

6th Annual Purchasing Division Open House Tuesday, May 14 / 10 a.m. - 2 p.m.

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's Half-Day Training Sessions to Continue



Senior Buyer Alan Cummings, center, helps lead a game of "Battleship" as a teaching tool during an in-house training session on Basic Purchasing.

In an effort to provide more time and cost-effective training for agency purchasers statewide, the Purchasing Division recently combined multiple related topics into a single training session. This new format expanded the current offerings from a single, one-hour class to a three-hour training program, providing participants with a better understanding of a select procurement function from start to finish.

Staff Development Specialist Samantha Knapp said the half-day sessions were the result of feedback from the 2012 in-house training workshops, including the Beginner's Track, which was the only day-long program previously of-

fered. "Limited training resources and requests from agency purchasers led to the Purchasing Division's decision to pilot test half-day in-house training sessions in 2013," Knapp said. "This new format allowed agency purchasers the opportunity to attend multiple sessions that would not have otherwise been able to due to time and travel restraints."

Additionally, Knapp said these half-day training sessions make time spent away from the office worthwhile. "Many offices, especially those located outside of Charleston, cannot afford to send staff to Charles-

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Sinking 'Battleship' Helps Raise Learning

Finding innovative ways to increase information retention as part of the In-House Training Program has long been a goal of the West Virginia Purchasing Division. Recently, Senior Buyer Alan Cummings created a modified version of the popular Milton Bradley board game Battleship. Cummings himself built the board and its accompanying ships, developed content-appropriate questions, and ultimately turned the game into an interactive experience for participants.

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Vendor Outreach Becomes a Vital Part of the Purchasing Division's Training Program for 2013

By Purchasing Director Dave Tincher

Since 2009, the West Virginia Purchasing Division has made a concerted effort to expand on the training offered to our agency procurement officers. During that year, we created our In-House Training Program, which enables our staff to provide education on the state purchasing process to agency purchasers throughout the year.

We didn't stop there! Since the development of the in-house program, our training efforts have grown to better utilize technology with the creation of our online training modules and webinars. In Fiscal Year 2012, approximately 400 agency purchasers received training through these methods, in addition to the almost 300 who attended the annual Agency Purchasing Conference.

Because of the positive role that training continues to play in the procurement function on a daily basis, the Purchasing Division expanded its outreach in 2013 to include our vendor community. It is equally impor-

tant for us to educate representatives from organizations who wish to conduct business with the state of West Virginia.

On March 20, Purchasing Division staff presented a workshop at the West Virginia Contractors Association Exposition in Charleston. Approximately 40 business representatives were in attendance. The following week, the Purchasing Division conducted its first vendor webinar on March 29, highlighting basic vendor information, including the bid process from writing specifications to the evaluation and award of contracts. Vendor registration procedures and the West Virginia Purchasing Bulletin were also discussed. More than 30 vendors participated in this webinar.

It is extremely important that we



continue to educate not only agency purchasers but also the vendor community so that we can ensure that everyone participating in the purchasing process has a complete understanding of the procurement process. Education yields positive results to ensure a fair and competitive process for all bidders.

Our agency procurement officers are encouraged to assist us by referring prospective and current vendors to the Vendor Resource Center on the Purchasing Division's web page at www.state.wv.us/admin/purchase/vrc/, or to the Vendor Procurement Guide, which is available at www.state.wv.us/admin/purchase/vrc/VPG for any vendor to view. These two valuable resources will be a great start for any vendor wishing to conduct business with the state of West Virginia!

LEARNING

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Dividing the class into two teams, each team designated a team captain. Upon answering a question correctly, various members of the team were selected to spin a "wheel" used to hit and sink the other team's ship. According to Staff Development Specialist Samantha Knapp, "Gamification and the quest for learner engagement is just one of the many proven methods for improving information retention. Battleship successfully provided an opportunity for the Purchasing Division to increase audience participation in its training efforts."

When asked what participants liked most about the April 10 instructional session, attendees noted the game was a welcome activity. As a result of this feedback, the Purchasing Division hopes to include more interactive activities in future training initiatives.

TRAINING

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ton for a single, one-hour training. However, this new format allows participants to attend multiple sessions in a single visit, ultimately providing a better understanding of the various functions of the state purchasing process."

Knapp said the response to the half-day sessions has been extremely positive, with a significant increase in participation from the first session to the second.

Because of the program's success, plans are underway to incorporate more half-day sessions into the 2014 schedule.

This year's half-day sessions conclude on May 8 with complete training on requests for proposal. For questions regarding the 2013 In-House Training Program, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

Fiscal Year-End Policies Now Posted Online

The Purchasing Division, in conjunction with the Finance Division and 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 time-

lines, are now posted on the Finance Division's website at www.wvfinance.state.wv.us/wvfirmsmain.htm. 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.

Hard Work Leads to Busy Day at Surplus Auction

This is part of an on-going series of articles which takes a closer look at the inner workings of the Purchasing Division. This article looks at the planning of the West Virginia State Agency for Surplus Property auction.

When bidders arrive for an auction at the West Virginia State Agency for Surplus Property (WVSASP) in Dunbar, they may not realize the amount of planning and work that has been spent in preparation. A series of events begins weeks earlier with the decision to conduct an auction.

“Absolute auctions used to be one of the primary ways we sold merchandise,” said Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue. “However, with daily retail and online sales, our auctions are less frequent, so now they tend to be somewhat larger.”

Perdue said vehicles represent the largest portion of what is offered at an auction. “Instead of offering four or five auctions a year, with 30 to 40 cars in each, we may only do two auctions a year and have more than 60 vehicles,” she said. This is in addition to the other items selected from surplus property in the agency warehouse. “We like to find unique items, things that are different and might be more interesting at an auction than for our daily retail sales,” she said.

Further preparation for the auction includes the posting of legal advertisements two weeks prior to the auction in the newspaper and preparing notices



Absolute auctions at the West Virginia State Agency for Surplus Property may be less frequent, but they are still successful events, as more vehicles and unique items are offered on the auction block.

to mailing lists promoting the different items available for bidding. Perdue said security must be arranged for the event, typically by members of the Dunbar City Police. Staff members prepare sales orders and auction tickets. “Sales orders are for vehicles, and tickets are for the winning bidder, listing the final price of the vehicle,” she said.

A week before the auction, merchandise is set up for viewing. A chart is created, showing the vehicles available. The auction itself moves fast, with the

auctioneer rapidly moving from item to item. It is a quick culmination of weeks of work, with the winning bidders paying for their merchandise.

The following Monday, the auction is reconciled, Perdue said. For vehicles, titles are mailed to new owners.

“We may offer the auctions less often, but they are more profitable since we can focus more intently on them,” she said. Future plans include another vehicle-only auction, Perdue said, mirroring the success of a similar event last December.

6th Annual Purchasing Division Open House – Be Sure to Join Us!

The Purchasing Division extends one final invitation to state agency procurement officers to attend its 6th annual Open House on Tuesday, May 14th from 10 a.m. – 2 p.m. at its office at 2019 Washington Street East (Building 15).

This event allows procurement officers to informally meet with Purchasing Division staff to discuss topics of interest. There are three scheduled 40-minute informational sessions designed to give procurement officers a chance to more formally interact with Purchasing Division staff.

The session schedule includes:

10:30 a.m. – 11:10 a.m.: **Question and Answer** with Purchasing Director Dave Tincher.

11:30 a.m. – 12:10 p.m.: **What’s New In Purchasing?**

12:30 – 1:10 p.m.: **Forms and Process Checklists**

Registration for the informational sessions is on the day of the event. If you would like to submit a question in advance for any of the sessions, please e-mail them to Tony O’Leary at Tony.M.Oleary@wv.gov. Aside from the sessions, there is

no set agenda for the day. Please visit as your schedule allows to meet with Purchasing Division staff, win a prize playing state purchasing trivia, or review the Purchasing Division website. A complimentary registration to the 2013 Agency Purchasing Conference will be given to one registered attendee.

Refreshments will be available throughout the event. To RSVP or for questions, please contact O’Leary or Chad Williamson at Chad.B.Williamson@wv.gov.

We hope to see you on May 14th!

Procurement Officer Profile

Susan Cunningham Praises Purchasing Certification Program

Though during her early life, there was a series of moves based on her father's career, Susan Cunningham has been a stable and familiar face within the State Auditor's Office. The agency's procurement officer has been with the office since 1978.

However, Cunningham said many of her years growing up were spent moving throughout the Southwest. "My father worked in the oil industry, so each time he got a promotion, we moved," she said. "We lived in Kansas and Oklahoma, and we were in Pampa, Texas, outside of Amarillo, before coming to Charleston in 1976." Cunningham graduated from Herbert Hoover High School, which was substantially larger than the school she had previously attended. "I graduated from Herbert Hoover with a class of more than 300," she said. "If I had stayed in Texas, my graduating class would have only been about 25."

Cunningham began attending Carver Career and Technical Center, learning data entry. When then-State Auditor Glen Gainer Sr. began hiring data entry clerks in 1978, it gave Cunningham her opening into state government. Cunningham eventually worked in auditing and later the Purchasing Card Program, but it was in accounts payable when she started working with Mike Withrow, who was the then-procurement officer for the Auditor's office. "Mike recently moved to the Enterprise Resource Planning Board, but I was able to work with him before he left and then I took over the procurement function for our office."

It has been an interesting shift for Cunningham. "With auditing, I was on the end of the process, and now I am on the other side of it," she said. "Mike was very helpful in teaching me the process."

Also helpful has been the West Virginia Purchasing Certification Program, which has given Cunningham a deeper understanding of the procurement process. "I have loved it," she said of the program. "With the two-day visit to the Purchasing Division, I saw the



Susan Cunningham spent much of her life in the Southwest before coming to Charleston in 1976. She has worked for the State Auditor's office since 1978.

process from beginning to end. You see the work that the buyers do and you have a greater appreciation for their efforts."

Cunningham said she is happy that the job offers her a continual challenge. "It is not a job where you handle the same paperwork every day," she said. "Sometimes you have to work to have people understand the procurement process, but you can use the *West Virginia Code of State Rules* and the law to explain it."

Multiple Award Determination Form on Intranet

In accordance with *West Virginia Code § 5A-3-11c* and *West Virginia Code of State Rules § 148-1-7.10*, the Purchasing Division is required to determine in writing that an award to multiple vendors is in the best interest of the state by considering various factors. To ensure consistency in this determination among all agencies, the Purchasing Division has created a **Multiple Award Determination** form (WV-70) for agencies to use when requesting that a contract be awarded to more than one vendor. Agencies submitting requisitions to the Purchasing Division which includes a request to award the contract to more than one vendor must also include this new form. The Purchasing Division director may approve or deny the request before the requisition can proceed.

Assistant Purchasing Director for the Acquisition and Contract Administration Section Mike Sheets said that having one vendor for a contract award is preferable, but there are circumstances where one vendor cannot meet the state's needs. "With certain commodities, one vendor cannot supply the entire needs of the contract," Sheets said. "The reasons for this could vary from wide volume to the commodity being very localized and near to the source of the need."

The form highlights seven different factors which should be considered and explained before an award determination to multiple vendors. Sheets said not all sections will be applicable to all circumstances.

The form is available at intranet.state.wv.us/admin/purchase/wv70.pdf.

Inventory Tags Small in Size but Large in Importance

TAG! You're it.

The name of a fun children's game is also the name of a small, but significant, statewide contract.

Properly documenting the state's reportable assets is one of the most important tasks of a state agency's Asset Management Coordinator. One of the primary elements of this requirement rests with a piece of metal that is approximately 1.8 x 1.125 inches in size.

West Virginia Correctional Industries provides the inventory tags (TAG10) which are used to document the reportable assets that must be entered into the West Virginia Fixed Inventory Management Systems (WVFIMS). The inventory tags are available to various agencies and political subdivisions on this statewide contract.

Purchasing Division procedures state that all reportable assets must have a numbered identification tag affixed to the asset. Agencies will be responsible for obtaining and placing the proper tags on all reportable assets under their jurisdiction. Tags are to be placed on all reportable assets in such a manner that it can be easily seen and read. Each asset shall bear a separate numbered inventory tag and be entered into the WVFIMS as individual assets.

Agencies must include the numbering series to be printed when ordering inventory tags.

"One of the first things we do when we get an order is to check that agency's file and make sure the next set of numbers on



West Virginia Correctional Industries provides the inventory tags for the statewide contract TAG10. The tags are produced at the Saint Mary's Correctional Institute which also produces a wide variety of similar items for many state agencies, such as license plate stickers for the Division of Motor Vehicles, as shown here.

the inventory tags starts with the last set of numbers we printed for that agency," said Bryan Mullins, shop supervisor at the Saint Mary's Correctional Center where the inventory tags are produced. "If we have the materials in stock, we can turn around a project in two to three days."

The pre-serialized tags are made to be

has been paid.

For a link to this statewide contract, please visit www.state.wv.us/admin/purchase/swc/TAG.htm.

Purchasing Division buyer with any questions or concerns. For a list of buyers, visit: www.state.wv.us/admin/purchase/byrassign.pdf.

Follow Standard Purchasing Procedures When Statewide Contracts Expire

There are times when a statewide contract expires and a new contract is not immediately in place. When this happens, the items being sought in the expired contract should be procured through standard purchasing procedures.

"When there is an absence of a statewide contract, procurement officers should use agency-delegated procedures if the item sought is \$25,000 or less. If the item exceeds \$25,000, they need to send in a purchase requisition to the Purchasing Division if a new statewide

contract is not pending," said Mike Sheets, Assistant Director for the Acquisition and Contract Administration Section. "If the item sought is not available, procurement officers are not to utilize another statewide contract even if the vendor servicing that statewide contract sells those items. The item must go through the bidding process."

Sheets said the Purchasing Division attempts to bid out statewide contracts between 90-120 days before the expiration of the existing contract. Various

circumstances, however, can cause a gap between the expiration of a statewide contract and the time its replacement is in place.

"Procurement officers should check frequently with the Purchasing Division to keep apprised of a statewide contract when this takes place and to ensure you are purchasing the item through the proper manner," he said.

To review the current list of statewide contracts, please visit www.state.wv.us/admin/purchase/swc.

Samantha Knapp Honored for the Department's Employee Recognition



Samantha Knapp

Samantha Knapp, a Senior Staff Development Specialist with the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for May.

A state government employee for more than two years, Knapp oversees the agency's professional development and training, which includes its annual conference, in-house training curriculum, webinars and online modules. She also manages the Purchasing Division's Certification Program.

"Samantha is ambitious and extremely motivated. She constantly uses her creativity to develop new ideas for the Purchasing Division's various training programs," said one co-worker. "Since Samantha arrived at the Purchasing Division, she has taken a training program in its infancy to a highly diverse level."

Said another co-worker, "There are employees who come to work who just simply stand out. Samantha is that type of employee. She works cooperatively with her co-workers as well as those in other agencies and organizations."

In her spare time, Knapp likes to spend time with her family and do home renovation projects. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, May 2 at 11:15 a.m. at the Purchasing Division office in Building 15.

The Purchasing Division is pleased to congratulate Samantha on a job well done!

Purchasing's Mark Totten Selected as Technical Services Unit Manager

Mark Totten has been named the Technical Services Unit Manager for the Purchasing Division. Totten has been with the Purchasing Division since 2008, previously as a Purchasing Applications Specialist.

As Technical Services Unit Manager, Totten is responsible for the operation of the "machine" behind the Purchasing Division and its programs. This includes the division's Internet and intranet websites, the statewide TEAM Purchasing System, the internal ReqTrak system, the division's Vendor Registration program, the division's Transparency-related umbrella of information (including the weekly publication of the West Virginia Purchasing Bulletin), and the division's hardware and software needs.

Totten replaces Dan Miller, who left to serve as the Procurement and Logistics Team Lead for the Enterprise Resource Planning Board. Totten graduated from DuPont High School and received a Bachelor of Business Administration degree from Marshall University, majoring in Management of Information Systems.



Mark Totten

Surplus Property Operations Manual Now Available for State Agencies

The Purchasing Division announces its newest publication, the *Surplus Property Operations Manual*, which consolidates the former West Virginia State Agency for Surplus Property Reference Manual and the Inventory Management and WVFIMS Fixed Assets Training Manual. This comprehensive manual has been created to provide state agency personnel with updated information on the Surplus Property processes, as well as asset management guidelines and fixed asset training procedures.

State agency personnel are advised to review this publication in its entirety on the Purchasing Division's website at: www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf

The Surplus Property Operations Manual serves as a guide to assist state agency personnel responsible with proper management of state-owned assets and for properly disposing surplus equipment to Surplus Property. These procedures will help ensure that asset management and disposal of surplus property are handled in accordance of *West Virginia Code*, *State Code of Rules*, and Purchasing Division procedures.

The second part of the operations manual provides detailed instructions, including screen shots, for adding, changing and retiring fixed assets in the WVFIMS Fixed Asset System. State agency personnel who have questions about the revised manual may contact Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue at (304) 766-2626 or at Elizabeth.J.Perdue@wv.gov.

SAVE THE DATE! 2013 Agency Purchasing Conferences

Oct. 22-24 at Pipestem Resort State Park/Pipestem, WV

Oct. 30-Nov. 1 at Stonewall Resort State Park/Roanoke, WV

Check *The Buyers Network* each month for new details!

Current Statewide Contract Update

(As of April 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 <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?
HOUSE13	Housekeeping products	05/21/2013	Yes
NTIRE13	Tires	05/02/2013	No

New Awards

Contract	Vendor	Description	Dates
PAINT13	Sherwin Williams Co.	Paint and associated products	04/01/2013 -03/31/2014
TCARD13	United Bank Inc.	Travel card services	04/01/2013 -03-31/2014

Under Evaluation

Contract	Description	Bid Opening	Under Eval
ERCYCL12F	Recycling of used electronic equipment	08/09/2012	Yes
LABSUP13	Laboratory supplies	02/06/2013	Yes
VOIP13	Voice-over-Internet-protocol solutions	01/09/2013	Yes

Contract Renewals

Contract	Vendor	Description	Dates
LIGHT10AA	WV Electric Supply Company	Light bulbs	05/01/2013 -10/31/2013

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.

CEREAL Cereals
HOUSE Housekeeping supplies

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	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	Paul Reynolds	Paul.Reynolds@wv.gov	558-0468
44	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
51	Connie Oswald	Connie.S.Oswald@wv.gov	558-2157

New Online Training Modules Posted on Purchasing's Training Website

The most recent online training modules available on the Purchasing Division's website discuss change orders and purchase order encumbrances. "Change Orders and Addenda," the 11th online training module, defines an addendum, explains what a change order is, and what documentation is needed for both. "Purchase Order Encumbrance," the 12th online training module, discusses the various steps within the encumbrance process, differences between Type 1 and Type 2 PO

adjustments, explains the terminology and codes used in this process, and describes the mechanisms to make corrections to specific transactions.

Online training modules are designed for agency procurement officers to review from the convenience of their offices. The Purchasing Division continues to add these online training modules to its website. The completion of each online module counts as one credit in a procurement officer's participation in the Purchas-

ing Division Certification Program. Instructions to receiving the Certificate of Completion are included in the training modules. Please contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov for additional information or questions.

For a direct link to these and all other online training modules, please visit www.state.wv.us/admin/purchase/training/modules.html.

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 _____

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