

2013 AGENCY PURCHASING CONFERENCE

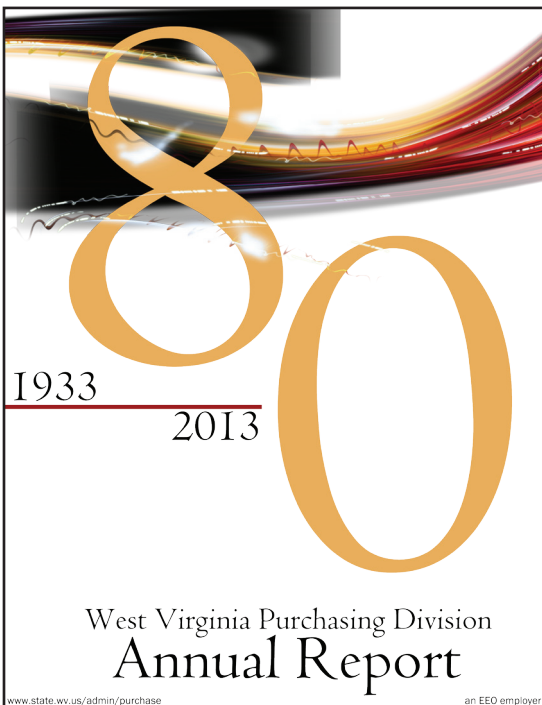
Oct. 22-24 @ Pipestem / Oct. 30-Nov. 1 @ Stonewall

THE BUYERS NETWORK

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Accomplishments Highlighted in Division's Annual Report

Fiscal Year 2013 marked a time when Purchasing Division personnel embarked on several notable initiatives which enabled the agency to better fulfill its mission. These initiatives are the cornerstone of the Purchasing Division Annual Report for Fiscal Year 2013.

Among the achievements noted in the report was the credentials received by several staff members who earned national procurement certification through the Universal Public Procurement Certification Council (UPPCC). This national program offers the Certified Public Procurement Officer (CPPO) and the Certified Professional Public Buyer (CPPB) certifications. The CPPO designation focuses on public procurement management and the

FY13 Annual report

The Purchasing Division Annual Report for Fiscal Year 2013 is now available online at: www.state.wv.us/admin/purchase/Annualreport/Annual13.pdf

Please see **REPORT, Page 2**

Class Materials Available Online In Advance of the 2013 Agency Purchasing Conferences

Downloads

The presentations for the workshops offered at the 2013 Agency Purchasing Conferences are posted at: www.state.wv.us/admin/purchase/Conference/Agency/2013/default.html

Final preparations are being made for the 2013 Agency Purchasing Conferences, scheduled for Oct. 22-24 at Pipestem Resort State Park and Oct. 30-Nov. 1 at Stonewall Resort. To allow attendees the opportunity to print off the materials needed for their classes in advance, the PowerPoint presentations for each class have been posted. No presentation materials will be available at the conference; therefore, participants are encouraged to print out and bring the materials with them.

Any conference attendees with dietary restrictions should contact Staff Development Specialist Samantha Knapp in advance so any particular needs can be met. For questions about the 2013 Agency Purchasing Conference, contact Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.

INSIDE...

- **Director's Comments:** Sufficient Time Required for Specification Review and Document Prep Prior to Solicitation Advertisement
- **New Resource Modules** Expand Division's Educational Efforts to Vendor Community
- **WVSASP to Offer Eligible Organization Open House**

Sufficient Time Required for Specification Review and Document Prep Prior to Solicitation Advertisement

By Purchasing Director Dave Tincher

When a Purchasing Requisition (WV-35) is received by our Purchasing Division buying staff, it is then our staff's responsibility to carefully review the documentation, including the specifications that are incorporated into the solicitation. Our buyers must ensure that the information is clear, concise and complete.

As we continually inform agency purchasers through our training classes, specifications can either enhance or inhibit competition; therefore, they serve as the foundation of all good purchasing transactions.

For this reason, our buying staff needs adequate time to perform this important review prior to preparing the solicitation for advertisement. In recent weeks, we have seen an increase of requisitions that agency purchasers have asked our staff to expedite.

We always make every attempt to accommodate our state agency part-

ners as much as we can, but we must ensure that quality specifications and solicitations are being prepared for advertisement and release.

To provide our buying staff sufficient time to review all documentation, it would be helpful if agencies would submit their requisitions to our assigned buyer by the previous Friday. This will allow, in most cases, the time necessary to review and prepare the solicitation.

As an agency purchaser, you are aware that, in accordance with *West Virginia Code* §5A-3-11, competition must be sought, whenever possible. You can assist our buying staff by describing products and services on the purchasing requisitions in a manner



which meets your agency's needs and encourages competition.

A specification is a concise statement explaining the type of product or service, the quality level, special requirements in design, performance, delivery and usage. Specifications must not be restrictive (locking in a specific vendor and

limiting competition) or be vague (allowing a vendor to provide a lower than acceptable quality level product or service).

Creating quality specifications is a goal we can all agree that we must attain. Working together to create clear and concise solicitations will result in purchases that meet the needs and expectations of our agency operations.

REPORT

Continued from Page 1

CPPB certification recognizes public procurement practices for buyers.

This extra effort demonstrated by the Purchasing Division staff truly demonstrates the importance and value of leading through example. During this fiscal year, Purchasing Director Dave Tincher, Buyer Supervisor Krista Ferrell and Buyer Supervisor Roberta Wagner were certified as CPPB; Assistant Purchasing Director Mike Sheets, Buyer Supervisor Shelly Murray, Senior Buyer Tara Lyle and Senior Buyer Frank Whittaker were certified as CPPB.

Also included in the annual report was the introduction of expanded outreach initiatives to the vendor community. This included a webinar in which approximately 25 vendors participated as well as the Purchasing Division staff presenting a workshop at the West Virginia Contractors As-

sociation Exposition in Charleston where approximately 40 business representatives were in attendance

In addition during the past fiscal year, the Purchasing Division achievements included upgrades to agency quality control measures which resulted in enhanced transparency and quicker delivery of information to procurement officials, vendors and the general public.

Per a change in the *West Virginia Code* on July 1, 2012, the Purchasing Division began incorporating the Small, Women, and Minority-Owned Businesses (SWAM) Certification Application as part of the Vendor Registration.

The Purchasing Division's Annual Report highlights these and many other accomplishments, financial statistics, recognition awards and legislative changes. The 41-page report is

separated into the following categories:

- Message from the Director
- General information
- Contact Reference Guide
- Major Highlights
- Program Accomplishments
- Recognizing Excellence
- Financial Statistics
- Legislative Action
- Purchasing Division Objectives

"Every year, our staff demonstrates a willingness to be pro-active with its initiatives to better serve our agencies, the vendor community and, most importantly, the taxpayers," said Tincher. "I am pleased that we continue to publish this annual report to demonstrate all of the accomplishments that we have made during the past fiscal year. I think people will find it to be a positive reflection of the effectiveness of our organization."

New Resource Modules Expand Division's Educational Efforts to Vendor Community

The Purchasing Division is continuing to expand its training opportunities with the unveiling of a new series of online modules this month, but with one difference ... these modules are focused on vendors interested or already engaged in doing business with the state.

"We are always looking for ways to expand the training program, but the focus has been on the agency procurement officer for several years," said Staff Training Specialist Samantha Knapp. "We felt the need to turn our attention to educating vendors, so they would more completely understand the procurement process."

Knapp said vendor training has expanded this past year with webinars and representation at the West Virginia Contractors Association trade show. "We also offered a vendor webinar on Sept. 27," Knapp said. *(Please see the vendor webinar article on page 5.)*

Knapp said the modules will follow the content currently included in the **West Virginia Vendor Procurement Guide**. These free training modules will follow a format similar to previous mod-

Vendor Resource Modules

This selection of video-based presentations provides vendors with a complete overview related to each of the procurement-related topics below. Left clicking on each button should open the video presentation through your computer's web browser. Alternatively, to download each file for later viewing, right-click on the button and select "Save target as..." and the location on your computer to save the file. Please keep in mind that file sizes may be large. Depending on your Internet connection, some modules may take several minutes, or longer, to download.

Basic Purchasing: Coming Soon!	General Purchasing Information: Coming Soon!	Purchasing Methods
Resolutions, Disputes, and Protests	Transaction Types	Vendor Bid Opportunities
Vendor Registration: Coming Soon!		

Vendors have more online informational resources now with the introduction of the Vendor Resource Modules. Focusing on various topics, these modules complement the material that is included in the Vendor Procurement Guide, which is also available on our website at www.state.wv.us/admin/purchase/vrc/VPG/default.html.

ules that have been available to agency procurement officers, with audio narration accompanying the visual presentation. The modules are available for download onto the user's computer.

The topics for the Vendor Resource Modules that are currently available at this webpage include Purchasing Methods; Resolutions,

Disputes and Protests; Transaction Types; and Vendor Bid Opportunities.

Please encourage any vendor wishing to conduct business with the state to view these informational modules by visiting the Vendor Resource Center at www.state.wv.us/admin/purchase/vrc/default.html.

Topics

Topics include:

- Purchasing Methods
- Resolutions, Disputes, and Protests
- Transaction Types
- Vendor Bid Opportunities

Vendors may view the modules by visiting the Vendor Resource Center at www.state.wv.us/admin/purchase/vrc.

WVSASP to Offer Open House to Eligible Organizations

Open House

The West Virginia State Agency for Surplus Property Open House for eligible organizations is set for 10 a.m. - 2 p.m. on Thursday, Oct. 10, at 2700 Charles Avenue, Dunbar.

The West Virginia State Agency for Surplus Property (WVSASP) will offer its first open house focused on eligible organizations on Thursday, October 10, from 10 a.m. to 2 p.m. The goal is to offer eligible organizations an opportunity to learn more about WVSASP and how it can help their operations.

"The core of our mission is to help the eligible organization," said Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue. "Oftentimes, the voice at the end of the phone line when an eligible organization calls WVSASP never has a chance to become a real person, or when an organization comes to the warehouse in Dunbar, it is on a tight time frame that does not give them room to explore the many things we have to offer. We would like our eligible organizations to take this occasion to spend time at WVSASP, to ask questions and find out more that they can use to improve their organization's mission and goals."

"We would like our eligible organizations to take this occasion to spend time at WVSASP, to ask questions and find out more that they can use to improve their organization's mission and goals."

Elizabeth Perdue
Assistant Purchasing Director
and WVSASP Manager

Please see OPEN HOUSE, Page 6



Crystal Rink and Evelyn Melton have completed the buyer trainee program and began as buyers on Oct. 1.

Vendor Resource Center Offers New Look and Content

Visitors to the Vendor Resource Center (VRC) of the West Virginia Purchasing Division's website will notice several changes as the Purchasing Division updated both the look and the functionality of the section of the website.

"The purpose of the VRC has always been to be a 'one-stop shop' for vendors seeking information of the state of West Virginia's competitive bid process as well as general information about the Purchasing Division," said Technical Services Manager Mark Totten. "The content that has always made the VRC a valuable page for the vendor community remains, but there is additional multimedia features and an updated layout to improve both the tools available to vendors and the way in which they are presented."

Among the principle changes has been the addition of a series of new vendor training modules available for download. (*Please see the vendor module article on page 3.*) In addition, the page has been redesigned to gather information into one centralized location for ease of use for vendors visiting the webpage.

"These changes will assist both new vendors who are first becoming familiar with West Virginia's procurement-related processes as well as existing vendors who are ready to absorb more details related to the West Virginia Purchasing Division and its primary functions," Totten said. "Keeping all vendor-related resource material in one place within the VRC allows vendors of all purchasing knowledge levels to find the information they need, whether it is an updated form or the answer to a complex procedural question."

Totten said the combination of additional content and a renewed design improves the site's usefulness dramatically for vendors as the Purchasing Division increases its outreach efforts to the vendor community. "We focus on ensuring that the VRC will continue to be both a starting point for new vendors and a point of reference for existing vendors," Totten said.

Buyer Trainees Move Throughout Program into Buyer Positions

Following the implementation of the buyer trainee orientation program last year, the Purchasing Division has moved its buyer trainees Evelyn Melton and Crystal Rink to buyers. Melton and Rink were initially hired as purchasing assistants but were selected for the orientation program due to their education and experience. "The intention of this program was to help develop talent within the division," said Mike Sheets, Assistant Purchasing Director for the Acquisition and Contract Administration Section. "As positions have opened, and as Evelyn and Crystal have progressed throughout the program, it proved that they were more than they were ready to take these next steps."

Melton said she is thankful for the trainee program. "The program was an excellent way to transition from purchasing assistant to buyer," she said. Rink added that she is excited about the transition. "I feel that this is a great opportunity and I am looking forward to new challenges and discoveries," she said.

Both Melton and Rink began their new positions on Oct. 1. Both will be assigned files in the near future.

Purchasing Division Recognizes Latest State Procurement Certification Recipient

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

Jessica Chambers of the Division of Natural Resources is the most recent individual to receive certification since the program's inception. Currently, 32 procurement officers have achieved Basic 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).

Purchasing Reaches Out to Vendors with Additional Webinar

The Purchasing Division continued its outreach to the vendor community on September 27th with its second webinar focusing on informing vendors on how they can be more proficient doing business with the state of West Virginia. Approximately 30 vendors from six different states and Canada participated in the hour-long session.

“In March, we conducted our first-ever webinar focused on teaching vendors the basics of how to conduct business with the state of West Virginia, from how to register with the Purchasing Division to the various procurement methods utilized to the change order process,” said Staff Development Specialist Samantha Knapp. “The response to the webinar was extremely positive, with 100 percent of attendees ‘agreeing’ or ‘strongly agreeing’ that they better understood the state purchasing process, that the webinar method of teaching was conducive for learning, and that they would likely participate in future webinars.”

During the September webinar, Mark Totten, manager of the Technical Services Unit, addressed topics such as vendor registration and bid opportunities with the state while Senior Buyer Frank Whittaker discussed subjects relating to properly submitting bids to the Purchasing Division and to whom; the differing purchasing methods used in the state procurement process;



and how bids are evaluated and awarded, among other key aspects of the state procurement process. This webinar is part of a series of outreach training initiatives to the vendor community.

“We have greatly enhanced the Vendor Resource Center page on our website in the past year and also added three online vendor resource modules with more modules to come in the near future,” Knapp said. “This, coupled with our numerous training programs for agency procurement officers, ensures that everyone participating in the purchasing process has a thorough understanding of state procurement.”

For more information regarding the West Virginia Purchasing Division’s vendor initiatives or the many agency training opportunities offered by the Purchasing Division, contact Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

Staff Development Specialist Samantha Knapp, Buyer Frank Whittaker and Technical Services Unit Manager Mark Totten facilitated a webinar focused on informing vendors on doing business with the state of West Virginia.

Program Info

For more information on the Adopt-A-Highway program, visit www.dep.wv.gov/dlr/reap/aah/pages/default.aspx

Purchasing Division Assists in Keeping Adopt-A-Highway Volunteers Visible on the State Roadways with Safety Vests

The state Adopt-A-Highway program was created in 1988 to encourage public involvement in improving the quality of the environment through volunteer litter pickup along the state’s roads. Currently, more than 21,000 volunteers in 1,300-plus groups are involved in Adopt-A-Highways, a program co-sponsored by the Division of Highways (DOH) and the Department of Environmental Protection (DEP).

Participants are not hard to spot as they carry out the litter-collection duties and that is by design. The DOH purchases the bright safety vests used by volunteers through a Request for Quotation solicitation that is processed by the Purchasing Division.

“This is a unique contract in that you have one

state agency [DOH] which writes the contract for the safety vests and another state agency [DEP] that coordinates the individuals who use the safety vests,” said Purchasing Division Senior Buyer Alan Cummings who handles the DOH file. “This contract is also unique in that the contract is not looking for just any available vest.”

Ted Whitmore, DOH traffic services engineer, who wrote the RFQ concurred. “Years ago, the safety vest was pretty much nothing more than the old-style mesh vest, and what was procured was of minimum requirement. But in time, federal rules changed the required standards for safety vests.

Please see VESTS, Page 7

Division Welcomes New Staff Member

The Purchasing Division welcomes Heather Holstein to our staff. Holstein joins the Communication and Technical Services section as an office assistant.

An Elkview resident and graduate of Herbert Hoover High School, Heather previously worked as an accounts payable supervisor. Her responsibilities now include general office duties, assisting with the file room, handling deliveries within the office and throughout the campus.

Please join us in welcoming Heather at the Purchasing Division!



Office Assistant Heather Holstein



In-House Training: October-December

October

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

November

- Wednesday, November 6:
Contract Drafting – 10-11 a.m.

December

- Wednesday, December 4:
Basic Purchasing – 10-11 a.m.
(webinar)
- Wednesday, December 11:
Purchasing Tools and Resources
– 10-11 a.m.

Location

Purchasing Division's first floor conference room.

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.

For Past Issues of The Buyers Network, Please Visit:

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

Information Technology Equipment Retired through Surplus Property but Disposed Via Office of Technology

Agency procurement officials are reminded that information technology equipment must be retired through the West Virginia State Agency for Surplus Property. However, disposal of such items is to be coordinated through the Office of Technology.

“We are still clarifying this procedure on occasion with agencies regarding the retirement and disposal of their electronic equipment, notably computers,” said Assistant Purchasing Director and Surplus Property Manager Elizabeth Perdue. “It is important to remember that Surplus Property is still the agency responsible for approving the retirements. However, we cannot complete the retirements until the Office of Technology disposes of the electronic equipment as dictated in *West Virginia Code*.” For more details, contact Sherry Fewell at Surplus Property at (304) 356-2426.

OPEN HOUSE

Continued from Page 3

To facilitate discussion and dialogue, the open house will feature three informational sessions in the main office conference room. The sessions are intended to allow representatives from eligible organizations an opportunity to discuss and find out more about specific topics within WVSASP. These are available on a first-come basis, with a limit of 10 individuals per session. The schedule includes:

- **10:30 – 11 a.m.: Questions and Answer Session with WVSASP Manager Elizabeth Perdue** – An informal discussion with the WVSASP Manager to ask questions about surplus property, legal requirements, eligibility and more.
- **11:30 a.m. – 12 p.m.: Surplus Vehicles** – A discussion of vehicle pricing and policy with Vehicle Coordinator Doug Elkins.
- **12:30 – 1 p.m.: Federal Property** – Screening? Direct pickup? Compliance requirements? Find out more with Administrative Services Manager Jordan Kirk.

Please RSVP at earliest convenience to Sherry Fewell (Sherry.L.Fewell@wv.gov) / (304) 766-2626 or Chad Williamson (Chad.B.Williamson@wv.gov) / (304) 558-2315). Refreshments will be served. Questions may be directed to either of these individuals.

For more information, please call (304) 766-2626 or toll-free at (800) 576-7587, or go to WVSurplus.gov.

VESTS

Continued from Page 5



Adopt-A-Highway volunteers pick up trash along a West Virginia road while wearing a safety vest procured through the Purchasing Division for the Division of Highways.

This created a need for us to improve our specifications to meet higher standards while at the same time find the best possible price through the procurement process.”

Whitmore said the contract requirements now address items such reflective striping, vest brightness, adjustable sizing and ability to meet requirements set

by the American National Standards Institute. The material, the contract noted, must pass testing requirements established by the National Fire Protection Association.

Adopt-A-Highway volunteers pick up the safety vests and other work items, such as gloves, trash bags and traffic signs from their county DOH garage and re-

turn the items to the DOH afterwards.

“As buyers, we frequently see the products and services we assist in procuring while traveling around the area and the state,” said Cummings. “Seeing volunteers with safety vests on while picking up trash definitely leaves you with a favorable impression about our profession.”

wvOASIS Taking Next Steps Toward Implementation

*By Tracy Phillips
State Communication Lead, wvOASIS*

The wvOASIS Procurement and Logistics and Enterprise Readiness teams will be working with departments throughout October to gather information for reference data setup/cleanup and mapping users to roles for security, workflow, and training. Procurement and Logistics functions in wvOASIS will include: Purchasing, Vendor Self-Service, E-Procurement, Contract Management, Materials Management and Inventory Management.

The next steps in the Procurement process are to complete system development and unit test, configure the application, test the new system, test the integration of the procurement application, engage in user acceptance testing, train end users, and create an implementation cutover plan for the July, 2014 system go-live date. A video of the Procurement update presentation from the State Auditor’s Conference will soon be available to state employees on the Enterprise Readiness Outreach page of myOASIS, via myApps [beta].

Buyers Network



What’s Your Question?

Our agency was granted a Sole Source request by the Purchasing Division Director to purchase a unique item through a specific vendor several years ago. Now, we have to purchase the same item again and the same vendor is still the only one who can supply it. Does our agency have to obtain written permission again from the Purchasing Division?

Yes. When a vendor is considered a sole source provider by the Purchasing Division, it is for the purchase of a commodity or service at the time of the request. It does not grant the vendor permanent sole source status. For purchases more than \$25,000, agency procurement officers are required to submit to the Purchasing Division, in accordance with *West Virginia Code*, a Sole Source Request for Consideration form (WV-65), which includes the basis for the sole source procurement and the specific efforts made to determine the availability of other sources.

To learn more about Sole Source Procurement, refer to Section 4 of the Purchasing Division Procedures Handbook which can be reviewed at: www.state.wv.us/admin/purchase/handbook.

Current Statewide Contract Update

(As of September 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

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Pre-bid?</u>
BPH14023	Self-supporting communication towers	10/10/2013	Yes
SBUS14	School buses	10/08/2013	Yes

Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Eval.</u>
DPS1326	Lightbars and sirens	09/24/2013	Yes
MV14	Motor vehicles	09/25/2013	No
MVPRT14	Automobile EOM	09/15/2013	Yes

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
CANLINE11A	Calico Industries	Can liners	11/15/2013 -11/14/2014
MAILEQ12	Pitney Bowes	Mail equipment	10/12/2013 -10/11/2014
LAUNDRY11	Ecolab Inc.	Laundry materials	10/1/2013 -09/30/2014

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
CPHONE13A	AT&T Mobility	Cell phones	Updated price list and services for master price agreement
MOVE11DA	Demary Brothers	Moving services	Cancel contract
MOVE11DB	Lambert Transfer Company Inc.	Moving services	Cancel contract
MOVE11DC	Myers Transfer & Storage System	Moving services	Cancel contract
MOVE11DD	Evans Transfer & Storage System	Moving services	Cancel contract

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
MOVE11DE	Central Van & Storage of Charleston	Moving services	Cancel contract

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.

FLRCOV	Carpet and title
LDPHONE	Telephone services
MOVE	Moving services
PAPER	Office paper
PBKCR	Automobile rentals
RADAR	Radar instruments for traffic enforcement
TEMP	Temporary employment services

FOR MORE INFORMATION

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

<u>FILE</u>	<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
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
44	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
51	Connie Oswald	Connie.S.Oswald@wv.gov	558-2157
*	Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
*	Laura Hooper	Laura.E.Hooper@wv.gov	558-0094
*	Crystal Rink	Crystal.G.Rink@wv.gov	558-2566
*	Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468

* file not yet assigned