

# THE BUYERS NETWORK

JULY 2006 - VOL. 16, ISSUE 7

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

Purchasing Division Continues to Progress Electronically

## Vendor Bids Now Available Online After Openings



With the elimination of the dual bid receipt for which vendors must provide the State Auditor's Office with a duplicate copy of their bid, the Purchasing Division has established a process by which bids are available electronically after the bid openings.

Agency purchasers may view the bids received at all bid openings conducted by the Purchasing Division at:

[http://www.state.wv.us/  
admin/purchase/bids](http://www.state.wv.us/admin/purchase/bids)

By offering the bids electronically at the division's website, vendors, who previously would review the

bids of their competitors at the State Auditor's Office, may now perform the same task at the comfort of their own computer in their office or home.

The elimination of the dual bid requirement was the result of changes in the **West Virginia Code**, which took place during the Regular Session of the State Legislature.

In the past, vendors' bids had been disqualified due to mishaps relating to this requirement. Because all bid openings are open to the public, the need for the dual bid receipt was no longer necessary.

The Purchasing Division is pleased to provide yet another effort in enhancing its service and efficiency to our customers!

## Legislative Rules Currently Available in Emergency Format and for Public Comment

The Purchasing Division has filed with the Secretary of State's Office the Legislative Rule for Purchasing, both in emergency format and for public comment as part of the approval process with the Legislative Rulemaking Committee.

The rules may be viewed at the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/announcements.cfm>.

The public comment period ends at 9 a.m. on Monday, July 17, 2006.

All state agency purchasers are encouraged to examine the rule and offer any comments accordingly.

In addition, the two Legislative Rules relating to the Surplus Property Unit, addressing cannibalization and waste disposal of state property, are also in the approval process of the Legislative Rulemaking Committee. Please note the comment period for these two rules will conclude at 9 a.m. on July 6, 2006.

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# THE PURCHASING DIRECTOR'S COMMENTS



## Training Options Being Considered by Staff

By Dave Tincher  
State Purchasing Director

Since the changes from Purchasing Reform went into effect on June 8, 2006, our staff has received numerous inquiries relating to training.

As to be expected, within a short amount of time, our division has not only had to address the changes to

the *West Virginia Code*, resulting in the creation of a new Legislative Rule and, in the near future, a revised handbook, but also has had to respond to other reform initiatives.

Some of these initiatives include e-procurement, online solicitations, and establishing new procedures for such processes as bid openings.

It is our hope to quickly implement the tasks at hand so our staff may possibly be able to offer a short informational meeting this fall.

We will notify our agency purchasers of any training opportunities in the future through this publication and electronic mail correspondence.

Your patience and cooperation is requested by our staff during this transitional period.

## Agency Inventory Certification Required Each July 15<sup>th</sup>

In accordance with §5A-3-35 of the *West Virginia Code*, the "head of every spending unit of state government shall, on or before the fifteenth day of July each year, file with the director an inventory of all real and personal property, and of all equipment, supplies and commodities in its possession as of the close of the last fiscal year, as directed by the director."

This requirement is coordinated through the agency inventory coordinators who work closely with the Surplus Property Unit. Agencies are required to complete an annual Inventory Certification Coversheet and submit to the Surplus Property Unit no later than July 15th.

A certifiable inventory is identified as a true and accurate statement from the department head or designee verifying:

- ♦ the date the last physical inventory was last taken of all equipment under the department's head jurisdiction. Please note that a physical inventory is required once every three years;
- ♦ all assets under the department

head's jurisdiction as of June 30th, with an acquisition cost of \$1,000 or more were entered into the WVFIMS Fixed Asset System for the current fiscal year, and;

- ♦ all obsolete assets under the department head's jurisdiction were retired in accordance with policy, procedures and guidelines.

Every agency head is responsible

for appointing an agency inventory coordinator and registering the coordinator's name with the Surplus Property Unit. The agency coordinator is responsible for maintaining the agency's inventory and submitting proper and timely information to the Surplus Property Unit as required. In addition, the coordinator must notify and train employees within their agency on the inventory procedures.

## MoneyWise...

### Tips for the Thrifty

#### College Savings Plan Changes

Prepaid college plans allow parents to lock in tuition at today's rates. Before a recent ruling, however, every dollar in such a plan could cost parents and students a dollar of financial aid. That has changed.

Now, just as in a Section 529 college savings plan (allows parents to invest money for education that grows tax-free), both plans only deduct 5.6 cents per dollar of financial aid for which the student is eligible.

Of 19 prepaid plans on the market, 18 are sponsored by states. The other is the independent 529 Plan, which locks in today's tuition at 255 private universities, including Princeton and Rice.

## Pomeroy Computer Resources Enjoys Positive Relationship with the State

Pomeroy Computer Resources, a national service provider, has been enjoying a longstanding relationship with the State of West Virginia for more than nine years now. Since 1997, they have held a statewide contract for information processing equipment (IP). They are currently one of the vendors for this contract providing various computer components and implementation services to state agencies.

Of those nine years, Bill Rutherford has served as the Regional Vice President offering IT solutions to government, education and commercial companies.

"We do a fair amount of business with the state through the IP04 contract," Rutherford said. "Our services basically include providing printers, workstations and servers, but we also install them at the customer site and build custom images for the people. Today, we're

doing more business with the state."

Pomeroy's coverage stretches from New York to California and goes into Canada and Puerto Rico as well. About 4,000 employees help provide all types and levels of Information Technology (IT) to its customers.

One of their most recent accolades was being recognized by Gartner, Inc., for their Help Desk efforts and Deskside Support Solutions which Rutherford said gives them credibility as being a national player. Gartner is the world's largest Information Technology research and advisory company. Its clients have access to the insights of more than 1,000 technology experts and network with peers all over the world at events and in executive programs.

Although the main office is headquartered in Hebron, Kentucky, Rutherford said he views their com-

*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.*

**West Virginia Code, §5A-3-5**, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. **No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.**

pany as a West Virginia company. "I think we may sometimes get tagged as being an out-of-state company just because we're headquartered in Hebron, Kentucky. But, we have physical locations both here in Charleston and in Morgantown. All our employees are from West Virginia and all our revenue gets counted for in the state for which we pay taxes. So, we hope people we'll begin to see us as an in-state vendor."

Kathy Boone, Assistant Director for the West Virginia Department of Education Office of Technology, expressed her positive experience with Pomeroy and their services. "Pomeroy's work is comprehensive. They've been in every secondary school in West Virginia and know many teachers and staff on a first-name basis. They know West Virginia well. Anytime we call, Pomeroy is there," she said.

For additional information on this statewide contract, please contact:



**Bill Rutherford has served as Pomeroy's Regional Vice President since 1997 when it first came to West Virginia. Since that time, Pomeroy has held a statewide contract with the State of WV providing various computer components to state agencies as well as implementation of their products.**

**Continued on Page 5**

# Current Statewide Contract Update

(As of June 15, 2006)

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

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
CANLINE06	Trash Can Liners	All American Poly	06/01/06
MSMASTER	Microsoft Master Services Agreement	Microsoft Corp.	03/01/06
FILTER07	Automotive Filters	Vehicle Maintenance Program	08/01/06

## Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
TCARD	Travel Card Services	10/20/05	Yes
ITECH06	IT Temporary Workers	03/14/06	Yes
LABSUP06	Laboratory Supplies	03/14/06	Yes
MEDSUP06	Medical Supplies	05/11/06	Yes

## Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
ABATMNT06	Asbestos Abatement	06/19/06	07/06/06
CELPON07	Cellular Telephones and Service	06/30/06	07/19/06

## Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
IP04B	Information Processing Equipment	Ncompass Networks	08/31/07
FUEL05A/B	Fuel	(A) Bruceton Petroleum (B) Guttman Oil	06/30/07
OIL05	Oil	Harris Oil Co.	12/31/07
CPIPE	Corrugated Pipe	Contech Construction	03/31/07

## Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
AUDIT01	Audit Services	Ernst & Young	02/28/07

## Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
DATA05B	Data Circuits	Frontier Comm.	Added bonded frame relay services
DIGCOP A/H	Copiers	(A) Sharp Electronics (H) Document Solutions/Xerox	(A) Sub models; (H) Name/address change
FOOD04A	Food	JA Wendling	Change price list

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products included in each contract.

### JULY

DCBATT ..... Dry Cell Batteries  
 FOOD ..... Canned Foods, Coffee and Staple Groceries  
 SYSFURN ..... Modular Furniture  
 WVARF ..... Mandated Sheltered Workshop Services

### AUGUST

WAN ..... Wide Area Network Hardware, Software and Service  
 JITLECT ..... Multimedia Courseware Development  
 ERYCLE ..... Recycling of Electronic Equipment

## FOR MORE INFORMATION...

### Who Are You Going to Call?

Below is a list of the Purchasing Division buyers who are assigned specific agencies.

Unassigned File ..... **John Abbott** (558-2544)  
 Unassigned File ..... **Michael Austin** (558-2316)  
 File 21 ..... **Krista Ferrell** (558-2596)  
 File 22 ..... **Roberta Wagner** (558-0067)  
 File 23 ..... **Chuck Bowman** (558-2157)  
 File 32 ..... **To Be Determined** (558-0492)  
 File 33 ..... **John Johnston** (558-2402)  
 File 41 ..... **Ron Price** (558-0492)  
 File 42 [SWCs] ..... **Betty Francisco** (558-0468)

## RFP Standard Form Revised to Reflect State Code Changes

As mentioned throughout this issue of *The Buyers Network*, many changes have had to be made recently to reflect the changes to the **West Virginia Code** during the Regular Session of the State Legislature. Another document affected by these changes was the Request for Proposal (RFP) Standard Format.



Bid limit changes, elimination of the dual bid requirement and other issues that were addressed in the RFP Standard Format have been revised as well as minor formatting and grammatical errors corrected.

The RFP Standard Format may be found on the Purchasing Division's Intranet site at <http://intranet.state.wv.us/form/results.cfm>. Simply click on the "RFP Template".

The format was modified to allow agency purchasers to provide vital information in an efficient, consistent manner.

Questions relating to the revised standard format may be directed to Assistant Director Karen Byrd at (304) 558-4317.

## 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 Culture and History**  
Request to provide all work for renovations/additions to the Grave Creek Archeology Complex in Moundsville, West Virginia
- ◆ **Division of Engineering Facilities**  
Request to expand and remodel the Army National Guard office at 1703 Coonskin Drive, Charleston, West Virginia
- ◆ **Division of Highways**  
Request to provide concrete box beams
- ◆ **Department of Health and Human Resources**  
Request to provide a patient security system at Pinecrest Hospital in Beckley, West Virginia
- ◆ **Alcohol Beverage Control Administration**  
Request to provide an open-end contract for hand-held computers, Scanguard G2 (or equal), equipment, development of databases, code modules and documentation

## CTO Details IT Procurements

In accordance to a memorandum dated June 22, 2006, from Chief Technology Office Kyle Schafer, all state entities, with the exception of Constitutional Officers, Higher Education and K-12 as specified in Senate Bill 653, shall request the approval of the Chief Technology Officer (CTO) for, at a minimum but not limited to, the purchase of: servers, storage devices, routers, hubs, switches, firewalls, video conferencing and telephony equipment, including PBX systems.

This mandate also includes, but is not limited to: infrastructure software of all types, whether it be email applications, anti-virus software or any other interoperability applications the CTO deems necessary in the future.

Senate Bill 653 charged the CTO with the responsibility of developing a four-year strategic plan to standardize and consolidate the state's information technology infrastructure. In order to accomplish this goal, the CTO deems it necessary to have all infrastructure purchases, regardless of dollar value, reported to, and approved by the CTO.

### Statewide Contract Spotlight

Continued from Page 3

Bill Rutherford, VP  
Pomeroy Computer Resources  
4013 Washington Street West  
Charleston, WV 25313  
(304) 746-4434  
(800) 227-8798

This contract is available on the purchasing website at <http://www.state.wv.us/admin/purchase/swc>. 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 \_\_\_\_\_  
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Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
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Need Information about \_\_\_\_\_  
\_\_\_\_\_

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