

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

West Virginia Correctional Industries Serves the State While Offering Prisoners a Learned Trade

The video shown during the 2012 Agency Purchasing Conference provided a good demonstration of the West Virginia Correctional Industries (WVCI) program. The segments show inmates at West Virginia correctional facilities working on everything from sewing prison uniforms and printing license plates to making office chairs and finishing desks. The prisoners filmed represent approximately 225 employed by West Virginia Correctional Industries, supplying goods and services to State agencies, county school systems, and political subdivisions.

"We are extremely proud of our work force," said Paul Gable, a sale representative for Correctional Industries. "Our positions in Correctional Industries are very competitive, and prisoners know



Mannequin models "Bonnie" and "Clyde" show off uniforms made by prisoners in the West Virginia Correctional Industries showroom in Charleston.

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Template for Services Being Sought Using an RFQ Now Posted Online

Procurement officers are reminded that the Request for Quotation (RFQ) template for services being sought has been posted on the Purchasing Division's intranet site on the "Processes and Procedures" page at <http://intranet.state.wv.us/admin/purchase/procedures.html> and also on our forms page on the intranet at <http://intranet.state.wv.us/form/default.htm>.

As noted in previous correspondence to agency designated procurement officers, the Purchasing Division has recently created several templates related to Request for Quotation purchases, which have been

posted to our intranet site. The purpose of these templates, related primarily to RFQ purchases, is to better streamline the paperwork process for all state agencies under our agency's purchasing authority.

This template for services was sent to procurement officers in draft form for review in late November to gain feedback. For additional information or question about these templates, please contact your agency designated procurement officer. For a list of agency designated procurement officers, please visit <http://www.state.wv.us/admin/purchase/vrc/agencyli.html>.

Transparency in Reporting is the Responsibility of the Purchasing Division and State Agencies

By Purchasing Director Dave Tincer

An important part of the procurement process is making information accessible to the general public. For this reason, the Purchasing Division continues to strictly adhere to the Freedom of Information Act (FOIA) procedures set in place as well as make as much information possible available on our website (www.state.wv.us/admin/purchase), such as our procedures, bids received, solicitations, and forms. The Purchasing Division prepares and posts on our website our **Annual Report**, which highlights our accomplishments for each fiscal year and notes our financial statistics for that time period.

As required by state law, there are other specific reports that are also made available to the public, which are posted on the State Legislature's website (<http://www.legis.state.wv.us>). In accordance with *West Virginia Code* §5A-3-10(b), the Purchasing Director is required to submit in January and July of each year to the Joint Committee on Government and Finance a report summarizing our division's findings of any spending unit which awarded multiple contracts for the same or similar commodity or service to an individual vendor over any 12 month period with a value exceeding \$25,000. For a specific time frame, the Stringing Report includes all incidents of stringing discovered by the Purchasing Division's Inspection Unit or as reported by a state

agency to the Purchasing Division.

The Purchasing Division is also required to report to the State Legislature an annual report noting the spending units which have determined a sole source for their commodities or services, the type of commodity or service and the determination made by the director, in accordance with *West Virginia Code* §5A-3-10(c).

The Purchasing Division also prepares an annual report relating to the procurement of recycled projects, in accordance with the *West Virginia Code* §22-15A-21, which is submitted at the end of each January.

All of these reports noted above are the responsibility of the Purchasing Division; however, there is a report which is required of state agencies that is to be submitted to the Purchasing Division at the end of each fiscal year.

According to Section 5 of the **Purchasing Division Procedures Handbook** relating to Vendor Responsibilities, as an agency requirement of the Small, Women- and Minority-owned (SWAM) procurement certification, *West Virginia Code* §5A-3-59 (b) requires state agencies to submit annual progress reports on small, women- and



minority-owned business procurements to the Purchasing Division of the Department of Administration. To assist agencies in collecting and maintaining this data, the Purchasing Division created a SWAM Reporting Tool, which is available on the Purchasing Division's intranet under *Processes and Procedures*. This intranet page may

be accessible at the following link:

<http://intranet.state.wv.us/admin/purchase/procedures.html>

At the end of each fiscal year, this Excel spreadsheet must be completed noting all contracts or purchase orders issued to SWAM vendors. The information to be noted includes the fiscal year, vendor name, TEAM number, contract/purchase order number, description, total amount, and date of award. This report may be submitted electronically to the Purchasing Division through the purchasing.requisitions@wv.gov e-mail account.

Ensuring transparency and efficiency in state government enhances the public trust in our state purchasing process. Because we are the gatekeepers of state taxpayers' monies, it is the responsibility of all agency procurement officers to keep the public informed and accessible to information.

Preparation of Cost Sheet Crucial in Bid Evaluation

Throughout the purchasing procedures and various training sessions that are offered to agency procurement officers, the Purchasing Division always places special emphasis on the importance of writing good, clear and concise specifications. The specifications are termed as the foundation of clarifying the agency's need and requirements for a certain good or service.

Equally important and an issue in

which the Purchasing Division is incorporating into more of its training materials is the assurance that cost sheets are also written with the same characteristics as the specifications, which allows the evaluators of bids and proposals to be able to draw obvious comparisons. Buyer Supervisor Roberta Wagner presented a "Cost Sheet Overview" class at the 2012 Agency Purchasing Conference, in which she addressed the

variables of a cost sheet and some considerations that need to be noted prior to issuing a solicitation that contains a cost sheet.

"There are some considerations that agency purchasers need to take into account when soliciting bids or proposals for goods or services," Wagner said. "One of those factors is life cycle cost,

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Purchasing Division Kicks Off 2013 In-House Training Schedule with Classes and Webinar

The West Virginia Purchasing Division will be kicking off its 2013 In-House Training Program this month with two sessions, including a webinar.

“The Purchasing Division works diligently to update the in-house training schedule to meet the changing needs of the state procurement officer,” said Staff Development Specialist Samantha Knapp. “We have done that this year by modifying our schedule to include half-day sessions covering multiple topics and a session on commodity codes for wvOASIS, the Enterprise Resource Planning (ERP) system.”

The first session for the 2013 year will be a webinar on agency delegated purchasing, scheduled for 10-11 a.m. on Wednesday, January 9. Planned webinars have been expanded to four for the year. The webinars are available to any state procurement officer interested in participating.

Planned for Wednesday, January 23, is Vendor Registration, from 10-11 a.m.



Behind the scenes...The Inspection Services Unit led a webinar in December which enabled agency purchasers throughout the state to listen and watch the presentation at the convenience of their offices as part of the in-house training program.

Classes are free to participants and are conducted in the Gaston Caperton Training Center in Building 7 or in the Purchasing Division first floor confer-

ence room. Registered attendees will be notified of the location beforehand.

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Attendees Give High Scores to Agency Conference

The 2012 Agency Purchasing Conference received excellent reviews from attendees as 93 participants (approximately 36 percent of total attendance) submitted an evaluation form. Those who responded gave overall high marks for quality of the conference, as well as praise for registration and the conference signature Advanced Track and Beginner’s Track workshop series. Other categories demonstrating the success of the conference was the feedback relating to the organization of the conference; the conference registration, and the length of the conference.

Of the responses, 82 percent rated the conference registration as “excellent” while 15 percent rated it as “good” and the remaining one percent stating it was “fair.” Fifty percent rated the length conference as “excellent” with 43 percent stating “good” and the remaining seven percent responding as “fair.” For the overall opinion of the conference, 58 percent rated it as “excellent,” 38 percent indicated

	Excellent	Good	Fair	Poor
Conference Registration	72 (87%)	15 (17%)	1 (1%)	0 (0%)
Beginner’s Track	18 (47%)	18 (47%)	2 (6%)	0 (0%)
Advanced Track	14 (74%)	5 (26%)	0 (0%)	0 (0%)
Length of Conference	45 (50%)	38 (43%)	6 (7%)	0 (0%)
Overall Opinion of Conference	52 (58%)	34 (38%)	4 (4%)	0 (0%)

it was “good,” and four percent rated it as “fair.” See the above chart for additional feedback.

“We are always pleased to see overwhelming positive remarks for the annual training event, because of the hard work put into the conference’s organization and the feeling that the hard work has paid off,” said Purchasing Director Dave Tinchler. “The conference evaluation forms always offer us excellent starting points to see upon what can we build upon for the next conference, what is

working and what needs improvement.”

Among the workshop ratings, the six-session Beginner’s Track, introduced four years ago solely for procurement officers with two years or less experience, scored 100 percent as “excellent (74 percent)” or “good (26 percent).” The second year of the Advanced Track series had a combined “excellent” and “good” rating of 98 percent with comedian Mark Klein, the banquet entertainment, receiving a combined score of 91 percent (65 percent “excellent” and 26 percent “good”).

WVSASP Drivers Enjoy The Variety of the Job

This is part of an on-going series of articles which takes a closer look at the inner workings of the Purchasing Division. This article looks at the West Virginia State Agency for Surplus Property.

If you were looking for a job where no two days are the same, being a truck driver for the West Virginia State Agency for Surplus Property (WVSASP) might be what you are looking for. For drivers Doug Fuller and Ron Phipps, it offers a chance to see something different every day.

Phipps has worked with WVSASP since 1982, whereas Fuller just joined the agency in May after 18 years as a coal truck driver. Both men are responsible for loading and unloading surplus items, working in the WVSASP state and federal warehouses, tagging items for sale, and working with customers.

Both men call the agency a great place to work. "I get to work with really great people," Fuller said. "Plus you get to see different places and meet different people."

Phipps said a busy schedule certainly helps keep his day moving. "We tend to stay busy with property pick-ups, and we get to meet new and interesting people along the way," he said.

For Fuller, never knowing exactly what to expect is part of what makes



WVSASP truck drivers Doug Fuller and Ron Phipps are responsible for picking up state agency surplus property. They both agreed that no two work days are ever really the same.

the job interesting. Picking up property from an agency could be two billboards, only to discover they are wall-sized corkboards. "One time, we picked up a 1964 Valiant from Rehabilitative Services. They had actually built a room around the car, to help people relearn how to get into and out of a car. They ended up having to set it on its side and drag it out."

But it ultimately is the people and the environment that makes the job pay off for both men. "This is a great place to work, and I get to work with really great people," Phipps said.

WVSASP Terms Midweek Vehicle Auction a Success



The West Virginia State Agency for Surplus Property (WVSASP) coordinated its first midweek vehicle-only auction on December 6, selling 50 cars from the lot on a chilling Thursday morning in a brisk 55 minutes.

The event was an experiment for WVSASP, one that Purchasing Division Assistant Director and WVSASP Manager Elizabeth Perdue called an unbridled success.

"We were extremely pleased with the response to the auction," she said, noting the auction offered everything

from retired state police cruisers to Jeep Grand Cherokees. "We had a large variety of vehicles in varying conditions, and each vehicle was sold that day. The auction took just less than an hour and we moved each vehicle we had to offer."

Perdue said the auction's success may point toward future similar auctions.

For information about WVSASP, please visit <http://www.state.wv.us/admin/purchase/surplus/default.html> or call (304) 766-2626.

Auctioneer Joe Arrington prepares to kick off the WVSASP vehicle auction that was conducted on December 6. Fifty vehicles were sold during this event.

Purchasing Staff Receives Sneak Peak into ERP

New terminology and commodity codes will be among the most notable changes when the Enterprise Resource Planning (ERP) system is implemented, effectively replacing a host of existing state computing and accounting systems.

That is one of the key points addressed by David Hay, executive consultant at CGI, the company which was awarded the contract to implement the state's ERP. Hay spoke to the Purchasing Division staff in December as part of the agency's monthly in-house professional development series.

Each month, a guest speaker gives an insider's perspective on a particular state government function and Hay's presentation was unique in that the Purchasing Division will be thoroughly involved with this project. Hay gave Purchasing staff members a high level overview of how they will utilize the system.

"This will be a very code driven system. The ERP will be marrying the TEAM and WVFIMS systems," he said. "The ERP will also give you ways to speed up the procurement process by having as much information possible."

Hay gave a demonstration of how ERP users will be able to easily look at each element of the solicitation and



David Hay, executive consultant with CGI, spoke to the Purchasing Division about planned changes when the Enterprise Resource Planning (ERP) system is implemented.

bid process and how buyers will be able to track every aspect of a purchasing transaction. The new system will allow vendors the ability to respond to a solicitation electronically, another feature aimed at speeding up the bid opening and evaluation process.

"Think of this as an electronic filing cabinet. Envision for every procurement in the system, the ERP will track the process and provide the documentation needed along the way," he said.

Please see ERP, Page 6

Changes Made to the Purchasing Division Procedures Handbook

The **Purchasing Division Procedures Handbook** has undergone revisions which went into effect on November 12, 2012. These modifications, which have been distributed to agency procurement officers, were made to better clarify purchasing procedures. The Handbook can be reviewed in its entirety at: www.state.wv.us/admin/purchase/Handbook/default.html.

Some of the sections which contain new or updated language include:

In Section 4 under Acquisition Planning, several templates related to Request for Quotations were modified to streamline the processing transactions. These templates are available on the Purchasing Division's intranet site at: <http://intranet.state.wv.us/admin/BuyersNetwork>

[purchase/procedures.html](#)

Additionally, in Section 4.5.2 the language relating to trade-in requirements was modified to update procedures required for this process. In Section 4.7.1.4 which deals with Emergency Purchases, language was added to note that the Governor can declare a State of Emergency and how this would relate to procurement for emergency purchases more than \$25,000. Additional Emergency Purchase language was revised in Section 8.6.

Extensive language was revised in Section 5.4 dealing with Small, Women- and Minority-owned business certification and the eligibility requirements. With regards to construction contracts, Additive and Alternative Options language

was added to sections 6.2.2.1 and 7.2.19.1 and language noting that verification that a vendor is not debarred by the state or federal governments is noted in sections 6.2.3 and 7.2.19.1.

The requirements for agencies to request use of a piggyback contract from the Purchasing Director were updated in Section 8.8.

In Sections 6 and 7, language was added to note a link to the Federal Debarment website, which is <https://www.sam.gov/portal/public/SAM>.

Agency procurement officials are encouraged to periodically review the **Purchasing Division Procedures Handbook** and contact their assigned Purchasing Division buyer with additional comments, suggestions or questions.

SHEET

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which includes not just the product but how much it will cost to operate the item over the life of the equipment. Another consideration is if you plan to award the contract to multiple vendors, you need to be sure to let the vendors know ahead of time and how you plan to award. For example, will you award by region, by county or by line item?"

Wagner defines a cost sheet as a document that reflects the cost of the items and services required by a particular project or department for the performance of its business purposes. When preparing cost sheets in order to evaluate responses to the solicitation, she stresses that the cost sheets must be specific and detailed. In accordance with the *Code of State Rules* §148-6-

4.1, *the Purchasing Director shall make an award to the lowest responsible bidder meeting minimum specifications. The Director shall consider such factors as quality (meeting specifications), price, time of delivery, cost of delivery, and other terms and conditions considered prudent. Unit prices shall prevail in all cases. In some cases the Director shall make multiple or split awards when they are in the best interest of the State.*

This statutory clarification is important in that unit prices shall prevail in all cases; therefore, if a vendor makes a mathematical error in the extended pricing, it is the unit price that will be the factor considered during the bid evaluation. Wagner advises purchasers that it will be beneficial to the agency

when preparing the specifications and cost sheets to be sent to the Purchasing Division to reach the lowest unit variable as possible. For example, to indicate the unit price as a box could present problems because of the packaging by different vendors. A box may include a quantity of 10 by one vendor and a quantity of 100 by another. "Vendors need to know what the award will be based on, so the cost sheet needs to be clear," she said.

For more information on preparing and evaluating cost sheets, please view the presentation materials for the "Cost Sheet Overview" class at http://www.state.wv.us/admin/purchase/training/2012ConfPPTs/12CONF_CostSheetOverview.pdf.

WVCI

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that it is a privilege to work for us."

WVCI supplies everything from mattresses to cleaning productions for state entities. In accordance with *West Virginia Code* §25-7-1, WVCI is an internal resource which must be agencies must check with first as part of the acquisition planning process. These commodities and services must meet certain quality and price standards which are comparable to open-market sources. Use of Correctional Industries does not require bidding. WVCI is the preferred contractor for wooden furniture and the sole source supplier for all printing and quick copy services.

"We stay out of the private sector market, and sell only to state and local government, and to non-profit organizations," said WVCI Deputy Director Betty Slack. "We are a self-sufficient agency, meaning we are supported solely through our revenues and receive no outside mon-

neys." Slack said WVCI earned approximately \$7.7 million in annual revenue.

Slack and other WVCI staff members described the processes involved as prisoners went about making various products. This included cutting out and sewing patterns for prison uniforms; the step-by-step creation of an office chair; and printing and typesetting documents.

"We work hard to help teach these men and women a craft that is usable once they are released," Gable said. "We have been very pleased in finding jobs for many of our workers once they finish their sentences."

Prisoners are required to have a high school diploma, General Education Development (GED) degree or working toward a GED, to be employed by WVCI. Workers are supervised by a civilian staff.

For more information on WVCI, please visit <http://wv-correctionalindustries.com/>.

ERP

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"The ERP will provide alerts as certain important dates approach. You will be able to see everything electronically about a contract from solicitation to award."

Purchasing Division staff asked Hay questions throughout the presentation and one common response became quite clear when discussing any one element of the ERP.

"We could spend a couple of hours just talking about that," he said.

The Purchasing Division extends its thanks to Hay for being part of its monthly professional development series and giving our staff a look at what we all can expect in the future.

IN-HOUSE

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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 2013 In-House Training Program or any of the webinars, contact Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

*The West Virginia
Purchasing Division Staff Wishes
All of Our Agency Purchasers
a Happy and Prosperous 2013!*

Current Statewide Contract Update

(As of December 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	01/03/2013	Yes
LABSUP13	Laboratory supplies	01/17/2013	No
VOIP13	Voice over Internet protocol	01/09/2013	No

New Awards

Contract	Vendor	Description	Dates
ERCYCL12A	C2 Management	Recycling of used electronic equipment	12/01/2012 -11/30/2013
ERCYCL12B	PC Renewal	Recycling of used electronic equipment	12/01/2012 -11/30/2013
ERCYCL12C	Round2 Inc.	Recycling of used electronic equipment	12/01/2012 -11/30/2013
ERCYCL12D	Creative Recycling Systems NC	Recycling of used electronic equipment	12/01/2012 -11/30/2013
ERCYCL12E	Powerhouse Recycling Inc.	Recycling of used electronic equipment	12/01/2012 -11/30/2013
MV13A	Beckley Buick GMC Auto Mall	2013 model motor vehicles	12/07/2012 -12/06/2013
MV13B	Bob Robinson Chevrolet Oldsmobile	2013 model motor vehicles	12/07/2012 -12/06/2013
MV13C	C. Hackett Chrysler Dodge Jeep	2013 model motor vehicles	12/07/2012 -12/06/2013
MV13D	Beckley Buick GMC Auto Mall	2013 model motor vehicles	12/07/2012 -12/06/2013
MV13E	King Coal Chevrolet Co.	2013 model motor vehicles	12/07/2012 -12/06/2013
MV13F	Matheny Motor Truck Company	2013 model motor vehicles	12/07/2012 -12/06/2013
MV13G	Stephens Auto Center	2013 model motor vehicles	12/07/2012 -12/06/2013
MV13H	Thornhill Group	2013 model motor vehicles	12/07/2012 -12/06/2013
MV13I	Whiteside Chevrolet Cadillac	2013 model motor vehicles	12/07/2012 -12/06/2013

Under Evaluation

Contract	Description	Bid Opening	Under Eval
DIGCOP12	Digital copiers	12/04/2012	Yes
ERCYCL12F	Recycling of used electronic equipment	08/09/2012	Yes

Under Evaluation

Contract	Description	Bid Opening	Under Eval
NTIRES12	New tires	11/14/2012	
SBUS13	School buses	11/20/2012	Yes

Contracts Renewals

Contract	Vendor	Description	Date
ITECH10X	Integrity Consulting LLC	Technical support	03/01/2012 -02/28/2013
ITECH10AF	Pomeroy IT Solutions Inc.	Technical support	03/01/2012 -02/28/2013

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.

MV12	2012 (or current year) motor vehicles
PBKBPUMPA	Breast pumps and related accessories
PC12	Police cruisers
SBUS12	School buses
SYSFURN10	Office furniture

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	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
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	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
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.

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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

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