

# THE BUYERS NETWORK

SEPTEMBER 2011 - VOL. 21, ISSUE 9

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

## Small Businesses Find Assistance Through the WV State Agency for Surplus Property

The West Virginia State Agency for Surplus Property (WVSASP) has been making the purchasing of office furniture and equipment easier for businesses with its quality goods at a more convenient price. Small businesses have heard of the great service offered by WVSASP and never miss a chance to further their business and facilities.

WVSASP and the U.S. Small Business Administration (SBA) have joined together to generate the 8(a) program that helps disadvantaged businesses continue to progress and succeed. The 8(a) program is a federal program that allows those businesses to obtain surplus property that they might not otherwise be able to afford.

According to SBA's website, "the 8(a) Program is an essential instrument for helping socially and economically disadvantaged entrepreneurs gain access to the economic mainstream of American society. The program helps thousands of aspiring entrepreneurs to gain a foothold in government contracting."



This program is a great opportunity for businesses. "Those businesses that are eligible can really benefit from the program by receiving great items for a small fraction of what the cost would be if they had to purchase the items new," said assistant manager of WVSASP, Elizabeth Purdue.

A business can simply call WVSASP to begin the steps towards becoming classified as an eligible "disadvantaged" business. Businesses can begin shopping for surplus property through the GSA website and can receive the help of the people at WVSASP to begin screening items to find what goods are appropriate for their business.

For more information contact WVSASP at (304) 766-2626 or visit its website at <http://www.state.wv.us/admin/purchase/surplus/default.html>. Any additional information on the 8(a) program can be found on the SBA website, [www.SBA.gov](http://www.SBA.gov).

## Agency Purchasing Conference Gains in Popularity

As the 2011 Agency Purchasing Conference gets closer, registration is bypassing past year's attendance at this stage. The annual event is scheduled for November 1-4, at Stonewall Resort. Registration information is available at <http://www.state.wv.us/admin/purchase/Conference/Agency/2011/default.html>.

All rooms at Stonewall have been reserved, so attendees who have not yet booked their rooms will have to seek off-site accommodations. Additional lodging is available at the Holiday Inn Express, 215 Staunton Drive, Weston, within close proximity to



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- Procurement Officer Contact List Updated on Vendor Resource Center

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## THE DIRECTOR'S COMMENTS

# Providing the Tools and Resources to Get the Job Done

By Purchasing Director Dave Tincher

To successfully complete at any task, it is crucial that you have the right tools and resources to accomplish what you set out to do. There is no difference in performing your job as an agency procurement officer.

For that reason, the Purchasing Division works diligently to provide our agency partners what they need to succeed. The most important resource in your tool chest is the **Purchasing Division Procedures Handbook**. This document outlines the procedures currently in place for those agencies which must statutorily follow the Purchasing Division's guidelines in purchasing products and services in state government. This is an evolving document that is updated periodically to ensure that clear, complete and accurate information is provided to agency procurement officers. When in doubt, check it out in the handbook.

Additionally, we offer many other resources to both our agency purchasers as well as our participating vendors. Recently, we introduced our new Vendor Procurement Guide which is available on the Vendor Resource Center on

the Purchasing Division's website. I encourage you when working with vendors to guide them to this site for additional information on purchasing procedures. A direct link to the guide is <http://www.state.wv.us/admin/purchase/vrc/VPG/default.html>.

If information is needed regarding the Surplus Property Program, the recently revised Surplus Property Reference Manual will provide guidelines on its state and federal programs. A direct link to this manual is <http://www.state.wv.us/admin/purchase/surplus/referenc.html>.

One resource that is often used by our agency purchasers is the checklists for various purchasing transactions. Included as Appendix O of the **Purchasing Division Procedures Handbook**, the agency process checklists provide a list of documents and approvals that are necessary to process a request for quotation, change order, direct purchase order, equipment contract order, emergency purchase,



expression of interest over and under \$250,000 and request for proposal. To access the most current issue of the handbook, visit <http://www.state.wv.us/admin/purchase/Handbook/default.html> and select Appendix O.

Internally, the best resource for agency purchasers is your designated procurement officer. As many are aware, this fiscal year, the Purchasing Division

began requiring agencies to distinguish between their agency purchasers by designating a primary contact and any back up contracts as they deem necessary. These updated agency designated purchasing contacts are found on the Vendor Resource Center at <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.

These are just a few of the many resources and tools offered to our agency purchasers. I encourage you to check the Agency Resource Center on the Purchasing Division's website for other valuable information. The Agency Resource Center may be accessed at <http://www.state.wv.us/admin/purchase/arc/default.html>.

## Purchasing Division Seeks Nominations for Annual Procurement Awards

The Purchasing Division is seeking nominations for the annual *Agency Procurement Officer of the Year* and *Partner in Purchasing* awards. The awards will be presented at the 2011 Agency Purchasing Conference, set for November 1-4 at Stonewall Resort in Roanoke.

*Agency Procurement Officer of the Year* is awarded to an individual employed by a West Virginia state agency is currently working in the purchasing field. The purpose of this award is to recognize 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 Purchasing Division staff is not eligible for this award.

The *Partner in Purchasing* award is offered to an individual who has demonstrated high levels of performance and professionalism in working with various programs administered by the Purchasing Division, including Fixed Assets, Surplus Property, the 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 at: <http://intranet.state.wv.us/admin/purchase/recognition>.

Questions related to award nominations may be directed to 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).

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## CONFERENCE

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Stonewall Resort. Reservations can be made by calling (304) 269-3550 or 1-800-HOLIDAY. When making your reservation at Holiday Inn Express, use the block code APC (i.e. Agency Purchasing Conference) to receive a room rate of \$85 per night for single or double occupancy.

This rate can only be guaranteed until Friday, September 30, 2011. Rooms will be given on a first-come, first-served basis.

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).

# West Virginia State Agency for Surplus Property Schedules Next Public Auction for September 17

The West Virginia State Agency for Surplus Property (WVSASP) will offer its second absolute auction of the year. The auction is scheduled for Saturday, Sept. 17, at 2700 Charles Avenue in Dunbar.

Gates will open at 9 a.m. with the auction scheduled to begin at 10 a.m. Potential bidders may inspect the sale property Sept. 12-16 from 8:30 a.m. to 4:30 p.m. at the Dunbar location.

Payment on the day of the auction may be made by cash, check, and Visa/MasterCard. All property is subject to prior sale.

For additional information on the auction, contact WVSASP at (304) 766-2626 or toll-free at 1-800-576-7587. The auction notice may be viewed at the Surplus Property website at <http://www.state.wv.us/admin/purchase/surplus/auction.htm>.



The West Virginia State Agency for Surplus Property (WVSASP) will hold an absolute auction on Saturday, Sept. 17, at 2700 Charles Avenue in Dunbar.

## Purchasing Division Recognizes Latest Certification Program Recipients

The Purchasing Division is pleased to recognize the latest graduates in the West Virginia Procurement Basic Certification (WVPBC) program.

Carolyn Hager of the General Services Division, Linda Harper of the Office of Technology and Mike Withrow of the Auditor's Office are the most recent recipients in the WVPBC program along with Kristy James, formerly the contract manager at the Purchasing Division who recently accepted a position with the Lottery Commission. The number of state procurement officials who have earned WVPBC certification now stands at 15.

The Purchasing Division created a State Certification Program to strengthen the education, training and professional recognition of those involved in the state procurement process. This program is

open to agency procurement officers and Purchasing Division buying staff. Those who complete this certification are eligible to enroll in the West Virginia Procurement Advance Certification program. Currently, 26 procurement officials are enrolled in the Basic Certification program.

For a complete list of the program's requirements and the re-certification requirements, visit <http://www.state.wv.us/admin/purchase/training/Certification/>. Procurement officials interested in this program should contact our training staff: Samantha Knapp, Training Development Specialist, at (304) 558-7022 ([Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov)), or Diane Holley-Brown, Assistant Purchasing Director, (304) 558-0661 ([Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)).

## Non-Conflict of Interest Form Updated, Posted to Purchasing Intranet Site

The Purchasing Division has revised the **Certification of Non-Conflict of Interest** form, which is required of all evaluators of solicitations, in accordance with the *West Virginia Code* §5A-3-31.

The revised language reflects that the evaluator(s) and/or advisor(s) has not had or will not have contact relating to this specific solicitation. In the previous language, the language was in past tense; however, this form is now required prior to the evaluation.

Additionally, language was included to indicate that there would be no contact with any participating vendors between the time of the bid opening and the award recommendation *without prior approval of the Purchasing Division*.

To access all Purchasing Division forms, visit:

<http://intranet.state.wv.us/form/default.htm>

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# Vendor Registration: First Step in Selling to the State

As part of **West Virginia Code** 5A-3-12, vendors to the state must register with the Purchasing Division. It is the first step for a vendor to sell goods and services to the state, said Purchasing Applications Specialist Mark Totten. Totten presented on vendor registration at the 2010 Agency Purchasing Conference.

“To become a registered vendor with the state of West Virginia, a business must fill out either a WV-1 or a WV-1A,” Totten said. “Both forms are vendor registration and disclosure statements, but the WV-1 requires the vendor to pay a \$125 fee to be part of the competitive bid process; the WV-1A is for sole source vendors or vendors whose aggregate sales are less than \$1,000 in any one year, and there is no fee required.”

When registering, vendors may register multiple locations for their business without paying an additional fee so long as the tax ID is the same, Totten said.

The **West Virginia Purchasing Bulletin** is the method used to advertise all competitive purchases expected to exceed \$25,000, Totten said. “It is sent out to registered vendors and state procurement officers,” he said. “A password is required if logging in through the website, but it is available on the state Intranet for agencies, and no password is required.”

Agencies hold several responsibilities in the procurement process, Totten said. An agency must:

- Furnish appropriate form to vendors with whom they wish to do business
- Ensure that vendors register prior to an agency issuing a purchase order, written or verbal
- Type agency’s name and mailing address on the WV-1A when you send it to the vendor



- Inform vendors to mail the WV-1A forms back to the agency, not Purchasing Division
- Complete Part II
- Procurement officer signs and forwards WV-1A to the Purchasing Division
- WV-1A forms without Part II completed by the agency will not be processed
- Prior to sending a form to a vendor, check the Purchasing Division’s vendor file first to see if the vendor is already registered
- Provide the vendor the appropriate form
- Do not complete any portion of the form for the vendor, or alter the form once received

The Purchasing Division’s responsibility includes:

- Review all forms for compliance
- Check to make sure the vendor is not already registered
- Determine whether the vendor is registering as a new vendor or updating their previous registration
- If form is complete, vendors will be entered and/or updated in the TEAM purchasing system
- Purchasing Division cannot process incomplete vendor registration forms
- Incomplete WV-1 forms will be returned to the vendor
- Incomplete WV-1A forms will be returned to the requesting agency’s procurement officer

Jeanne Barnhart oversees vendor registration within the Purchasing Division. For more information about vendor registration, contact Barnhart at (304) 558-2311 or by e-mail at [Jeanne.B.Barnhart@wv.gov](mailto:Jeanne.B.Barnhart@wv.gov).

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## Revisions Made to RFP Standard Format to Clarify Language

Effective August 1, the Request for Proposals Standard Format was revised to clarify language relating to the cost bid opening, minimum acceptable score and public records.

In Section 3.8 under Vendor Proposal, the description of the cost bid opening was expanded to explain that all cost bids for qualifying proposals will be opened. Cost bids for non-qualifying proposals will not be opened. A proposal may be deemed non-qualifying for a number of reasons including, but not limited to, the bidder’s technical proposal failing to meet

the minimum acceptable score and the bidder’s technical proposal failing to meet a mandatory requirement of the contract. Certain information, such as technical scores and reasons for disqualification, will not be available until after the contract award, pursuant to *West Virginia Code* §5A-3-11(h) and *West Virginia Code of State Rules* §148-1-6.2.5.

Section 4, which addresses Evaluation and Award, the language relating to minimum acceptable score was enhanced to note that All Vendors not attaining the minimum acceptable score (MAS) shall

be considered as non-qualifying; therefore, the cost bids will not be opened. A proposal may be deemed non-qualifying for a number of reasons including, but not limited to, the bidder’s technical proposal failing to meet the minimum acceptable score and the bidder’s technical proposal failing to meet a mandatory requirement of the contract. Certain information, such as technical scores and reasons for disqualification, will not be available until after the contract award, pursuant to *West*

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**Please see RFP, Page 6**

## Used Toner Cartridges May Be Recycled by Agency Upon Approval from WV State Agency for Surplus Property

Due to a market value decline in used toner cartridges, the West Virginia State Agency for Surplus Property has modified its process of accepting used cartridges, according to Ken Frye, Assistant Purchasing Director of Program Services. Agencies may now recycle used toner cartridges through a reputable recycling company, if the company does not charge for this service.

Please note that these cartridges should be retired on a Surplus Property Retirement Form (WV-103), recommending the disposal method as “waste.” The agency should indicate that the used cartridges will be recycled properly.

Keep in mind that most landfills consider used toner cartridges as hazardous waste and will not accept these items.

New cartridges still in their boxes still have substantial value and should be retired to the West Virginia State Agency for Surplus Property.



## Business Travel Remains Steady

National Travel, the state-wide contract vendor for travel services (**TRAVEL**) for state agencies, offers these business travel notes.

Major U.S. Airlines saw their passenger revenues increase for the 17<sup>th</sup> consecutive month through May of this year, according to the Air Traffic Association.

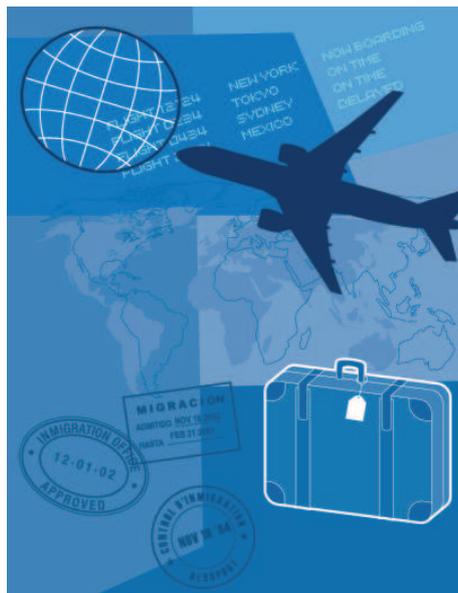
According to the latest Market Metrix Hospitality Index, hotels are doing a better job of keeping customers happy. Guest satisfaction across all segments is up and overall, guests said they felt more comfortable, welcomed and respected.

Hotels are now testing a new technology which allows hotel guest to use their mobile phone as a virtual room key, allowing guests to bypass check-in lines. The new technology allows guests to receive their hotel room number and digital room key on their mobile phone on the day of their scheduled arrival. Pilot tests continue on what is being called “mobile room key” and evaluating the results to learn if the practice can be practiced on a larger scale.

Hotel room rates are rising moderately as demand for business travel increases, according to the latest American Express Business Travel Monitor. Average domestic hotel rates increased three percent to \$150 in the first quarter of this year.

For questions or inquiries about state travel planning, contact Catherine DeMarco, state travel manager, at (304) 558-2613 or [Catherine.A.DeMarco@wv.gov](mailto:Catherine.A.DeMarco@wv.gov). To contact National Travel, please call (304) 357-0801.

Buyers Network



## Surplus Property Reference Manual Updated Online

The Reference Manual for the West Virginia State Agency for Surplus Property Program (WVSASP) has been updated and is now posted online at <http://www.state.wv.us/admin/purchase/surplus/referenc.html>.

This online manual details specific information how state agencies are to retire property to WVSASP, in accordance with *West Virginia Code* §5A-3-45, which states: “The state agency for Surplus Property has the exclusive power and authority to make disposition of the commodities or expendable commodities now owned or in the future acquired by the state when the commodities are or become obsolete or are not being used or should be replaced.”

The reference manual also provides guidance on how eligible organizations can obtain quality, usable property at a substantially reduced price from the WVSASP from both the state and federal surplus property programs.

The West Virginia State Agency for Surplus Property is located at 2700 Charles Avenue in Dunbar and can be reached at (304) 766-2626 or toll-free at (800) 576-7587. Questions can be submitted by e-mail at <http://www.state.wv.us/admin/purchase/surplus/Question.html>.

# Quality Documents are Necessary When Submitting Purchase Requisitions to the Purchasing Division



The Purchasing Division is responsible for ensuring that all submitted bid documents are properly archived as a published record. The clarity and quality of documents contained in solicitations sent to the Purchasing Division is essential to this task.

The clarity of documents is important as all information provided to the Purchasing Division is scanned and filed electronically for storage and public posting on the Purchasing Division website. If the given documents are of poor clarity, then it is difficult to ad-

equately view all the information. Once a solicitation has completed the bid process, all information pertaining to that solicitation becomes public record and is available for review by the general public. Agency procurement officials should consider requesting documents with better resolution if there is a concern that the submitted documents may be poor in quality once it is scanned. The Purchasing Division strives to ensure the quality of all submitted information for these reasons.

## Upcoming In-House Training Sessions

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



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

- 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.)
- Wednesday, Oct. 5: Evaluation and Award Process (10 a.m. – 11 a.m.)
- Wednesday, Oct. 12: Pre-Bid Conferences (10 a.m. – 11 a.m.)
- Wednesday, Oct. 19: Preventing Protests (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).

## Seventh Training Module Added To Website

The Purchasing Division is pleased to announce the latest addition to the Online Training Module section of the agency website. The topic of Fixed Assets becomes the seventh online module posted to the Purchasing website. These online training presentations are designed to allow procurement agency officials the flexibility to review from the convenience of their offices.

Once each module is reviewed and completed, this training counts as one credit in a procurement official's participation in the Purchasing Division Certification Program. Please note that upon reviewing any of the Purchasing Division's online training modules, it is important to print a Certificate of Completion for the specific module. The certificate is to be signed by the employee and his or her supervisor and must be mailed to Staff Development Specialist Samantha Knapp of the Purchasing Division in order to receive credit. Please contact Knapp at (304) 558-7022 or by e-mail at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) with any questions.

For a direct link to this and all of our online training modules, please visit:

[www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html)

## RFP

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*Virginia Code* §5A-3-11(h) and *West Virginia Code of State Rules* §148-1-6.2.5.

Lastly, under Section 5: Contract Terms and Conditions, additional information was added in explaining that although all documents submitted to the Purchasing Division relating to purchase orders or contracts are considered public records, certain information, such as technical scores and reasons for disqualification, will not be available until after the contract award, pursuant to **West Virginia Code** §5A-3-11(h) and **West Virginia Code of State Rules** §148-1-6.2.5.

To view the entire revised RFP Standard Format, visit the Purchasing Division Procedures Handbook, Appendix J, at:

<http://www.state.wv.us/admin/purchase/handbook/2007R13/handJ.htm>

# Current Statewide Contract Update

(As of August 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 equip.	N/A	07/21/2011
FUELTW12	Fuel	N/A	08/08/2011
FUELTT12	Fuel	N/A	08/08/2011
CANLINE11A	Trash bags	N/A	08/17/2011
RECMGT11	Provide off-site storage	08/01/2011	08/25/2011
RECMGT11	Provide off site storage	08/01/2011	08/25/2011
MOVE11D	Moving services	N/A	09/01/2011
DCBATT11	Batteries	N/A	09/01/2011
LGLOVES11	Latex gloves	N/A	09/07/2011

## 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

## Contracts Extended

Contract	Vendor	Description	Date
MOVE08C	Evans Transfer & Movers Inc.	Moving services	07/01/2011-10/31/2011
DIGCOP09HA	Sharp Electronics Corp	Digital copiers	06/15/2011-09/14/2011
MOVE08AB	Central Van & Storage	Moving services	07/01/2011-10/31/2011
MOVE08B	Demary Brothers Transfer Inc.	Moving services	07/01/2011-10/31/2011
DIGCOP09E	OCE Imagistice	Digital copiers	06/15/2011-09/14/2011
TCARD06	United Bank Inc	Credit card	01/01/2011-12/31/2011
SIP2008EA	Software Information Systems	Servers and PC peripherals	07/02/2011-09/30/2011
SIP2008D	Pomeroy IT Solutions Inc	Servers and PC peripherals	07/02/2011-09/30/2011
SIP2008C	Ncompass Networks	Servers and PC Peripherals	07/02/2011-09/30/2011
SIP2008A	Advizek Technologies LLC	Servers and PC peripherals	07/02/2011-09/30/2011

## Misc. Actions on Statewide Contracts

Contract	Vendor	Commodity	Description of Change
DIGCOP09HA	Sharp Electronics Corp	Digital copiers	Clarify that requirement for data overwrite is intended

## Misc. Actions on Statewide Contracts

Contract	Vendor	Commodity	Description of Change
DIGCOP09E	OCE Imagistics	Digital copiers	Clarify that requirement for data overwrite is intended
LAN10E	Pomeroy IT Solutions Inc.	Local area network hardware	Cancel contract in its entirety
SELECT10	Dell Marketing	License for software	Updated price list
DIGCOP09K	Xerox Corporation	Digital copiers	Clarify that requirement for data overwrite is intended
SYSFURN10E	Kimball Office Inc.	Office furniture	Change vendor name

## Piggyback Contracts – New Awards

Contract	Vendor	Commodity	Dates
WESTLAW10	West A. Thompson Reuters Business	Online Westlaw subscription services	08/04/2011-03/31/2013

## 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

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

### OCTOBER

ABATMNT	Asbestos abatement
BEDDING	Mattresses, box springs and pillows
CPHONE	Cellular phones
DWASH	Solvents, lubricants, cleaners, pre-soak liquids, etc.
ENTPRZ	Microsoft Enterprise products
LAUNDRY	Laundry materials
MV11	Automotive vehicles
MVU12	Used automotive vehicles
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  
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P.O. Box 50130  
Charleston, WV 25305-0130  
E-Mail Address: [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)

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E-Mail Address \_\_\_\_\_  
Need Information about \_\_\_\_\_  
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