hence allowing the state to negotiate better contract prices. Not only will better reporting and spend analysis result, code usage will facilitate many important procurement activities such as: vendor registration, bid opportunity alerts, strategic sourcing, inventory control/materials management, and catalog management (punch-out). This decision was timed to

Please see WVOASIS, Page 7

Purchasing Division Welcomes our Summer Interns

The Purchasing Division recently welcomed two new employees for the summer. Cameron Thompson and Megan Pulliam have joined the Purchasing Division's Communication and Technical Services Section as interns through the Governor's Internship Program.

Cameron will be working as a technology intern this summer. He is a senior at Marshall University with a major in Management Information Systems. A resident of Cross Lanes, Cameron graduated from Nitro High School in 2009.

A junior at West Virginia University, Megan will be working as a communications intern. She is a Marketing major with a minor in International Development. Megan lives in Cross Lanes and graduated from Charleston Catholic High School in 2010.

Created in 1989, the Governor's Internship Program offers high-achieving West Virginia college students the opportunity to step beyond the classroom into the real-world work environment of West Virginia government agencies, private businesses, and nonprofit organizations. Students are placed in internships where they can gain experience relevant to their academic interests while learning under and being supervised by a professional in that field.



Megan Pulliam and Cameron Thompson have joined the Purchasing Division's Communication and Technical Services section as Governor's Internship Program interns.

Purchasing Division In-House Training Sessions Continue Throughout Summer

The West Virginia Purchasing Division continues its 2012 In-House Training Program with sessions scheduled throughout the summer.

The class scheduled include:

- **Wednesday, June 13:** Guiding Values and Principles of Public Procurement (10:30 a.m. to 11:30 a.m.)
- **Wednesday, July 11:** Basic Purchasing (10:30 a.m. to 11:30 a.m.)
- **Wednesday, July 25 / Webinar:** Basic Purchasing (10:30 a.m. to 11:30 a.m.)
- **Wednesday, August 15:** Purchasing Tools and Resources (10:30 a.m. to 11:30 a.m.)



This year's curriculum is conducted in the Purchasing Division, Building 15, 1st Floor Conference Room on select Wednesdays. Space is limited. Registration is given on a first-come, first-served basis. For more information or to register, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html>.

TERMS

Continued from Page 1

Since terms and conditions are incorporated into the standard formats for Requests for Proposals (RFP) and Expressions of Interest (EOI), these documents will also be revised and updated respectively within the **Purchasing Division Procedures Handbook** within Appendix J (RFP Standard Format) and Appendix P (EOI Standard Format) at:

<http://www.state.wv.us/admin/purchase/Handbook/default.html>

What's Your Question?



The roof of one of my agencies has a leak. Is this sufficient for an emergency purchase?

Answer: Not necessarily. Much will depend on the scope of the situation. The standard criteria for an emergency purchase, which requires the written approval of the Purchasing Director, is when a sudden or unforeseen circumstance creates a situation requiring that commodities or services be immediately purchased by a spending unit. Does the roof leak threaten additional structural damage and/or does it pose harm to the occupants of that building? Or can the leak be remedied until the normal competitive bid process can be followed? Emergency purchases are to rectify a situation at hand, not be used as a permanent or long-term solution.

You can read more about the Emergency Purchasing Procedures in the **Purchasing Division Procedures Handbook** at <http://www.state.wv.us/admin/purchase/handbook/2007R16/default.html>.

*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 clarify our procedures. Send your questions to Diane Holley-Brown at Diane.M.Holley@wv.gov.*

Current Statewide Contract Update

(As of May 15, 2012)

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 | Bid Opening | Pre-bid? |
|----------|---------------------|-------------|----------|
| LABSUP12 | Laboratory supplies | 05/24/2012 | No |

Under Evaluation

| Contract | Description | Bid Opening | Under Eval |
|-----------|-----------------------------------|-------------|------------|
| CABLE13 | Coaxial cable | 05/10/2012 | Yes |
| IP11 | Computers and monitors | 11/15/2011 | Yes |
| LGLOVES12 | Exam gloves | 04/10/2012 | Yes |
| MOTL10AF | Motel lodging/hotel accomodations | 12/15/2009 | Yes |

New Awards

| Contract | Vendor | Description | Dates |
|-----------|--------------------------|-------------------------------|---------------------------|
| BEDDING12 | Imperial Bedding Company | Bedding and pillows | 07/15/2012 -07/14/2012 |
| CEREAL12A | US Foodservice | Breakfast cereal | 05/07/2012 -05/06/2013 |
| CEREAL12B | A.F. Wendling Inc. | Breakfast cereal | 05/07/2012 -05/06/2013 |
| DFS12 | A.F. Wendling Inc. | Disposable food service items | 05/01/2012 -04/30/2013 |

New Awards

| Contract | Vendor | Description | Dates |
|----------|-------------------|---|---------------------------|
| LARMS11 | SHI International | Replace ENTRZ and SELECT for Microsoft products | 04/23/2012 -04/22/2013 |

Contracts Renewals

| Contract | Vendor | Description | Date |
|----------|-----------------------------------|------------------------------------|---------------------------|
| HOUSE10A | Winan Sanitary Supply Co. Inc. | Cleaning supplies | 05/01/2011 -4/30/2012 |
| WVARF10 | Mandated commodities and services | WV Association of Rehab Facilities | 05/01/2012 -04/30/2013 |

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this month, the following statewide contracts for which their expiration dates are approaching will be examined.

| | |
|---------|---------------------|
| BEDDING | Bedding and pillows |
| MEDSUP | Medical supplies |
| RTIRE | Tire retread |

WVOASIS

Continued from Page 5

expedite data conversion to wvOASIS.

Who will be impacted?

- Anyone who will utilize the procurement functionality in the new system will be impacted, especially:
- The State Purchasing Division, which will migrate existing statewide contracts from TEAM to wvOASIS.
- The Department of Transportation, which currently uses agency-assigned numbers in REMIS.
- Other state agencies, including the General Services Division, which uses system-generated and/or agency-assigned item.

For more information on product codes may visit www.UNSPSC.org for further information.

Auto Parts Piggyback Contract Cancelled

The Purchasing Division recently cancelled the piggyback contracts for automobile parts (PARTS11) and removed from the website. Agencies are to utilize proper purchasing procedures when needing to procure these commodities.

FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

| FILE | BUYER | EMAIL | PHONE |
|------|-----------------|--------------------------|----------|
| 21 | Krista Ferrell | Krista.S.Ferrell@wv.gov | 558-2596 |
| 22 | Roberta Wagner | Roberta.A.Wagner@wv.gov | 558-0067 |
| 23 | Guy Nisbet | Guy.L.Nisbet@wv.gov | 558-8802 |
| 31 | Shelly Murray | Shelly.L.Murray@wv.gov | 558-8801 |
| 32 | Tara Lyle | Tara.L.Lyle@wv.gov | 558-2544 |
| 33 | Alan Cummings | Alan.W.Cummings@wv.gov | 558-2402 |
| 43 | Paul Reynolds | Paul.Reynolds@wv.gov | 558-0468 |
| 44 | Frank Whittaker | Frank.M.Whittaker@wv.gov | 558-2316 |
| 51 | Connie Hill | Connie.S.Hill@wv.gov | 558-2316 |

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 _____

In This Issue... Did You Read About?

- More than 70 procurement officers take part in fifth annual Open House.
... [See Page 1.](#)
- Vendor Registration and Disclosure Statement modified for small, women, and minority-owned businesses.
... [See Page 2.](#)
- The West Virginia Agency for Surplus Property is cleaning up ... literally.
... [See Page 3.](#)
- Inventory certification deadline approaches for agencies.
... [See Page 4.](#)
- wvOASIS selects UNSPSC as standardized commodity code.
... [See Page 5.](#)

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

Earl Ray Tomblin
Governor

Ross Taylor
Acting Cabinet Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Diane Holley-Brown
Editor

Tony O'Leary
Chad Williamson
Megan Pulliam
Contributing Reporters

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