

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

Input Actively Solicited from Vendors and Agencies on Purchasing Reform

The 2006 Regular Session of the West Virginia State Legislature is quickly approaching, with purchasing reform expected to top the list of issues to be addressed.

To ensure that the recommendations offered for discussion encompass the views of all parties affected by this initiative, the Purchasing Division staff, along with Department of Administration officials, have opened the lines of communication to all.

At the Agency Purchasing Conference in October, agency procurement officers shared their viewpoints and suggestions, including changes necessary to the *West Virginia Code* and *Legis-*

lative Rule, as well as to the process.

In the past two months, three focus groups of vendors and agency representatives have been formed to discuss how the state process may be enhanced to increase speed and efficiency.

"It is encouraging to see the active involvement of our agency partners and the vendor community," said Purchasing Director Dave Tincher.



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Tell us what you think ... Focus groups composed of agency purchasing agents and representatives of the business community joined together to express their suggestions for purchasing reform.

Attention Agency Purchasers!... **SCAM ALERT**

Periodically, the Purchasing Division is notified by state agency purchasers of improper solicitation for toner cartridges. In recent weeks, these types of contacts appear to be increasing. To prevent your agency from becoming a victim to these scams, remember the long-lived saying, "If it sounds too good to be true, it most likely is." A statewide contract is in place for toner cartridges (INKCRT03) with Impression Products. If the type of cartridge is not available on this contract, agencies must utilize the statewide contract for office supplies (OFFICE02) with Office Max.

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THE PURCHASING DIRECTOR'S COMMENTS



A Change Takes Place in the Purchasing Division Organization

By Dave Tincher
State Purchasing Director

A recent change has been made in the organization of the Purchasing Division, affecting several areas of responsibility.

The Administration and Inspection Section has merged with the Communication and Technical Services (CTS) Section. Upon the retirement of Jo Ann Dunlap, a decision was made to combine these two sections to provide consistency, cohesion and cost savings.

Managed by Diane Holley, CTS now has oversight of communication, technical services, professional development and training, purchase order encumbrance, vendor registration, imaging and distribution, bid receipt and requests and other administrative duties.

Technical Services Manager Dan Miller will take on the additional responsibilities of encumbrance, vendor registration, and imaging and distribution.

The transition in this merger has been successful, with the assistance and cooperative spirit of the staff involved. Because of this change, agency personnel may see the acronym, "CTS," on certain

reports and correspondence.

Please be advised the Acquisition and Contract Administration Section and the Program Services Section have not been affected by this change in the division's organization.

Should you have a question relating to any of these functions of the CTS Section, please contact Diane Holley at (304) 558-0661 or via e-mail at dholley@wvadmin.gov or Dan Miller at (304) 558-2314 or via e-mail at team@wvadmin.gov.

What's State Government Buying?

(This information is compiled from the West Virginia Purchasing Bulletin. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)

- ♦ **Division of Motor Vehicles**
Request to translate the Driver Licensing Handbook into Japanese and Spanish, and provide in PDF format.
- ♦ **State Police**
Request to provide sixty (60) Remington shotguns.
- ♦ **Lottery Commission**
Request to provide production and uplink services for televised nightly online lottery number drawings.
- ♦ **Department of Health and Human Resources**
Request to provide technical/professional assistance and direction in the placement and services to the mentally and/or developmentally disabled.
- ♦ **Division of Highways**
Request to supply materials, equipment and labor, to install replacement lights in the Wheeling Tunnel on I-70.
- ♦ **Department of Environmental Protection**
Request to provide an open-end contract for approximately 2,000 tons of granulated lime, delivered in bulk amounts to various special reclamation job sites.

Plans Set for the Annual Tree Lighting Ceremony



Gov. Joe Manchin III and First Lady Gayle Manchin will host the state's annual holiday tree-lighting ceremony at 5:45 p.m., Saturday, Dec. 3, on the State Capitol's North Plaza.

"The holiday season has always been a special time for our family, and we are excited about joining West Virginians from all across our great state in celebrating this wonderful time of year," the governor said.

All West Virginians are encouraged to join the governor and first lady for the Joyful Night ceremony, which will feature holiday music as well as a holiday message from the governor and first lady. Refreshments will follow in the Great Hall, Cultural Center.

From Carpet to Tile, Family Carpet Assists State Agencies With Their Floor Covering Needs

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information on the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

Family Carpet, the statewide contractor for carpet and floor covering (FLRCOV03), provides state agencies and political subdivisions with many different kinds of carpets, such as roll goods and modular carpet tiles, and vinyl tile.

The largest volume flooring retailer in West Virginia, Family Carpet has been in business about 25 years. With over 100 employees, they have seven stores open in different markets.

Family Carpet has been the successful vendor for this statewide contract for the past two statewide contract terms. "The current contract



Mark Porter, Contract Manager for Family Carpet, expressed his satisfaction with the working relationship between his company and the state of West Virginia.



also includes a VCT," said Porter, "which is vinyl tile used in hallways, elevators and in kitchen areas which has been very helpful for state agencies."

Porter is very pleased with the relationship Family Carpet has built with the state. "I believe many state employees must think I'm one of them because they'll call me up and say, 'Hey, I need you to come up here today.'" But, that's no problem with Porter. He feels personal contact with the individual agencies is what has built the business. "Anyone can sell carpet, but if the guy who delivers it and installs it the way you want it every time and is courteous, punctual and does a good job, that's what is remembered."

Porter said the real heroes are the installers. He added that he attempts to send the same installers to the requesting agencies each time.

Porter says Family Carpet employees often begin their day early in the morning. "Our warehouse workers get in at six. I'm on the phone every

Family Carpet, the statewide contractor for carpet and floor covering (FLRCOV03), has seven stores open in different markets. One is located in St. Albans.

morning at six o'clock with the St. Albans and Parkersburg warehouse offices getting our day lined out."

In addition, Porter said they have dedicated an employee whose job is to follow up and track the jobs, making sure everything has been done properly. "I'm a perfectionist in getting things right for people," he said. "There's no way I could do the job I do without him."

Porter emphasized that his company does what it takes to fill the requests. "We never tell people we can't do anything as long as we have the product. We just do whatever it takes to get the job done." He applauds his employees for their dedication and teamwork. "They're super busy. They'll pull people from Parkersburg or Ripley and bring them

Continued on Page 7

Financial Statistics

Fiscal Year 2005



PURCHASE ORDER SUMMARY

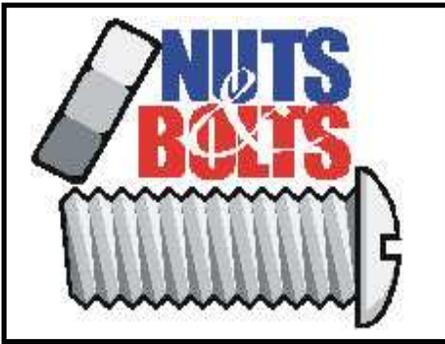
Resident Vendor Analysis:

Vendor	Count (#)	Percent (#)	Value (\$)	Percent (\$)
West Virginia	1,131	64.59%	\$229,212,299.84	59.71%
Non West Virginia	620	35.41%	\$154,668,609.58	40.29%
TOTAL	1,751	100%	\$383,880,909.42	100%

The average purchase order amount for FY 2005 was \$219,235.24.

Agency Analysis:

Top 10 Agencies	Count (#)	Percent (#)	Value (\$)	Percent (\$)
Transportation	540	30.84%	\$141,409,398.46	36.84%
MAPS	159	9.08%	\$51,030,097.39	13.29%
DEP	170	9.71%	\$48,042,414.88	12.51%
DHHR	277	15.82%	\$44,506,843.89	11.59%
Administration	94	5.37%	\$26,731,162.06	6.96%
Commerce	130	7.42%	\$18,416,043.64	4.80%
Education	96	5.48%	\$6,520,430.53	1.70%
Revenue	45	2.57%	\$5,239,602.86	1.36%
Education & the Arts	55	3.14%	\$3,480,009.01	0.91%
Agriculture	41	2.34%	\$1,764,867.73	0.46%
Others	144	8.22%	\$36,740,038.97	9.57%
TOTAL	1,751	100.00%	\$383,880,909.42	100.00%



Certification of Non-Conflict of Interest Revised, Offering Guidance to Evaluators

The Certification of Non-Conflict of Interest, which initially went into effect in February of 2003, has been clarified to provide more guidance to contract evaluators.

The revised certification, which is now available on the state's Intranet site at <http://intranet.state.wv.us/form/default.htm> (forms page), details the levels of possible conflict that are required to be disclosed.

According to the revised certification, each individual charged to evaluate or serve as members or advisors of an evaluation committee must acknowledge any and all relationships of any type (business, personal, etc.) with any vendor or vendor-related personnel. Failure to disclose this information may result in disciplinary actions, including but not limited to termination.

In addition, the form explains the circumstances of violating §5A-3-28 of the *West Virginia Code*. The certification must be submitted as follows:

Requests for Proposals/Expressions of Interests: The evaluator(s) must submit this certification with the technical evaluation.

Requests for Quotations and All Other Transaction Types: The evaluator(s) must submit the Certification for Non-Conflict of Interest, along with the recommendation for award, to the Purchasing Division.

Questions relating to the certification may be directed to Karen Byrd, Director of the Acquisition of Acquisition and Contract Administration, at (304) 558-4317 or via e-mail at kbyrd@wvadmin.gov.

♦ Vendor Protests

During fiscal year 2005, 42 protests were filed against contracts/purchase orders issued by the Purchasing Division. This figure equates to 2.38% of the 1,751 purchase orders for this period. The largest number of protests (20) were filed against agency blanket contracts. In addition, there were five construction contracts, six requests for proposals, nine regular purchases and two expressions of interest. Statistics indicate 30 of the protests were denied and two were withdrawn by the vendor.

♦ Travel Reimbursement

Effective November 10, 2005, the state mileage reimbursement rate for business travel was changed from 48.5 cents to the previous rate of 40.5 cents, due to the lowering of gasoline prices in the state.

♦ Enterprise Rental Car

Enterprise, the state contractor for rental cars, has joined with the State Credit Union in a special venture. During the month of January 2006, any employee who purchases a vehicle from Enterprise Car Sales and finances through the State Credit Union will be eligible for their choice of a complimentary remote starter or \$200 deposited into a shared draft account. For more details, call the State Credit Union at (304) 558-0566.

Purchasing Reform

Continued from Page 1

"Tackling process issues and Code statutes that have been in place for more than 30 years is a tough challenge, but can be accomplished with the help and support of all parties in the process as well as our state legislators."



In addition to the participation and open communication within state government, a private consulting group, Public Works, has been contracted to conduct a government performance review of the process. Their recommendations will be considered and included in the legislative offering during the

upcoming session.

The Buyers Network will keep our readers informed on the progress of this initiative which will affect all state agencies and vendors participating in the state purchasing process.

"It is encouraging to see the active involvement of our agency partners and the vendor community. Tackling process issues and Code statutes that have been in place for more than 30 years is a tough challenge, but can be accomplished with the help and support of all parties in the process as well as our state legislators."

**Dave Tincher, Director
WV Purchasing Division**

Current Statewide Contract Update

(As of November 15, 2005)

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 Senior Buyer Betty Francisco at (304) 558-0468 or via e-mail at bfrancisco@wvadmin.gov.

Contracts Awarded

Contract	Description	Vendors	Effective Date
ERCYCL06	Electronic Recycling	Environmental Waste Specialist	11/01/05
MV06 [A-H]	Motor Vehicles	Chenoweth Ford, Country Club Chrysler, General Truck Sales, Glen Dale Motor Co., Jack Garrett Ford, Matheny Motors, Randy Marion Pontiac Buick, Stephens Auto Center	11/15/05
TOOLS06	Tools	Hagemeyer	12/01/05
RTIRE06	Retread Tires	Appalachian Tire Products	12/01/05
AUD052942	Procurement Card	Citigroup	11/10/05

RFQs Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
PAPER06	Paper Products	11/10/05	12/13/05
HOUSE06	Cleaning Supplies	11/29/05	12/13/05

Miscellaneous Action on Statewide Contracts

Contract	Description	Vendor	Comment
DIGCOP04B	Copiers	Lanier Worldwide	Change Models
FUEL05 [A-C]	Gas/Diesel Fuel	Bruceton Pet., Guttman Oil, Tri-State Pet.	Add Federal LUST Tax; Clarify Pricing on Diesel
AUDIT01	Single Audit	Ernst & Young	Additional Work
FOOD04	Food Products	JA Wendling	Update Pricing
WAN04	Wide Area	Verizon	Add Price List to Cover Maintenance
MV06 [E, H]	Motor Vehicles	Jack Garrett, Stephens Auto	[A] Remove Class 17; [E] Add Class 17

Contracts Under Evaluation

Contract	Description	Bid Opening	Under Evaluation
LABSUP06	Laboratory Supplies	10/18/05	Yes
TCARD06	Travel Card Services	10/20/05	Yes
IP06	Computers, Printers	11/01/05	Yes

Contracts Renewed

Contract	Description	Vendor	Expiration Date
RSHEET05	Reflective Sheeting	3M	12/31/06
LAN04D	Local Area Network Software, Hardware and Service	Foundry Networks	12/14/06
LIGHT03	Lights, Ballasts	Wesco Distribution	12/31/06
ORACLE01	Oracle Software and Support	Oracle	08/31/06

Contracts Extended

Contract	Description	Vendor	Extension Date
TCARD02	Travel Card Bank Services	United Bank	02/28/06

Contracts Reviewed

DECEMBER

AUDIT	Single Audit Services
CLRM	Classroom Furniture
CEREAL	Cold Breakfast Foods
CPIPE	Corrugated Pipe and Bands
CRENTAL	Car Rental Services
DFS	Disposable Food Supplies

JANUARY

FLRCOV03	Carpet and Rugs
SANPAP05	Sanitary Paper Supplies
SELECT04	Microsoft Products - Sold under Microsoft Select Agreement

PURCHASING CONNECTION

Statewide Contract Spotlight
Continued from Page 3

High Approval Rating Received by Conference Participants



With more than 200 agency procurement personnel attending the 2005 Agency Purchasing Conference in October at Mountaineer Race Track and Gaming Center, the evaluation responses assured the Purchasing Division that the expectations of the conference participants were met and, in many cases, exceeded.

Results indicated 96 percent of the respondents rated the conference organization as 'good' (40 percent) or 'excellent' (56 percent).

Equally, the rating was high for the overall opinion of the conference, with 92 percent of respondents offering a rating of 'good' (47 percent) or 'excellent' (45 percent).

"After each training initiative we offer, it is important to us to find out what our participants liked and disliked," said Purchasing Director Dave Tincher. "We learn from those who attend as to how we may continue to perfect our efforts."

From the evaluation responses, some participants noted the length of the conference (four days) was difficult to adjust their workload. In planning the division's future training, conference coordinators will attempt to consolidate the workshops, group sessions and other events into a smaller time frame.

This year, the Purchasing Division went strictly to an online reservation process, with assistance from the

State Treasurer's Office for electronic payment. This change was well received from the participants, with 100 percent rating the conference reservation process as 'good' (26 percent) or 'excellent' (74 percent).

Some of the comments from the participants included:

- Guest speakers were very informative.
- Cabinet Secretary Ferguson (of the Department of Administration) was willing to 'understand' purchasing.
- The conference was very well organized and classes were easily accessible.
- The Purchasing staff was willing to discuss all issues.
- It was beneficial meeting other state employees and sharing ideas.
- The conference was well organized with excellent speakers. It was interesting.

The Purchasing Division extends its gratitude to our agency participants, guest speakers, and staff members for their cooperation in making this year's training event a success!



down here if we need them."

With its corporate headquarters located in Parkersburg, Family Carpet is owned and operated by Rob Parrish, who keeps in close contact with his personnel. Parrish said he is proud of the fact that complaints are nearly non-existent.

Dennis Stewart, Special Projects Coordinator for the General Services Division, said that he has worked with Family Carpet for numerous years. His experience is that they always try to take care of the needs of the state in a timely, professional manner. "We are very pleased with their service," Stewart said.

Recently, Family Carpet installed a complex basketball floor for the West Virginia Children's Home in Elkins. Wanda Siler, Assistant Director for the Home, said prior to using Family Carpet on other jobs, we used another company and the floor was not installed appropriately. Family Carpet, though, has done the job right. "They prepared the floor before putting down the tile," she said. "We are very pleased with it."

For questions or more information, contact:

Mark Porter
Family Carpet
6720 MacCorkle Avenue
St. Albans, WV 25177

(304) 541-4827 Cell
(304) 766-9190 Fax
FAMILYCARPET@aol.com

This contract is available on the purchasing web site at <http://www.state.wv.us/admin/purchase/swc/TEMP.htm>. Prior to using any statewide contract, agencies are strongly encouraged to check the website for contract provisions that may apply.

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, 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: dholley@wvadmin.gov



Name _____
Organization _____
Address _____
Telephone Number _____
E-Mail Address _____
Need Information about _____

In This Issue... Did You Read About?

- Three focus groups have been formed to discuss issues relating to purchasing reform...**See Page 1.**
- Statewide Contract Spotlight:** Family Carpet Offers State Agencies Quality and Service.. **See Page 3.**
- In FY05, nearly 65% of contracts issued by the Purchasing Division were awarded to WV vendors...**See Page 4.**
- The Non-Conflict of Interest Certification has been revised...**See Page 5.**
- Current Statewide Contract Update...**See Page 6.**
- The 2005 Agency Purchasing Conference was a success...**See Page 7.**

STATE OF WEST VIRGINIA

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