

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

Surplus Property Vehicle Auction Set for Dec. 6

The West Virginia State Agency for Surplus Property (WVSASP) will conduct a vehicle auction on Thursday, December 6, at 2700 Charles Avenue in Dunbar. Approximately 50 surplus state vehicles will be for sale during the auction.

This auction marks a break from the typical absolute auctions organized by WVSASP in that it will be held on a Thursday, rather than a Saturday, and will focus solely on vehicles. Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue said focusing on vehicles allows for the auction to be held during the week.

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Agency Purchasing Conference Meets High Expectations with Enthusiasm and Large Turnout

The 2012 Agency Purchasing Conference conducted at Stonewall Resort on Nov. 13-16 continued to build on the successes of previous conferences with attendance remaining high. The conference provided state procurement officers the opportunity to explore a variety of topics, network with their peers and ask questions and discuss issues with Purchasing Division staff.

Approximately 300 attendees and presenters participated in the annual event, with more than 260 agency procurement officers joining more than 30 Purchasing Division staff members and guest presenters for the three-day event. Approximately 75 individuals were first-time attendees at the conference.

"Our Agency Purchasing Conference continues to be a well-attended event, and I think that reflects on both the hard work that the staff of Purchasing Division puts into planning and organizing the conference, and the dedication and

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Senior Buyer Connie Oswald, right, talks to Cindy Fisher and Christopher Martin of the Department of Agriculture following a session during the 2012 Agency Purchasing Conference, conducted at Stonewall Resort in Roanoke, WV.

THE DIRECTOR'S COMMENTS

Great Interaction Among Agency Purchasers Among the Benefits of Attending Conference

By Purchasing Director Dave Tincher

With more than 300 West Virginia agency purchasers attending the Agency Purchasing Conference, I continue to be pleased with the large attendance and positive feedback received relating to the information shared and the networking among the participants. After more than five decades of conducting this annual training opportunity, I witnessed more participation during the class sessions than in any previous year.

This discussion enhanced the sessions tremendously by the sharing of ideas and seeking resolutions to similar issues and concerns. When planning the conference for this year, we looked at various ways in which interaction could be enhanced. Therefore, we brought back the speed roundtable discussions, as part of the Advanced Track, and incorporated one-

on-one consultation sessions which enabled agency purchasers to schedule brief meetings with many of our professional staff members to discuss specific issues or to arrange a follow-up meeting later following the conference.

Additionally, a question and answer session was included on the conference agenda, which encouraged participants to either ask questions during that session or to write down their question earlier throughout the conference and submit their questions in a box on the conference registration table. This session proved invaluable to those in atten-



dance, including many of our Purchasing Division staff. Many different topics were addressed, with input from many of our participants.

In a preliminary review of the evaluations from participants, this expansion of utilizing interactive methods throughout the conference was received with flying colors. We hope to continue to use

these types of training tools in our 2013 In-House Training Curriculum which is now posted on our website at <http://www.state.wv.us/admin/purchase/training/inhouse.html>. I strongly encourage you and your purchasing staff to take advantage of this training program which is offered throughout the year.

AUCTION

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“Since the vehicles are already on the lot, we do not have to worry about the set up we normally have with auctions for a variety of items,” she said.

Perdue said that this is a first-time experience for WVSASP, but felt confident about it. “Several local businesses hold vehicle auctions during the week, so we feel there is a good precedent for this,” she said. “We think this could be a very interesting experiment. We will see how successful it is and use this sale to determine future auctions of a similar nature.”

Gates will open at 8:30 a.m. with the auction scheduled to begin at 10 a.m. Potential bidders may inspect the sale property December 3-5 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. All vehicles must be removed from the lot within five business days of the auction

For more information, contact



Approximately 50 vehicles will be available for sale at the vehicle auction conducted by the West Virginia State Agency for Surplus Property on December 6.

WVSASP at (304) 766-2626 or toll-free at 1-800-576-7587. The auction notice and a list of available vehicles may be

viewed at the surplus property website at <http://www.state.wv.us/admin/purchase/surplus/auction.htm>.

CONFERENCE

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desire for continued learning by agency procurement officers,” said Purchasing Director Dave Tincher.

The annual Agency Purchasing Conference brings together Purchasing Division staff with procurement officers and offers opportunities to learn more about purchasing rules and requirements. The conference offered 55 training sessions on 30 different topics, including four topics that were new to this year’s conference.

New classes offered this year included *Guiding Values and Principles of Public Procurement* by Tincher; *Cost Sheet Overview* by Buyer Supervisor Roberta Wagner; *Vendor Performance and Relations* by Assistant Purchasing Director for the Acquisition and Contract Administration Section Mike Sheets; and a question-and-answer session with Tincher and Sheets as part of the Advanced Track.

The Agency Purchasing Conference offered a Beginner’s Track of classes for its fifth year, a series of six workshops designed for procurement officers new to state procurement with two years or less of experience. Offered for the second year was the Advanced Track, intended for primary and back-up agency designated procurement contacts.

Other presenters included David Sull of the State Auditor’s Office (*Payment Process*); Cedric Greene of the Department of Administration’s Cabinet Secretary’s Office (*State Use Program*); Jerry Shaw and Paula Bode of the State Auditor’s Office (*Purchasing Card Program*); Heather Huffman of the Division of Highways and Dan Miller of the Purchasing Division, both assigned to wvOASIS (*Enterprise Resource Planning project*); Barbara Ratliff of the State Auditor’s Office (*Travel Management*); and Guy Perry and Paul Gable of Correctional Industries (*Correctional Industries*). Additionally, Charlene Vaughan of the State Attorney General’s Office spoke on privacy issues.

All 2012 conference presentations can be viewed at <http://www.state.wv.us/admin/purchase/training/2012ConfPPTs.html>.



Above, Contract Manager Don Arrick explains the inspection process, as Inspectors Shane Hall (seated) and Junior Blount (not shown) assist in answering questions and explaining the process.



Left, Assistant Purchasing Director Michael Sheets talks to Paul Gable of Correctional Industries.

In addition, Tincher said, classes are constantly being updated with not just new information but also new presentation methods. This includes working to make the classes more interactive and hands-on, as well as offering one-on-one consultation sessions with Purchasing Division staff.

“We work to offer a broad array of classes to cover a wide swath of information, and agency procurement officers consistently step up to the challenge offered,” Tincher said. “The feedback every year helps us to look

at the conference agenda and find the best ways to ensure our agency procurement officers are well-educated and prepared to handle the complex issues that are the day-to-day of their jobs.”

The Purchasing Division extends its sincere gratitude to the agency representatives who attended this training event as well as our guest speakers and staff members, who worked extremely hard to make this year’s Agency Purchasing Conference yet another great success.

Procurement Officer Profile

Paula Lowe Manages Procurement for Surplus Property's Operations

Figures and finance have apparently always been areas of interest for Paula Lowe, the procurement officer for the West Virginia State Agency for Surplus Property (WVSASP). She began her career in banking shortly after graduating high school.

"When I graduated, college did not feel like the right choice at the time, so I started putting in applications to different banks in the area," said Lowe, a Charleston native and graduate of Charleston High School. "I was hired at one bank rather quickly because I had taken a six-week vocational course on data entry."

At that time, Lowe said, it was key-to-tape data entry, an early precursor to current data entry methods. Lowe proceeded to spend the next 29 years working in banking, mostly staying in operations – what Lowe called "back room work" – away from the general public. That work ranged from keying in information for commercial loans to working in credit card fraud, the latter detecting and tracking signs of fraud.

"Working with credit card fraud was interesting because it gave me a chance to talk to the police and even Secret Service agents," she said. "Once, the Charleston Police Department confiscated the items that had been purchased on a fraudulent credit card and I had to pick them up. It was things like a new screen door, car tires and a set of brakes."

When the bank eliminated her position, Lowe took her year's severance and stayed home to help her family during a series of medical issues. She ended up eventually coming to work for the state in the Finance Division in 2003, working in accounts payable. She moved to the General Services Division in 2008 and then to WVSASP in 2009 as an Administrative Services Assistant I.

"Most of what I do at Surplus Property is a mixture of duties," she said. "I started doing actual procurement with the General Services Division, where we bought supplies and maintenance items for the buildings we supervised."



Paula Lowe began her career in banking, eventually coming to state government after 29 years in the industry. She has been with the West Virginia State Agency for Surplus Property since 2009.

For WVSASP, Lowe said her purchases tend to run toward general office supplies. It is the things that come through the agency's Dunbar warehouse, however, that truly are attention-getting.

"We never quite know what we are going to get when state agencies retire their property, so it is always interesting," she said. "We get items like TVs and pianos from state parks, sewing machines and vehicles. We have different things every day, and it helps to make sure nothing is ever boring."

Statewide Contract for Industrial Equipment Provides Many Items for Agencies' Use

One of the more versatile statewide contracts offered by the Purchasing Division is **INDEQP**, which primarily provides industrial equipment and supplies to all state agencies and political subdivisions.

This statewide contract was secured through the Purchasing Division's participation in the Western States Contracting Alliance (WSCA). What makes **INDEQP** unique is that it offers hundreds of products, spanning 18 different categories, which state agencies may find useful, and more importantly, cost-effective. As noted in the **INDEQP** contract, "agencies may order any item in the contract as long as that item is not covered by any other statewide contract issued by the Purchasing Division. It is the responsibility of the agency to research and confirm whether desired items are covered on a statewide contract."

W.W. Grainger, Inc. is the sole vendor on the **INDEQP** statewide contract and in addition to industrial supplies, such items such as security products, motors, and safety

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2012 Agency Purchasing Conference Highlights



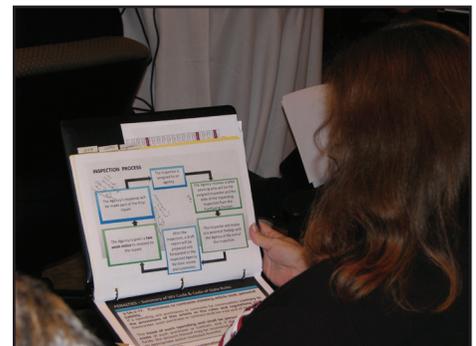
Above, Purchasing Director Dave Tincher presented information for his workshop on Guiding Values and Principles of Public Procurement as part of the Advanced Track. The Advanced Track was offered to primary and back-up agency designated procurement officers.



Above, Purchasing Division Attorney James Meadows taught a class on Vendor Remedies, which he engaged the audience on how to resolve a variety of issues.



Above, a panel of representatives from Correctional Industries discussed various aspects of the operation of Correctional Industries and explained how to purchase from their agency. Information that was shared ranged from inmate pay to length of time from ordering to delivery of the variety of items that they provide to state agencies.



Above, a state procurement officer reviews her PowerPoint presentation notes during a class.

Below, Department of Administration Deputy Secretary Cedric Greene talks to Melissa Garretson Smith, executive director of the Courthouse Facilities Improvement Authority.



Bruce Blackhurst Honored for Work in Procurement

One of the many highlights of the annual Agency Purchasing Conference is the recognition of those individuals who have proven to be exceptional in the field of public procurement. This year, the tradition continued with the opportunity to honor a procurement officer who had excelled in his position until his untimely passing.

At this year's conference at Stonewall Resort last month, Purchasing Director Dave

Tincher announced that the **2012 Agency Procurement Officer of the Year** was being given in memory of Bruce Blackhurst, who served as the chief financial officer for the Division of Juvenile Services. Blackhurst passed away in January 2012.

Blackhurst was described as "kind and caring," "engaging," "a problem solver" and "always giving his undivided attention and support when needed" by his peers. Blackhurst was held in high esteem by fellow procurement officers and had attended the Agency Purchasing Conference for more than a decade, as well as attending the annual Purchasing Division Open House. He had also participated as a contestant during the Purchasing Division's game shows offered at the conference.

During his presentation, Tincher displayed an engraved clock in honor of Blackhurst which was delivered by Blackhurst's co-workers to his family.

This is the 17th year in which the Agency Procurement Officer award has been presented. For a list of past winners for various purchasing recognition programs, please visit the Purchasing Division's intranet site at <http://intranet.state.wv.us/admin/purchase/Recognition/default.html>.



Bruce Blackhurst of the Division of Juvenile Services was named the 2012 Agency Procurement Officer of the Year. Blackhurst passed away in January 2012.



Staff Development Specialist Samantha Knapp holds up the engraved clock in honor of 2012 Agency Procurement Officer of the Year Bruce Blackhurst. The clock was delivered to Bruce Blackhurst's family by his co-workers.

Two New Employees Join the Purchasing Division's Staff

The Purchasing Division is pleased to welcome two new employees to its staff.

Melissa Pettrey joins the staff of the Acquisition and Contract Administration Section as a purchasing assistant, providing support to members of the buying staff. Pettrey most recently lived in Monroe County where she was an Administrative Assistant at the Bluestone Wildlife Management Area for 12 years. She is a graduate of Princeton High School and has a daughter. Pettrey currently resides in Charleston with her husband. Pettrey enjoys reading, gardening, crafts and listening to music.

Michael Lee works in the Communication and Technical Services Section as an Office Assistant. He performs various office responsibilities in the Support Ser-



MELISSA PETTREY

vices Unit, which handles imaging, purchase order encumbrance and records retention. His hometown is Columbia, SC and he came to Charleston as an AmeriCorps Volunteer to work with the American Red Cross. Lee is currently



MICHAEL LEE

pursuing an online degree in Sustainable Enterprise Management and enjoys traveling, live music, rock climbing, disc golf, hiking and carpentry.

Please welcome Melissa and Michael into the Purchasing Division family!

Current Statewide Contract Update

(As of November 15, 2012)

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	Bid Opening	Pre-bid?
ABATMNT12	Asbestos abatement	11/27/2012	Yes

Under Evaluation

Contract	Description	Bid Opening	Under Eval
DIGCOP12	Digital copiers	11/20/2012	Yes
ERCYCL12	Recycling of used electronic equipment	08/09/2012	Yes
IP12	Computer systems	08/07/2012	Yes
MV13	2013 or present model motor vehicles	09/20/2012	Yes
NTIRES12	New tires	11/14/2012	
SBUS13	School buses	11/20/2012	Yes
SUPFOOD12	Supplemental food items	10/11/2012	Yes

Contracts Renewals

Contract	Vendor	Description	Date
LIGHT10AA	WV Electric Supply Company	Light bulbs	10/01/2012 -04/30/2013

STATEWIDE

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items, to name a few, can be found on this statewide contract.

“This contract has a little bit of everything. There is a \$10,000 threshold within **INDEQP** and any order over that amount must be processed through the Purchasing Division,” said Senior Buyer Alan Cummings. “One of the more frequent questions I receive is what should a procurement officer do if the item sought is not in the initial cost sheet. The next step is to think about what category the item would be placed. **INDEQP** offers 18 different categories and if the item sought fits into one of those categories, then we can secure a discount on the item by this method.”

Senior Buyer Paul Reynolds echoed a similar opinion to this contract. “In teaching Purchasing Division in-house training classes on statewide contracts, I have learned through conversations with state agency buyers that **INDEQP** offers items they are looking for which are not covered by other statewide contracts,” he said. “And that Grainger customer service works with you to locate needed items and will fax you a copy of the state’s contract price for those items for purchase and future use.”

For more information about the **INDEPQ** statewide contract, contact Cummings at Alan.W.Cummings@wv.gov or (304) 558-2402.

Contracts Renewals

Contract	Vendor	Description	Date
OIL10A	Matthew Lubricant Co.	Oil and lubricants	12/03/2012 -12/02/2013
MOVE11DB	Lambert Transfer Company Inc.	Moving services	11/01/2012 -10-31-2013
RECMGT	Cornerstone Records Management	Off-site storage and management for state government records	12/01/2012 -11/30/2013

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this month, the following statewide contracts for which their expiration dates are approaching will be examined.

TCARD06	Credit card and charge card services for travel
PARTS11	Automobile parts
OFFICE10	Office supplies
PBKBPUMPA	Breast pumps and related accessories
PC12	Police cruisers
SBUS12	School buses

FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

FILE	BUYER	EMAIL	PHONE
21	Krista Ferrell	Krista.S.Ferrell@wv.gov	558-2596
22	Roberta Wagner	Roberta.A.Wagner@wv.gov	558-0067
23	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
31	Shelly Murray	Shelly.L.Murray@wv.gov	558-8801
32	Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
33	Alan Cummings	Alan.W.Cummings@wv.gov	558-2402
43	Paul Reynolds	Paul.Reynolds@wv.gov	558-0468
44	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
51	Connie Oswald	Connie.S.Oswald@wv.gov	558-2157

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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STATE OF WEST VIRGINIA

Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Telephone: (304) 558-2306
Fax: (304) 558-4115

Earl Ray Tomblin
Governor

Ross Taylor
Acting Cabinet Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Diane Holley-Brown
Editor

Tony O'Leary
Chad Williamson
Contributing Reporters

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