

2009 AGENCY PURCHASING CONFERENCE

Sept. 29 - Oct. 2 @ Canaan Valley Resort

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

Latest On-Line Training Module Offers the Basics of Purchasing to our Agency Partners

A new on-line training module is now available on the Purchasing Division's Web site. Entitled "Basic Purchasing Narration," this module is a narrated video of screenshots covering the basics of state procurement.

Staff Development Specialist Brian Holmes said the video offers an opportunity for procurement officers to view material offered at the annual Agency

Purchasing Conference or at the in-house trainings. "The video gives procurement agents a chance to save this information to their computer desktops and watch at their own convenience," he said. "For those who may be new to their positions, this allows them to get their feet wet in learning the basics of their job."

The training module is available for download at [http://www.state.wv.us/](http://www.state.wv.us/admin/purchase/training)

[admin/purchase/training](http://www.state.wv.us/admin/purchase/training). It is recommended that users right click on the link titled "Basic Purchasing Narration", select "Save Target As" and save the module onto the user's computer.

Additional online training modules are being planned for the near future, Holmes said. For questions or comments about the new online training, please email Brian Holmes at Brian.J.Holmes@wv.gov.

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Assistant Purchasing Director for the Acquisition and Contract Administration Section Ron Price, left, looks over the "Basic Purchasing Narration" on-line module with Staff Development Specialist Brian Holmes.

Spreading the Information on State Procurement

By Purchasing Director Dave Tincher

Being designated as an agency purchasing liaison carries a variety of responsibilities. These individuals are required to serve as the primary purchasing contact for the acquisition of products and services for their agency.

In order to carry out this task, they must be knowledgeable in the law, rule and procedures that govern this function.

One of the requirements of the agency designated purchasing contacts is to participate in training activities sponsored by the West Virginia Purchasing Division, including our annual purchasing conference. There is a dual purpose for this requirement.

The obvious purpose is to ensure

the agency designated contact have the information necessary to perform their role associated with the procurement of products and services for the state. The secondary purpose is to share their knowledge of state purchasing procedures with others in their agency.

These agency designated contacts within the state agencies should be the first point of contact for employees in their organization. We encourage these individuals to be proactive in educating and informing those in their organization, from those out in the field offices to administra-



tors in the main office, of the statutory and regulatory requirements which must be followed as well as the procedures in place to ensure a fair, yet competitive process.

We look forward to joining our agency designated purchasing contacts and other purchasing personnel from state agencies later this

month at our 2009 Agency Purchasing Conference on September 29-October 2 at Canaan Valley State Resort and Conference Center.

Let's keep the purchasing information flowing throughout state government!

E-Procurement System Gets a Preview of its Benefits

More than 100 procurement officers and agency heads were given the opportunity to preview a possible electronic procurement (e-procurement) system to be utilized by agencies and divisions throughout the state. The system would replace the current TEAM system.

The Purchasing Division is working with West Virginia Interactive, in association with SicomNet, which maintains the e-procurement engine. The current contract with West Virginia Interactive for the state Web portal also includes other Web-based business services.

The demonstrations were offered August 18 at the Culture Center at the State Capitol campus.

The Internet-based SiCommNet e-procurement engine has been utilized by the states of Idaho, Maine and Hawaii for the past eight years and more than \$1.4 billion in goods and services were procured on the system during the 2008 calendar year, according to SiCommNet.

The states of North Carolina and Virginia publicly claim to have achieved approximately a 5-6 percent savings

Goals of e-procurement include:

- Web-based requisition entry
- Electronic bid submission
- Electronic ordering and catalog buying
- Web-based order tracking
- E-mail solicitation push
- Distribution of bid documents via the Internet
- On-line access to view contract information
- On-line vendor registration using a credit card
- Enhanced reporting features
- Enhanced buying power
- Ability to capture spend data

Anticipated benefits on e-procurement include: Better access to information; enhanced reporting capabilities; spend analysis; shorter procurement cycle; increased competition; easy-to-use system capabilities; and mandatory use of system throughout the Executive Branch agencies.

through use of e-procurement.

Purchasing Division's Technical Services Manager Dan Miller said the system would offer a more modern design and numerous advantages to an electronic system.

"It would allow us to become as paperless as we want to be," he said. The system would be added onto the state Web portal where both procurement officers and vendors would sign in.

Purchasing Division Director Dave Tincher called the demonstrations "extremely successful" and was pleased with the responses. "We are very happy to be moving forward with the next step toward beginning e-procurement and utilizing technology to best serve our customers and the taxpayers of West Virginia," he said.

A statement of work has been drafted for the system and is awaiting final approval.

National Travel Service Inc. Awarded Statewide Travel Management Contract

The statewide contract for travel management services (**TRAVEL09**) was awarded to the sole bidder, National Travel Service Inc. The new contract went into effect July 1, 2009.

The Charleston-based company has been the statewide vendor on this contract for more than 20 years. **TRAVEL09** statewide contract has a term of one-year with the option of two one-year renewals.

As part of the contract, National Travel has established four levels of pricing for transaction fees as detailed below:

Transaction A: To book domestic or international online reservations with TravelServer – National Travel’s online booking tool – without agent assistance



(ing) and \$200,000 flight insurance. **Fee:** \$28.

Transaction C: For international reservations with agent assisted reservations including passport assistance; visa service assistance; country briefing and protocol; State Department bulletins; CDC health bulletins; currency ex-

or intervention: **Fee:** \$11.80

Transaction B: To receive domestic, agent assisted reservations utilizing phone, fax or e-mail. This includes full service support (24-hour emergency en route assistance, quick-change service for re-issuance of tickets while travel-

change service; 24-hour emergency service anywhere in the world; all major rail and ferry schedules; ticketing and reconfirmation of reservations; and \$200,000 flight insurance. **Fee:** \$34.

Transaction D: Fulfillment of domestic or international online reservation with ResX – under the state contract with TRX, without agent assistance or intervention. Includes automated quality control system, auto ticketing and MIS data capture. No booking engine fee applies. **Fee:** \$8

An additional fee is applied to Transactions A and D if agent assistance is required. To view the **TRAVEL09** statewide contract, visit <http://www.state.wv.us/admin/purchase/SWC/TRAVEL.htm>.

You may also wish to contact State Travel Manager Catherine DeMarco of the Travel Management Office at 304-558-2613 or Catherine.A.Demarco@wv.gov.

State Travelers Encouraged to Inquire About Federal Room Rate Discounts

State employees traveling around West Virginia or within the United States for government business may be able to save additional money as select lodging businesses extend the cheaper federal room rates to state employees.

The Web site for the State Travel Management Office, <http://www.state.wv.us/admin/purchase/Travel/default.htm>, has a link to the lodging establishments that extend the lower-priced federal per diem courtesy to state employees.

As noted in the May 2009 edition of the **Buyer's Network**, the TSA now requires that airlines obtain and submit to TSA the following information: passenger's full name, date of birth and gender.

The last two items are new requirements by TSA and will be added to the traveler's information.

A clarification to note is that a passenger's full name must include his/her middle initial if the passenger's middle initial is recorded on his/her driver's license or passport.

To see the full story for the latest information required by TSA, visit <http://www.state.wv.us/admin/purchase/BN/2009/bn09-may.pdf>

For questions related to these state travel procedures, please contact the State Travel Manager Catherine DeMarco of the Travel Management Office at 304-558-2613 or Catherine.A.Demarco@wv.gov.

Purchasing Exemptions Posted on Web Site

The Purchasing Division has posted on its Web site its statutory exemptions as approved by the Legislature. The 34 exemptions listed on the site is an unofficial list compiled by the Purchasing Division. Any exemptions not included on the Web site should be brought to the immediate attention of the Purchasing Division.

The exemptions can be found at <http://www.state.wv.us/admin/purchase/PurchasingExemptions/default.htm>.

Previous issues of *The Buyers Network* are available at <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

Procurement Officer Profile...

Blashford Builds On Experience with School Building Authority

While Mary Blashford has been with the School Building Authority since virtually its creation, her pathway into procurement came through a technical route that nonetheless laid the foundation for her eventual position.

A Fairmont State College graduate, Blashford came to Charleston as a Board of Regents intern during her last year of college, working with the Minority Business Development Agency to help minority-owned businesses find jobs. She was eventually hired for summer work and, in 1980, was hired by Information Services and Communications (the forerunner to the current Office of Technology) as a technical writer, reviewing procurements and taking part in evaluating large Request for Proposals (RFPs).

Her work in technology led Blashford to being hired by the Purchasing Division as a buyer in 1986. "I worked four years in Purchasing, from 1986 to 1990," she said. "It was during changes in technology, and I did everything that was data processing-related."

Blashford came to the School Building Authority in 1990, a year after the agency's foundation, as its procurement officer. Using her experience at both IS&C and Purchasing, Blashford was beneficial to the new agency.

Only a 10-member agency, the School Building Authority provides state funds for the construction and maintenance of school facilities throughout the state. While school systems bid out projects at the county level, policy has been written by the Authority on how to bid, Blashford said, with the agency then granting the money to the school system. "We do not let go of any money until we know everything is approved," she said. "And we encourage counties to following state purchasing policies."

Blashford added the importance of training. "I feel that the training, through the annual Purchasing Conference and the in-house trainings, are absolutely essential, both for the experience and for the networking between



Mary Blashford has been the procurement officer for the School Building Authority since 1990, following its creation in 1989.

other procurement officers."

She said she hopes to see more procurement officers work to share knowledge and resources. "When I came into my position, I had a strong base of

knowledge, which was extremely helpful," she said. "Now I see myself increasingly interacting with other agencies, and not only helping other agencies, but other agencies helping me."

Deadline for Conference Registration Approaching

It is coming up to last call for registration for the 2009 Agency Purchasing Conference, scheduled for Sept. 29-Oct. 2 at Canaan Valley Resort and Conference Center in Davis, West Virginia. All conference materials and information, as well as online registration, are available at <http://www.state.wv.us/admin/purchase/conference/agency/2009>.

The registration fee is \$200 per participant, which covers materials, group meals, administrative costs and attendance to all workshop sessions. Lodging reservations may be made by calling Canaan Valley Resort toll-free at 800-622-4121 (press 1). Please indicate that you are attending our conference to ensure you receive the special rate of \$60 per night.

For additional information, contact Brian Holmes (Brian.J.Holmes@wv.gov); Diane Holley (Diane.M.Holley@wv.gov); or Debbie Watkins (Debbie.A.Watkins@wv.gov).

Statewide Contract Spotlight...

State Agencies Can ROPE Their Lawn Equipment Requirements Through the Statewide Contract

Rollins Outdoor Power Equipment (ROPE) Inc. works primarily with just three state agencies as a statewide contract vendor. Yet, this still translates into a busy contract as the reach of those three agencies covers nearly all of West Virginia.

ROPE is a vendor on the statewide contract **LAWN09**, which is to provide lawn maintenance equipment. When considering the state is nearly 80 percent covered in forest, it is not hard to see why ROPE and the **LAWN09** contract is an expansive one.

The Elkview-based business does the bulk of its **LAWN09** business with the Department of Highways, the Division of Natural Resources and the Engineering and Facilities Department of the Army National Guard located in Charleston.

Joe Hoover, ROPE's outside sales coordinator, said the company provides a riding mower and weed eater string under **LAWN09**. In addition, ROPE

has supplied various state agencies with small engine parts and parts for some of agency's existing equipment.

"We have also been successful in bidding other construction and industrial equipment and supplies that are not covered under a statewide contract," Hoover said.

Serving as a statewide vendor for more than 10 years, this Charleston-area business, with 10 fulltime employees, has come a long way since being incorporated in 1980. ROPE began as a single-line dealer but has grown into one of the largest multi-line dealers in the area, Hoover added. ROPE is an authorized dealer for American Honda, Briggs & Stratton, Cub Cadet, Husqvarna, Dixie Chopper and Shindaiwa products.

In all, ROPE sells lawnmowers, chainsaws, string trimmers, edgers and generators. ROPE also has one of the largest selections of parts for nearly any type of small engine such as Kohler, Tecumseh and Kawasaki in its outdoor products and parts selections. ROPE stocks industrial and municipal, con-

tractor and municipal equipment and supplies which compliments its extensive line of safety products.

"Our goal is to provide all of our customers with the right equipment and parts they need for their projects. To ensure our customers accomplish their goals, we provide full service on all products that we sell," Hoover said. "

Other vendors on the **LAWN09** contract include BET Ltd., Carmichael Equipment Inc., Convenient True Value, Crede Tractor Sales, Gravely Tractor and Lawn Equipment, Mill Creek Saw Shop Inc., Moores Tractor Sales and Service, Mountain View Equipment Sales and S and S Sales.

For more information about ROPE Inc., contact:

Joe Hoover
Outside Sales Representative
5522 Elk River Road
Elkview, WV 25071
304-548-7183
www.rokeincorporated.com
joe@rokeincorporated.com

*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.



Rollins Outdoor Power Equipment in Elkview, WV, is one of the vendors on the statewide contract **LAWN09**. Ready to work with procurement officers is General Manager Wally Rollins, left, and Joe Hoover, Outside Sales Manager.

New AIA Supplementary Conditions and EOI Forms Now Available on Purchasing Web Site

Two new AIA Supplementary Conditions forms became effective June 1, 2009 and must now be used, where applicable, when submitting bids to the West Virginia Purchasing Division. The A201-2007 and B101-2007 forms replace the A201-1997 and B141-1997 forms, respectively.

The new A201 modifies the general conditions of the contract for construction used in the purchasing process. The A201 is commonly used in the construction specification book prepared by the architect on a construction project. The A201 is then attached to the purchase order issued by the Purchasing Division.

The new B101 modifies the standard form of agreement used on contracts between the state and architects. It is the negotiated contract between the agency and architect.

Both forms, and other supplementary documentation, may be found on the Purchasing Division Web site at <http://www.state.wv.us/admin/purchase/aia/default.htm>.

The A201 downloadable form includes the certificate liability insurance forms which are filled out with the recommend insurance amounts and wording. The forms have the signature of the Attorney's General Office.

The A201 and B101 forms are the

most commonly used forms but additional supplementary forms will be updated in the future.

The Expression of Interest (EOI) forms have been changed to reflect the changes made to the AIA Supplementary Conditions forms.

The EOI forms are in Word and pdf format and posted at <http://www.state.wv.us/admin/purchase/handbook/2007R7/handP.htm>.

For more information about the new EOI, AIA and other supplementary conditions forms, please contact Assistant Purchasing Director Ron Price at Ron.N.Price@wv.gov or 304-558-0492.

Purchasing Conference Presentations to Offer More Hands-On Activities

With the 2009 Agency Purchasing Conference closing in, Purchasing Division presenters are finalizing plans for the wide selection of presentations scheduled for this training event. Staff Development Specialist Brian Holmes said this year's presentations will emphasize greater levels of involvement by conference attendees.

"Presenters will be including more hand outs, case studies and worksheets for those in attendance to take back with them following the presentation," Holmes said. "The goal is to offer attendees a more hands-on experience in the presentations, something that will give a firmer grasp of the material being presented."

Holmes said that feedback from the 2008 Agency Purchasing Conference had those in attendance

requesting more hands-on training. However, Holmes said, the plan is always from year to year to raise the level of training offered through the conference.

"This is a step when working with agencies in training, to offer a more useful, educational experience and thusly raise customer satisfaction," Holmes said. "Increasing the usefulness and effectiveness of our trainings is something we always work at."

To further that goal, Purchasing Division presenters recently took part in a special training offered by Mark Isabella with the Organization and Human Resource Development section of the Division of Personnel on using interactive tools for technical presentations, designed to further enhance presentations.

The 2009 Agency Purchasing Conference is scheduled for Sept. 29-Oct.2 at Canaan Valley Resort.



Governor Issues Memorandum on State Budget Constraints

Gov. Joe Manchin issued the following memorandum regarding budget constraints to all cabinet secretaries and bureau chiefs:

"Please allow the memorandum to both reiterate and formalize my verbal directive to each of you over the past months regarding budget constraints due to challenging economic times.

"Due to the financial constraints that the State will face over the next twelve (12) months, each agency is expected to maintain or reduce operation costs. Like the State, many of its long-term business partners and vendors have also seen reductions in revenue. Although we sympathize with their situation, it is expected that each agency will hold operational, maintenance, rental/lease rates and licensing costs flat over the next twelve (12) months.

"Agency heads are not authorized to approve increases in such fees or rates. Please notify each vendor or landlord of our fiscal constraints and relay our expectations."

Current Statewide Contract Update

(As of August 15, 2009)

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
MV10	2010 motor vehicles	08/26/2009	09/22/2009
MVU10	Used motor vehicles	10/12/2009	

New Awards

Contract	Vendor	Description	Dates
FILTER09	FleetPride	Various sizes & types of oil, gas & air filters	08/01/2009 - 07/31/2010
ITECH07AD	A C Coy Co. LP	Temporary employment	07/23/2009 - 02/28/2010
ITECH06BA	A C Coy Co. LP	Temporary employment	07/23/2009 - 02/28/2010
WVRFJAN09	WV Assoc of Rehab	Janitorial services	08/01/2009 - 07/31/2010
FILTER09B	FLEETPRIDE	Auto filters	08/01/09 - 07/31/2010
MOTL09AT	Quality Inn New River Gorge	Hotel/motel	01/01/2009 - 12/31/2009

Under Evaluation

Contract	Description	Bid Opening	Under Eval
DCBATT10	Dry cell batteries	08/20/2009	Yes
FLRCOV09	Floor covering	08/19/2009	Yes
HOUSE09	Various cleaning materials	08/05/2009	Yes
RSHEET09	Retro reflective sign sheeting	08/10/2009	Yes

Renewals

Contract	Vendor	Description	Date
SANPA08	Liberty Inc.	Distributors sanitary paper supplies	07/15/2009 - 07/14/2010
FASTEN08	Grayson Industries	Fasteners and accessories	09/15/2009 - 09/14/2010
OIL09	Apollo Oil	Multipurpose oils	10/01/2009 - 09/30/2010
DEBT07B	AllianceOne Receivable	Debt collections	07/15/2009 - 07/14/2010
ITECH07B	Advanced Technical Solutions	Technical support	03/01/2009 - 02/28/2010

Contracts Extended

Contract	Vendor	Description	Date
ITECH06H	Dell Marketing LP	Technical support	09/01/2009 - 02/28/2010

Buyers Network

Contract	Vendor	Description	Date
WVARF04	WV Assoc of Rehab	Workshops w/exception to janitorial	08/01/2009 - 08/31/2009
ITECH06U	TEK Systems Inc	Technical support	09/01/2009 - 02/28/2010

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
MPLS07	Verizon Business Svcs	Multi-protocol label switches	To add two pricing components
BEDDING09B	Sealy Bedding Co.	Bedding	To make model changes
TEMP07A	WV Assoc. of Rehab	Temporary employment	Update pricing page
ITECH07A	AC Coy Co.	Temporary employment	To cancel re-issue as ITECH07AD
ITECH06B	AC Coy Co.	Temporary employment	To cancel re-issue as ITECH06BA
MV09A	Stephens Auto	Motor vehicles	To add Class 14 (gas)
MV09D	Country Club Chrysler	Motor vehicles	To remove Class 14 (gas)
ENTPRZ08	SHI International Corp	Microsoft Enterprise Agreement	To provide August 2009 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.

SEPTEMBER

DIGCOP09	High and low volume digital copier equipment
LAN07	Local area network software, hardware and service
LITTER07	Litter grabbers, etc.
SYMC07	Symantec software
TCARD06	Credit card service

OCTOBER

IPT08	Internet Protocol Voice Communications
LITTER07	Litter grabbers, etc.
PAINT07	Paint and paint supplies
SYMC07	Symantec software
TCARD06	Credit card services for travel-related purchases
X-RAY09	X-ray film and supplies

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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2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
E-Mail Address: Diane.M.Holley@wv.gov

Name _____
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Address _____
Telephone Number _____
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Need Information about _____

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