

# 2011 AGENCY PURCHASING CONFERENCE

## Nov. 1-4 at Stonewall Resort State Park

# THE BUYERS NETWORK

AUGUST 2011 - VOL. 21, ISSUE 8

THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

## Online Registration for the 2011 Agency Purchasing Conference is Now Available

The Purchasing Division is pleased to announce that registration is now open for the 2011 Agency Purchasing Conference, scheduled for November 1-4, at Stonewall Resort State Park.

A tentative conference schedule, workshop synopses, and itinerary are available online at <http://www.state.wv.us/admin/purchase/Conference/Agency/2011/default.html>.

In addition to the Beginner's Track, which is a series of six classes aimed at those purchasers with two years or less purchasing experience, this year's schedule includes for the first time the Advanced Track.

The Advanced Track offers four sessions for the agency's primary designated procurement officer only. The four sessions include the Role of the Agency Procurement Officer, Speed Roundtables, Contract Drafting, and the Protest Process. Other new sessions

offered on this year's agenda include the Purchasing Card Program, Enterprise Resource Planning Program, and Tools and Research.

Additionally, two previously-announced classes have been enhanced to provide more detailed information. The Request for Proposal class now is separated into Preparing an RFP and RFP Evaluation.

The former Legal Issues class is divided into Attorney General's Role in Purchasing and Protest Process.

The registration fee is \$50 per participant, which covers materials, group meals, administrative costs, and attendance to all workshop sessions. Payment may be made on site at the conference using the State Travel Card or the State Purchasing Card.

Participants must make their own lodging arrangements no later than Friday, September 30, 2011, by calling

Stonewall Resort State Park's in-house reservations department at (304) 269-7400 or toll free at (888) 278-8150. The reservations department is available Monday through Friday from 8:30 AM to 6:00 PM.

Please indicate that you are attending the 2011 Agency Purchasing Conference to receive the contracted room rate of \$89.00 per night for single or double occupancy.

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# Designated Procurement Officer Key to Agency Operation

By Purchasing Director Dave Tincher

For the past several months, the focus on my monthly column has become more targeted toward not only the involvement, but the decision-making responsibilities of the designated agency procurement officers for each agency.

This year, when the letters were sent out to each agency asking for an individual to be named as the designated agency procurement officer, we asked that a primary and, only if necessary, back up procurement officer be selected. This requirement of designating a procurement officer to have the sole responsibility of the function of purchasing and to process all purchases on his or her agency's behalf is stated in the *Code of State Rules* §148CSR1.

The Purchasing Division is relying more heavily on these individuals chosen by the agency directors to coordinate the procurement activities at the agency level and to actively take part in the process at the formal purchasing level. As many of our designated procurement officers have experienced, the buying staff has required any decision, discussion or any issued raised be co-

ordinated through the designated procurement officers, in accordance with my direction. I believe it is essential for these designated professionals to be aware of every aspect of their agency's procurement process and to be fully aware of each transaction underway.

One of the most valuable benefits of this network of designated procurement officers is the enhanced communication between the agencies and the Purchasing Division. Our buying section works closely with the designated procurement officers to expedite purchasing transactions and to learn from one another. The sharing of information allows for better business practices to be established and implemented.

On the issue of sharing information, I would like to remind our agency procurement officers that if should receive a protest from a vendor who participated in the competitive bid process, it is important to inform your assigned



Purchasing Division buyer of this protest.

We recently listed all of the designated procurement officers on the Purchasing Division's website. This listing is especially helpful to vendors wanting to do business with your organization. For that reason, the procurement officer listing is located within the Vendor Resource Center.

For a direct link, visit:

<http://www.state.wv.us/admin/purchase/vrc/agencyli.html>

For employees working in the procurement field within their agencies, it is important to be knowledgeable of your designated agency procurement officer so questions may be raised to this person who has the ultimate purchasing authority in your organization. If further research is necessary, the designated agency procurement officer will discuss the issue with the assigned Purchasing Division buyer to assist in an efficient and timely manner.

The Purchasing Division values the cooperative spirit that our staff continues to enjoy with our agency partners.

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## Agency Conference Game Show Will Take its Attendees on a Fun Ride

Buckle up!

That is the friendly advice to those attending the 2011 Agency Purchasing Conference at Stone-wall Resort. In keeping with conference tradition of mixing entertainment with education, the Purchasing Division unveils its game show for this year's event.

"Purchasing's Cash Cab" will highlight the Wednesday evening activities during the November 1-4 conference in Roanoke, WV. Purchasing's Cash Cab will mimic the popular cable game show which puts would-be passengers into an instant game show setting inside the taxi itself. Conference attendees



will have the opportunity to win prizes by correctly answering purchasing-related questions from the game show host portrayed as a taxi driver. Purchasing's Cash Cab follows the tradition of adapting pop-

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**Please see GAME SHOW, Page 6**

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## CONFERENCE

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For those participants who will be reserving their room with a State of West Virginia Boarding and Lodging Voucher, please be sure to indicate, at the time you make your reservation, that you will be using a voucher. Please fax a copy of the voucher, including your reservation confirmation number, to April Exline at (304) 269-8897.

For more information about the 2011 Agency Purchasing Conference, please contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or e-mail her at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

What are you waiting for? Register NOW for the 2011 Agency Purchasing Conference!

## Close Attention Should Be Made to Backdating Documents

Proper backdating of documents is essential to ensure work projects proceed in an efficient manner. This subject is addressed in Section 4.3.1.1 of the **Purchasing Division Procedures Handbook**, which states:

"All agreements, many change orders and other documents require an effective date, at which time the vendor may begin to supply the commodities or services as specified. The *West Virginia Code* §5A-3-1 et seq, requires the Purchasing Division to authorize purchases on behalf of state agencies, and the Attorney General's office to approve those purchases "as to form" before the contract is legal and binding. Verbal approval by agency personnel is prohibited for a vendor to proceed without a properly executed purchase order and is considered an illegal act. The *West Virginia Code* §5A-3-17, §5A-3-29, and §5A-3-31, establishes personal responsibility and penalties for noncompliance. Backdating transactions resulting from sole source determination or any other documents may not be honored.

"The Purchasing Division may not accept any agreements, change orders or other documents which set an effective date that precedes the date of arrival in

the Purchasing Division by more than 20 calendar days. All documents beyond 20 days may be returned unapproved. Any exceptions must be approved by the Purchasing Director."

It is imperative that all change orders first be approved by the Purchasing Division before the work specified is allowed to proceed. Due to the cost and time that generally involved with change orders, especially when it involves construction contracts, this should eliminate instances of work being performed before it is approved."

For additional information or to access the **Purchasing Division Procedures Handbook**, please visit <http://www.state.wv.us/admin/purchase/Handbook/default.html>.



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## Securing Letter of Justification Essential with Lease Purchases

When making lease and lease purchases of equipment, it is important that a letter of justification from the agency be submitted to the Purchasing Division simultaneously as the Purchase Requisition (WV-35).

As noted in Section 4.7.1.7 of the **Purchasing Division Procedures Handbook**, "The minimum purchase cost to consider a lease-purchase as an option is \$100,000. Borrowing money is discouraged; however, if it is critical to the operation of the agency, a letter of justification must be prepared, signed by the agency head, and submitted to the Purchasing Division. A contract for financing is available to all agencies through the Finance Division of the Department

of Administration."

The Finance Division administers the Master Lease Finance Agreement (MLFA) for the state of West Virginia through the statewide contract (FINANCE). The agency must note with the accompanying WV-35 that the resulting purchase will be financed under the MLFA.

Sections 4.7.1.7.1 adds that "After the contract is prepared and approved as to form, by the Attorney General's Office, the contract is held in the Purchasing Division while the release order is generated and approved.

A copy of the unencumbered contract will be submitted to the Finance Division in order to execute the Master

Lease Finance Agreement Appendix. The agency will work directly with the Finance Division to facilitate the execution of the Master Lease Finance Agreement Appendix. As time schedules are very sensitive in the execution of the Master Lease Finance Agreement Appendix, the agency and the Finance Division should inform the Purchasing Division Buyer of any deadlines with issuing the documents. The financial document (P-doc) will be issued with the release order."

For more about equipment leases and lease purchases, visit the Purchasing Division Procedures Handbook at <http://www.state.wv.us/admin/purchase/Handbook/default.html>

# Second WVSASP Furniture Giveaway a Success

The West Virginia State Agency for Surplus Property (WVSASP) has just wrapped up another furniture giveaway, and it was a great success. The giveaway not only helps clear out the warehouses, but also benefits the eligible organizations who can participate in the free furniture giveaway. It gives those businesses a great opportunity to drive away with quality furniture that they might not have been able to purchase.

A total of 37 agencies took advantage of the event, and more than 600 pieces of furniture were driven off the lot from July 5-15. Chairs, filing cabinets, desks, bookcases, tables and storage cabinets were among the most popular pieces with the eligible customers.

“The furniture giveaway is a great benefit to those organizations who need the furniture, but might not have the funds to do so,” says WVSASP Manager Ken Frye. “Not only does this event benefit those businesses, but it benefits our business because we will have more room for newly retired property and the word about WVSASP is getting out to the community.”

Deana Burke of Glenville, founder and executive director of Visions, Vessels, and Victory, a non-profit agency with three food pantries in Wirt, Gilmer and Berkeley counties, picked out an assortment of chairs, desks and filing cabinets during her visit. The filing cabinets, she said, will make good storage bins for canned goods and many of the chairs would be used for elderly citizens to sit in while waiting in line at the outreach centers.

“The price is great,” Burke said with a laugh, adding in a more serious tone, “We



**Plenty of businesses came out for the furniture giveaway at WVSASP. Representatives of Visions, Vessels, & Victory, INC. were thrilled with the opportunity to fill their U-HAUL with plenty of free furniture to help better organize and update their facility.**

only operate on donations. We do not receive any government money. We could not have come down here and bought this. The fact that this is all free is truly a blessing for our organization.”

Frye said the giveaway furthers the mission of WVSASP to maximize the value of each tax dollar while also assisting eligible organizations throughout the state.

## State Mileage Reimbursement Rate Increases

As part of its bi-annual review, the Department of Administration increased the state mileage reimbursement rate from 42.5 cents per mile to 47.0 cents per mile, effective July 20, 2011. The 4.5 percent increase correlates with the projected increase in fuel costs in West Virginia since the January 2011 mileage reimbursement rate adjustment.

Short-term analysis by the Federal Energy Information Agency for the remain-

der of 2011 shows per gallon fuel prices remaining above \$3.50 for regular unleaded and \$3.80 for diesel fuel.

A bi-annual review of the state's mileage reimbursement rate for privately-owned vehicles is conducted in January and July of each year by the cabinet secretary of the Department of Administration. After the most recent review, the state's reimbursement rate for the use of employees' privately-owned vehicles determined an increase was deemed necessary to cover the total cost of ownership for usage of the privately-owned vehicle for state business use.

This state rate will be in effect until further notice or after the next review to occur in January 2012.



# Revised Vendor Procurement Guide Now Available to Businesses Wanting to Do Business with the State

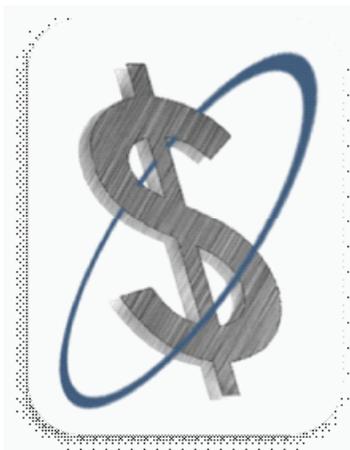
The Purchasing Division recently posted the **Vendor Procurement Guide**, an informational guide to vendors interested in marketing commodities and services to the state of West Virginia, on the Vendor Resource Center of our website at: <http://www.state.wv.us/admin/purchase/vrc/vpg/default.html>

This Guide provides valuable information to businesses regarding definitions, purchasing levels of authority, vendor registration and responsibilities, bid opportunities, the purchasing process, and vendor resolutions, disputes and protests.

“Our goal in publishing the Vendor Procurement Guide is to provide interested businesses with information on how our state’s purchasing process works,” said Purchasing Director Dave Tincher. “We hope that this informative resource will better educate and inform our vendor community and answer many questions that they may have in doing business with our state government.”

In addition to the detailed explanation of the state’s purchasing process, the Guide also offers the Purchasing Division Directory, forms, the agency/buyer assignments, exemptions to the Purchasing Division’s authority, a listing of existing mandatory and optional contracts, the Vendor Code of Conduct and frequently-asked questions.

Those vendors who currently have contracts with the state as well as businesses who are considering our state government as a potential customer is strongly encouraged the review the **Vendor Procurement Guide** and keep it accessible as a reference tool.



It is important to remember that the Vendor Resource Center has a collection of other reference materials that would prove helpful to businesses. This information includes:

- Commonly used forms, including the Vendor Registration and Disclosure Statement
- **West Virginia Purchasing Bulletin**, which is the listing of bid opportunities for registered vendors for solicitations expected to exceed \$25,000
- Stimulus project information, which contains a list of bid opportunities pertaining to state projects using ARRA federal stimulus funds
- Link to the West Virginia State Agency for Surplus Property, for which businesses may wish to obtain quality used furniture for a discounted price
- Legislative Rules and Regulations pertaining to the state purchasing process
- Directions to the Purchasing Division’s office
- List of agency procurement officers, which includes the agency’s primary and back up procurement agents
- Terms and Conditions for the Request for Quotation and Purchase Order
- Units of measure most often used in state contracts
- Freight terms used in state contracts
- Links to vendor advocates
- Link to the HIPAA Business Associate Addendum
- Link to the web page for bids received by the Purchasing Division
- Notice relating to the privacy of information collected
- Link to VISTA, administered by the State Auditor’s Office, which allows for the search of vendor payments made by the state of West Virginia

A direct link to the Vendor Resource Center on the Purchasing Division’s website is <http://www.state.wv.us/admin/purchase/vrc/default.html>.

## Designated Procurement Officer List Updated on Website

The Purchasing Division recently updated the State Agency Procurement Officers listing at the Vendor Resource Center (VRC) on the division’s website to reflect the designations for fiscal year 2012.

This list is required by the **Code of State Rules** §148CSR1 and is available at <http://www.state.wv.us/admin/purchase/vrc/agencyli.htm>.

The listing had been updated to include those designated by their agency as the primary procurement officers, in addition to those designated as backup procurement officers. The listing is part

of the reference materials made available to vendors who want to do business with the state of West Virginia.

Vendors may wish to use the list to directly contact a particular agency, especially for products and services under the agency delegated authority (\$25,000 or less).

All communication between the agency and the Purchasing Division must be coordinated through the agency designated procurement officers. This ensures that they are aware of all purchasing-related transactions.

Those designated within their re-

spective agencies as agency procurement contacts should contact the Purchasing Division when changes to the contact names or information should be made. Changes to the list may be sent to Public Information Specialist Chad Williamson of the Purchasing Division at [chad.b.williamson@wv.gov](mailto:chad.b.williamson@wv.gov).

Additional information on the role and responsibility of the designated procurement officers at state agencies is offered by Purchasing Director Dave Tincher in **The Director’s Comments** on page 2 of this issue of **The Buyers Network**.

# Hard Work Pays Off for Purchasing's Mark Totten

The Purchasing Division is pleased to announce that Mark Totten, a Programmer Analyst I for the Purchasing Division, was selected as the Department of Administration's *Employee of the Month* for August.

A state government employee for more than three years, Totten's duties include providing maintenance and application support for TEAM, the statewide purchasing system, the Requisition Tracking system, the Pur-

chasing Division website, and the *West Virginia Purchasing Bulletin*. He also performs training and administrative duties relating to vendor registration.

"Mark is one of the most hard-working and dedicated employees I have ever encountered," said one co-worker. "Many of his duties are time-sensitive, and even though he is under pressure, he is always in a good mood and never complains about his workload."

"Mark is very professional and

no matter how busy he may be, he always has time to lend a helping hand," according to another co-worker.

In his spare time, Totten likes to read and travel. He will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on Thursday, August 4 at 11:15 a.m. at the Purchasing Division office in Building 15 at 2019 Washington Street East in Charleston.



**Mark Totten is the Department of Administration's Employee of the Month.**

## Upcoming In-House Training Sessions

The Purchasing Division's in-house training sessions for 2011 continue through the months of July and August with three classes set for each month. All classes are available to state agency purchasers.



Below are the classes available in **August** and **September**:

- Friday, August 5: Request for Quotations (10 a.m. – 11 a.m.)
- Friday, August 19: Best Value Procurement / Request for Proposal Process (10 a.m. – 11 a.m.)
- Wednesday, August 24: Purchasing Tools and Resources (10 a.m. – 11 a.m.)
- Wednesday, Sept. 7: Acquisition Planning (10 a.m. – 11 a.m.)
- Friday, Sept. 16: Special Purchasing Processes: Emergency and Sole Source Purchases (10 a.m. – 11 a.m.)
- Wednesday, Sept. 21: Inspection Services (10 a.m. – 11 a.m.)

All classes are scheduled for the Regents Room, in Building 7 (West Virginia Training Center). The sessions are free and open to those agency purchasers who are involved with the state procurement process. For a complete list of classes offered throughout the year, or to register for a class, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html> or contact Staff Development Specialist Samantha Knapp at 304-558-7022 or by e-mail at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Webinar Set for August 31 on Statewide/Piggyback Contracts

The Purchasing Division will host its next training webinar on Wednesday, August 31. This second webinar offered by the Purchasing Division was created to provide training for state agency purchasing officials not readily able to travel to Charleston for the in-house training sessions available at the State Training Center (Building 7) at the Capitol.

This August webinar topic is "Statewide and Piggyback Contracts" and will be presented from 10 – 11:15 a.m. The webinar is open to procurement officers who work outside of the Charleston area and participation counts as one credit in the Purchasing Division's Basic Procurement Certification Program.

There is no charge to participate. To sign up, contact your designated agency procurement officer. For a list of agency procurement officers, visit <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.

For additional information about the webinar, contact contact Staff Development Specialist Samantha Knapp at 304-558-7022 or by e-mail at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov). To learn more about all Purchasing Division training programs, visit <http://www.state.wv.us/admin/purchase/training/default.html>.

## GAME SHOW

Continued from Page 2

ular game shows to one with purchasing-specific questions. Past agency conference shows include "Are You Smarter Than A Purchasing Buyer," "Wheel of Misfortune," and "Purchasing Feud."

Serving once again as the game show host is Buyer Supervisor Chuck Bowman who will ask purchasing-related questions to contestants from inside the Purchasing Cash Cab with his trademark wit and high energy level. To learn more about this year's Agency Purchasing Conference, visit <http://www.state.wv.us/admin/purchase/Conference/Agency/2011/default.html>.

Sign up to play Purchasing's Cash Cab when registering for the conference!

# Current Statewide Contract Update

(As of July 15, 2011)

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 your assigned agency buyer.

## Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
ERCYCL11	Electronic recycling of equipment	N/A	07/21/2011
FUELTW12	Fuel	N/A	07/28/2011
FUELTT12	Fuel	N/A	08/04/2011
CANLINE11A	Trash bags	N/A	08/17/2011
RECMGT11	Provide off-site storage	08/01/2011	08/25/2011

## Under Evaluation

Contract	Description	Bid Opening	Under Eval
RTIRE11	Retread tires	04/26/2011	05/12/2011
LABSUP11	Lab equipment	N/A	06/15/2011

## Renewals

Contract	Vendor	Description	Date
WVRFJAN09	WV Assoc of Rehab Facilities	Renew contract	08/01/2011-07/31/2012

## Contracts Extended

Contract	Vendor	Description	Date
HRDEV09	Epiphany Consulting LLC	Consulting	04/02/2011-12/30/2011
DIGCOP09F	Remco Sales & Service Inc.	Digital copiers	06/15/2011-09/14/2011
FUELTT011A	Harris Oil Comp.	Fuels	06/15/2011-08/15/2011
FUELTT011C	Tri State Petroleum Corp.	Fuels	06/15/2011-08/15/2011
FUELTT011D	Guttman Oil Comp.	Fuels	06/15/2011-08/15/2011
FUELTT011E	Mansfield Oil Comp.	Fuels	06/15/2011-08/15/2011
FUELTT011F	R T Rogers Oil Comp Inc.	Fuels	06/15/2011-08/15/2011
FUELWO11A	Guttman Oil Comp.	Fuels	06/15/2011-08/15/2011
FUELWO11B	Harris Oil Comp.	Fuels	06/15/2011-08/15/2011
FUELWO11C	J L Brannon Inc.	Fuels	06/15/2011-08/15/2011
FUELWO11D	Bruceston Petroleum Co Inc.	Fuels	06/15/2011-08/15/2011
FUELWO11E	Tri State Petroleum Corp.	Fuels	06/15/2011-08/15/2011
MOVE08	Myers Transfer & Storage Sys	Moving services	07/01/2011-10/31/2011

## Miscellaneous Actions on Statewide Contracts

Contract	Vendor	Commodity	Description of Change
CPHONE07B	ATT Mobility	Cell service	Rate change
SELECT10	Dell Marketing	License software	Updated price list
WVARF10	Wv Assoc of Rehab Facilities	Absorbency products contact	Incorporate Information
SANPAP08	Liberty Distributors Inc	Sanitary Paper Products	Correct end date of contract
LAN10A	Advanced Technical Solutions	Local area network hardware solutions	Cancel contract in its entirety
LAN10B	CityNet LLC	Local area network hardware solutions	Cancel contract in its entirety
LAN10C	Ebridge Consulting	Local area network hardware solutions	Cancel contract in its entirety
LAN10D	Enterasys Networks Inc.	Local area network hardware solutions	Cancel contract in its entirety
LAN10E	Pomeroy IT Solutions Inc.	Local area network hardware solutions	Cancel contract in its entirety
LAN10F	Sesco Electronics Div State EI	Local area network hardware solutions	Cancel contract in its entirety

## 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

CLRM	Classroom furniture
ENTPRZ	Microsoft Enterprise products
ERCYCL	Electronic equipment recycling
HRDEV	Human resources related personnel devopment tools
LAWN	Lawn maintenance equipment
RECMGT	Records management
SANPAP	Sanitary paper supplies
SIP	Personal computers and peripherals

### SEPTEMBER

CLRM	Classroom furniture
ENTPRZ	Microsoft Enterprise products
LAWN	Lawn maintenance equipment
MOVE11	Moving services
SANPAP	Sanitary paper supplies
SIP	Personal computers and peripherals

# 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  
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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](mailto:Diane.M.Holley@wv.gov)

\_\_\_\_\_

Name \_\_\_\_\_  
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Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Need Information about \_\_\_\_\_  
\_\_\_\_\_

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### STATE OF WEST VIRGINIA

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