

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

Purchasing Division Introduces In-House Training Sessions on a Variety of Topics

In 2009, the Purchasing Division will take another important step forward in its outreach efforts to keep agency procurement officers and their staffs apprised of the most recent laws, rules and procedures pertaining to purchasing.

Beginning this month and continuing throughout the year, the Purchasing staff will offer in-house training sessions at the Gaston Caperton Training Center (Building 7) at the Capitol. The sessions are free and open to those involved with the state procurement process. Registration will

be on a first-come, first-serve basis and, so register early! Procurement officers have been sent e-mails and will receive reminder e-mails about the workshops in the coming weeks.

All classes will be 10 a.m. to noon on the day they are scheduled except for the Beginner's Track sessions which will be 9 a.m. – 4 p.m. and the RPF/Mock Proposal which is 9 a.m. – noon. The topics for the training sessions are similar to those offered at the 2008 Agency Purchasing Conference, but the presenta-

tions will be more interactive between the presenter and attendees.

"These in-house training classes will allow us to more readily train procurement officers who are hired throughout the year and for those who are unable to attend our annual conference," said Purchasing Director Dave Tincer. "The in-house training programs will also allow our staff to have more face-to-face interaction with the people they

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Purchasing Division staff members, including Senior Buyer Chuck Bowman shown here at the annual Agency Purchasing Conference, will lead a series of in-house training sessions throughout the year at the State Capitol for procurement officers.

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THE DIRECTOR'S COMMENTS

Purchasing Expands Opportunities For Continued Training

By Purchasing Director Dave Tincher

As 2009 approaches, it is with great pleasure that I announce the expansion of our training efforts. Over the past several months, our staff has been busy with reaching out to our agency partners to create a better understanding of the purchasing law, rule and procedures.

Our 2008 Agency Purchasing Conference was conducted in October at Canaan Valley State Resort and Conference Center with great success. We are currently in negotiations for our 2009 conference event, which, once confirmed, we will share the date and location.

In addition to our annual purchasing conference, which enables state agency purchasers to learn about many different aspects of the state purchasing process, the Purchasing Division has ventured to online training, customized training and in-house training courses.

As many of you are aware, the Purchasing Division created a new online training Vendor Registration Tutorial, which is accessible at www.state.wv.us/admin/purchase/training. At this site, visitors may

also view the presentations offered at the 2008 Agency Purchasing Conference in October. We are working diligently to include audio voice-over technology to these presentations to provide additional instruction.

I am especially pleased that we recently released our new 2009 In-House Training Schedule, which includes more than 20 different courses throughout the year (*see related article on Page 1*). Agency procurement officers are encouraged to register their staff members to participate in these courses, which are free and conducted in Charleston at the Gaston Caperton Training Center (Building 7). This is the first time that the Purchasing Division has offered a curriculum throughout the year locally in the Charleston area. Response thus far from this training initiative has been overwhelmingly positive.

The Purchasing Division continues to seek positive ways to enhance our level of



customer satisfaction. Communication and training are two mechanisms which we feel will assist us in meeting your expectations of our organizations. The Purchasing Division recently communicated with each of our agency designated purchasing liaisons to express our service level commitment. To assure that their needs are met in an effective

and efficient manner, we expressed that it is our intent to take action on all typical transactions received by our buying staff within three business days of receipt. Transactions which are more complex in nature, such as requests for proposals, will require more assessment time.

Through our normal business communication as well as our training efforts, our customer service outreach is high priority. We continue to look at innovative ways to administer our statutory and regulatory requirements in the most efficient and cost-effective manner as possible.

TRAINING

Continued from Page 1

deal with daily. These sessions will be as beneficial to our staff as it will be to our procurement colleagues.”

The classes offered throughout the year will cover the following subjects:

- Beginner's Track (six workshops total or procurement officers with two years or less experience)
- Evaluation and Award Process
- Statewide Contracts
- Vendor Registration
- Basic Purchasing
- Manager Training
- Fixed Assets
- Process Checklists
- Sole Source Process
- Request for Quotations
- Emergency Purchases
- Evaluation and Award Process
- Inspection Services
- Acquisition Planning

- Request for Proposals/Mock Evaluation

The **spring schedule** is as follows:

Beginner's Track (9 a.m. – 4 p.m.)

- Wednesday, January 28: Evaluation and Award Process (10 a.m. – noon)
- Wednesday, Feb. 4: Statewide Contracts (10 a.m. – noon)
- Wednesday, Feb. 18: Vendor Registration (10 a.m. – noon)
- Thursday, March 12: Basic Purchasing (10 a.m. – noon)

For a complete list of classes offered throughout the year with dates, times and course description, or to register for a class, contact Staff Development Specialist Brian Holmes at 304-558-7022 or by e-mail at Brian.J.Holmes@wv.gov.

FY08 Annual Report Now Available Online

The Purchasing Division's Annual Report for fiscal year 2008 is now available on our web site at:

www.state.wv.us/admin/purchase/Annualreport/Annual08.pdf

This report includes highlights of the accomplishments of the Purchasing Division. In addition, the report offers a summary of new purchase orders for the 2008 fiscal year, provides a contact list, and recognizes our Agency Procurement Officer of the Year.

For a complete list of past annual reports for the Purchasing Division, visit:

<http://www.state.wv.us/admin/purchase/Annualreport/default.htm>

West Virginia Purchasing Division

2009 TRAINING REGISTRATION FORM

Name of Participant: _____

Agency Name: _____

Address: _____

City/State/Zip: _____

E-mail Address: _____

Telephone: _____ Fax: _____

CLASSES TO REGISTER:

All classes will be held in Charleston, at the Gaston Caperton Training Center (Building 7)

Spring 2009

- Beginner's Track (9 a.m. - 4 p.m.) - Wednesday, January 28, *Capitol Room*
- Evaluation and Award Process (10 a.m. - 12 noon) - Wednesday, February 4, *Regents Room*
- Statewide Contracts (10 a.m. - 12 noon) - Wednesday, February 18, *Regents Room*
- Vendor Registration (10 a.m. - 12 noon) - Thursday, March 12, *Regents Room*
- Basic Purchasing (10 a.m. - 12 noon) - Wednesday, March 25, *Regents Room*

Summer 2009

- Manager Training (10 a.m. - 12 noon) - Wednesday, April 22, *Regents Room*
- Fixed Assets (10 a.m. - 12 noon) - Thursday, April 30, *Capitol Room*
- Beginner's Track (9 a.m. - 4 p.m.) - Wednesday, May 13, *Regents Room*
- Process Checklists (10 a.m. - 12 noon) - Wednesday, June 3, *Regents Room*
- Sole Source Process (10 a.m. - 12 noon) - Thursday June 11, *Regents Room*

Fall 2009

- Request for Quotations (10 a.m. - 12 noon) - Wednesday, July 8, *Regents Room*
- Emergency Purchases (10 a.m. - 12 noon) - Thursday, July 23, *Regents Room*
- Evaluation and Award Process (10 a.m. - 12 noon) - Wednesday, August 5, *Regents Room*
- Inspection Services (10 a.m. - 12 noon) - Wednesday, August 19, *Regents Room*

Winter 2009

- Statewide Contracts (10 a.m. - 12 noon) - Thursday, November 5, *Regents Room*
- Acquisition Planning (10 a.m. - 12 noon) - Wednesday, November 18, *Regents Room*
- Process Checklists (10 a.m. - 12 noon) - Wednesday, December 2, *Regents Room*
- Request for Proposals/Mock Evaluation (9 a.m. - 12 noon) - Wednesday, December 9, *Regents Room*

Please submit this request to Brian Holmes, Staff Development Specialist, at ***Brian.J.Holmes@wv.gov***, by fax at (304) 558-6026, or by mail to West Virginia Purchasing Division; 2019 Washington Street, East; Charleston, WV 25305. You will receive a confirmation email once your request is processed. For additional information, please contact Brian Holmes by e-mail (see above) or by telephone at (304) 558-7022.

Purchasing Division Finishes Strong in 2008; Prepares for 2009 with a Solid Foundation

The Purchasing Division's accomplishments and highlights of 2008 have set a strong foundation for the agency into 2009.

"This past was definitely an active and positive one for the Purchasing Division," said Director Dave Tincher. "From external influences, such as new purchasing guidelines passed by the state Legislature, to internal initiatives on our part, we took many steps forward to providing our customers and the taxpayers a prudent and efficient state agency."

During the 2008 Regular Session of the Legislature, lawmakers made minor changes to the West Virginia Code as it relates to state procurement. House Bill 4646 clarified the purpose of the Purchasing Division with changes in negotiation, vendor registration and the State Agency for Surplus Property.

The most notable of those changes allows the Surplus Property Unit to sell property to the general public at a posted price throughout the business week similar to a retail establishment. Previously, the general public would have to submit a sealed bid or acquire property at an auction. Now, the general public may purchase items the day a visit is made and not have to wait until the beginning of the following week to see if a bid was successful.

Surplus Property Manager Ken Frye notes this measure alone instantly brought about a substantial increase in sales at the Surplus warehouse in Dunbar. Surplus Property also greatly boosted its sales with the introduction of selling items on the popular online auction site, eBay.

Another vital component added in 2008 was an online training module. A 12-minute course is now available which gives a comprehensive overview on vendor registration. Rather than simply post a PowerPoint presentation with just text, the Purchasing staff developed a step-by-step presentation with narration that explains processes and procedures and shows the various Internet web pages and TEAM system screens a procurement officer would



The Purchasing Division Open House was one of the agency's new initiatives introduced in 2008. Here, Purchasing Division Senior Buyer John Abbott, right, discusses the particulars of a current contract with Bruce Blackhurst, procurement officer at Division of Juvenile Services during the May event.

work with when checking on a vendor.

The Purchasing Division had its first-ever Open House in May. More than 90 state agency procurement officers attended the informal gathering to visit face-to-face with Purchasing staff, particularly buyers and inspectors.

Whereas much was done to improve and enhance the Purchasing procedures and relationships, the Purchasing Division staff had an equally busy year processing administrative functions.

At the close of Fiscal Year 2008 ended, the Purchasing Division received and processed 8,750 vendor registration and disclosure statement forms, renewal notices and vendor updates while 2,707 purchase orders, including open-end contracts and change orders, were encumbered. A total of 3,088 sealed bids from vendors in the

competitive bid process were received during FY 2008. Purchasing added an updated version of Marketing Your Business with the State of West Virginia vendor guide to its Web site along with a new version of the Purchasing Division Procedures Handbook. The Technical Section at Purchasing added a new tool to the Bid Opening Index which provides a central area for all bids received and opened for solicitations since 2006 and a Web page for Contract with Piggyback Provisions.

"Our commitment to provide the best possible service is as strong as ever," Tincher said. "With all the positives steps taken in 2008, it makes for an exciting challenge to exceed those benchmarks in 2009. A challenge I know the Purchasing Division is ready to meet."

HealthCare Financial Accomplishes Goals with Professionalism and Positive Image

HealthCare Financial Services (HFS) was created in 1984 by Charleston Area Medical Center to collect its medical bad debt. The agency proved to be so efficient in its mission that it now provides collection services for more than 200 clients.

One of those clients is the state of West Virginia. HFS is a vendor on the DEBT07 statewide contract to collect debts and claims due the state of West Virginia and/or its spending units. West Virginia Code §14-1-18A empowers the Secretary of the Department of Administration to collect, or cause to be collected, such claims.

HFS has 35 fulltime employees, is located in Charleston and has been a vendor on the statewide contract for almost two years. HFS provides collections services for first placements, second placements, pre-collect and skip tracing to medical and retail clients.

“We strive to provide the best possible service to our client’s and their customers every single day. Our objective



Jill Epstein is sales manager at HealthCare Financial Services, which is a vendor of the statewide contract DEBT07 to collect debts on behalf of the state. HealthCare Financial prides itself on professionalism and projecting a positive image for its company and its clients.

*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.

is to get the best possible return to each client while maintaining a positive image for our client’s, as well as our own corporation,” said Joan Namey, operations manager for HFS. “We work each and every account individually.”

Namey said HFS works on a contingency fee so the company and client can share mutual goals. HFS does not get paid until the client does. She added HFS is currently working with more than a dozen school districts and municipalities among its many clients.

The company carries out its mission as it is fully bonded under the guidelines of the state licensing board and maintains

Errors and Omissions Insurance coverage. The collection staff has received national certification through the National Healthcare Collectors Association. HFS employees have in-services weekly, monthly, quarterly and annually to adhere to state and federal laws as well as internal policies and procedures.

For more information about HealthCare Financial Services, contact Jill Epstein, Sales Manager
1204 Kanawha Blvd E
Charleston, WV 25301
304-388-6807 / 1-800-369-4371
jillian.epstein.camc.org
www.hfscollect.org

HealthCareFinancialServices

Doing Business with the State Begins with Vendor Registration

The first step in doing business with the state is vendor registration. According to West Virginia Code §5A-3-12, vendors wishing to do business with the state must be registered by having a **Vendor Registration and Disclosure Statement** form (WV-1 or WV-1A) on file with the Purchasing Division.

Code of State Rules, CSR 148, states that all vendors are required to register with the Purchasing Division, except for purchasing card vendors providing travel-related services or receiving an aggregate total yearly payment less than \$25,000 from a spending unit.

It is the agency's responsibility to make sure vendors are properly registered with the Purchasing Division prior to issuing a purchase order. Under delegated authority, agencies must retain proof of verification of registration with each purchase order file. This is usually accomplished by taking a screen print from TEAM prior to issuance of the purchase order.

This WV-1 form is to be completed by vendors who wish to participate in the competitive bid process and receive purchase orders exceeding an aggregate amount of \$1,000. The WV-1 form requires payment of a \$125 annual fee. The vendor's check and the WV-1 form are to be mailed directly to the Purchasing Division. Upon payment of this fee, the vendor will receive access to the **West Virginia Purchasing Bulletin**, which contains upcoming bid opportunities and downloadable bid documents.

The WV-1A form is to be completed by vendors supplying sole source commodities and services to West Virginia state agencies or aggregate competitive purchases of \$1,000 or less in any one fiscal year. It is imperative that agencies include their agency name and mailing address on the front page of the WV-1A form prior to sending it to the vendor. The vendor is to complete Part I of the form and return to the requesting agency.

The agency procurement officer should review the form for completeness and legibility, complete Part II, sign the form and forward to the Purchasing Division for processing. All incomplete or illegible WV-1A forms will be returned to the agency procurement officer for disposition. Incomplete WV-1A forms received in the Purchasing Division without the requesting agency name on the front page of the form and with Part II not completed will not be processed but retained temporarily in a pending file.

Part II of the WV-1A form must be completed by the agency and signed by the agency procurement officer.

Agencies are responsible to furnish the appropriate **Vendor Registration and Disclosure Statement** to vendors with which it wishes to do business, whether the business is registering as a

new vendor or updating its vendor registration information with the Purchasing

Division. Agencies should

always furnish the vendor the name and telephone number of an agency contact person in the event the vendor has questions for the agency.

For more information about the vendor registration process, consult Section 5 of the Purchasing Division Procedures Handbook at www.state.wv.us/admin/purchase/Handbook/default.htm. Vendor Registration and Disclosure Statement (WV-1 and WV-1A) forms can be downloaded from www.state.wv.us/admin/purchase/vrc/pforms.htm.



2008 Agency Purchasing Conference Presentations Available on Web Site

The PowerPoint presentations used during the 2008 Agency Purchasing Conference are now available online at the Purchasing Division's Online Training Center at <http://www.state.wv.us/admin/purchase/training>. More than 20 different presentations are available at this site.

The Purchasing Division is in the processing of adding voice-over technology to several of these presentations to provide additional information to our agency purchasers.



Current Statewide Contract Update

(As of December 15, 2008)

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 <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at Jo.A.Adkins@wv.gov.

Out for bid

Contract	Description	Pre-Bid Meeting	Bid Opening
X-RAY09	X-ray film, chemicals and dry media	N/A	12/23/2008
PAPER09	Various paper	11/20/2008	12/11/2008

New Awards

Contract	Description	Vendor	Dates
SBUS09A	School buses	Blue Bird Bus Sales	12/01/08 thru 11/30/09
SBUS09B	School buses	BWAB International LLC	12/01/08 thru 11/30/09
SBUS09C	School buses	Kingmor Supply Inc.	12/01/08 thru 11/30/09
SBUS09D	School buses	Matheny Motor Truck Co	12/01/08 thru 11/30/09
LADPLAT09	Platform steps for ladders	Ladder Platforms International	11/01/08 thru 10/31/09
ABATMNT08D	Asbestos abatement	Astar Abatement Inc.	11/21/08 thru 11/20/09
DIGCOP09A	Digital copiers	Aarons Incorp	12/15/08 thru 12/14/09
DIGCOP09B	Digital copiers	Canon USA Inc.	12/15/08 thru 12/14/09
DIGCOP09C	Digital copiers	Komax Business Systems	12/15/08 thru 12/14/09
DIGCOP09D	Digital copiers	Kyocera Mita America Inc	12/15/08 thru 12/14/09
DIGCOP09E	Digital copiers	Oce Imagistics	12/15/08 thru 12/14/09
DIGCOP09F	Digital copiers	REMCO Sales & Service Inc.	12/15/08 thru 12/14/09
DIGCOP09G	Digital copiers	Ricoh Americas Corp.	12/15/08 thru 12/14/09
DIGCOP09H	Digital copiers	Sharp Electronics Corp	12/15/08 thru 12/14/09
DIGCOP09I	Digital copiers	Superior Office Service	12/15/08 thru 12/14/09
DIGCOP09J	Digital copiers	WV Business Products	12/15/08 thru 12/14/09
DIGCOP09K	Digital copiers	Xerox Corp.	12/15/08 thru 12/14/09

Contracts Extended

Contract	Vendor	Description	Date
WVARF04	WV Assoc. of Rehab Facilities	Statewide contract covering Mandated services	12/01/08 thru 01/13/09
HOUSE06	Winans Sanitary Supply Co Inc	Household cleaners, mops, brooms, buckets, etc.	01/01/09 thru 03/31/09
DIGCOP04H	Xerox Corp	Digital copiers	11/01/08 thru 12/01/08

Renewals

Contract	Vendor	Description	Date
SYSFURN07B	Capitol Business Interiors	System furniture	11/01/2008 - 10/31/2009
SYSFURN07E	Franklin Interiors	System furniture	11/01/2008 - 10/31/2009
HRDEV09	Epiphany Consulting LLC	Electronic Human Resources Assessment Tool	02/01/2009 - 01/31/10

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
FOOD08A	A F Wendling Inc.	Canned foods & staple groceries	To provide updated pricing
IPO8	Hewlett Packard	Computers and monitors	To provide updated pricing pages and contract coordinator information
BEDDING09A	Imperial Bedding	Bedding (all types)	To provide corrected price list
BEDDING09B	Sealy Bedding	Bedding (All types)	To provide corrected price list
XRAY07	Amis Systems, Inc.	X-ray film and supplies	To provide direct replacement for discontinued items

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.

JANUARY

CEREAL08	Cold breakfast cereals
CLRM08	Classroom furniture
CRENTAL08	Car rental services
DFS08	Disposable food supplies – paper cups, napkins, etc.
ERCYCL07	Recycling of electronic equipment
WAN08	Wide area network hardware, software and service

FEBRUARY

RTIRE07	Retread tires and tire repair
SIP2008	Personal computers and peripherals
TEMP07	Temporary services

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: Diane.M.Holley@wv.gov

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

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STATE OF WEST VIRGINIA

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