

2010 AGENCY PURCHASING CONFERENCE

Sept. 14 - 17 at 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

New Piggyback Contract for Car Rentals Results in More Savings to State Agencies

Better prices and more options...For state employees needing a rental car, these benefits became available on July 1 with the establishment of a new piggyback contract, **PBKCR10**, which replaces the statewide contract, **CRENTAL08**.

The piggyback contract was established through the Western States Contracting Alliance (WSCA), which the Purchasing Division is a member and was able to partner. Through

PBKCR10, state employees can choose vehicle rentals from Enterprise Rent-A-Car Company, National Car Rental (a division of Enterprise) or the Hertz Company.

"The rates are less expensive than they were with the previous statewide contract and for those state employees who have to travel out of state, this contract gives them more options to find a car rental at an airport," said Catherine DeMarco, state travel manager. Previ-



Please see PIGGYBACK, Page 2

INSIDE....

- **Director's Comments:** Recent Changes Made Affect the State Purchasing Process
- Purchasing Division's Procedures Handbook Updated and Now Available on Website
- **Procurement Officer Profile:** Tourism's Les Smith Helps Sell the State Across the Nation
- **Statewide Contract Spotline:** Intellipoint Technologies an Ideal Partner for Agencies in Solving IT Issues



Class Materials Available Online in Advance of the 2010 Agency Purchasing Conference

The time is upon us. The 2010 Agency Purchasing Conference, scheduled for Sept. 14-17 at Canaan Valley Conference Center in Davis, WV, is quickly approaching, and registrants should begin assembling their needed class materials.

In an effort to be more environmentally conscious as well as eliminating the bulky binders of conferences past, conference attendees will be able to download and print out conference materials, including PowerPoint presentations for their specific classes, before the conference. This means that

no presentation materials will be available to attendees unless printed out and brought to the conference. The sole exception will be for registrants in the Beginner's Track, who will receive a bound booklet containing all six presentations.

All PowerPoint presentations are available for viewing and download at <http://www.state.wv.us/admin/purchase/conference/agency/2010/>.

For questions about the 2010 Agency Purchasing Conference, please contact Diane Holley-Brown at (304) 558-0661 or at Diane.M.Holley@wv.gov.

THE DIRECTOR'S COMMENTS

Recent Changes Made Affect the Purchasing Process

By Purchasing Director Dave Tincher

In recent weeks, the Purchasing Division has made substantial changes affecting the state competitive purchasing process. We have communicated with our agency partners to ensure that they are aware of these changes; however, below is an outline of two of the more important changes made.

Due to the expedited requirements imposed on the use of SEP/ARRA Federal Stimulus funds, which provide an unprecedented opportunity to accomplish many state goals, an unanticipated volume of work for the state has been realized. As a result, on August 13, I authorized the suspension of standard purchasing procedures for projects utilizing Federal Stimulus funds and invoking the emergency purchasing procedures as set forth in the *West Virginia Code* §5A-3-15, the *Code of State Rules* §148-1-7.6 and Section 8.6 of the **Purchasing Division Procedures Handbook**.

Emergency purchasing procedures allow state agencies, after receiving approval from this office, to seek and obtain bids for the work as well as all other necessary approvals and then submit that information to the Purchasing Division for award of the contract.

We believe this emergency declaration will permit state agencies to use SEP/ARRA Federal Stimulus funds in the most expeditious manner to obtain maximum benefit for the state of West Virginia.

Below are general guidelines to follow in processing an emergency purchase using SEP/ARRA funds, **if you believe time will not allow for these purchases to move through the normal purchasing process:**

Submit a written request to the Purchasing Division via e-mail at **purchasing.requisitions@wv.gov** to attain emergency approval for your purchase. To identify that the solicitation is for an emergency stimulus project, please note in the subject line of the email the following: "Stimulus Project." This request must include the timelines imposed on the use of the funds – preferably through original documentation from the grant-

ing authority. Additionally, the request must provide the following information: agency name, project title, project description, anticipated bid opening date, contact person, email address, and telephone number. Please note the Purchasing Division will confirm the bid opening date with the agency once emergency approval has been granted.

Once approval has been granted from the Purchasing Division to process the purchase as an emergency, the agency may solicit bids for the project.

The Purchasing Division will publicly post the project on a web page, www.state.wv.us/admin/purchase/stimulus.html, that has been established for these time-sensitive stimulus projects. This web page is accessible to all vendors, regardless of their vendor registration status. These solicitations must be advertised on this web page for a minimum of two weeks prior to the bid opening to give ample time for prospective vendors to respond.

It is important to consider conducting a pre-bid conference if you believe the project warrants this step. Pre-bid conferences are typically used with construction projects.

After receiving the bids for your project, the agency is to select the lowest bidder meeting specifications as the apparent successful vendor for the contract.

Necessary insurance, licenses, bond documents, and other required verifications and certifications should be requested from the apparent successful



vendor. Many of the forms can be found at: <http://www.state.wv.us/admin/purchase/vrc/pforms.htm>

Following the receipt of all necessary documentation, this information is to be forwarded to the Purchasing Division for processing and final approval. The documentation to be forwarded to the Purchasing Division includes all bids, insurance, licenses, bonds, other verification and certifications, and a letter of recommendation for award noting the apparent successful vendor.

Please note that if there is not an imminent deadline for use of the stimulus funds, these procurements should be handled through normal purchasing process. The Purchasing Division is available to assist you in every step of this process.

Relating to a separate issue, our staff has worked with state agency purchasers and our registered vendors to develop revised Request for Proposal Standard Format. The new format and related instructions are available at Appendix J of the **Purchasing Division's Procedures Handbook** at: <http://www.state.wv.us/admin/purchase/handbook/2007R10/handJ.htm>

If you are registered for the 2010 Agency Purchasing Conference, a workshop on the new format will be offered. For conference information, please visit: <http://www.state.wv.us/admin/purchase/conference/agency/2010>

The Purchasing Division continues to make positive changes to state procurement process.

PIGGYBACK

Continued from Page 1

ously, there was only one company on the statewide car rental contract. "The savings the state will realize on an annual basis will be substantial."

Another aspect of the new contract is the inclusion of collision insurance as part of the rental agreement. State employees no longer need to pay extra for this benefit.

The link for contract information is located at: <http://www.state.wv.us/admin/purchase/piggyback/CURRENT.htm>. Those who visit the CRENTAL08 link on the statewide contracts page will be re-directed to this link.

For additional information, contact DeMarco at 304-558-2613 or e-mail at Catherine.A.Demarco@wv.gov.

Taking a Closer Look at the Purchasing Division's Procedures Handbook...

Purchasing Division's Procedures Handbook Updated and Available on Agency Website

The Purchasing Division Procedures Handbook has recently been revised and the changes noted below become effective on August 4, 2010. The Purchasing Handbook is available on our Website at: www.state.wv.us/admin/purchase/Handbook/default.htm.

The following sections and subjects contain updated language, which are highlighted in italics to note the new or revised language. State procurement officials are encouraged to review them in full online.

In **Section 2**, the revised language for the definition of Expression of Interest now reads, "A Best Value Procurement tool used *only primarily* in the selection of architects and engineers which permits the state to award a contract to the most qualified vendor on the basis of demonstrated competence and qualification for the type of professional services required at a fee determined to be fair and reasonable."

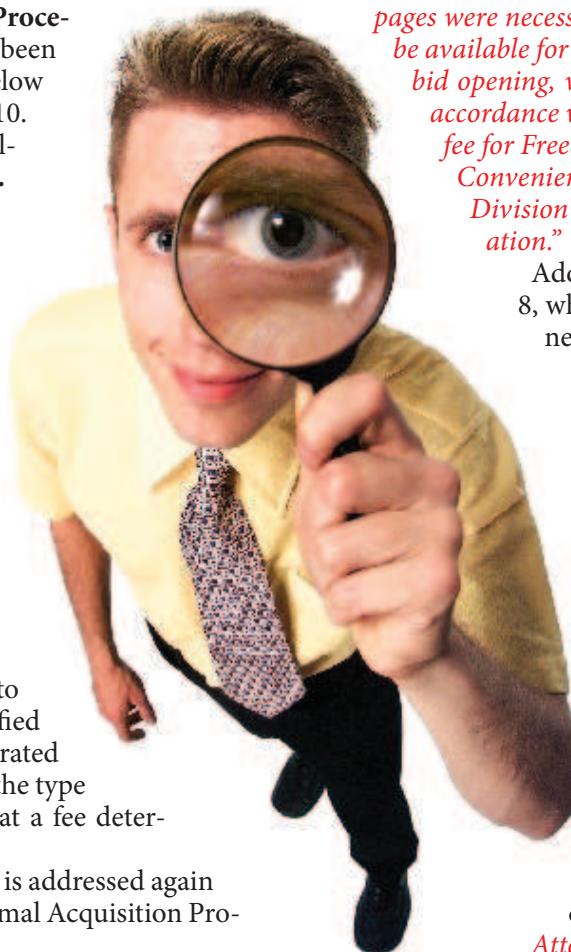
Expression of Interest language is addressed again in **Section 7.2.5** as it relates to Formal Acquisition Procedures.

The revised language, which contains deleted text, reads, "The Purchasing Division uses Expressions of Interest (EOI) *only primarily* in the selection of Architectural and Engineering Services.

~~A response to an expression of interest should include a statement of the firm's qualifications and performance data and may include anticipated concepts and proposed methods of approach to the project. Projects exceeding \$250,000 (including construction costs) must be announced by public notice, in accordance with West Virginia Code, Chapter 5G.~~

~~The standard procedures for EOIs in relation to the formal evaluation and award process mirror those requirements for Requests for Proposals. For guidance on processing Expressions of Interest, refer to **7.2.4 Section 8.1** and Appendix P for the EOI standard format.~~

~~The language for bid openings in Section 7.2.11 was revised to state, "After the bid opening, *as a convenience to the public, bids are scanned and made available on the copies of bids received are posted on* the Purchasing Division website at www.state.wv.us/admin/purchase/bids. However, if the proposal contains oversized drawings or is too large to scan, the Purchasing Division will attempt to scan and publish all pertinent bid information while noting that some~~



pages were necessarily omitted. In all cases, the bids will be available for public viewing by appointment. After the bid opening, vendors may request copies of any bid in accordance with the Purchasing Division's established fee for Freedom of Information Act (FOIA) requests. Convenience copies received by the Purchasing Division are forwarded to the agency for evaluation."

Additional language was added to Section 8, which deals with Special Acquisitions. The new language reads:

8.16 Banking Goods and Services

The Office of the State Treasurer must approve the acquisition of any kind of banking goods or services, which includes accepting payments and receiving funds via electronic commerce. Agencies must submit a request to the Office of the State Treasurer before issuing any Request for Proposal (RFP) or Request for Quotation (RFQ) or entering into any contract with another entity for banking goods or services, in accordance with West Virginia Code §12-1-7 and §12-3A-6.

In the Appendices of the Purchasing Handbook, note the following change. **Appendix Q**, which consists of the Attorney General's Office instructions for the use of the Agreement Addendum (WV-96) was revised.

For additional questions about these changes to the Purchasing Division Procedures Handbook, please first contact your agency procurement officer. If necessary guidance is requested, contact your assigned buyer within the Purchasing Division.

Dell Marketing Services SELECT10

Agency procurement officials should take note that the statewide contract issued by the Purchasing Division, **SELECT10**, which provides Microsoft products through a large account reseller, will be serviced by Dell Marketing, effective September 15, 2010.

Agency purchasers are encouraged to contact Brandt Whisenant at 512-934-7981 or by email at Brandt_Whisenant@dell.com for general questions and for ordering procedures.

Software House International will remain as the vendor of this contract until September 15.

Procurement Officer Profile...

Tourism's Les Smith Helps Sell the State Across the Nation

Les Smith gets an opportunity to help in the selling of West Virginia, and that is a good thing. As Director of Administration for the West Virginia Division of Tourism, Smith helps oversee procurement for the division, including advertising the state's numerous tourism opportunities.

A native of Charleston, Smith attended Mountain State Christian School and graduated from West Virginia State College (now West Virginia State University) with a degree in accounting. He was working in retail in downtown Charleston when the store closed in 1986.

"I decided I would try for something in state government," Smith said. He went to the State Auditor's Office, where Glen Gainer II, father of current State Auditor Glen Gainer III, was then in office. "I walked into Mr. Gainer's office one morning, and he started me that afternoon."

Smith worked as a file clerk before moving to auditing payment requisitions. Eventually he moved onto the Legislative Auditor's office for four years, auditing state hospitals, colleges and universities. He later became the internal auditor for the Division of Tourism and Parks. When the Legislature moved the parks system back under the umbrella of the Division of Natural Resources in 1994, Tourism was moved to the West Virginia Department of Commerce, where Smith remained.

While Smith said the Division of Tourism has more than its fair share of typical agency expenses ranging from



Les Smith's position in the West Virginia Division of Tourism means he's not only responsible for procurement, he helps sell of the state's image to tourists.

paper to office furniture, he said its largest purchase is in marketing the state. It is something that Smith exudes pride in.

"We want to create a positive image for West Virginia," he said. "We have a beautiful state. Hands down, it is simply gorgeous, and even from people within the state I oftentimes hear them say 'I did not know that place even existed.'"

Smith said an unusual contract which also comes through the Purchasing Division is the state travel guide -- unusual because it does not cost the state a penny to produce. Instead, vendors compete to produce and sell advertising in the guide. "The vendors sell the ads to the tourism industry, and that produces their revenue," Smith said. "And the end result is the Division of Tourism gets 350,000 copies of the travel guide. It tends to be the main piece of promotion that we send out."

Smith said purchasing reform in recent years has been helpful. "Raising the spending limits makes the process more efficient for procurement officers to operate," he said. "We still have procedures to follow, but it takes one step out of the process."

State Mileage Reimbursement Rate Remains Unchanged

Cabinet Secretary Rob Ferguson announced in July that the state reimbursement rate for the use of employees' privately-owned vehicles remains the same at 40.5 cents per mile, until further notice after the next review in January, 2011.

The State Travel Management Office, under the Department of Administration, has notified the respective agency travel coordinators regarding this change. In accordance

with a March 2007 memorandum by Secretary Ferguson, a review will be conducted bi-annually, each January and July, of the reimbursement rate. The state is not required by law to match the federal government's reimbursement rate.

For questions regarding this reimbursement rate or any other travel-related issues, please contact State Travel Manager Catherine DeMarco at (304) 558-2613 or Catherine.A.DeMarco@wv.gov.

Statewide Contract Spotlight...

Intellipoint Technologies an Ideal Partner for Agencies in Solving Internet Technology Issues

When it comes to information technology issues, it's best to have a partner to rely on for finding the best possible solution. Intellipoint Technologies is a company name to keep handy for such scenarios.

Intellipoint Technologies is West Virginia's only Microsoft Dynamics Certified Partner, and a certified Intuit Solution Provider. Intellipoint Technologies is a vendor on the statewide contract, **ITECH10**, which is to provide temporary staff with computer technical expertise and to provide technology services. Intellipoint has been doing business with the state since it opened its door 12 years ago.

"We are a West Virginia company, focused on West Virginia organizations. State agencies rely on us to provide excellent support, and productivity enhancements with automated solutions to external software and state systems," said Dennis Barry, Intellipoint president. "We specialize in Enterprise Resource Planning [ERP]

*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.



Intellipoint Technologies is West Virginia's only Microsoft Dynamics Certified Partner and a vendor on the statewide contract **ITECH10. Ready to assist state agencies are Sandra Thomas, applications specialist, and Dennis Barry, president.**

implementation and support and understand West Virginia state government systems."

The Barboursville business has six full-time employees and has worked with approximately six state agencies thus far through the **ITECH10** contract.

"We work closely with the accounting and executive staffs of an agency in providing implementation, support and training," Barry said. "IntelliPoint works hand-in-hand with an agency's IT staff to provide integration of data between the state's technology systems into their back-office accounting system, as well as support SQL Server and SQL Server Reporting Services."

Barry added that some of the company's areas of expertise include Enterprise Application Integration; Electronic Document Management Sys-

tems; Microsoft Dynamics GP business management software; and Quickbooks Enterprise software. The Consolidated Public Retirement Board, the Lottery Commission and the Water Development are three of the state agencies Intellipoint worked with as part of this contract.

Intellipoint Technologies is one of more than 40 vendors on the **ITECH10** contract. Agencies procure services through this contract by way of a secondary bidding process through the Office of Technology. To review these companies, please visit: <http://www.state.wv.us/admin/purchase/SWC/default.htm>.

To learn more about Intellipoint Technologies, contact:

Dennis Barry
304-733-3687
Dennis.barry@intellipoint.net
www.intellipoint.net

The Faces of the 2010 Purchasing Division Staff



We are here to serve you!...The Purchasing Division is beginning a yearly tradition of taking an annual photograph of its staff. The above individuals represent a staff dedicated to serving its customers in a responsive and efficient manner. An updated staff photograph will now appear each year in The Buyers Network.

Articles for Vendors Now Appearing in Weekly Purchasing Bulletin

A new feature is being incorporated into the weekly *West Virginia Purchasing Bulletin*. The mid-month edition will contain an informational article for our paid registered vendors who use the *Bulletin* to view state agency solicitations in excess of \$25,000.

The monthly article will provide vendors additional guidance and a better understanding of the procedures, programs and services offered by the Purchasing Division. A link to all vendor articles is located on the *Bulletin's* home page, which has secured access. State agency procurement officials may view the *Purchasing Bulletin* on the state's intranet site.

"This initiative is another component of our outreach efforts to make the state purchasing process as efficient as pos-

sible. Our staff interacts with state agencies and vendors alike and these articles serve as a further measure toward that means," said Purchasing Director Dave Tincher.

The *West Virginia Purchasing Bulletin* is located on a secured link on the Purchasing Division Web site. It can be accessed by vendors who obtain a vendor number and password from the Purchasing Division upon payment of a registration fee of \$125. In addition to solicitations in excess of \$25,000, this publication also includes sole source determination notices and periodic bid opportunities from exempt agencies.

To submit article ideas, contact Assistant Director Diane Holley-Brown at Diane.M.Holley@wv.gov or by telephone at (304) 558-0661.

Current Statewide Contract Update

(As of August 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

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
DEBT10	Debt collection services	N/A	09/08/2010
DWASH10	Dishwashing materials	N/A	09/16/2010
MV11	2011 motor vehicles	03/31/2010 (spec meeting)	09/22/2010
OIL10	Oil, lubricants and grease	N/A	09/21/2010
RSHEET10	Reflective sheeting	N/A	09/02/2010

New Awards

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
SAFETY10	Airgas	Protective wear	08/01/2010-07/31/2011
SELECT10	Mid America Dell Marketing	Microsoft products	09/15/2010-09/14/2011
LGLOVES10	Gulf South	Exam gloves	08/15/2010-08/14/2010

Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Evaluation</u>
CANLINE10	Can liners	08/19/2010	YES
LGLOVES10	Latex gloves	07/08/2010	YES

Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Date</u>
WVRFJAN09	WV Assoc. of Rehab Fac.	Renew contract	08/01/2010-07/31/2011
FASTEN08	Grayson Ind. Inc.	Renew contract	09/15/2010-09/14/2011
DCBATT10	Graybar Elec. Comp. Inc.	Renew contract	09/15/2010-09/14/2011
BEDDING09A	Imperial Bedding Comp.	Renew contract	10/15/2010-10/14/2011

Contracts Extended

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Date</u>
SELECT07	SHI International	Extend contract	06/30/2010-07/31/2010
DEBT07F	National Recovery Agency	Extend contract	08/15/2010-09/14/2010
DEBT07I	Penncro Assoc. Inc.	Extend contract	08/15/2010-09/14/2010
DEBT07G	NCO Financial Sys Inc.	Extend contract	08/15/2010-09/14/2010

Contracts Extended

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Date</u>
DEBT07HA	NCO Financial Sys Inc.	Extend contract	08/15/2010-09/14/2010
DEBT07E	Joseph Mann & Co.	Extend contract	08/15/2010-09/14/2010
DEBT07C	EOS CCA	Extend contract	08/15/2010-09/14/2010
RSHEET07A	Avery Dennison Corp.	Extend contract	07/01/2010-08/31/2010
SYSFURN07H	KI Kruger Intl.	Extend contract	06/01/2010-10/31/2010
SYSFURN07I	Tredway Corp.	Extend contract	06/01/2010-10/31/2010
SELECT07	SHI International	Extend contract	08/01/2010-08/31/2010
SYSFURN07A	Access Systems	Extend contract	06/01/2010-08/31/2010
SYSFURN07C	Contemporary Galleries	Extend contract	09/01/2010-10/31/2010

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
SELECT07	SHI International	License software	Price list
CEREAL08A	AF Wendling Inc.	Cereal products	Cancel contracts
ENTPRZ08	SHI International	Software	Price list
PAPER09B	Liberty Dist. Inc.	Paper	Cancel contact

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

OCTOBER

FLRCOV09	Carpet and rugs
IPT07	Internet protocol voice communications
PAINT10	Paint and paint supplies
SYMC07	Symantec software
WATER10	Water treatment chemicals

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 _____
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Telephone Number _____
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Need Information about _____

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Pass Along this Publication

In This Issue... Did You Read About?

- Agencies Can Realize Savings through Piggyback Contract for Car Rentals ... [See Page 1](#).
- Federal Stimulus Funds Lead to Changes in Purchasing Process ... [See Page 2](#).
- Purchasing Division's Procedures Handbook Updated and Now Online ... [See Page 3](#).
- Tourism's Les Smith Strives to Offer a Positive Image of State ... [See Page 4](#).
- IT Problems are not a Problem for Intellipoint Technologies ... [See Page 5](#).
- Vendors Targeted in New Monthly Articles in the **West Virginia Purchasing Bulletin** ... [See Page 6](#).