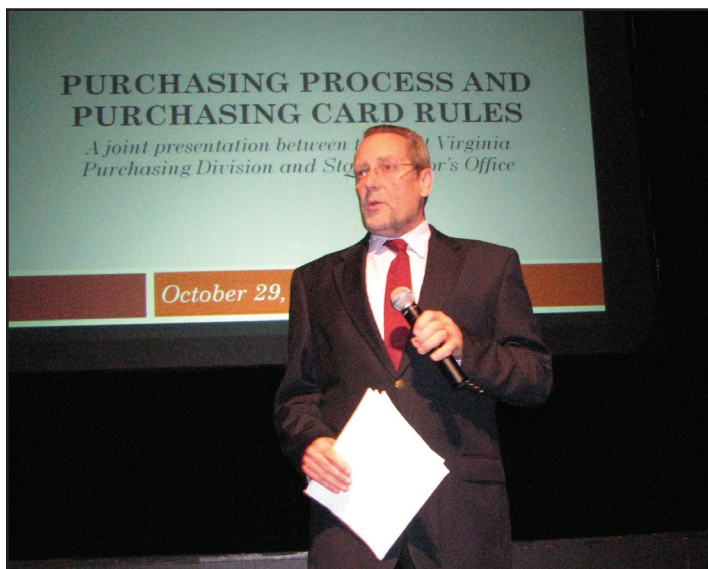


Purchasing Division Offers its Mandatory Procurement Training for State Officials



Purchasing Director Dave Tincher addresses approximately 250 state officials in attendance of the first mandatory purchasing training for state government officials.

Approximately 250 state officials gathered at the State Culture Center on October 29th to learn more about the state purchasing process and Purchasing Card Program. Representatives of the Purchasing Division joined with State Auditor's Office staff to provide this mandatory training, in accordance with *West Virginia Code* §5A-3-60.

This Code provision requires all executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads to participate in two hours of training on purchasing procedures and purchasing cards on an annual basis.

Charles Lorensen, chief of staff for Governor Earl Ray Tomblin, issued a memorandum in early September emphasizing the importance of having a good understanding of purchasing requirements. "Throughout his years in public service, Governor Earl Ray Tomblin has stressed the importance of being a good steward of our state taxpayers' money. He recognizes the importance of implementing efficient and ethical procurement

Please see TRAINING, Page 6

INSIDE...

- **Director's Comments:** Importance of Agency Designated Procurement Officers' Role Stressed in Government Operations
- Lab Device for State Police Not Exactly 'CSI'
- Second Module Reintroduced On the Purchasing Training Center
- Vendor Registration Coordinator Jeanne Barnhart Retires from Purchasing Division

DHHR Procurement Director Bryan Rosen is Honored as 2014 Procurement Officer of the Year

The Purchasing Division is pleased to announce the selection of Bryan Rosen, Director of the Department of Health and Human Resources' (DHHR) Office of Purchasing, as the 2014 *Agency Procurement Officer of the Year*. This is the 19th year of this Purchasing Division award.

Bryan has worked for DHHR for approximately 15 years, with the last four years serving as the director of purchasing. According to his nomination form submitted by his staff, his attributes



Bryan Rosen (center) is pictured with Purchasing Director Dave Tincher and DHHR Cabinet Secretary Karen Bowling.

Please see ROSEN, Page 6

THE DIRECTOR'S COMMENTS

Importance of Agency Designated Procurement Officers' Role Stressed in Government Operations

By Purchasing Director Dave Tincher

During this past month, the Purchasing Division provided training to high-level state officials in West Virginia on purchasing procedures and processes as part of the mandatory training required by new legislation passed in 2014. Details of this training are included in this issue of *The Buyers Network*.

One of the points that we stressed during this training was the importance of the role of the agency designated procurement officers. At every opportunity, I applauded the efforts and the vital role that our agency designated procurement officers play in state government. No matter what project is being developed, there most always is a purchasing component that makes it become reality. To ensure its success, the agency procurement officer should be involved at all levels of the planning process so that the implementation is smooth and seamless.

To expand on the importance of our

agency partners, also this month we recognized our 2014 *Agency Procurement Officer of the Year*. Bryan Rosen, director of DHHR's Office of Purchasing, was selected because of his professionalism, performance and work ethic. He serves as a role model for agency purchasers throughout state government and we were proud to honor him this year for his efforts.

In order to maintain the knowledge and understanding of the purchasing process, agency purchasers should continue to develop professionally. To assist in this endeavor, we offer many training opportunities so that you have the tools to do your job.

This month, the Purchasing Division will be offering three webinars that will provide you with updated information on our processes and detail changes that have occurred throughout



the year. As a standard practice, also be sure to read this monthly publication, *The Buyers Network*, which provides clarification and additional information on processes that will benefit you in your role as procurement officer.

And lastly, I ask that you serve as a steward in your organization by making sure that your

co-workers and leadership have an understanding of state laws, rules and procedures that affect how you purchase products and services. The better they understand *why* certain documentation or steps are necessary, the easier it will be to complete purchasing transactions successfully.

I appreciate the continued cooperation and partnership between the Purchasing Division and our agency designated procurement officers. This positive collaboration benefits all of state government.

Purchasing Division Welcomes Stephanie Mosley to CTS Staff

The Purchasing Division is pleased to welcome Stephanie Mosley who recently joined the Communications and Technical Services Section as an Office Assistant.

A graduate of the National Institute of Technology and Kanawha Valley Community and Technical College, Mosley is a resident of St. Albans. Before joining the Purchasing Division, Mosley worked in the private sector in the fields of fraud prevention and travel.

Mosley's responsibilities with the Purchasing Division include assisting in our imaging and records area, handling external deliveries, and performing other clerical duties. In her spare time, she enjoys painting and playing a variety of musical instruments.

Please be sure to welcome Stephanie to the Purchasing Division family!



The Purchasing Division welcomes Stephanie Mosley as our new office assistant.

Lab Device for State Police Not Exactly ‘CSI’

In appearance, it is just a box. It is not anything fancy at all.

**Melissa Runyan,
Biochemistry
Supervisor,
West Virginia
State Police**

Fans of police procedurals such as “CSI” and “NCIS” know the routine: lab work done by scientists in fancy clothes, working with extravagant equipment. Melissa Runyan, the biochemistry section supervisor for the West Virginia State Police (WVSP), said it does not happen quite the way it appears on television.

Her case in point: the automated extraction robots WVSP purchased for its forensics lab. While the Qiagen EZ1 XL may sound like a futuristic piece of machinery a la “Transformers,” Runyan said the reality is much different.

“In appearance, it is just a box,” she said. “It is not anything fancy at all.” But the name does not say it all. The device is used by WVSP to extract DNA from cellular material. Runyan said the device can extract DNA profile from blood, saliva, hair and skin cells, mostly obtained through cuttings of clothing and swabs.

Runyan said samples are placed in the box that contains an enclosure that included the chemicals used for the extraction. “You just shut the lid and push the button and the device does all of the chemistry for you,” she said. “There is not a lot of show to it.”

Please see LAB, Page 5



The Qiagen EZ1 XL is an automated extraction robot used by the West Virginia State Police. The function of this equipment is to extract DNA from cellular material.

Second Module Reintroduced on the Purchasing Training Center

The Purchasing Division has been hard at work converting each of its online agency resource modules from an audio- and video-format into an interactive one. The Purchasing Division is pleased to reintroduce its second updated module, **Developing Specifications**, on the Purchasing Training Center. The modules were designed for agency procurement officials to review procurement content from the convenience of their offices while receiving immediate feedback about the topic at hand. State employees required to procure under **West Virginia Code §5A-3** can view this module as an introductory course or as a refresher.

Each module viewed acts as .5 hours of credit in the West Virginia Procurement Certification program for eligible candidates. To receive cred-

it for viewing these modules, individuals must complete a certificate, which can be found on the Purchasing Training Center next to the link for each module, and have it signed by their immediate supervisor. The certificate must be submitted to the Purchasing Division’s Professional Development Unit by fax at (304) 558-6026 or by email at **Samantha.S.Knapp@wv.gov**.

To view the module, visit **www.state.wv.us/admin/purchase/training/modules.html**. To learn more about the certification program, visit **www.state.wv.us/admin/purchase/training/Certification**. Additional questions regarding any of the resource modules may be directed to Staff Development Specialist Samantha Knapp at (304) 558-7022.

Certification Information

To learn more about the certification program, visit **www.state.wv.us/admin/purchase/training/Certification**

Jeanne Barnhart Retires from Purchasing Division

With a soft voice tinged from a life spent in West Virginia, Jeanne Barnhart is often the first person a vendor speaks to in the process of registering to do business with the state of West Virginia. Barnhart oversees vendor registration for the Purchasing Division, and her friendly tone can be reassuring as vendors navigate the process.

“I am usually the first point of contact for a vendor, and I am the number they call when they have a problem,” she said, looking back at her nine years with the Purchasing Division. Barnhart retired from the Purchasing Division on Oct. 31.

A native of Sissonville, Barnhart originally worked in the private sector, where she helped maintain databases. She left to raise her daughter. “When I left work, everyone was using typewriters, and when I came back, everyone was on computers,” she said.

Re-entering the work force, Barnhart started with the Purchasing Division as a receptionist where she was oftentimes the first face for visitors to the building. When the person who previously handled vendor registration left the division more than six years ago, Barnhart stepped in. “Learning vendor registration kept me busy, which was what I wanted, and then I was ready to step into the



position,” she said.

Barnhart said changes brought about through the transition to *wvOASIS*, the state’s Enterprise Resource Planning system, has continued to make her job interesting. She said the greatest challenges were internal. “Because I am a quiet person, I had to work to put less

Please see BARNHART, Page 8

Jeanne Barnhart retired from the Purchasing Division after after nine years. Most recently, Jeanne has served as our Vendor Registration Coordinator.

Updates Made to the Purchasing Division Procedures Handbook

To ensure that the most up-to-date information is made available to agency purchasers, the Purchasing Division recently made clarifications to its procedures. Notification was issued to all agency designated procurement officers of these changes, which went into effect October 8.

These changes included:

- Updating the organization chart in Section 1: General Information to reflect the new cabinet secretary of the Department of Administration, Jason Pizatella.
- Clarifying language in Section 4: Acquisition Planning as it relates to sole source procurements more than \$25,000. Reference was made to the Code of State Rules that should the sole source advertisement cause inquiry and concern or requests to bid by prospective bidders
- or other interested parties, the Purchasing Director may: (a) reject the sole source request and require the spending unit to submit a requisition for public advertisement and formal bidding; (b) accept the request and approve the sole source; or (c) take other action as necessary.
- Deleting language relating to the West Virginia Financial Information Management System (WVFIMS) in Section 6: Agency Delegated Acquisition Procedures as it relates to fixed assets.
- Clarification in Section 7: Formal Acquisition Procedures as it relates to Requests for Proposal evaluation training that all evaluation committee voting members must receive RFP evaluation training.

Please see HANDBOOK, Page 5



Guy Nisbet and Tara Lyle have been named as buyer supervisors for the Purchasing Division, effective Oct. 16.

Tara Lyle and Guy Nisbet Now Serving as Buyer Supervisors

Purchasing Director Dave Tincher is pleased to announce that Tara Lyle and Guy Nisbet have joined Frank Whittaker as buyer supervisors, effective October 16, 2014. The organization of the buyer teams are as follows:

Buyer Supervisor Tara Lyle

Senior Buyer Dean Wingerd
Senior Buyer Crystal Rink

Buyer Supervisor Guy Nisbet

Senior Buyer Bob Kilpatrick
Buyer Melissa Pettrey

Buyer Supervisor Frank Whittaker

Senior Buyer Beth Collins
Senior Buyer Evelyn Melton
Senior Buyer Greg Clay
Buyer Misty Delong
Purchasing Assistant Willadean Fisher

“Tara and Guy have performed at an exceptional level in not only processing procurement transactions and transitioning with the new wvOASIS system, but also in training our new buying staff,” said Tincher. “They will serve the Purchasing Division well in their new roles.”

LAB

Continued from Page 3

Runyan said the device saves time while helping to eliminate human error from the process. “It can do in 20 minutes what it traditionally takes a lab analyst an hour to do,” she said. “Plus you can process up to to six samples at a time.”

Carol Woodyard, procurement officer for WVSP, said the department purchased three of the units for use at its headquarters in South Charleston. The device is part of the lab’s move toward more automation on the technical side,

Runyan said. “This gives the lab analyst more time to work on interpretation of the results and writing up his or her report,” she said.

Purchasing Division Buyer Supervisor Tara Lyle expanded on this purchase. “This was an excellent opportunity to work with the State Police to fill a need they had in expanding their laboratory,” said Lyle. “The device will be valuable in serving investigative needs and serving the citizens of West Virginia.”

Buyers Network



What’s Your Question?

There is a vendor that wants to do business with my agency. How can they register to do business with the State of West Virginia?

Vendors conducting business with the state of West Virginia must be registered by having a **Vendor Registration and Disclosure Statement and Small, Women-, and Minority-owned Business Certification Application** (WV-1 or WV-1A) on file with the Purchasing Division or be properly self-registered in the Vendor Self-Service portal in the wvOASIS system, in accordance with *West Virginia Code* §5A-3-12.

To access the link to the Vendor Self-Service portal, visit www.wvOASIS.gov. The *Code of State Rules*, CSR148, states that, except for purchasing card vendors providing travel-related services or receiving an aggregate total yearly payment less than \$25,000 from a spending unit, all vendors are required to register with the Purchasing Division.

It is the agency’s responsibility to make sure vendors are properly registered with the Purchasing Division prior to issuing a purchase order either verbally or in writing.

HANDBOOK

Continued from Page 4

tion training prior to commencing the evaluation. This training should be completed within one year prior to the evaluation.

- Deleting the subsection on reinstatements under Section 7: Formal Acquisition Procedures.

It is highly recommended that agency purchasers review the Purchasing Division Procedures Handbook often to ensure that they have a full understanding of the procedures guiding state procurement in West Virginia. The handbook is available on the Purchasing Division’s website at www.state.wv.us/admin/purchase/Handbook.

ROSEN

Continued from Page 1



DHHR Purchasing Director Bryan Rosen is congratulated by Purchasing Director Dave Tincher as DHHR Cabinet Secretary Karen Bowling applauds his recognition.

are many. Some of his noted accolades include always delivering quality work products to all parties involved; being fluent in purchasing terminology; hands-on during the recent transition to wvOASIS; and proactive in training his staff and other department officials.

Although the Purchasing Division decided to offer agency webinars in place of an off-site conference this year due to the implementation of Phase C of wvOASIS, the continuance of the *Agency Procurement Officer of the Year* award was important to the division. "This award showcases the value that procurement officers offer to each of our state agencies," said Purchasing Director Dave Tincher. "Bryan epitomizes the professionalism and ethical character that we seek when making our selection for this prestigious honor."

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 state employees to nominate co-workers who have served as role models in the purchasing profession.

Bryan continues to enhance his knowledge by attending pro-

urement training sessions and working one-on-one with the DHHR staff as well as individuals in other agencies and within the Purchasing Division. Recently approved by the Universal Public Procurement Certification Council (UPPCC) as a Certified Professional Public Buyer (CPPB), Bryan also has attained the Basic and Advanced Level of Certification in the Purchasing Division Procurement Certification Program. Bryan is also a member of the National Institute of Governmental Purchasing (NIGP) and the West Virginia Chapter of the NIGP.

Bryan's co-workers noted in his nomination that he always makes himself available to anyone needing assistance with purchasing issues. They added that Bryan values his staff and has set the bar high for quality performance by leading through example of always providing clear, concise work products. To demonstrate his mentoring and managerial attributes, the DHHR Office of Purchasing was recently recognized by the UPPCC by being named as the 2014 recipient of the UPPCC's Agency Certification Award in the small agency category. For more details on this award, see the feature article in the October 2014 issue of *The Buyers Network*.

The award criteria includes tenure, performance, communication, internal training, professional development, cost-saving ideas, cooperation with other state agencies, creating a positive image for the organization, establishing and following good purchasing practices and participating in professional purchasing organizations.

"Bryan (Rosen) epitomizes the professionalism and ethical character that we seek when making our selection for this prestigious honor."

Purchasing Director Dave Tincher

TRAINING

Continued from Page 1

practices to ensure that we comply with all necessary laws and rules, while also spending our state dollars wisely. For this reason, Gov. Tomblin pushed for legislation during the 2014 Regular Session of the State Legislature that enacted positive changes to state purchasing procedures and processes," he said.

Purchasing Director Dave Tincher welcomed the large audience and provided an overview of the division, its statutory authority, organizational structure and provided background on the his-

tory of procurement activities. Assistant Directors Diane Holley-Brown, Mike Sheets, and Elizabeth Perdue, along with Staff Attorney Jimmy Meadows, provided additional information relating to the purchasing decision path, vendor registration, training, exemptions, legal issues, public record and more.

Tincher expressed his appreciation to the state officials for participating in this training. "In order for your agencies to be successful in delivering mandated services to our citizens, your agencies

need many types of commodities and services," he said. "The Purchasing Division's core function is to obtain on your behalf these commodities and services as you need them to allow you to fulfill your mission. We are a critical partner to your agency as we work together to fulfill your operational needs."

This training will be conducted twice each year as well as offered via recording on the Purchasing Division's and State Auditor's Office website soon. Verification of attendance or viewing is required.

Phase D of wvOASIS Delayed for Additional Testing of Applications

Based on a recommendation from the Project Management Office of the Enterprise Resource Planning (ERP) Board, the deployment of Phase D of the wvOASIS system has been delayed to provide additional testing of the new Payroll and Human Resources Management applications. Phase D includes human resources, payroll, time and leave management travel and federal reciprocity.

The ERP Board had previously established measures of progress that needed to be met by September 30 in order to move to the stage of preparing to train state employees for January 1, 2015, according to an e-mail communication to change leadership team members and agency liaisons from Lisa Comer, State Leader for wvOASIS Enterprise Readiness Team over communications, training and change management. Because those measures were not met to transition to train the end users, the deployment date has been delayed to an undetermined time. Additional details will be forthcoming.



A revised plan is being established by the Project Management Office to re-set tasks and timeframes that will be presented to the ERP Board at a future meeting. Currently, however, several activities are ongoing, including:

- User acceptance testing continues on the HRM, Payroll, Time and Leave
- HRM Staging Environment training to proceed as planned
- Additional training opportunities will be announced soon
- User acceptance training schedule for travel and federal reciprocity will be announced later

Continue to check the wvOASIS website at wvOASIS.gov for further updates.

In-House Training: November - December

November

- Wednesday, November 19:
Implementing Special Purchases
10 a.m. – 11:30 a.m.

December

- Wednesday, December 3:
Inspection Services & Contract Administration
10 a.m. – 11:30 a.m.
- Wednesday, December 17 :
Public Procurement: The Basics
10 a.m. – 11:30 a.m. (Webinar)

Registration

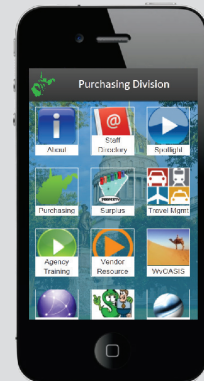
Visit www.state.wv.us/admin/purchase/training/inhouse.html

Stay in the Know ... on the Go!

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Purchasing
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App Store

ANDROID APP ON
Google play



Registration Still Open for Agency Purchasing Webinar Conferences

It's not too late for state agency procurement officers to register for one of the three webinars scheduled this month in lieu of the annual Agency Purchasing Conference. The webinars are scheduled for November 6, 13, and 20, and will last from 10-11:30 a.m. Each webinar will be limited to 100 participants, so registration will be given on a first-come, first-served basis.

During these webinars, Purchasing Division personnel will review current procedures, discuss legislative changes resulting from the 2014 Legislative Session, and allow for a question and answer period.

For individuals seeking recertification in the Purchasing Division's Certification Program, attendance at one of the three webinars will meet the conference requirement in lieu of attending an actual conference for this year only. However, it will only count as 1.5 hours toward the 20-hour class or learning session requirement for re-certification.

To register for one of the Agency Purchasing Webinar Conferences, visit www.state.wv.us/admin/purchase/Conference/Agency/2014. Questions regarding the webinars may be directed to Staff Development Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

Registration Information

To register for one of the Agency Purchasing Webinar Conferences, visit www.state.wv.us/admin/purchase/Conference/Agency/2014.

THE BUYERS NETWORK

Purchasing Division
State Capitol Complex
2019 Washington Street, East
Charleston, WV 25305-0130

Telephone: (304) 558-2306

Earl Ray Tomblin
Governor

Jason Pizatella
Cabinet Secretary
Department of Administration

David Tincer
Director, Purchasing Division

Diane Holley-Brown
Editor

Chad Williamson
Contributing Reporter

Current Statewide Contract Update

(As of October 15, 2014)

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 the buyer assigned to the specific statewide contract.

Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Pre-bid</u>
MV	Vehicles, automotive	11/06/2014	Yes
DEBT14	Debt Collection Services	11/18/2014	No

Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Eval.</u>
DFS	Food, disposable products	09/17/2014	Yes
LGLOVES	Latex Gloves	09/25/2014	Yes

Contracts Awarded

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
CABLE	Graybar Electric Company	Computer data cable and fittings	08/01/2014 -07/31/2015
MPLS	Verizon Business	Multi-protocol label switching and other services	07/01/2014 -06/30/2015

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
FASTEN12	Grayson Industries	Fasteners and accessories	10/01/2014 -09/30/2015

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of change</u>
IP12	Hewlett Packard	Computers	To update item descriptions.

FOR MORE INFORMATION

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

<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-0067
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468
Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Greg Clay	Gregory.C.Clay@wv.gov	558-2566
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.Pettrey@wv.gov	558-0094

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of change</u>
SECSVS14	G4S Secure Solutions USA	Security guards	To add Ritchie County to Region I

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.

CANLINE11	Trash can liners
DCBATT11A	Dry cell batteries
PBKCR10A	Automobile rentals
VOIP13	Voice over Internet protocol

BARNHART

Continued from Page 4

stress on myself when working with customer contact," she said. "Since I have worked in the private sector, I do have empathy with the vendors, and I understand their concerns."

Barnhart said she will miss the friends she has made during her time at the Purchasing Division. "I work with good people, and I will miss the daily structure," she said. "How-

ever, I have enough projects to keep me busy. Or maybe I won't do anything at all until spring."

The Purchasing Division extends its appreciation to Jeanne for her hard work and commitment to the organization. She will be missed by staff, vendors and agency purchasers.