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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

Roberta Wagner and Susie Teel Earn Noteworthy NIGP Certified Professional Public Buyer Distinction

Four letters grouped together never meant as much as it does now for Roberta Wagner, a buyer supervisor at the Purchasing Division and Susie Teel, a buyer supervisor for the Department of Health and Human Resources (DHHR).

Wagner and Teel joined select company in June when they were notified by the Universal Public Purchasing Certification Council (UPPCC) that they had earned the designation of Certified Professional Public Buyer (CPPB). The

CPPB certification marks an elite level of achievement for public procurement officials. According to the UPPCC, 144 individuals passed the CPPB test nationally during its spring testing period.

For these two individuals, the official recognition culminated an arduous six-month journey which included reading six books; participating in online teleconferences; and weekly study sessions with each other. The test consisted of 175 questions which Wagner said took

nearly all of the allotted four hours to complete.

"It was very intense," she said. "Earning this CPPB certification has given me more confidence in myself and the true worth and value of the job I perform on a daily basis. The profession is a highly needed and desirable field to be working in and I am grateful to be able to enhance my understanding of it with this accomplishment."

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Susie Teel, a buyer supervisor for the Department of Health and Human Resources and Roberta Wagner, a buyer supervisor for the Purchasing Division, both earned the designation of Certified Professional Public Buyer by the Universal Public Purchasing Certification Council.

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Agency and Vendor Valuable Feedback is Important in Revamping RFP Standard Format

By Purchasing Director Dave Tincher

Last month, the Purchasing Division encouraged our agency purchasing liaisons to review the proposed Request for Proposal (RFP) standard format to gain their perspective on the changes suggested. Several valuable ideas were provided to us, along with clarification and questions relating to the process. Additionally, several of our agency purchasers eagerly volunteered to be one of the first agencies to utilize the new format.

As always, your input is extremely helpful to us in ensuring that the changes which are being proposed will improve and simplify this Best Value Procurement process, while ensuring the integrity of the process.

Before moving forward on implementation, we wanted to get the feedback from our other sector of customers...the vendor community. Beginning in the July 16 edition of the West Virginia Purchasing Bulletin, a monthly informational article is included in this publication directed toward our paid, registered vendors. The first ar-

ticle relates to the proposed changes to the RFP standard format. A link to the draft format was also included.

It is equally important to provide our vendors an opportunity to review the changes so that they understand the requirements that will be included in this purchasing method.

Below is an overview of the changes proposed:

- The new format follows the bid solicitation, vendor response, agency evaluation, and award process in a chronological order to minimize the confusion both to the vendors and the preparing agency.
- The use of mandatory requirements are limited to functions and duties of the agencies as defined by Federal/State Code, Rule, policy, etc. and/or critical functions of the agency to fulfill the duties and obligations to their end user/customer.
- The response section consists of uniform response criteria which



allow the agency the ability to “score” the response to maximize the best value of the vendor’s proposal to the State.

- The Evaluation focuses on vendor qualifications and approach to project specified goals and objectives.

The RFP process should be viewed as a “solution” to a “problem”, and that

the agency scores each vendor based on their approach to solving that said problem. It is our attempt to focus on a process that would decrease the amount of time to prepare and evaluate RFPs, as well as, giving the agencies Best Value Methodology to allow the vendors to propose better solutions to the agency’s problem.

Once the vendor feedback is reviewed, the Purchasing Division plans to inform agency purchasers and the vendor community of the new format to be implemented. Again, we appreciate your knowledgeable input through this process.

Do You Know Someone Going the Extra Mile? Make a Nomination for an Award in Procurement Excellence

The Purchasing Division is still seeking nominations for the annual *Agency Procurement Officer of the Year* and *Partner in Purchasing* awards. These awards will be presented during the 2010 Agency Purchasing Conference, set for Sept. 14-17 at Canaan Valley Conference Center in Davis, WV.

The *Agency Procurement Officer of the Year* is awarded to individuals employed by a West Virginia state agency and are presently working primarily in the purchasing



field. This program focuses on the excellence in state procurement principles and performance. The nominee may be a co-worker within an agency or a purchasing officer from a different agency.

Please note that the Purchasing Division staff is not eligible for this award.

The *Partner in Purchasing* is offered to individuals who have demonstrated high levels of performance and professionalism in working with

various programs administered by the Purchasing Division, including Fleet Management, Fixed Assets, Surplus Property, TEAM Automated Purchasing System and Travel Management.

If you would like to nominate an individual, complete the necessary forms by visiting the Purchasing Division’s Intranet web site at: <http://intranet.state.wv.us/admin/purchase/recognition>

Questions relating to award nominations may be directed to Staff Development Specialist Brian Holmes at (304) 558-7022 (Brian.J.Holmes@wv.gov).

Attorney General's Office Careful to Look at 'Details' When Approving Contracts

West Virginia Deputy Attorney General Dawn Warfield figures it is better for procurement officials to contact her office about an agency's pending contract with a vendor prior to it being finalized rather than after.

"Procurement officials need to know how to best protect an agency when it is entering into a contract with a vendor," Warfield said. "If they are unsure about the process, it is always better to ask our office beforehand. It will save a lot of time later."



Dawn Warfield

The state Attorney General's office is the final stop for approval for most contracts put out to bid by state agencies. Warfield said several items are frequently overlooked which delays the approval process.



"Having the proper signatures is a frequent oversight we see in the Attorney General's office. We have received all the proper paperwork and everything is signed but the price quote page. We have also received agreements between the agency and vendor but the vendor's signature is missing," Warfield said. "It is very important that the right person sign the correct documents with the correct dates. We cannot accept a signature of just any-

one. Signed agreements have to include a person in authority for the company."

Warfield said another aspect which gets overlooked are terms and conditions, whether it is a failure to notice them or not being able to find common ground with the vendor.

"Procurement officials need to keep mindful of terms and conditions set forth by a vendor. A quote from vendor may contain a reference to other terms and conditions. If they are overlooked by the agency officials, it can cause conflict after a purchase order is issued when they become part of your contract and were not properly addressed during the process," she said. "It is important for procurement officials to clearly establish the agency's terms and conditions

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BUYER

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Wagner joined the Purchasing Division more than four years ago as a Senior Buyer and is now a Buyer Supervisor. She has more than 16 years in the purchasing profession.

"I'm extremely proud of Roberta's accomplishment. This certification exemplifies the level of importance that she places on the role in public procurement within our state government," said Purchasing Director Dave Tincher. "This is a difficult certification to achieve, but definitely worth the time and effort to earn. Roberta has demonstrated that she is a true professional in the purchasing field by accomplishing this honor."

Michael Sheets, assistant purchasing director for the Acquisition and Contract Administration Section, which oversees the buyer staff, added "Roberta's hard work and dedication to the Purchasing Division is even more evident now with this accomplishment.

Our agency as a whole benefits as well."

Susie Teel has been a procurement official for more than 24 years, the last 12 years at DHHR.

"I am honored that all my hard work and dedication to the purchasing profession has been recognized within this certification. It was not easy and I took a long time in getting there, but the personal satisfaction of having met the criteria and passed the exam is unbelievable," said Teel said. "Purchasing is often viewed as 'a necessary evil.' But, with the certification, I feel that those outside purchasing will stand up and take notice that purchasing professionals do provide a benefit to the governmental system of acquiring goods and services at the best economic value."

Teel was recognized by the Purchasing Division in 1997 as the Agency Procurement Officer of the Year.

"When Susie received her notice, she came straight to my office with the

good news. Susie is very dedicated to her profession, and this certification exhibits her desire to do her very best for DHHR and the state of West Virginia," said Greg Nicholson, Chief Operation Officer for DHHR. "I am also very pleased that Roberta, who handles the majority of DHHR procurements through the Purchasing Division, has achieved this goal, showing her high standards of professionalism as well."

Added Bryan Rosen, Director of the DHHR Office of Purchasing, "Susie is a consummate professional, and the achievement of earning her CPPB certification just goes to further demonstrate her commitment to the practices and principles of public purchasing. DHHR is very fortunate to have her expertise."

The Purchasing Division congratulates both individuals on their certification and their dedication and hard work devoted to the state procurement process.

Behind the Scenes at the Purchasing Division Purchasing Assistants Keep the Process Running Smoothly

It takes a lot of coordination and effort to keep the Purchasing Division running smoothly, and no one knows this better than the division's four Purchasing Assistants: Willadean Fisher, Margaret Ingram, Kristi Strader and Kelli Winebrenner. Their behind-the-scene multitasking is essential to the efficiency and productivity of the purchasing process.

Although Fisher, Ingram, Strader and Winebrenner all share an open space, they are most commonly found bustling around completing their many tasks. Purchasing Assistants provide support and assistance to the buyer supervisors and senior buyers, and each of them is assigned to specific buyers.

Their many responsibilities encompass the entire procurement process. From the time that a requisition is received until the final Purchase Order is sent to the successful bidder, the Purchasing Assistants have been closely involved with most every aspect of the procedure. Some of the many tasks include scanning RFQ's, mailing RFQ's and addendums to potential vendors, and scanning bid results after bid opening. They also assist the buyers with bid openings and the bid bond process.

Fisher spoke of the importance of their behind-the-scene activity in order for the Buyers to operate successfully. "We are the crew behind the scenes to make sure that what needs to get done is done. The buyers depend on us to get information to the vendors."



The Purchasing Division is fortunate to have dedicated Purchasing Assistants to help keep daily operations running efficiently. Seeing this through at the purchasing office are, from left, Kelli Winebrenner, Kristi Strader, Margaret Ingram and Willadean Fisher.

Winebrenner left the private sector to join the Purchasing Division in December of 2009. She assists Senior Buyer Jo Ann Adkins. Winebrenner admits there was a lot to learn in a short amount of time, but she has enjoyed the challenge. She currently resides in Gauley Bridge.

Dunbar resident Fisher has worked the Purchasing Division for 22 years, and finds the relationship with the agencies and vendors to be the most rewarding part of the job.

Strader considers the workplace atmosphere and the relationship with the buy-

ers to be the most enjoyable part of her job. She has worked for the Purchasing Division for four years after transferring from Department of Environmental Protection's Adopt-A-Highway program. She currently resides in South Charleston.

Ingram has been with the Purchasing Division for a year, and enjoys the variety of agencies she is able to interact with while performing her job duties. "We work with several different agencies, and everything is different and interesting," she said. "The variety of things we buy keeps the job interesting." Ingram resides in Cross Lanes.

DETAILS

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upfront. If a vendor has exceptions to them, then you have to address them in order to have a meeting of the minds to make the agreement work."

Procurement officials should also become familiar with Section 9 of the **Purchasing Division Procedures Handbook** to learn more about what contracts need the Attorney General's approval and which do not before they are finalized.

"If there are terms and conditions

to any contract, we ought to see it," she added. "And whenever you are presented with vendor terms and conditions, you are probably going to need an **Agreement Addendum (WV-96)**." Warfield said using a WV-96, when applicable, will speed the approval process because this form eliminates the usual conflicts with State law found in most vendor documents. She reminds buyers that if they are purchasing software

licenses or services, they must obtain a copy of their terms, and the vendor must sign the WV-96 or the Attorney General's office must negotiate terms with the vendor.

"We are a partner in this process. We do look at many fine details and may ask for additional information, but that is because we are trying to make things work out in a way that is best for the agency," Warfield said.

Elizabeth Perdue Serves in Leadership Role at WVSASP and Marks Changes to Agency

Elizabeth Perdue has been named Assistant Director for the West Virginia State Agency for Surplus Property (WVSASP). She previously served as the Purchasing Division's chief financial officer since 2007.

A certified public accountant, Perdue is a graduate of Gauley Bridge and the West Virginia University Institute of Technology, earning bachelor's degrees in accounting and business management.

Ken Frye, manager for the WVSASP, said Perdue's selection represents one of a series of changes the agency is undergoing. Frye said the changes are the result of employees retiring and the changing face of the agency. Perdue's position is one that has not existed in the agency in more than 20 years.

"We have had a great deal of attrition in recent years, primarily through retirement, so we took this opportunity to restructure the agency," Frye said. "Things have changed, programs have changed, and our needs as an agency have changed. It felt like the right time to bring the position back and allow someone to assume those duties."

Perdue's role with WVSASP will have her initially taking responsibility for the federal surplus property program. "The federal surplus property program has, in the past, been very heavily audited.



Elizabeth Perdue was recently named Assistant Director for the West Virginia State Agency for Surplus Property. Her selection marks a series of changes for the agency, said WVSASP Manager Ken Frye.

With Perdue's accounting experience, she has the proper background to be able to set into place procedures to help with that process."

In addition, Perdue will assign and

direct the work of agency personnel; review and make decisions on applications to participate in the surplus property program; and oversee sales-on-site.

Holmes' Continuous Progress at Purchasing Earns Praise



BRIAN HOLMES
August Employee
of the Month

Brian Holmes, a Staff Development Specialist in the Communication and Technical Services section of the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for August.

A state government employee for more than five years, Holmes coordinates all professional development and educational training events on behalf of the Purchasing Division. His responsibilities include planning and facilitating the logistics for the annual purchasing conference, online training modules, in-house training programs and the agency purchasing certification program.

The committee of Department of Administration employees reviews nominations submitted by

co-workers and customers and selects one individual each month to be honored for this recognition. At the end of the year, department employees receive a ballot with all of the year's *Employees of the Month* to vote for the *Employees of the Year*.

He will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary of Administration Rob Ferguson on August 5 at 11:15 a.m. at the Purchasing Division office on Washington Street.

The Purchasing Division is pleased with the selection of Holmes for this honor and of the progress of the division's training program offered to our state agency purchasing agents.

Welcome Our New Employees to the Purchasing Division



Jean Jones Joins Purchasing Division as Senior Buyer

The Purchasing Division is pleased to welcome Jean Jones as a senior buyer for the Purchasing Division's Acquisition and Contract Administration Section.

A graduate of Point Pleasant High School, Jones is currently a resident of Teays Valley. She graduated with a secretarial degree from Southeastern Business College.

With a great deal of private procurement experience, Jones will use her knowledge in conducting business in the public sector as part of the Purchasing Division's buying team.

Jones was previously employed by Greif, Inc., in Culloden as a purchasing-logistic manager.



Tara Lyle Makes the Transition in Procurement Field

Tara Lyle is one of the Purchasing Division's newest members of the buying team within the Acquisition and Contract Administration Section.

A native of Boone County, Lyle is a graduate of Van High School and is currently a resident of Charleston. She is a graduate of the University of Charleston with an associate's degree in paralegal studies.

Lyle was previously with the Attorney General's office for more than 10 years, beginning as a contract and appellate paralegal before becoming the agency's procurement officer.

Lyle is married to her husband Nathan and they have one son, Jedidiah. In their spare time, they enjoy ATV riding.



James Meadows Serves Division as Staff Attorney

With the various legal work required within the Purchasing Division, James Meadows will surely stay busy as the division's new staff attorney.

Meadows is responsible for providing opinions on legal issues for the division, including contract terms, protests, procurement methods and personnel issues.

A resident of Charleston, Meadows is a graduate of Riverside High School and attended the University of Charleston, where he earned a bachelor's degree in accounting. He graduated from the West Virginia University College of Law.

Meadows was previously employed by Steptoe & Johnson, PLLC, where he worked with corporate clients on legal issues including bankruptcy, collections, commercial transactions and real estate.

Purchasing Division Welcomes the Return of our Summer Intern Casey Hill

Casey Hill is a familiar face at the Purchasing Division since he has worked as our summer intern for three consecutive summers. The division is pleased with Hill's return where he assists the Communication and Technical Services Section.

Hill is a senior with a double major in computer engineering and computer science at West Virginia University and is the website editor for The Daily Athenaeum, the university newspaper. This summer he has assisted with the website redesigning, database troubleshooting,



Purchasing Intern Casey Hill

and general technical assistance.

A resident of St. Albans, he graduated from St. Albans High School.

Interested in reading previous issues of The Buyers Network?

Past issues are available on the Purchasing Division's website. Just visit our site at: <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

Current Statewide Contract Update

(As of July 15, 2010)

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
DEBT10	Debt collection services	N/A	09/08/2010
CANLINE10	Can liners	N/A	08/17/2010

New Awards

Contract	Vendor	Description	Dates
SUPFOOD10	Grove Medical Inc.	Supplemental food	07/01/2010-06/30/2010

Under Evaluation

Contract	Description	Bid Opening	Under Eval
CABLE10	Computer data cable	05/18/2010	YES
LGLOVES10	Latex gloves	07/08/2010	YES
SELECT10	Microsoft select software	06/15/2010	YES
SAFETY10	Safety products	06/10/2010	YES

Renewals

Contract	Vendor	Description	Date
FILTER09B	Fleetpride	Renew contract	08/01/2010-07/31/2011
LAUNDRY09A	Ecolab Inc.	Renew contract	10/01/2010-09/30/2011
AEBATT09	Taylor & Blackburn Battery Co.	Renew contract	07/12/2010-07/14/2011
TAG10	WV Correctional Industries	Renew contract	08/01/2010-07/31/2011

Contracts Extended

Contract	Vendor	Description	Date
DEBT07HA	NCO Financial Systems	Debt collection	07/15/2010-08/14/2010
DEBT07E	Joseph Mann	Debt collection	07/15/2010-08/14/2010
DEBT07C	EOS CCA	Debt collection	07/15/2010-08/14/2010
DEBT07F	National Recovery Agency	Debt collection	07/15/2010-08/14/2010
DEBT07I	Penncro Assoc. Inc.	Debt collection	07/15/2010-08/14/2010
LAWN09I	Rope Inc.	Lawnmowers	03/01/2010-07/31/2010

Contracts Extended, Continued

Contract	Vendor	Description	Date
DEBT07A	Affiliated Group	Debt collection	07/15/2010-08/14/2010

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
FUELTT011E	Mansfield Oil	Fuel	Remove B5 bio-diesel
DIGCOP09G	Ricoh America Corp.	Copiers	COUNTY service report
ENTPRZ08	SHI International	Software	Provide updated price list

Piggyback Contracts – New Awards

Contract	Vendor	Commodity	Dates
PBKCR10A	Hertz Corp.	Rental cars	07/01/2010-06/30/2011
OFFICE10	Office Max	Office supplies	07/01/2010 - 06/30/2011

Piggyback Contracts - Misc. Actions

Contract	Vendor	Commodity	Description of change
OFFICE10	Office Max	Office supplies	To correct FEIN number

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.

AUGUST

ABATMNT08	asbestos abatement
CPHONE07	cellular phones
LADPLAT09	attachable step platforms for ladders
PC10	Police cruisers

SEPTEMBER

DIGCOP09	Digital copiers
FOOD08	Canned foods, coffee and staple items
LAN07	Local area network hardware, software and service
MA05SW08	Oracle - master agreement
SBUS10	School buses

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-Brown, 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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