

# 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

## Request for Proposal Process

### **Purchasing Buyers Play Proactive Role in Creation and Evaluation of RFPs**

The use of requests for proposals in public procurement which is limited to high dollar, complex projects is somewhat limited.

Despite the positive reasons for issuing requests for proposals, including the ability to consider technical aspects of the product/service and vendor's experience beyond the cost factor, there are the negative factors as well.

One of the reasons this method of purchasing is limited in use is because of the complexity and subjectivity of the process.

There are two aspects of requests for proposals that are crucial: the writing of the specifications, including necessary mandatory requirements, and the evaluation, which must be consistent and fair.

To assist agencies in utilizing requests for proposals, the Purchasing Division's buying staff will be playing a more proactive role in both the creation and evaluation of request for proposals.

The division buyers will work closely with their respective assigned agencies and attend the technical evaluation meeting at which point values will be designated. The buyers will not be part of the evaluation committee but will serve as advisors to the

process. Agency personnel will need to keep the Purchasing Division buyers abreast of such evaluation committee meetings and schedule accordingly.

In addition, the Purchasing Division strongly recommends agencies who are anticipating the use of requests for proposals to meet with their respective buyer and review the concept and the draft standard format prior to the actual submission. A review of the upcoming request for proposal will allow the Purchasing Division buyer the opportunity to address possible problem areas that could potentially delay the process.

"Our goal is to expedite purchasing transactions in the most efficient manner possible," said Purchasing Director Dave Tincher. "However, we must look beyond the speed of the transaction and assure the taxpayers that the purchase is being processed in accordance with state law and regulations. With the Purchasing Division buyers getting involved at the beginning and end of the process, we are in a better position to make those assurances, while alleviating potential delays that are unnecessary.

For a list of agencies assigned to the Purchasing Division buying staff, please visit our website at <http://www.state.wv.us/admin/purchase/byrassign.htm>. These assignments are subject to change; however, the agency procurement staff will be notified when any changes affect their organization.



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# THE PURCHASING DIRECTOR'S COMMENTS



## Plans for Inspection Unit Underway

By Dave Tincher  
State Purchasing Director

During the purchasing reform efforts which became effective in early summer, issues were raised regarding the staff available to address and, in some cases, enforce the new requirements set in statute and rule.

As a result, the Purchasing Division gained approval to hire two additional buyers, who will assist not only in processing the paperwork necessary, but also to perform research tasks.

Additionally, the division was permitted to resurrect the purchasing inspection unit which, due to lack of funds, has not been fully functional for nearly 15 years.

Beginning this month, new staff will be coming on board, who will be performing the inspection services for the division. This is a function that has been desperately needed and, with the additional funding, our division may now offer these services. Additional information regarding the state agency's role and responsibilities regarding this auditing of state purchasing records will be forthcoming as well as introductions of our new inspectors.

Please note that the inspectors will be serving many different functions in their role. Obviously, they will be reviewing purchasing transactions issued under the delegated purchasing authority to ensure completeness and accuracy. In addition, they will assist by training agency personnel on the proper procedures required.

They will also be able to serve as a resource for questions that the agency procurement staff may have regarding the various programs and services offered by the Purchasing Division. Finally, due to their direct contact with the agencies, the inspectors will be able to see where additional training or changes to current practices need to be addressed.

With the Inspection Unit close to becoming a well-needed reality, I look forward to the implementation of this new facet of our division. With the multiple purposes that the inspectors will be performing in their position, I view these individuals as our new *ambassadors* to the state agencies.

## Next State Surplus Property Auction Set for October 21

The West Virginia State Agency for Surplus Property (WVSASP) will conduct its next absolute auction on Saturday, October 21, 2006, at 2700 Charles Avenue in Dunbar.

Gates open at 9:00 am, with the auction beginning at 10:00 am.

For additional information and a list of merchandise to be sold, please contact WVSASP at (304) 766-2626 or toll-free at 1 (800) 576-7587.

Please note that property will not be awarded through the weekly sealed bid process the week immediately preceding the public auction. Specific merchandise advertised for this public auction will not be available for sealed bids. There are no minimum bids at the auction.

## 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 provide repair/refurbishment design for Building 13, the Piedmont Road parking garage.
- ♦ **Adjutant General's Office**  
Sole source determination to provide anti-terrorism support services to the Adjutant General from September 1, 2006 through August 31, 2007.
- ♦ **Coal Heritage Trail Authority**  
Request to provide development and production of two traveling exhibits, the National Coal Heritage Area and the Underground Coal Mining: *Then and Now*.
- ♦ **Attorney General's Office**  
Request to provide advertising services for the office aimed at educating consumers, concerning their rights.
- ♦ **Division of Highways**  
Request to provide the 2006-2007 and 2007-2008 official state highway map.

Statewide Contract Spotlight...

# Frontier Communications Places Great Value on its Customer Base

Frontier Communications of West Virginia is part of Citizens Communications, a full-service communications provider and one of the largest local exchange telephone companies in the country. It is also one of the vendors awarded the statewide contract for data circuits (DATA05).

This contract with the state includes data services from a 2.4 KB circuit up to and including DS3 circuits; primary rate ISDN for data services which covers the Bluefield LATA.

With these services, Frontier Communications provides a single-point of contact, an installation timeframe, commitments on repair



**Maggie Wilderotter is the Chairman and Chief Executive Officer for Frontier Communications of WV. One of the services Frontier provides under the statewide contract for data circuits (DATA05) is data services from a 2.4 KB circuit up to and including DS3 Circuits.**

and installation and billing for the services.

As a statewide vendor for more than 15 years, Frontier Communications takes pride in maintaining a good working relationship with the individual state agencies.

"Most of the orders are received online and through our customer contacts and relationships," said Communications Manager Karen Miller of Frontier Communications. "This is a fairly simple process that works fine for us."

With local offices in Bluefield, Charles Town, Marlinton, Princeton, St. Marys, Webster Springs and Welch, Frontier Communications provides local telephone service to more than 150,000 customers in 37 of West Virginia's 55 counties.

Frontier Communication's mission is to be the leader in providing telecommunication services to residential and business customers in their markets. These markets comprise many rural and suburban communities whose prosperity depends upon communications.

"Putting customers first and innovative product positioning continues to differentiate citizens in the marketplace," said Maggie Wilderotter, Chairman and Chief Executive Officer for Frontier Communications.

Frontier Communications takes pride in providing:

- efficient, friendly, problem-solving service;
- a dedicated, well-trained staff;
- convenient, one-stop-shopping for many communication products;
- industry-leading innovation and technology;

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information about 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.**

- a reliable and growing communication infrastructure;
- a century of telecommunication experience; and,
- the commitment to deliver the highest-quality products.

"We have been a partner and provider of technology and communication services for a number of years and look forward to a continued relationship in the future with West Virginia state agencies," Miller said.

Josh Tinnell, Information Systems Specialist IV for the Department of Health and Human Services, has

*Putting customers first and innovative product positioning continues to differentiate citizens in the marketplace.*

**Maggie Wilderotter  
Chairman / CEO  
Frontier Communications**

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# Current Statewide Contract Update

(As of August 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>
ABATMNT07 [A-C]	Asbestos Abatement	A - Allegheny; B - AMI C - Astar Abatement	08/15/06

## Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
TCARD	Travel Card Services	10/20/06	Yes
ITECH	IT Temporary Workers	03/14/06	Yes
CELPON	Cellular Telephones	07/24/06	Yes
FLRCOV07	Carpet/Vinyl Tile	08/23/06	Yes

## Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
SYSFURN07	Systems Furniture	08/16/06	09/06/06
DCBATT07	Direct Cell Batteries	08/23/06	08/31/06
SBUS07	School Buses	09/06/06	09/20/06
MV07	Motor Vehicles	None	09/18/06

## Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
FOOD04A	Staple Groceries	A.F. Wendling Inc.	09/14/07
FASTEN05	Fasteners	Fastenal Co.	07/31/07
LADPLAT06	Ladder Platforms	Ladder Platforms International	09/30/07
LDPHONEA	Long Distance Service	Sprint Communications	08/10/07
JITLECT	Multimedia Course Development	MPL Corporation	11/14/07
DIGCOP04 [A-D]	Digital Copiers	A - Sharp Electronics B - Lanier Worldwide C - Komax Business System D - Imagistics International	08/14/07

## Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
INKCRT03	Toners and Cartridges	Impression Products	10/31/06

## Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
OFFICE02	Office Supplies	Office Max	Added new prices and paper list
IP06	Information Processing Equipment	Lenovo	Revise price list
SANPAP05A	Sanitary Paper	Liberty Distributors	Revise packaging
SELECT04	Microsoft Software	Software House Int'l	Revise price list
OIL05	Oil and Lubricants	Harris Oil Company	Revise price list

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

### **SEPTEMBER**

**HOUSE**  
*Household Supplies*  
**IP**  
*Information Processing Equipment*  
**LAN**  
*Wide Area Network*  
**LIGHT**  
*Lighting; Bulbs*  
**OIL**  
*Oils: Motor, Hydraulic, Transmission, Multi-Purpose*  
**PAINT**  
*Paint and Supplies*  
**PAPER**  
*Various Paper*  
**PPHONE**  
*Pay Phone Services*  
**RSHEET**  
*Reflective Sheeting*

### **OCTOBER**

**ALCOHOL**  
*Ethyl Alcohol*  
**MA02SW**  
*Novell*



# PURCHASING CONNECTION

## Value and Goals of Public Procurement

The values held by public purchasers and the goals defined shape the way business is conducted.

According to a poll conducted by the National Institute of Governmental Purchasing (NIGP), the top three values underlying public procurement were identified as integrity, accountability and fairness.

When asked to identify the top three goals of public procurement, the first two surfaced quickly as best value and open, effective competition. The third most important goal identified is process integrity. The goals following included efficiency and effectiveness.

As operations grow and develop, the values and goals held most important by agency purchasers may change. In the next decade, experts predict the possible need to place focus on values such as transparency and goals as ethical supply.

The results of this poll offer a snapshot-in-time that reflects our current understanding of the values and direction that influence our day-to-day operations. Polls conducted by organizations within our professional arena make us stop to think about where our industry is at this time and where we are moving toward in the future.



**304-558-9117**

## West Virginia State Employees Information Line

As part of Gov. Joe Manchin's goal to enhance communication efforts and ensure all state employees have access to vital information in a timely manner, the West Virginia State Employee Information Line (WVSEIL) is now available.

Should an emergency arise, such as an evacuation or severe weather conditions, this information will provide employees with guidance. It may also be used for general information affecting state employees.

The WVSEIL is easy to use. State employees calling from the local Charleston area can call:

**304-558-9117**

State employees from outside the Charleston area may call toll-free:

**1-888-558-9117**

Employees are encouraged to keep the telephone numbers with them and at their residence.

## Staff Begins Work on Temporary Handbook

The Purchasing Division staff is currently working on a temporary Purchasing Division Policies and Procedures Handbook. This version will assist agency purchasers until a revised handbook is completed at a later date.

Additional information on the temporary handbook will be released in an upcoming issue of **The Buyers Network** as well as in a separate email to our readers.

## Statewide Contract Spotlight

Continued from Page 3

been pleased with its service. "Frontier Communications provides data circuits at 31 of our locations throughout the state, using technologies such as Frame-Relay, ISDN (Integrated Services Digital Network) and DSL (Digital Subscriber Lines). These services have proven to be very reliable. Frontier's staff is also efficient and helpful and very well trained," he said.

To order a service, please complete the TCR form on West Virginia's Data 2005 Portal Site.

For additional information, please feel free to contact the following representative:

**Pete Katunas**  
**Frontier Communications of WV**  
**Medium Account Executive**  
**(304) 728-6802**  
**PKatunas@czn.com**

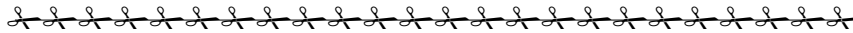
This contract is available on the purchasing website at <http://www.state.wv.us/admin/purchase/swc>. Prior to using any statewide contract, agencies are strongly encouraged to check the website for contract provisions that may apply.

# 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.

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\_\_\_\_\_

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