

# THE BUYERS NETWORK

MARCH 2012 - VOL. 22, ISSUE 3

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

## Purchasing Division Invites Procurement Officers and Supervisors to Attend Annual Open House

The Purchasing Division is pleased to announce that this year's annual Open House is scheduled for Tuesday, May 15 from 10 a.m. – 2 p.m. at the agency's office at 2019 Washington Street East. This is the fifth consecutive year for this event and once again, the Open House offers new elements for guests who attend.

The 2012 Open House includes programs geared specifically for procurement officer supervisors and agency directors with two new sessions incorporated in the day's events. Last year's event was the first time to incorporate 30-minute informational sessions on specific topics for participants.

One new topic for this year is A High Level Overview of Purchasing, which is designed for supervisors and directors to emphasize the necessary steps agency

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**Highlights**

- Buyers available to answer questions
- Building tours
- Tour of Purchasing Division website
- Information sessions
  - 10:30-11 a.m.: "High Level Overview of Purchasing" (for agency executives)\*
  - 11:15-11:45 a.m.: "Inspection Services"
  - Noon-12:30 p.m.: "I'm new to purchasing, where do I start?"
  - 12:45-1:15 p.m.: "Process Checklists"
- Refreshments available

\* Bring your agency director and managers to participate in the high level overview session

## INSIDE...

- **Director's Comments:** Purchasing Month Helps Bring Focus to Importance of Public Procurement Officers
- Helping State and Eligible Organizations Part of Driving Force of WVSASP's Ken Frye
- In-House Training Program Continues to Expand Curriculum

## 2012 Annual Purchasing Conference: Planning Ahead for Your Lodging Arrangements

The West Virginia Purchasing Division is geared up and ready for another successful Agency Purchasing Conference at Stonewall Resort, scheduled for November 13-16, 2012. Of the many logistical requirements necessary in the conference planning process, lodging is among them.

As you may be aware, Stonewall Resort accepts reservations year round so there is no guarantee that any vacant rooms will be left following the conference's registration opening in mid-August. Lodging reservations may

be made by calling Stonewall Resort in-house reservation number at (304) 269-7400 Monday through Friday from 8:30 a.m. – 6 p.m. or the resort's toll-free number at 888-278-8150. Please indicate that you are attending our 2012 conference to ensure you receive the special rate.

To plan ahead, the Purchasing Division has also reserved three blocks of rooms at various area hotels, including the Holiday Inn Express and Comfort

Please see **LODGING**, Page 6

# Governor Earl Ray Tomblin Demonstrates the Value of Public Procurement with Proclamation

By Purchasing Director Dave Tincher

Gov. Earl Ray Tomblin has proclaimed the month of March as **Purchasing Month** in West Virginia. This serves as a symbol of the importance placed on procurement professionals in the public sector throughout our state. We appreciate the Governor recognizing the valuable contributions we make each and every day.

Procurement officers are the stewards of the budgeted dollars, ensuring that the proper procedures are followed to gain the biggest return to the state's dollars in an efficient and ethical manner. It brings great pride to those of us who perform this role in our respective organizations that our profession is being recognized.

The National Institute of Governmental Purchasing encourages all state and local governments throughout the United States to make a similar proclamation in

celebration of the service procurement professionals provide.

There are many responsibilities that public procurement officers have in our state government. First and foremost is having an understanding of the statutory and regulatory requirements for state purchasing. Equally important is maintaining successful communication among peers, superiors, and the Purchasing Division.

Procurement officers must have an understanding the responsibilities of educating and informing others in your organization of procurement practices and procedures. As serving as the gatekeeper



for documentation and processing issues, the procurement officers must also ensure that those in the procurement field are properly trained on the purchasing process. Another component of public procurement is continuing to enhance vendor relations. We must always look at the vendor community as potential suppliers to state government and by enhancing our relationships with vendors will

result in participation in the competitive bid process. And, as we are all fully aware, competition among the vendor community ultimately results in savings to the state.

Join me and my staff in celebrating the next 31 days as **Purchasing Month** in West Virginia!

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## Secondary Bid Process Required on Certain Contracts at Dollar Threshold

At present, there are several statewide contracts which require a secondary bid process when certain dollar thresholds are reached. Examples include **IPT10(A-F)**, **ITECH10(A-AR)**, **MOVE11(DA-DE)**, **SIP2008(A-EA)**, and **SYSFURN10(A-E)**. Refer to the individual contract to ascertain the applicable dollar threshold.

Orders that trigger a secondary bid process are usually for large quantities and involve high dollar amounts. For IT-related contracts, the secondary bid process is handled through the Office of Technology bulletin board, while all other contracts are handled through the Purchasing Division.

For this reason, the Purchasing Division wants to ensure that there is a formal process in place in which the pre-qualified statewide contract vendors receive clear specifications and return a sealed

bid.

The secondary bid transactions handled by the Purchasing Division are treated the same way other formal bids, except these bids are read last during normal bid openings, and vendors are instructed to write "Secondary Bid Process" on the outside of the bid envelope. Secondary bids are also scanned and posted online for the purpose of greater transparency. The only difference is that secondary bid opportunities do not appear in the **West Virginia Purchasing Bulletin** because only the pre-qualified statewide contract vendors are eligible to quote on these release orders.

For additional information on this process, please discuss with your agency procurement officer or the Purchasing Division buyer assigned to your agency.

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## OPEN

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procurement officers must follow to be in compliance with state laws. The other scheduled sessions are: The Process Checklist; I'm New to Purchasing, Where do I Start First? and Inspection Services. Also new is a series of 10-minute presentations to promote better understanding of various purchasing programs.

"Last year's sessions were very well attended and served as a good indicator that it was worthwhile to add more structured events to our Open House," said Purchasing Director Dave Tincher. "There will still be plenty of unscheduled time to allow our guests to interact with our staff. We are still keeping our Open House to its original intent of an informal means to strengthen the communication between our staff and those with whom we work closely at the agency level. The new elements will strengthen the understanding of the purchasing process, particularly for supervisors and agency directors who attend."

Food and beverages will be available throughout the event. Additional information will be announced in the April issue of **The Buyers Network**.

# Helping the State and Eligible Organizations Part of Driving Force for WVSASP's Ken Frye

Change is an inevitable thing, especially when one has been in government spanning four decades. Ken Frye, who retired February 29 as manager of the West Virginia State Agency for Surplus Property (WVSASP) and served as assistant purchasing director for the Program Services section, said his 32 years working for the state of West Virginia gave him ample opportunity to both experience change and to work with hundreds of people throughout the state.

"The primary role of WVSASP has always been to work with eligible organizations through the sale of used state and federal surplus property," Frye said. "I have been fortunate enough to watch cities, towns and non-profit agencies take advantage of property through WVSASP. This has included everything from heavy equipment to library books to furniture for senior centers."

Frye has been with the Purchasing Division for 31 of his 32 years in government, including 22 years as the director and manager of the state and federal surplus property programs, and nine years as an assistant director for the Purchasing Division. That time has given him the opportunity to sell everything from airplanes to scrap metal, while always looking for the best way to find a return on the investment of the taxpayer.

"Selling for state agencies has given the chance to not only reutilize the merchandise and a way to maximize its potential, but also achieving the fullest



WVSASP Manager Ken Frye has marked 31 of his 32 years in state government with the Purchasing Division, working with the Surplus Property Program. Frye said he is proud of the agency's work in helping eligible organizations purchase equipment from the state government that otherwise would not have been affordable.

value for the taxpayer's dollar," he said.

The time has also meant changes in the very nature of WVSASP's operation. Advances in technology have eliminated the need to travel and personally inspect federal property; now, eligible organizations are able to screen for property online, and then contact WVSASP to secure it.

WVSASP is now able to sell property online through its partnership with an online auction site, and the advent of daily sales in 2008 allowed WVSASP

to adopt a more retail-oriented mode. "Through online auctions, we can now sell specialty items and equipment right from the agency site," Frye said. "We do not have to incur the expense of transportation and handling."

Looking back, Frye said WVSASP's success points toward the hard work and dedication of the staff and to a bright future. "I am very proud of the positive work of this agency, and I am confident that that prosperity will continue for many years to come," he said.

## Purchasing Division Recognizes Latest Certification Program Recipient

The Purchasing Division is pleased to recognize the latest graduate in the West Virginia Procurement Basic Certification program.

Rick Bostic of the Division of Juvenile Services is the most recent individual to receive certification since the program's inception. Currently, there are approximately 25 procurement officers enrolled in the program, with 20

having achieved Basic Certification.

The Purchasing Division is pleased to announce that several Basic Certification recipients are now enrolled in the West Virginia Procurement Advanced Certification program.

State agency procurement officials are encouraged to review the program's requirements and consider enrollment. To review the requirements and steps to

enroll, visit <http://www.state.wv.us/admin/purchase/training/Certification/>. Procurement officials interested in this program with additional questions may contact our training staff: Samantha Knapp, TrainingDevelopmentSpecialist, 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)).

## Procurement Office Profile

### Security is Always An Issue for Division of Correction's Ad Oji

Every unit in state government has its own special procurement needs. For the Division of Corrections, it is red gel toothpaste.

"As the division which oversees the state's correctional facilities, procurement for the Division of Corrections has to be made with security in mind," said Ad Oji, contracts manager for the Division. "We purchase red toothpaste because it could not be used to fill holes made into the walls if prisoners wished to hide contraband. When we purchase televisions, they must have transparent cabinets so that they cannot be used as hiding places."

Security plays a vital role in procurement for Corrections, Oji said, though it also depends on the facility. "Purchases for Mount Olive Correctional Center are more rigorous since it is maximum security," he said. "However, for Pruntytown Correctional Center, which is minimum security and more like a campus, our purchases may be for the work release program, so that they may be trained and we can prepare them to re-enter society."

The Division of Corrections was one of the state agencies to receive funding from the American Recovery and Reinvestment Act (ARRA). Due to time constraints in using ARRA funds, the Purchasing Division waived purchasing regulations for the funds, allowing the agency to move forward quickly on a fuel-switching project at the Huttonsville Correctional Center. The \$2.1 million project allowed the center to switch from oil to natural gas.

"Waiving the purchasing rules was very helpful in using the ARRA funds so that the state did not lose any available federal dollars," Oji said.

ARRA funds were also used for upgrades at other correctional facilities, such as Denmare Correctional Center in Pocahontas County. Originally built in 1939 to serve tuberculosis patients, the facility was heated by oil and there was no way to regulate the temperature. However, to replace the windows, the Division of Corrections had to work



Division of Correction's Ad Oji said an eye must always be kept on the security implications for purchases within his division.

with the State Historical Preservation Office.

"The concern was that replacing the windows would change the character of the building," Oji said. "However, we were able to find a compromise to allow more energy-efficient windows to

be installed."

Oji is a native of Nigeria who has lived in America for nearly 30 years. A graduate of the University of Charleston, he earned a master's degree in industrial and human relations from Marshall University.

## Surplus Property Public Auction Set for March 17

The West Virginia State Agency for Surplus Property (WVSASP) will offer its first absolute auction of the year. The auction is scheduled for March 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 March 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. State employees with the exception of employees of the Purchasing Division may participate.

For more information, 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>.

Back issues of *The Buyers Network* are available at <http://www.state.wv.us/admin/purchase/BN/bnlist.html>

# In-House Training Program Expands Curriculum

The Purchasing Division continues to expand the in-house training program options available to state procurement officers with the introduction of several new classes this year.

Evaluating a Request for Proposal will be offered on Wednesday, April 18. The class was previously part of a class which covered preparation and evaluation of a Request for Proposal (RFP).

“The class was very complex,” said Staff Training Specialist Samantha Knapp. “We decided to split the original class into two separate classes, one covering the preparation of the RFP and the other covering the evaluation.” However, Knapp said, those serving on a RFP committee must still take the evaluation class to serve on the committee.

Next will be Surplus Property/Fixed Assets, on Wednesday, May 16. This class is typically offered during the annual Agency Purchasing Conference, so it was decided to offer it as part of the in-house training schedule for those unable to attend the conference.

The third new class will be Guiding Values and Principles of Public Procurement, on Wednesday, June 13. Purchasing Director Dave Tincher will lead the class.

“The purpose of the class is to combine teaching about the role of the procurement officer, purchasing ethics, and a best practices methodology from the National Institute of Government Purchasing,” Knapp said. “This is intended to be a high-level overview of the procurement process.”

This year’s curriculum is conducted in the Purchasing Division, Building 15, 1<sup>st</sup> Floor Conference Room from 10:30 a.m. to 11:30 a.m. on select Wednesdays. Space is limited. Registration is given on a first-come, first-served basis. For more information or to register, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html>.

For questions regarding the 2012 In-House Training Program, contact Knapp at (304) 558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Purchasing Division Offers In-House Training Schedule for March and April

The West Virginia Purchasing Division continues its 2012 In-House Training Program with two sessions planned for March and three scheduled for April.

Classes scheduled for March include:

- Wednesday, March 7: Preparing a Request for Proposals (10:30 a.m. to 11:30 a.m.)
- Wednesday, March 21: Beginner’s Track [*Basic Purchasing, Vendor Registration, Statewide and Piggyback Contracts, Requests for Quotations, Evaluation and Award Process, & Purchasing Tools and Resources*]

Classes scheduled for April include:

- Wednesday, April 4: Emergency and Sole Source Purchases (10:30 a.m. to 11:30 a.m.)
- Wednesday, April 18: Evaluating a Request for Proposals (10:30 a.m. to 11:30 a.m.)
- Wednesday, April 25: Webinar: Emergency and Sole Source Purchases (10:30 a.m. to 11:30 a.m.)

This year’s curriculum is conducted in the Purchasing Division, Building 15, 1<sup>st</sup> Floor Conference Room on select Wednesdays. The only exception will be the Beginner’s Track on March 21, which will be conducted in the Regents Room of the State Training Center (Building 7) at the State Capitol campus from 9 a.m. to 4 p.m.

Space is limited. Registration is given on a first-come, first-served basis. For more information or to register, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html>.

For questions regarding the 2012 In-House Training Program, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Learning How to Save A Life

Working in a business environment, the Purchasing Division staff took part in a basic CPR class and demonstration offered by the local chapter of the American Red Cross in February. The Purchasing Division staff periodically participates in non-purchasing related training in such subjects as basic CPR, how to deal with workplace violence, and time management.

Pictured is Administrative Services Assistant Carol Jarrett who practices the proper hand-chest compressions needed to revive a non-breathing individual.



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Reservations:	Use the block code APC (i.e. Agency Purchasing Conference) to receive a room rate of \$85.00 per night for single or double occupancy	Ask for the block of rooms under Agency Purchasing Conference to receive a room rate of \$77.00 per night for single or double occupancy	Ask for the block of rooms under Agency Purchasing Conference to receive a room rate of \$89.00 per night for single or double occupancy
Rate Only Guaranteed Until:	Friday, October 12, 2012	Friday, October 12, 2012	Monday, October 22, 2012

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Inn hotels in Weston and the Hampton Inn in Buckhannon.

More information will be forthcoming as it becomes available. For general conference-related questions, visit the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/Conference/Agency/2011/default.html> or contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

**Two Join Purchasing Division Staff**

The Purchasing Division is pleased to welcome Don Arrick and Tanna Burdette to its staff.

Arrick is the state purchasing contracts manager for the Acquisitions and Contracts Administration section of the Purchasing Division. Arrick is a graduate of John Marshall High School and of West Liberty University, where he earned a bachelor of science degree in business administration, specializing in administrative mathematics. He previously worked in purchasing in the steel industry.

Arrick lives in New Martinsville with his wife and two children. In his spare time he enjoys fishing and attending West Virginia University and Pittsburgh Steelers football games.

Burdette is an imaging operator in the Communications and Technical Services section of the Purchasing Division. A resident of Goldtown, Burdette is a graduate of Sissonville High School and received her certification as a pharmacy technician. She has previously worked in the accounting and home health care fields, as well as for the U.S. Postal Service.

Burdette's duties include preparing and scanning procurement documents, indexing, and file retrieval.

Welcome Don and Tanna to the Purchasing Division family!



**Don Arrick**



**Tanna Burdette**

**Reader Survey Coming Your Way!**

The staff of *The Buyers Network* is requesting your valuable feedback about this publication.

Within the next week, agency procurement officers will receive a link to a Reader Feedback Survey, which asks for opinion related to *The Buyers Network*.

Your responses will assist the staff greatly in determining how we can better improve upon this publication to ensure it is of value to you as a state procurement officer. The survey is designed to seek insightful feedback but not take a lot of your time to complete. Thank you in advance for your participation.

**Inspector Susan King Retires from Purchasing Division**

The Purchasing Division would like to note the retirement of Susan King, an inspector in the Inspection Services unit. King retired effective Jan. 31. We wish her the best in her retirement!

# Current Statewide Contract Update

(As of February 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	Pre-Bid Meeting	Bid Opening
LGLOVES12	Latex gloves	No	02/28/2012

## New Awards

Contract	Vendor	Description	Dates
SECSVS11B	G4S Secure Solutions USA	Security services for Region II only	03/01/2012 -02/28/2013
MV12A	Beckley Buick GMC Auto Mall	2012 or present model motor vehicles	02/15/2012 -02/14/2013
MV12B	Bob Robinson Chevrolet Oldsmobile	2012 or present model motor vehicles	02/15/2012 -02/14/2013
MV12C	Country Club Chrysler Jeep	2012 or present model motor vehicles	02/15/2012 -02/14/2013
MV12D	Glen Dale Motor Company	2012 or present model motor vehicles	02/15/2012 -02/14/2013
MV12E	Greenbrier Motor Company	2012 or present model motor vehicles	02/15/2012 -02/14/2013
MV12F	Jim Robinson Inc.	2012 or present model motor vehicles	02/15/2012 -02/14/2013
MV12G	Matheny Motor Truck Company	2012 or present model motor vehicles	02/15/2012 -02/14/2013
MV12H	Whiteside Chevrolet Cadillac	2012 or present model motor vehicles	02/15/2012 -02/14/2013
MV12I	Stephen Auto Center	2012 or present model motor vehicles	02/15/2012 -02/14/2013

## Under Evaluation

Contract	Description	Bid Opening	Under Eval
ALCOHOL12	Ethyl alcohol	01/05/2012	Yes
IP11	Computers	11/15/2011	Yes
LARMS11	Replace Enterprise and Select for Microsoft products	11/15/2011	Yes
MEDSUP12	Medical supplies	02/14/2012	
MOTL10	Motel lodging/hotel accommodations	12/15/2009	Yes

## Contracts Extended

Contract	Vendor	Description	Date
FOOD10A	AF Wendling Inc. Associates	Canned food, etc.	03/29/2012 -03/28/2013

## Contracts Extended

Contract	Vendor	Description	Date
LDPHONES08	Method One	Long distance phone	02/01/2012 -01/31/2013

## 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.

### MARCH

FUELTT	Fuel truck transport
FUELTW	Fuel tank wagon
IPT	Internet protocol voice (VOIP) communications
LAN	Local area network hardware, software and service
SYSFURN	Modular system furniture

### APRIL

BEDDING	Mattresses, box springs and bedding
CEREAL	Cold breakfast cereals
DFS	Disposable food items
FOOD	Open end to supply food
FUELTT	Fuel truck transport
FUELTW	Fuel tank wagon
IPT	Internet protocol voice (VOIP) communications

## Registration Open for NASPO Conference

Registration is open for the 2012 National Association of State Procurement Officers (NASPO) "How to Market to State Governments Meeting," scheduled for April 15-17 in Orlando, FL.

To register or for more information, visit the NASPO Web site at [www.NASPO.org](http://www.NASPO.org).

## SAVE THE DATE! 2012 Agency Purchasing Conference ...

Nov. 13-16, 2012 at Stonewall Resort.  
Check *The Buyers Network* every month for more new details!

# 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.

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### STATE OF WEST VIRGINIA

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