

# 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

## Education and Networking Coincide During the 2005 Agency Purchasing Conference



More than 220 representatives from various state agencies attended the 2005 Agency Purchasing Conference on October 24-28 at Mountaineer Race Track and Gaming Center in Chester, West Virginia.



**Learning from each other...** State agency procurement professionals had ample opportunity to discuss issues relating to their job during the conference.

### STATE PURCHASING REFORM UPDATE

The State Purchasing Reform Initiative moves at rapid speed to prepare for the upcoming 2006 Legislative Session. See the "Director's Comments" for the latest!

The focus of the conference was on learning and networking, both of which were accomplished during the week's events. Aside from the workshop sessions ranging in topics, several group sessions were included in the itinerary which allowed for valuable information to be disseminated to all participants at once. Topics discussed during the group sessions included an overview of changes and future projections of the state's technological efforts offered by Chief Technology Officer Kyle Schafer; recent changes to the State Ethics Act offered by Ethics Directory Lewis Brewer; the upcoming initiative of purchasing reform offered by Cabinet Secretary of Administration Robert Ferguson; and a discussion on the value of a centralized purchasing organization offered by Mark Hutchison, Interim Administrator of the Ohio State Purchasing Office.

The Purchasing Division staff was available throughout the conference to offer individual counseling



**It's that time again...** More than 220 agency purchasers gathered together at the 2005 Agency Purchasing Conference to learn about purchasing processes and procedures.

## INSIDE...

- **Director's Comment:** Purchasing Reform Long Overdue in State Government
- What's the State Buying?
- **The Common Reasons Why Documents Are Returned to the Agencies**
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# THE PURCHASING DIRECTOR'S COMMENTS



## Purchasing Reform Long Overdue in State Government

By Dave Tincher  
State Purchasing Director

With some purchasing laws written more than 50 years ago, the Purchasing Division is eagerly awaiting the reform initiative that has just begun.

A public hearing was conducted on October 19 at the Cultural Center, with both vendors and agency representatives present to express their viewpoints. The issue was clear...the process needs to be brought into the 21st century.

The key to a successful reform is to solicit the input of all participating

parties. At this time, there are three working groups tackling this reform effort, a group of vendors, agency representatives and an internal work committee within the Department of Administration. In addition, a private consulting group, Public Works, is working on a government performance review on the state purchasing process.

An appropriate tagline for this effort is *Positive Change for a More Efficient and Effective Government*.

There are millions of dollars in potential savings expected from this reform, as a result of leveraging the buying power of the state and eliminating non-essential tasks that result in loss of productivity and time.

In addition to the work groups, the internal committee is collecting data from other states, such as New Mexico, Idaho and Virginia, national purchasing organizations, and the Model Procurement Code.

Some of the suggestions raised thus far include allowing for multi-state contracting, eliminating dual bid receipt, increasing the development of statewide contracts, offering reverse auctions, requiring contract management for large contracts, and clarifying the Code for vendor suspension and debarment.

In addition, it is important to acquire a state-of-the-art electronic procurement system to assist in streamlining the process and to staff the Purchasing Division adequately with buyers, inspectors, a contract manager, lawyer and accountant.

It is my hope that this change will encourage the flexibility that is needed in procurement, but, as Cabinet Secretary of Administration Robert Ferguson indicated during his presentation on this reform at our 2005 Agency Purchasing Conference, to ensure integrity in the process through safeguards and internal controls.

If you have any ideas or suggestions for this purchasing reform effort, please contact me or any member of our staff so your voice may be heard. These changes will affect each and every one in state purchasing, from the agency purchaser to the Purchasing Division buyer to the supplier.

This is our process. Let's work together to make it more efficient and productive for all.

## 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.)

- ◆ **Department of Administration**  
Request to repair the stairwells in the Capitol Building's northeast, northwest and southeast areas.
- ◆ **Department of Education**  
Request to provide 219 bunk beds with mattresses and springs for the Cedar Lakes Conference Center.
- ◆ **Educational Broadcasting Authority**  
Request for traffic, programming and scheduling software for PBS member station digital multicast and high definition management.
- ◆ **Division of Juvenile Services**  
Request to provide an adventure-based program to the Division of Juvenile Services.
- ◆ **Department of Health and Human Resources**  
Request for an open-end contract for needles and syringes.
- ◆ **All State Agencies**  
Request to provide personal computers and other equipment.
- ◆ **Division of Corrections**  
Request to install high security fencing at the Martinsburg Correctional Center.

## Snelling Personnel Services Assist State Agencies in Meeting their Temporary Employment 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.*

Snelling Personnel Services is a full service staffing agency equipped to meet personnel needs under the statewide contract for temporary personnel services (TEMP04J).

The contract offers services based on four geographical regions offering 10 specific job classifications commonly required by state agencies; therefore, Snelling Personnel Services is one of 13 vendors serving this statewide contract.

Snelling was awarded the following job classification services in Region 2, which includes Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane, and Jackson Counties:



- Accounting Technician 2
- Administrative Services Asst. 1
- Data Entry Operator 1
- Executive Secretary
- Health Service Worker
- Office Assistant 1
- Office Assistant 3
- Paralegal
- Word Processor

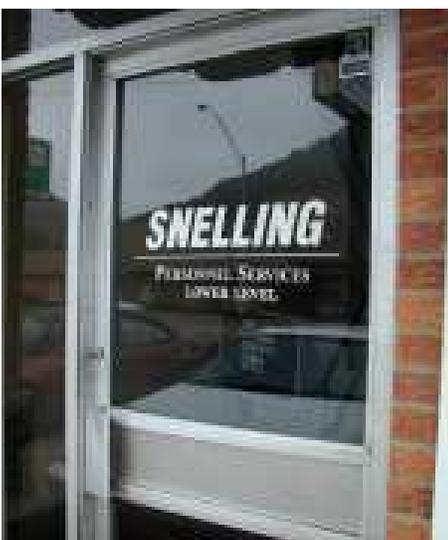
April Konieczny, Snelling's Charleston office manager, explains they have been doing business with the state for more than five years. "Being able to work with the state and keeping a good rapport with them has been an excellent way to gain other business," she said. "If a state agency is looking for someone, all they need to do is call and we can usually fill the spot within 45 minutes, which is our goal."

Snelling uses an application process that has been in practice for 50 years. The applicants fill out a detailed application, after which they are tested on the skills they possess. The potential employee is

**Personnel Manager Cherry Jones (r) discusses possible prospects for Snelling Personnel Services with Account Manager Cindy Easter (l).**

interviewed by a certified personnel manager who also performs a minimum of two reference checks. Once the applicant has completed these requirements, they are hired and put to work.

Located at 3624 MacCorkle Avenue in Kanawha City, Snelling Personnel Services hires employees based on the following guidelines. The employee remains on Snelling Personnel Services' payroll for as long as needed at this status. The statewide contract has a 1,000 limit per temporary placement. With this employee, Snelling offers an eight-hour guarantee. If an agency is not pleased with their performance, there is no charge for the first eight hours worked.



**Snelling Personnel Services is located on the lower level of 3624 MacCorkle Avenue in Kanawha City.**

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## 2005 Agency Purchasing Conference

Continued from Page 1

to the agency representatives. A one-on-one consultation session was scheduled for this type of discussion; however, the agency representatives quickly learned that our staff members were readily available at all times throughout the conference.

The topics of the workshop sessions included: agency purchases, change order process, Correctional Industries' services, fleet management, inventory management, problems and solutions, process checklists - what's required and why we send things

back, purchasing for beginners, purchasing methodology, Purchasing Division's website and systems, requests for proposals, statewide contracts, surplus property, travel management and vendor registration.

A new session offered this year was the buyer and dedicated agency meetings. During the one and a half hour time frame, our buyers met with the agencies for which they serve. In July of 2004, the Purchasing Division changed the manner for which the buyers procured goods and services. Previously dedicated to a particular commodity, the buyers began working for specific agencies, offering better customer service to our agency partners.

The Purchasing Division would like to thank our participants, guest speakers and staff members who made this year's purchasing conference a success!



**Purchasing Director Dave Tincher welcomed more than 220 agency purchasers to this annual training event.**

## It's All About Teamwork!...Agency Panelists Share Their Experiences and Knowledge



Planning a statewide conference takes organization, time and, equally important, valuable information to be shared with the participants.

For the latter challenge, the Purchasing Division extends our gratitude to the agency procurement officers who

agreed to share their experiences and knowledge. During the two workshops, they provided valuable information relating to their agency's internal controls and procedures.

Our agency panelists are pictured (l-r): Jamie Adkins of the Department of Environmental Protection; Carole Woodyard of the State Police; Purchasing Director Dave Tincher; Beverly Carte of the Division of Natural Resources, and Phillip Uy of the Department of Education.

## Conference Evaluation...Have you Returned Yours?

If you have not yet completed your conference evaluation form, we anxiously await your comments! Forms were included in your conference packet; however, if you need another copy, please contact Diane Holley at 558-0661 or via email at [dholley@wvadmin.gov](mailto:dholley@wvadmin.gov). Your feedback is valuable to us!

## Secretary Rob Ferguson Provided an Outline of Purchasing Reform Effort



Cabinet Secretary of Administration Robert Ferguson shared his views and goals for the purchasing reform initiative. He explained that changes to the State Code are just a part of the reform process. Changes to processes and procedures are the key to provide speed and flexibility, while maintaining proper safeguards.

## Training Opportunities at a Quick Glance...



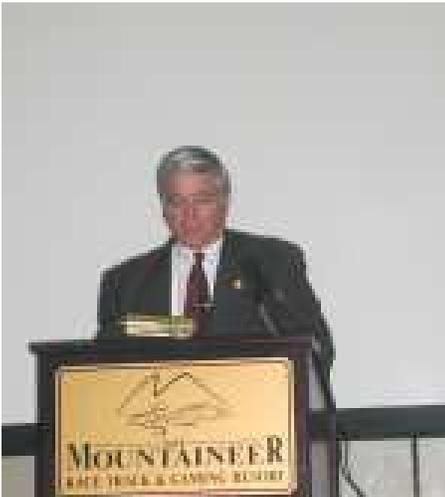
**Janice Boggs offers details on the Fleet Management Office.**



**The agency/buyer meetings allowed Mike Sheets to discuss issues with DHHR representatives.**



**During the "Problems and Solutions" class, an open forum included a variety of issues from the audience.**



**Ethics Director Lewis Brewer explained the recent changes in the State Ethics Act.**



**Ohio's Interim Purchasing Administrator Mark Hutchison addressed agency purchasers.**



**CTO Kyle Schafer stated technology is going through a similar reform as purchasing.**



**Group meals were a productive way to network with other agency purchasers throughout the conference.**



**Workshop sessions targeted specific topics, such as Surplus Property offered by Ken Frye.**

# Current Statewide Contract Update

(As of October 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](http://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](mailto:bfrancisco@wvadmin.gov).

## Contracts Awarded

Contract	Description	Vendors	Effective Date
<b>SYSFURN05</b> [A-H]	System Furniture	Allsteel, Capitol Business, Contemporary Galleries, Franklin Interiors, GF Office, Kimball, Krugar International, and Trendway	10/01/05
<b>JITLECT06</b>	Just In Time Lectures	MPL Corporation	11/15/05
<b>LADPLAT06</b>	Platform Step for Ladders	Ladder Platforms International	10/01/05
<b>PC06</b> [A-C]	Police Cruisers	Country Club Chrysler, Hurricane Chevrolet, Stephens Auto Center	10/15/05

## RFQs Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
<b>IP06</b>	Computers; Printers	10/14/05	11/01/05
<b>RTIRE06</b>	Retread Tires	10/19/05	11/08/05
<b>TCARD06</b>	Travel Card Services	09/29/05	10/20/05
<b>CABLE06</b>	Computer Cable and Connections	---	CANCELLED

## Miscellaneous Action on Statewide Contracts

Contract	Description	Vendor	Comment
<b>DIGCOP04</b>	Copiers	Ikon Office Solutions	Model Change
<b>LAUNDRY05</b>	Laundry Products	Ecolab	Correct Item Number
<b>DIGCOP04B</b>	Copiers	Lanier Worldwide Inc.	Model Changes
<b>OIL05</b>	Oil/Lubricants	Harris Oil Company	Price Change
<b>DIGCOP04H</b>	Copiers	Xerox Corporation	Model Changes
<b>SELECT04</b>	Microsoft Software	Software House International	Price Changes

## Contracts Under Evaluation

Contract	Description	Bid Opening	Under Evaluation
<b>AUD052942</b>	Procurement Card	07/19/05	Yes
<b>ERCYCL06</b>	Electronic Recycling	10/06/05	Yes
<b>LABSUP06</b>	Laboratory Supplies	10/18/05	Yes
<b>TOOLS06</b>	Tools	10/18/05	Yes
<b>MV06</b>	Motor Vehicles (2005)	10/18/05	Yes

## Contracts Renewed

Contract	Description	Vendor	Expiration Date
<b>TRAVEL04</b>	Travel Services	National Travel	09/30/06
<b>LAN04</b> [A, E-H]	Local Area Network Software, Hardware and Service	Advanced Technical Solutions, Netranom Connections, Pomeroy Computer Resources, SESCO Electronics, Verizon Network Integration	12/14/06
<b>NTIRES05</b>	New Tires	Goodyear Tire & Rubber Company	10/14/06
<b>WVARF04</b>	State Use Products	West Virginia Assoc. of Rehabilitation Facilities	09/30/06

## Contracts Extended

Contract	Description	Vendor	Extension Date
<b>FINEPAP02</b> [B-C]	Paper	Unisource, Xpedx	12/31/05

## Contracts Reviewed

### NOVEMBER

**MA02SW04** .....Crystal Software - Business Objects America

### 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

# PURCHASING CONNECTION

## Purchasing Division Recognizes Two Outstanding Recipients

### **2005 Agency Procurement Officer of the Year**

#### **DNR's Diana Joseph Honored for Dedication and Service**

Diana Joseph, a procurement officer for the Division of Natural Resources, was selected as the **Agency Procurement Officer of the Year** for 2005.

This year marks the tenth year the Purchasing Division has offered this award which recognizes one individual who has demonstrated professionalism and quality performance in the state's governmental purchasing field. This program focuses on the value of the expertise and cooperation of those individuals at the agency level who handle their daily purchasing operations.

The criteria used to select the **Agency Procurement Officer of the Year** includes tenure, performance, communication skills, internal training efforts, cooperation with her agency and the Purchasing Division staff, creating a positive image, good purchasing practices and participation in professional organizations.

With more than 15 years of public purchasing experience, Joseph is described by her co-workers as a problem solver, an overachiever, dependable, and ethical. She has demonstrated throughout the years excellent customer service within state government and to the vendor community.



### **2005 Partner in Purchasing**



#### **Lottery's Patty Mills Awarded Honor**

Patty Mills, Inventory Coordinator for the Lottery Commission, is our 2005 **Partner in Purchasing** recipient. Although this award has similar criteria as the **Agency Procurement Officer of the Year**, the focus is not on procurement but in other programs which the Pur-

chasing Division administers, such as travel, fleet, inventory management, purchase order encumbrance, surplus property and automation. This is the sixth year this award has been offered.

With 30 years of state government experience, Mills performs her work consistently, professionally, with courtesy and kindness. She networks with others responsible for maintaining their agency's inventory. She keeps up-to-date on rules and regulations governing inventory procedures.

Her enthusiasm has been described as 'infectious,' always eager to help others. In her role as coordinator, she explores all possibilities to determine the best solution to any given situation, while adhering to the guidelines and strict economic policies.

Congratulations to Diana and Patty for their valuable, dependable service!

### **Statewide Contract Spotlight**

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For additional information or if you have questions concerning the services offered by Snelling Personnel Services under this statewide contract, please contact:

Cherry L. Jones  
Personnel Manager  
Snelling Personnel Services  
3624 MacCorkle Avenue, SE  
P.O. Box 4522  
Charleston, WV 25304  
(304) 925-1818  
1-800-890-9687

**[www.snelling.com](http://www.snelling.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



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Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Need Information about \_\_\_\_\_  
\_\_\_\_\_

## In This Issue... Did You Read About?

- More than 220 agency purchasers attended the 2005 Agency Purchasing Conference...**See Page 1.**
- The State Purchasing Reform Initiative requires all parties to get involved and have their voices heard...**See Page 2.**
- Statewide Contract Spotlight:** Snelling Personnel Services Assists State Agencies to Meet Temporary Employment Needs...**See Page 3.**
- Current Statewide Contract Update...**See Page 6.**
- Congratulations to DNR's Diana Joseph and Lottery's Patty Mills for being honored for our purchasing recognition programs...**See Page 7.**

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