

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

Purchasing Division Recognition Program Accepting Nominations

Know a procurement officer who goes beyond the call of duty? Want to recognize a procurement co-worker or colleague who constantly excels in his or her position?

The Purchasing Division is pleased to announce the 18th year of the Purchasing Division's recognition program for agency procurement officers. The *Agency Procurement Officer of the Year* program recognizes individuals who have demonstrated high levels of performance and professionalism. This program provides an avenue for agency procurement officers to nominate co-workers and colleagues who have served as role models in the purchasing profession.

Please see **PROGRAMS, Page 2**

INSIDE...

- **Director's Comments:**
Agency Conference Focuses on Educating Purchasers on Procedure Changes and Clarifications
- Customer Appreciation Day Brings New Customers While Bolstering Sales at Surplus Property
- Darlene Hovatter Enjoys Finding Solutions for Juvenile Services

Registration Now Open for 2013 Agency Purchasing Conference



Registration is open for the 2013 Agency Purchasing Conference. Two date and location options are available to procurement officers: Oct. 22-24 at Pipestem Resort State Park, and Oct. 30-Nov. 1 at Stonewall Resort.

Registration is now open for the 2013 Agency Purchasing Conference. Two conference dates and locations are available to attendees: October 22-24 at Pipestem Resort State Park; and October 30-November 1 at Stonewall Resort State Park.

Additional information can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/Conference/Agency/2013. Once a participant's registration has been processed, he or she will receive an email confirmation, along with his or her specific schedule of classes.

This year's registration fee is \$75 per participant, which covers materials, group meals, administrative costs, and attendance to all workshop sessions. Payment of the conference registration fee will be accepted at the time of online registration. The preferred method of payment is the State Purchasing Card. The State Travel Card is also accepted. If a single cardholder in your office will be paying for multiple attendees, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or Debbie Watkins at (304) 558-3568 for the direct link to the payment site. If you need to pay using IGT, contact Watkins prior to the conference.

Participants must make their own lodging arrangements. Information on Pipestem and Stonewall Resorts can be found on the conference website. Please

Please see **CONFERENCE, Page 2**

Agency Purchasing Conference Focuses on Educating Purchasers on Procedure Changes and Clarifications

By Purchasing Director Dave Tincher

Education is vital in public procurement because our industry is not stagnant. Some of our staff recently attended the National Association of State Procurement Officials (NASPO) Southern Regional Conference, where training was one of the leading topics of this year's event. Why is continual training important for our agency purchasers? Because nothing ever stays exactly the same. Laws are passed. Procedures are clarified. Processes become streamlined.

For more than five decades, the West Virginia Purchasing Division has offered its annual purchasing conference to agency procurement officers. Information on our procedures, as well as the laws and rules that guide our processes, are discussed. One of the greatest benefits to me personally is the interaction between our staff and those individuals who work at the agency level. We are able to learn from one another.

Additionally, my staff and I have

been able to gain insight from our agency purchasers at the conference so we are better able to meet your needs and expectations. As a result of our annual conference, we have enhanced our communication to you regarding proposed changes in advance so that you are more knowledgeable and aware when those changes become effective. Your input has also been valuable regarding our training efforts. Some agency purchasers indicated to us that it was difficult for their procurement staff to be out of the office at one time; therefore, they were not able to send all of their staff each year. We modified our conference schedule to provide two shorter schedules at different locations to better accommodate agency purchasers throughout the state. We were also



informed that for some agency purchasers at a distance from Charleston it was difficult to travel for a one-hour in-house training workshop. As a result, we now offer multiple classes to make the trip more worth their while and have implemented our webinar series as part of our training curriculum.

As noted on page 1 of this issue of *The Buyers Network*, registration has opened for our 2013 Agency Purchasing Conference. Agency designated procurement officers are strongly encouraged to attend at one of these locations, Pipestem State Resort or Stone-wall State Resort, so they are knowledgeable of the current procurement procedures, laws and rules.

We look forward to seeing you at this annual training event so we can continue to learn together!

CONFERENCE

Continued from Page 1

indicate that you are attending the 2013 Agency Purchasing Conference to receive the contracted room rate.

This year's agenda will include a Newcomer's Orientation, an update on the procurement phase of *wvOASIS*, and an update from the Attorney General's office. There will also be more general sessions this year, including the opportunity for all guests to participate in group discussions on various topics as well as a question and answer session with Purchasing Director Dave Tincher and other members of our staff. Attendees will also be able to individualize their agenda by selecting from a wide range of workshops tailored to fit their needs. There are 14 different workshop topics, with eight offered twice throughout the week. All workshops are conducted by subject matter experts.

For individuals with special dietary restrictions or for more information about the 2013 Agency Purchasing Conference, please contact Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

Interested in Reading Past issues of The Buyers Network? Check them out at:
www.state.wv.us/admin/purchase/BN/bnlist.html

PROGRAMS

Continued from Page 1

Nomination criteria for this award include but are not limited to tenure, performance, communication, training, and professional development. The individual submitting the nomination may nominate someone in his or her own agency or a purchaser from another agency.

Complete nomination information and guidelines for both awards can be found at: <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html>.

The deadline for nomination submission is Friday, September 6.

For additional information or for questions related to these awards, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

Customer Appreciation Day Welcomes Customers While Also Bolstering Sales at Surplus Property

Many retail stores reward loyal customers and attract new ones with special shopping days. Why not the West Virginia State Agency for Surplus Property (WVSASP)?

For the second consecutive year, WVSASP offered its Customer Appreciation Day to bolster the daily sales at its Dunbar property and show new customers how they can purchase quality used goods for substantially reduced prices.

The July 25th event offered extended hours by remaining open three hours past normal closing time, which was 8:30 a.m. – 7:30 p.m.. This allowed customers, particularly new ones and state employees, additional time to visit and purchase items of interest.

“Once again, we had a lot of new customers visit in addition to seeing a lot of our regular customers. This is one of the best ways we can continue to grow our customer base, through word of mouth of those who visit and make purchases here,” said Surplus Property Manager Elizabeth Perdue. “Our staff was tremendous. The ‘Customer Appreciation’ event makes for a long day but in the end, everyone knows it only strengthens our operation.”

Perdue said retail sales for the day were approximately 300 percent above a typical day at WVSASP, adding that advertisements and special promotions through non-traditional media boosted awareness of the event.

“Our Facebook page experienced a spike in the number of those who ‘liked’ our page and we have seen increased activity on our regular Surplus Property website,” said Perdue. “The staff is excellent about constantly updating these web pages and that in turn keeps our customers engaged in what we are doing and selling here. Our staff is pro-active and our steady sales reflect their hard work.”

The weather might have helped bring out customers, with the sun out and the temperature staying in the 70s most of the day, a sharp contrast



Cathleen Salmons with the University of Charleston watches as filing cabinets are loaded into the back of a pickup truck. Salmons said the university frequently purchases office furniture and supplies from WVSASP.



WVSASP Office Assistant Sherry Fewell hands a receipt to customer Steve May following his purchase during the second annual Customer Appreciation Day.

Please see SURPLUS, Page 8

Procurement Officer Profile

Darlene Hovatter Enjoys Finding Solutions for Juvenile Services

When she started in state procurement 15 years ago, Darlene Hovatter said the learning curve was steep. “I was very self-educated in the process,” she said. “It felt like I was learning a foreign language.”

Hovatter, the purchasing supervisor for the Division of Juvenile Services, came into procurement following an 11-year career with a supermarket chain. A native of Kentucky, Hovatter came to Charleston in 1986 and found herself working a variety of jobs before starting work for the state in 1996. After initially working for the then-Bureau of Employment Programs (now Workforce WV), Hovatter transferred to the recently-formed Division of Juvenile Services.

“Since the division was so new, I wanted to start on the ground floor and develop with it,” said Hovatter. “I felt that I could really make a difference.”

Hovatter said at the time, procurement training was more hands-on, with an emphasis on field training. She said working both in the central office in Charleston as well as nine years in the Donald R. Kuhn Juvenile Center in Boone County has given her a view on the importance of good procurement procedures from both sides. She said it is a sharp contrast to the important role placed on training by the Purchasing Division today and the many learning opportunities offered.

Hovatter said since taking over procurement oversight, she has placed an emphasis on ensuring things start off on the right foot with proper procedure. “We have developed a cover sheet for use in the field, and it requires that every step on the process be noted before a purchase order is issued,” she said. Anything more than \$300 crosses Hovatter’s desk first, she said, with authority covering 11 24-hour facilities and 12 youth-reporting facilities in the division.

But she said a strong emphasis is placed on teamwork. “We have a lot of really good people here who are very willing to contribute,” she said. “We



Agency Procurement Officer Darlene Hovatter said the cooperative nature of her agency staff helps procurement run smoothly for the Division of Juvenile Services.

put our best contract specifications together when we put together a committee of people from our different offices, and we work together.”

That teamwork is important to meet the many diverse needs for the different facilities. “We have purchases ranging from clothing and food for the facilities, to HVAC systems and construction,” she said.

It requires that Hovatter spend plenty of time keeping updated on the Purchasing Division’s rules and code, as well as policy changes for her division. “I spend a lot of time in research,” she said. “But it is so satisfying when we get a good contract, or when we fix something, or we just find a solution to the problem. That makes the job very much worth it.”

Purchasing Division Recognizes Latest State Procurement Certification Recipients

The Purchasing Division is pleased to recognize the latest recipients in the West Virginia Procurement Certification program.

Alan Cummings of the Purchasing Division is the most recent individual to achieve Basic Certification. Currently, 30 procurement officers have achieved Basic Certification.

Additionally, Bryan Rosen of the Department of Health and Human Resources is the most recent individual to receive Advanced Certification since the program’s inception. Currently, eight procurement officers have achieved Advanced Certification.

State agency procurement officials are encouraged to review the program’s requirements and consider enrollment. To review the requirements and steps to enroll, visit www.state.wv.us/admin/purchase/training/Certification/. Procurement officials interested in this program with additional questions may contact Samantha Knapp, Staff Development Specialist, at (304) 558-7022 (Samantha.S.Knapp@wv.gov).

State Agencies Offered Limited Time to Update and Correct their Fixed Assets Data Prior to ERP

The West Virginia State Agency for Surplus Property (WVSASP) is offering state agencies a brief window of time to reconcile all its fixed assets as the conversion to the state's Enterprise Reporting System, *wvOASIS*, nears.

Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue outlined the temporary lifting of several long-standing guidelines during a July 17 meeting at West Virginia State University. The *wvOASIS* Fixed Asset Accounting Team spearheaded this joint agency outreach meeting. The primary purpose was to explain the goal of converting fixed assets from WVFIMS to *wvOASIS*.

"This is your opportunity to reconcile your fixed assets, including those items that have been listed as lost or unidentified," she said. "But, please understand, this is a one-time opportunity."

Perdue outlined the steps as to how an agency should complete its physical inventory by September 30, 2013. All corrections and updates made to agency's fixed asset information must be done by October 31, 2013.

"The purpose of these temporary measures is not to police the agencies. They are to ensure that what is pulled out of WVFIMS and entered into *wvOASIS* is correct. We do not want any erroneous data going into the *wvOASIS* system," she said.

Corrective measures which agencies may perform until October 31 are listed below:

- Add previously unidentified or lost fixed assets to WVFIMS with a Fixed Asset Reconciliation Approval Statement (form **WV-100**), which must be signed by the agency director and agency Cabinet Secretary (please note this form is located on the WVSASP website at www.wvsurplus.gov/forms/WV-100InventoryTemplate.pdf);
- Identify fixed assets with corrective information using a Data Change Request form, and;
- Remove fixed assets below the program's guidelines. This is property with an original value of \$1,000 or



Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue outlined the brief window of time offered to state agencies to reconcile all fixed assets as the conversion to the state's Enterprise Resource Planning project (*wvOASIS*) nears.

more; computers, iPads and related equipment with an original value of \$500 or more; and all firearms, regardless of cost.

"Please keep in mind, we have a small staff. We anticipate receiving a great number of forms which will need our approval," Perdue said. "Agencies may begin submitting information to us now. It will be in everyone's best interest not to wait until the end of October."

For more information about these measures, please contact WVSASP at (304) 766-2626.

wvOASIS Set to Go Live with First Phase of Project: Budget Development

The *wvOASIS* Project, overseen by the West Virginia Enterprise Resource Planning Board, is preparing to "go live" on August 5 with the first phase of the project, Budget Development. All necessary testing of the new system is being completed. End-user training was conducted July 10-25, and final turnover activities are proceeding to turn the new system on August 5.

In addition to introducing a new budget system to the State of West Virginia, *wvOASIS* also will succeed busi-

ness legacy systems that handle functions such as Financial Management; Procurement; Asset Management; Personnel Administration; Payroll; Time Reporting; Benefits Administration; Transportation; Treasury Management; Purchasing Card; as well as replace a number of systems maintained by agencies to track items, such as inventory, fixed assets, and time and leave management.

For more information about *wvOASIS*, please visit www.wvOASIS.gov.

Reminder: State Agencies Required to Submit Annual SWAM Report at End of Fiscal Year

In accordance with *West Virginia Code* §5A-3-59(b), state agencies are required to submit annual progress reports on small, women and minority-owned (SWAM) business procurements to the Purchasing Division at the end of each fiscal year.



The SWAM Reporting Tool may be found on the Purchasing Division's intranet site under Processes and Procedures at <http://intranet.state.wv.us/admin/purchase/procedures.html>. It is the last link available on that webpage. This Excel spreadsheet must be completed noting all contracts or purchase orders issued to SWAM vendors, of all dollar thresholds. These procurements should in-

clude those processed under agency delegated authority and those processes through the formal acquisition process with the Purchasing Division. The information to be noted includes the fiscal year, vendor name, certificate type, TEAM #, contract/purchase order number, description, total amount, and date of award. This report may be submitted electronically to the Purchasing Division through the purchasing.requisitions@wv.gov email account.

If you have any questions regarding this requirement, please contact your agency designated procurement officer or your assigned Purchasing Division buyer.



In-House Training: August - October

August

- Wednesday, August 7: wvOASIS/Commodity Codes – 10-11 a.m.;
- Wednesday, August 14: Pre-Bid Conferences – 10-11 a.m.

September

- Wednesday, September 18: Vendor Performance and Relations – 10-11 a.m.

October

- Wednesday, October 9: Inspection Services (webinar) – 10-11 a.m.

Location

Purchasing Division's first floor conference room (with exception of August 7 session on wvOASIS).

Registration

For more information or to register, visit www.state.wv.us/admin/purchase/training/inhouse.html. First-come, first-served basis.

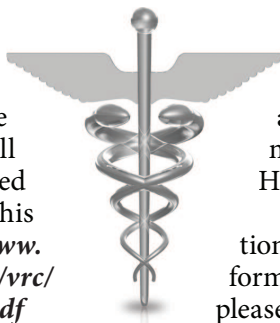
For more information

Staff Development Specialist
Samantha Knapp at (304) 558-7022
or Samantha.S.Knapp@wv.gov.

Business Associate Addendum Form Changes Made to Assist in Protecting Health Information

Effective July 1, the State Privacy Office mandated that the new Business Associate Addendum (BAA) be utilized in connection with all contracts that involve protected health information (PHI). This document can be found at www.state.wv.us/admin/purchase/vrc/WvBaaAgEffectiveJun2013.pdf

In order to accommodate the new PHI identification procedures associated with the new BAA, the Purchasing



Division's General Terms and Conditions and the Agency Delegated Terms and Conditions have been modified by removing the HIPAA sections.

Should you have any questions regarding the new BAA form or related procedures, please contact Sallie Milam of the State Privacy Office at (304) 558-7000 or toll-free at (888) 558-7002 or at SMilam@hcawv.org.

Purchasing Employees Earn National Procurement Certification

The Purchasing Division congratulates three members of its Acquisitions and Contract Administration Section for earning national credentials through the Universal Public Procurement Certification Council (UPPCC).

Assistant Purchasing Director Mike Sheets and Senior Buyers Tara Lyle and Frank Whittaker received their Certi-

fied Professional Public Buyer (CPPB) certification for successfully completing the organization's examination in <ay. According to the UPPCC, 240 professionals nationwide successfully completed the program in May, which includes an application process, formal education training, work-related training, public purchasing experi-

ence and functional management experience.

The UPPCC is an independent entity that was formed in 1978 to govern and administer the CPPB certification program. The CPPB program is highly regarded and respected among procurement professionals and employers involved in the public sector.

Laura Hooper Announced as Buyer for ACA Section



The Purchasing Division is pleased to announce that Laura Hooper has been named as a buyer in the Acquisition and Contract Administration (ACA) Section. Hooper was previously a purchasing assistant for the division.

A resident of Charleston, Hooper is a graduate of Herbert Hoover High School, and has a bachelor's degree in communications studies from West Virginia University and an MBA from the University of Charleston. Hooper has previously worked as an account manager, marketing manager, contracts administrator and projects archivist. In her spare time, Hooper enjoys reading, cooking, hiking, spinning, boating, movies and spending time with her family.

Laura Hooper has been named as a buyer in the Acquisitions and Contract Administration Section.

Revisions Made to Purchasing Division Procedures Handbook

The **Purchasing Division Procedures Handbook** has undergone revisions which went into effect July 22, 2013. These modifications, which were distributed to agency procurement officers, provide better clarification of the purchasing procedures.

Notable changes in the most recent revision include the introduction of the Sole Source Request for Consideration (Form WV-65), and clarification of the trade-in, sole source and emergency purchasing processes.

References to the secondary bid pro-



cess have been eliminated as the Purchasing Division has discontinued its use for the procurement of goods and services.

The Handbook can be reviewed in its entirety at: www.state.wv.us/admin/purchase/Handbook/. Agency procurement officials are encouraged to periodically review the **Purchasing Division Procedures Handbook** and contact their assigned

Purchasing Division buyer with additional comments, questions or suggestions.

Sole Source Request and Determination Forms Available on Purchasing Website

In correlation with the recent changes made to the **Purchasing Division Procedures Handbook**, the Purchasing Division revised its Sole Source Determination form and added a new form, the **Sole Source Request for Consideration** (Form WV-65), to its website.

West Virginia Code §5A-3-10c states a state agency shall request a sole source procurement from the Purchasing Division, in writing, **prior** to a sole source award. The WV-65 will serve that purpose and the Sole Source Determination has been

modified to contain similar language.

The written documentation shall contain the basis for the sole source procurement and the specific efforts made to determine the availability of other sources. This written request must be accompanied with the Purchase Requisition, marked as "Sole Source" with a general description of the commodity or service, and the vendor's quote. For more information on Sole Source purchase requirement, visit **Purchasing Division Procedures Handbook** at www.state.wv.us/admin/purchase/handbook.

What's Your Question?



Question: Are pre-bid conferences required for all major acquisitions and is a Purchasing Division representative required to be at a pre-bid meeting?

Answer: No and No.

The Purchasing Division recommends agencies to consider conducting pre-bid conferences on major acquisitions early in the bid process to provide an opportunity to explain and clarify critical aspects of the solicitation, eliminate misunderstandings and encourage vendor participation. These conferences are conducted by the state agency with potential bidders for solicitations that involve complex, large dollar procurements.

Staff from the Purchasing Division may participate in these pre-bid conferences at the agency's request. However, in **all** cases, it is very important for the agency procurement officer or designee who is trained and knowledgeable of the state procurement process to attend these conferences.

To learn more about the requirements and recommendations of a pre-bid conference, please refer to Section 7.2.10 of the **Purchasing Division Procedures Handbook** at: www.state.wv.us/admin/purchase/Handbook.

Current Statewide Contract Update

(As of July 15, 2013)

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 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?
BPH14009	Pre-fabricated concrete buildings	08/14/2013	No
FUELTW13	Fuel	08/20/2013	

Out for Bid

Contract	Description	Bid Opening	Pre-bid?
FUELTT13	Fuel	08/20/2013	

Under Evaluation

Contract	Description	Bid Opening	Under Eval.
BPH13130	Antennas and related conversion to "narrow band"	07/25/2013	Yes
LDPHONE13	Traditional, interstate and international phone services	07/09/2013	Yes
SANPAP13	Sanitary paper supplies	06/18/2013	Yes
TRAVEL13	Travel management services	06/13/2013	Yes

FOR MORE INFORMATON

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	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
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	Vacant		
44	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
51	Connie Oswald	Connie.S.Oswald@wv.gov	558-2157
*	Laura Hooper	Laura.E.Hooper@wv.gov	558-0094

* file not assigned

Contract Renewals

Contract	Vendor	Description	Dates
HOUSE10A	Imperial Bedding	Bedding	07/01/2013 -07/31/2013

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.

HOUSE10A	Housekeeping supplies
LABSUP12	Laboratory supplies
SANPAP12	Sanitary paper products and dispensers

SURPLUS

Continued from Page 3

to the hot and humid weather of previous weeks. Cathleen Salmons had attended the Customer Appreciation Day last year, and noted the cool temperatures this year were a nice change of pace.

Salmons was purchasing office furniture and equipment for the University of Charleston. Last year, it was office chairs, while this year, it was filing cabinets and calculators. She said the

university is a frequent customer. "In fact, the truck that the WVSASP staff is loading the filing cabinets on to, the University of Charleston bought today at WVSASP," she said with a laugh. "The deals are so good, so when we need something, we are always sure to come to Surplus first."

Steve May said he often finds himself purchasing at WVSASP for his job with the Capitol Conservation District,

but on this morning he was buying an office chair for his own use. "There are all kinds of goodies here," May said. "It is always worth the venture down, to see just what Surplus has available."

To learn more about WVSASP and special events offered throughout the year, please visit **WVSurplus.gov**. Facebook users can also "like" the WVSASP's Facebook page from the agency website.