

# 2015 AGENCY PURCHASING CONFERENCE

Oct. 13-16 @ Canaan Valley Resort State Park

# THE BUYERS NETWORK

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**THE BUYERS NETWORK**  
is Published Monthly  
by the Purchasing Division  
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of Administration to Promote  
Better Value in Public Purchasing

## Purchasing Division Releases Fiscal Year 2015 Annual Report

### FY15 Annual report

The Purchasing Division Annual Report for fiscal year 2015 is now available online at:

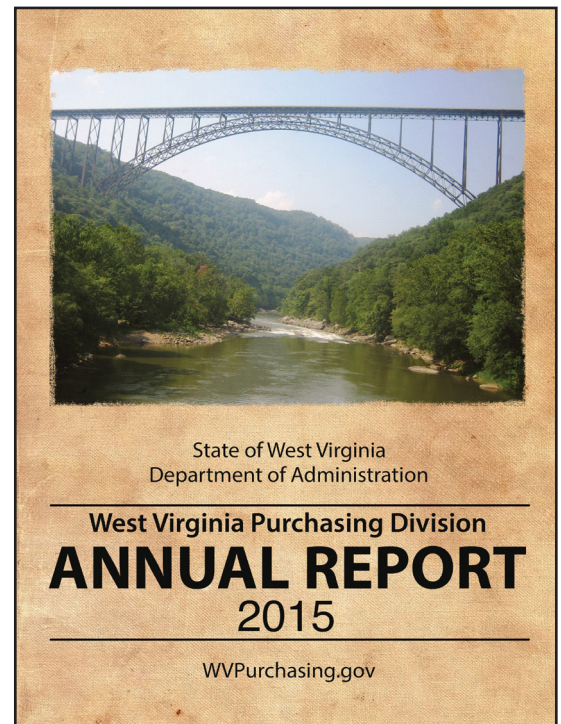
[www.state.wv.us/  
admin/purchase/  
Annualreport/  
Annual15.pdf](http://www.state.wv.us/admin/purchase/Annualreport/Annual15.pdf)

The Purchasing Division is pleased to announce that the Annual Report for fiscal year 2015 (July 1, 2014 – June 30, 2015) has been posted online for viewing and may be accessed by visiting [www.state.wv.us/admin/purchase/Annualreport/Annual15.pdf](http://www.state.wv.us/admin/purchase/Annualreport/Annual15.pdf).

This annual report spotlights many of the notable changes which occurred as a result of the implementation of Phase C of *wvOASIS*. Purchasing Division staff worked closely with state agencies to help ensure a smooth transition to the new enterprise resource planning system. These efforts, as well as many other accomplishments, are highlighted.

Although the Purchasing Division is not statutorily required to do so, the staff has produced an annual report since 1999. The report highlights the Purchasing Division's achievements and programs, as

**Please see ANNUAL REPORT, Page 5**



## Registration Now Open for Purchasing Procedures and Purchasing Card Training

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session is scheduled for November 16 from 9-11 a.m. and will be conducted in the Capitol Room of the West Virginia State Training Center located in Building 7 of the Capitol campus. This training, offered twice per year, is mandatory for high-level state officials as indicated in *West Virginia Code* §5A-3-60.

The Code requires all high-level state officials, including "executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy

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## THE DIRECTOR'S COMMENTS

# Plans Underway to Meet Training Needs of State Agency Purchasers Unable to Attend Conference

By Purchasing Director Dave Tinchler

The West Virginia Purchasing Division strives to educate and inform state agency purchasers on new and amended laws, rules, and procedures using various communication and training methods. One of the ways in which we do this is through our annual Agency Purchasing Conference.

After opting not to conduct an in-person conference last year following the implementation of Phase C of *wvOASIS*, I expected a great turnout for this year's conference. However, the response is greater than I imagined.

We are constantly planning new and innovative training opportunities to meet the needs of all state agency purchasers, including offering extensive classes through our in-house training curriculum in 2016. We hope to have our next year's training calendar included in the December 2015 issue of *The*

*Buyers Network*.

Please be reminded that through the in-house training program, we offer informational sessions each month throughout the year for our agency purchasers, with a variety of topics. Because the classes are smaller in size, we can incorporate more hands-on activities to enhance the participant's training experience.

Additionally, the Purchasing Division hopes to expand its online training program to include additional webinars and online resource modules during next year. More information regarding these training opportunities and many others will be shared in future issues of *The Buyers Network*.

Also, it is important to note that all presentation materials for the 2015 Agency



Purchasing Conference are posted on the Purchasing Division's website and may be printed by all agency purchasers, even by those not attending our conference. To view and/or print this material, visit [www.state.wv.us/admin/purchase/training/2015confppts.html](http://www.state.wv.us/admin/purchase/training/2015confppts.html). You may also access the presentation materials by downloading

the free Purchasing Division app from Google Play Store or the Apple App Store.

Your input is invaluable to us! Look for a Purchasing Division training program survey in your e-mail in the coming months and be sure to share your thoughts with us on what you would like to see more of, what works, and what doesn't work. We continuously looked at ways to inform and educate our agency purchasers.

## Purchasing Division Shares Protest Statistics as Part of Annual Report

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### Protest Statistics

During the 2015 fiscal year, 1.66% of the transactions processed by the Purchasing Division were protested, with only 0.26% of the total transactions resulting in an award being changed.

*West Virginia Code of State Rules* 148 CSR 1-8 provides the framework for how and when vendors may file a protest. There are two types of protests: protests of specifications, which must be filed with the Purchasing Division at least five days prior to the scheduled bid opening, and protests of contract award, which must be filed within five days following the contract award.

All protests, regardless if they relate to transactions processed by the Purchasing Division or by agencies under their delegated authority, must be submitted to the Purchasing Division.

The Purchasing Division staff makes every effort to ensure the bid and contract award processes are administered with strict adherence to *West Virginia Code* and the *Code of State Rules*, both to provide transparency and to maintain fair and consistent treatment of vendors. The low percentage rate of protests processed by the Purchasing Division during fiscal year 2015 is a testament to the effectiveness of these processes.

The Purchasing Division is pleased to share as part of its Annual Report the protest statistics for fiscal year 2015. During

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Please see **STATISTICS, Page 6**

## NIGP to Offer Workshop on Risk Management to State

The West Virginia Chapter of the National Institute of Governmental Purchasing (NIGP) will be hosting a two-day class entitled "Risk Management in Public Contracting." Scheduled for November 3 and 4 from 8 a.m. to 5 p.m., this workshop will take place at One Davis Square, CR93, in Charleston and will be presented by Mike Kolodisner, CPPO.

It is the goal of public procurement agents to ensure that the risks associated with each procurement have been identified, assessed, and mitigated to the practicable maximum extent, while taking cost and other factors into consideration.

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Please see **NIGP WORKSHOP, Page 3**

# Aquarium Allows DEP to Showcase the Importance of Water Quality



The 1,700-gallon, six-foot-deep freshwater mobile aquarium purchased by the West Virginia Department of Environmental Protection allows the agency to teach about water habitats and water quality.

When an individual hears the words “fish tank,” his or her first thoughts might go to the goldfish bowl from his or her childhood, or maybe the fish tank in a doctor’s office.

A recent purchase made by the West Virginia Department of Environmental Protection (DEP) far exceeds what most people would conjure to mind for a “fish tank.” The 1,700-gallon, six-foot-deep freshwater mobile aquarium made its debut at a bass tournament within the state.

“The idea was to have something that we could use to teach people about water habitat and water quality,” said Jamie Adkins, procurement officer for DEP. “This aquarium can be transported to events throughout the state, as well as to schools and civic activities, and be used as a learning tool about the importance of clean, safe water.”

The aquarium, which weighs more than 25,000 pounds when full, features a chiller to keep the water cool even on the hottest days, two-inch-thick reinforced glass walls, and a net covering to prevent the fish from jumping out. The aquarium was built by Preston Machine, a manufacturing company based in Kingwood.

“When we were coming up with the specifications for the aquarium, we knew that we needed it to be mobile, obviously,

*“This aquarium can be transported to events throughout the state, as well as to schools and civic activities, and be used as a learning tool about the importance of clean, safe water.”*

**Jamie Adkins,  
Procurement Officer,  
Department of  
Environmental Protection**

but also large enough to display fish and other aquatic life forms,” Adkins said. “The tank required several special features, such as thick glass walls and a de-chlorinator, which removes the chlorine from water so we can store fish.”

The aquarium’s use as an educational tool will be conducted in partnership with the Division of Natural Resources (DNR), whose logo and website also appear on the back of the tank. DNR will provide fish from its hatcheries to utilize during events. After each event, the aquarium will be drained and cleaned and the fish returned to the stream or hatchery from which they came.

“We feel this is an excellent tool to help teach the public about water habitat and the water quality necessary to maintain aquatic life,” Adkins said.

## wvOASIS Tip of the Month

### Play the Wildcard

By Mark Totten  
Purchasing Division

When conducting a name search for a vendor in the wvOASIS VCUST table, state agency purchasers are encouraged to use the wildcard (\*) as much as possible, even between initials.

For example, the database may find just one or two listings for the company name JP Morgan if an agency simply types \*JP Morgan\*. However, an additional four or five listings may appear if that same company is searched in the following manner, \*J\*P\*Morgan\*. This tip will ensure that an agency finds the vendor it is searching for on the first try.

## NIGP WORKSHOP

Continued from Page 2

During this workshop, attendees will develop a solid understanding of the complexities of risk management, as well as recognize the importance of planning, monitoring and maintaining proactive insight and oversight into risk areas related to a contract’s stated performance outputs and outcomes.

The class is open to anybody wishing to participate. Contact hours and Continuing Education Units will be available to those in attendance.

For more information, contact Seminar Coordinator Robert Price at [Robert.L.Price@wv.gov](mailto:Robert.L.Price@wv.gov). To register, visit [www.nigp.org/eweb/DynamicPage.aspx?Site=NIGP&WebCode=InstEvent&Reg\\_evt\\_key=b092e512-64b7-4d7f-9ffe-17a475f1ba38](http://www.nigp.org/eweb/DynamicPage.aspx?Site=NIGP&WebCode=InstEvent&Reg_evt_key=b092e512-64b7-4d7f-9ffe-17a475f1ba38).

Interested in past issues  
of *The Buyers Network*?  
Check them out at: [www.  
state.wv.us/admin/purchase/  
BN/bnlist.html](http://www.state.wv.us/admin/purchase/BN/bnlist.html)

## Certification Recipients Encouraged to Track Status

The Purchasing Division administers the West Virginia Procurement Certification Program as way to recognize state procurement officials who exhibit excellence in procurement procedures within state government. Since its inception, 42 individuals have completed the Basic Certification Program and 12 have obtained the Advanced Certification.

In order for these individuals to maintain their certification, they must complete re-certification requirements every three years. Those requirements are as follows:

- Attend two (2) of the next (3) Agency Purchasing Conferences, from the date of certification/re-certification;
- Attend a minimum of twenty (20) hours of classes, learning sessions, or Purchasing Certified Events in the three (3) year period from the date of certification/re-certification; and
- Submit a verification for re-certification form with the appropriate signature from your immediate supervisor and agency head, and if applicable, approval from your department's designated procurement officer.

The complete list of certification recipients is posted on the Purchasing Division's website at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). The list includes each recipient's date of certification/re-certification and the expiration date of his or her certification/re-certification.

Procurement officers who have questions about their re-certification progress or are interested in participating in the certification program should contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).



Photo courtesy of the West Virginia State Police

## Lookin' Good! ...

The American Association of State Troopers has announced on its website that West Virginia State Police captured the Best Looking Cruiser Contest. In 2014, the Mountain State's blue-and-gold cruiser placed second in this national event. Ohio won last year's contest, but finished second behind West Virginia this year.

West Virginia State Police will be presented with the "Best Looking Cruiser Award" and featured on the cover of the AAST's "America's Best Looking Trooper Cruisers 2016 Wall Calendar." The cruisers were purchased through the Purchasing Division's statewide contract for police cruisers.

## Jorden Parsons Joins Purchasing Division Staff as Part of CTS

The Purchasing Division is pleased to welcome Jorden Parsons to its Communication and Technical Services staff. Parsons joins the Purchasing Division as an Office Assistant I. Her responsibilities include handling incoming and outgoing mail as well as various office duties.

A resident of Ashford, Parsons is a graduate of Sherman High School. She previously worked as a security guard for a coal company and as a technical support agent for a major communications company. Parsons is the mother of a one-year-old son, Ryker. In her spare time, she enjoys being outdoors, hunting and fishing.

Please welcome Jorden to the Purchasing Division family!



Office Assistant Jorden Parsons

## ANNUAL REPORT

Continued from Page 1

well as provides financial statistics for each fiscal year. Together, they provide a comprehensive historical record of the Purchasing Division's accomplishments and initiatives.

"The annual report provides a reflection of the past fiscal year's achievements, including financial and other statistical data," stated Purchasing Director Dave Tincher.

"I'm pleased with how the division continues to meet not only statutory requirements, but how we initiate effective programs that benefit agencies and vendors. With all the changes that Phase C of *wvOASIS* brought about, I'm proud of the effort put forth by the Purchasing Division staff, as well as our collaborative efforts with other state agencies, to address those changes and create effective solutions," Tincher continued.

In addition to featuring the Purchasing Division's accomplishments, the annual report includes the 2014 Procurement Officer of the Year, Bryan Rosen of the Department of Health and Human Resources, as well as underscores legislation that was passed and signed into law during the past fiscal year that directly affects the state purchasing process.

The accomplishments noted in this year's annual report include but are not limited to:

- The Purchasing Division obtaining

the Achievement of Excellence in Procurement award by the National Procurement Institute for the second consecutive year;

- The Purchasing Division conducting the first annual Procurement Procedures and Purchasing Card Training for high-level state officials, which was mandated by the passage of SB 356 during the 2014 regular legislative session;
- The revision of the Non-Competitive/Exempt List of Commodities and Services, effective July 1, 2015;
- The development and release of a new Purchasing App for mobile devices;
- The revision of several publications and documents, including the Purchasing Division Procedures Handbook and the master terms and conditions;
- The training of more than 600 state employees through the Purchasing Division's training program; and,
- The Purchasing Division issued 1,565 new award documents, for a total value of \$1,187,044,513.06.

Agency procurement officers are encouraged to read the Fiscal Year 2015 Annual Report. All of our annual reports are archived and available on the Purchasing Division's website at [www.state.wv.us/admin/purchase/Annual-report](http://www.state.wv.us/admin/purchase/Annual-report).

## MANDATORY TRAINING

Continued from Page 1

department heads, and assistant department heads" to annually complete two hours of training on purchasing procedures and purchasing card processes.

Space is limited! To reserve a seat, complete the online form posted at [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html). Designated procurement officers are prohibited from attending unless they hold one of the aforementioned titles.

The content of this training is updated each year to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law.

For those individuals who are unable to attend this face-to-face training, a video recording of this training will be posted on the State Auditor's Office website following the event. To view the video, visit [www.wvsao.gov/PurchasingCard/StateGovernment/SOP\\_PCardTrain.aspx](http://www.wvsao.gov/PurchasingCard/StateGovernment/SOP_PCardTrain.aspx).

Verification of attendance or viewing is required to meet the stipulations mandated by the law.

For more information on this training or this requirement, contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Reminders for the Purchasing Conference

The 2015 Agency Purchasing Conference is quickly approaching, and registered attendees need to be aware of a few things before joining state agency purchasers from across the state at Canaan Valley Resort State Park from October 13-16.

**Handouts:** Attendees may print all PowerPoint presentation handouts for reference prior to the conference. The PowerPoint handouts will not be available at the conference; therefore, attendees should print such handouts and bring them to the conference to follow along. The PowerPoint for each session can be viewed and printed online at: [www.state.wv.us/admin/purchase/training/2015confppts.html](http://www.state.wv.us/admin/purchase/training/2015confppts.html).

**Lodging:** If you are still looking for lodging, contact the Tucker County Convention and Visitors Bureau at 800.782.2775, or visit their website at [canaanvalley.org](http://canaanvalley.org).

**Special dietary restrictions:** Registered attendees with special dietary restrictions should contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of September 15, 2015)

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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact the buyer assigned to the specific statewide contract.

## Contract Extensions

<b>Contract</b>	<b>Vendor</b>	<b>Description</b>	<b>Dates</b>
AEBATT12	Taylor & Blackburn Battery Co.	Automotive batteries	8/15/2015 -8/14/2016
MEDSUP12B	McKesson Medical Surgical Minnesota Supply	Medical supplies	7/15/2012 -7/14/2016
TEMP14A	WV Association of Rehab Facilities	Temp staffing	5/19/2015 -11/18/2015
TEMP14B	Saunders Staffing	Temp staffing	5/19/2015 -11/18/2015
TEMP14C	Adecco USA	Temp staffing	5/19/2015 -11/18/2015
TEMP14D	Express Services	Temp staffing	5/19/2015 -11/18/2015
TEMP14E	Manpower of WV	Temp staffing	5/19/2015 -11/18/2015
TEMP14F	Choice Staffing	Temp staffing	5/19/2015 -11/18/2015

## Miscellaneous Actions

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Description of change</b>
DIGCOP12A	Komax LLC	Digital copiers	To replace Band 2 mono and 2 & 3 Color model

## STATISTICS

Continued from Page 2

the period of July 1, 2014, to June 30, 2015, 26 protests were filed with the Purchasing Division.

Of those 26 protests, only four resulted in a change to the award of a contract. The number of protests compared to the number of transactions processed by the Purchasing Division results in a low protest rate of only 1.66%. Furthermore, only 0.26% of the total transactions processed by the Division resulted in an award being changed.

This protest data may be viewed as part of the Purchasing Division's Fiscal Year 2015 Annual Report, which may be viewed at [www.state.wv.us/admin/purchase/Annualreport/Annual15.pdf](http://www.state.wv.us/admin/purchase/Annualreport/Annual15.pdf).

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>EMAIL</b>	<b>PHONE</b>
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
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Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Laura Hooper	Laura.E.Hooper@wv.gov	558-0468
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
April Battle	April.E.Battle@wv.gov	558-2306
Sheila Hannah	Sheila.L.Hannah@wv.gov	558-4317

## Requests for Information Used to Solicit Information from Vendors

The West Virginia Purchasing Division only recognizes one formal method for soliciting written information from vendors for the purpose of developing a Request for Quotation (RFQ) or a Request for Proposal (RFP).

This method, the Request for Information (RFI), may be utilized at the discretion of the Purchasing Division or the agency. Agencies are not required to issue an RFI prior to issuing an RFP or RFQ. However, RFIs may be beneficial for larger, more complex projects when additional information is needed to develop specifications.

RFIs allow vendors the opportunity to provide expert knowledge and background materials for specified projects, services or commodities. Similar to a regular solicitation, RFIs have a deadline before which vendors may respond.

It is important to remember that an RFI does not lead to an award. Rather, it leads to information that may be used to develop specifications for public solicitations. The Purchasing Division issues any and all RFIs on behalf of the state agencies. This is a central procurement function.

Additional information on RFIs can be found in section 3.5.1 of the *Purchasing Division Procedures Handbook*, which can be accessed at [www.state.wv.us/admin/purchase/Handbook](http://www.state.wv.us/admin/purchase/Handbook).