

THE BUYERS NETWORK

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Request for Proposal Process Enables the DNR to Secure Elite Licensing and Game Checking System



One of West Virginia's biggest year-round attractions is wildlife recreation. The West Virginia Division of Natural Resources (DNR) notes that more than 600,000 outdoor enthusiasts hunt, trap and fish in the state annually and the revenue from licenses sold for these activities generates more than \$15 million. The revenue from these licenses is a major source of funds for the DNR and the agency's statewide stewardship initiatives.

For the past decade, the sale of licenses has been conducted and maintained by the DNR through a mix of traditional paper-based forms, internet sales and point of purchase sales.

The systems used to track this information were non-integrated. Such an arrangement needed to change and last October, a Request for Proposal

Hunting dollars

More than 600,000 outdoor enthusiasts hunt, trap and fish in West Virginia annually, and revenue from licenses generates more than \$15 million.

Please see DNR, Page 2

Pictured is Lisa Boggess of the West Virginia Division of Natural Resources who records game-checking information by hand for the agency. The DNR is scheduled to go live with a new Electronic Licensing and Game Checking System next January.

Procedures Handbook Now Available as PDF

Handbook

The Purchasing Division Procedures Handbook is available at www.state.wv.us/admin/purchase/handbook/default.html.

One of the most valuable resources offered to procurement officers by the Purchasing Division is the *Purchasing Division Procedures Handbook*, which is located at www.state.wv.us/admin/purchase/Handbook/default.html.

New to this web page is the addition of the handbook in pdf format to compliment the links to each of the handbook's 10 sections and 17 appendices. Also available on this page is a search function which offers users an expedient way to locate a specific topic within the handbook. Procurement officer feedback at the Agency Purchasing Conferences and other training sessions indicated a need to make the handbook available as one document for a more simplified search function for quicker reference.

Procurement officers who print hard copies are advised to periodically check the online version of the handbook to ensure the most recent one is being used for reference.

INSIDE...

- **Director's Comments:** New Year Brings New Opportunities for State Purchasing Officers
- Online Surplus Sales Allows More Options When Retiring and Selling Property
- Dreams of Accountancy Followed Ada Kennedy to Division of Personnel

Another New Year Brings Numerous New Opportunities for State Purchasing Officers

By Purchasing Director Dave Tincher

As we approach the New Year, it gives us an opportunity to look retrospectively at our lives, both personally and professionally. As state public procurement officers, we continue to serve our agencies and, ultimately, our state citizens by following the purchasing laws, rules and procedures in place in order to spend state dollars wisely.

Our staff at the Purchasing Division works diligently to ensure that clear and concise specifications bring about quality results. Working closely with our agency purchasing partners has enabled us to reach and oftentimes exceed our professional expectations. The benchmark has been raised and I attribute much of these positive outcomes to our training program, both internally and externally.

To ensure consistency in how our buy-

ing staff processes purchasing transactions on behalf of state agencies, we created an orientation program for our buyers, buyer trainees and our purchasing assistants. This program has enabled our staff to cross-train one another and assist when the workload varies.

In terms of our agency procurement officers, our training program has evolved from an annual conference to a full service educational curriculum that incorporates technology and creativity. Our program provides agency purchasers with our year-round in-house training workshops, online resource modules, and webinars.

This year will bring great changes to



state procurement with the scheduled implementation of *wvOASIS* on July 1. Up to now we have been assisting the staff of the ERP Board with data collection and other aspects of the project. However, the spring will be focused on training and preparation for this new enterprise resource planning system.

As my professional New Year's resolution, I strive to continue the collaboration between our staff and the agency procurement officers in meeting the opportunities and possible challenges of 2014 with open communication and a cooperative spirit. We have made many positive steps in 2013 and I look forward to many more in the coming year!

DNR

Continued from Page 1

(RFP) for an Electronic Licensing and Game Checking System (ELS) was encumbered which will make many procedures much more efficient.

DNR Procurement Officer Angela Negley compared it to the state's current transition in the *wvOASIS* project.

"What we were seeking was a very complicated and detailed system, so much so that we needed to first contract with a Pennsylvania company to assist us in writing the specifications for the RFP. There are just a few companies in the country that specialize in electronic licensing systems," Negley recalled. "We had eight vendors come to our pre-bid meeting and we had three bids submitted at the bid opening."

Michael Ingram, the Administrative Services Manager for the DNR Licensing Unit, recalls how the planning for what his agency needed in its ELS took more than three years.

"The licensing sale system that we had, known as GoWild, was written more than 10 years ago. It was an excellent system when it was implemented but that technology is dated now. We wanted to write a system that would be

robust and serve us for many years to come while expanding and improving our services," Ingram said. "This RFP was quite involved. In all, we had about 30 to 40 people at DNR working on it at some point."

Ingram said once this system is implemented, it will allow for much greater efficiency of selling and tracking licenses for his unit; outdoorsmen will have much greater ease in purchasing licenses and checking in game; and DNR law enforcement will be able to screen for would-be license buyers who are not authorized to do so to name some of the ELS benefits.

This Request for Proposal (RFP) was quite involved. In all, we had about 30 to 40 people at DNR working on it at some point.

Michael Ingram
Administrative Services Manager
Division of Natural Resources

The complexity and immense amount of detail throughout the RFP process triggered several re-bids before the successful bid opening occurred in August. Negley remembered how eight addendums were also part of the complex procurement equation.

"Lots of reviews, lots of end user meetings, lots of challenges," laughed Negley. "It was a huge challenge to say the least, but this will prove to be a very valuable system."

Online Surplus Sales Allows Agencies More Options When Retiring and Selling Property

The West Virginia State Agency for Surplus Property (WVSASP) frequently utilizes online auction sites, such as GovDeals, to assist in retiring property that cannot be easily transported to WVSASP's Dunbar warehouses.

"WVSASP uses GovDeals for agencies that are located at a distance from Charleston for us to come and pick up the retiring property," said Jordan Kirk, an Administrative Services Manager I with WVSASP. "We also use the online sales for unusual items or

vehicles which have been on our lot for a long period of time. We have had a large measure of success with online auction sites, rather than conducting absolute auctions."

Kirk said agencies retiring property to be sold on GovDeals should send photographs and descriptive information to WVSASP to be used on the website. Agencies are required to retire all property through the WVFIMS Fixed Asset System or with a Surplus Property Retirement Form (WV-103).

ment Form (WV-103).

"Photos should be clear, high-resolution pictures focused on the item to be sold, without other items or people in the background," he said. He urged agencies to create an item description based on the retirement checklist.

GovDeals allows users to browse the site based on an item category, auction closing time and state. However, the site is designed specifically for government sellers and allows for greater accountability for WVSASP.

Online Surplus Sales

According to the Purchasing Division's FY13 Annual Report, WVSASP sold 183 items through the online sales site for a total amount of \$97,288. Items sold included a motor home, a boat motor, and a three-wheel truckster.

| Description | Make/Brand | Model | Year | Location | End Date/Time | Current Bid | Shortcuts |
|---------------------------------------|------------|-----------------|------|------------------|---------------------|------------------------|--------------|
| 2008 JEEP GRAND CHEROKEE LAREDO 4WD | Jeep | Grand Cherokee | 2008 | Dunbar, WV | 1/6/2014 6:20 PM ET | \$5,032.00 Bids: 14 | View by same |
| 2005 GMC SIERRA 2500HD SL EXT CAB 4WD | GMC | Sierra 2500HD | 2006 | Dunbar, WV | 1/6/2014 6:40 PM ET | \$4,610.00 Bids: 34 | View by same |
| 2007 JEEP LIBERTY SPORT 4WD | Jeep | Liberty | 2007 | Dunbar, WV | 1/6/2014 6:00 PM ET | \$3,460.00 Bids: 8 | View by same |
| 2007 JEEP GRAND CHEROKEE LAREDO 4WD | Jeep | Grand Cherokee | 2007 | Dunbar, WV | 1/6/2014 6:10 PM ET | \$3,333.00 Bids: 4 | View by same |
| 2007 DODGE DURANGO SXT 4WD | Dodge | Durango | 2007 | Dunbar, WV | 1/6/2014 6:30 PM ET | \$2,610.00 Bids: 12 | View by same |
| 1991 GMC SIERRA C/K 2500 REG CAB 4WD | GMC | Sierra C/K 2500 | 1991 | Davis, WV | 1/6/2014 7:20 PM ET | \$320.00 Bids: 16 | View by same |
| BERKEL STAND MIXER | Berkel | 30 | | Dunbar, WV | 1/6/2014 6:50 PM ET | \$240.00 Bids: 17 | View by same |
| CHINA CABINET/BOOKCASE | | | | Huttonsville, WV | 1/6/2014 | \$25.00 | View by same |

GovDeals is among the online sales sites used by the West Virginia State Agency for Surplus Property to advertise for property that state agencies no longer need.

Statewide Contract for Sanitary Paper and Bathroom Supplies Awarded

Contract website

To view the SANPAP contract, please visit: www.state.wv.us/admin/purchase/swc/SANPAP.htm

If the office bathroom is down to its last roll of the ever-important supplies, then worry no more. The statewide contract for sanitary paper and bathroom supplies (SANPAP) has been awarded and is now in effect.

Liberty Distributors Inc. of Triadelphia, WV, is the sole vendor on the statewide contract to provide sanitary paper and bathroom supplies to all state agencies and political subdivisions. This contract was awarded December 1 and is available for review at www.state.wv.us/admin/purchase/swc/SANPAP.htm. The company's contact information is included in the contract. The 36 items

on the contract include bathroom tissues and dispensers; roll towels and dispensers; folded towels and dispensers; and miscellaneous items such as facial tissues.

Please note that to order items from SANPAP, the spending unit shall issue a written state contract order (WV-39) to the vendor for commodities. The original form shall be mailed to the vendor as authorization for shipment. A second must be mailed to purchasing division and third retained by the spending unit.

To review all statewide contracts, please visit: www.state.wv.us/admin/purchase/swc

Procurement Officer Profile

Dreams of Accountancy Followed Ada Kennedy to Personnel

While other children thought of being a doctor or a scientist, Ada Kennedy wanted to be ... an accountant. Kennedy, an Administrative Services Assistant I with the Division of Personnel, said that was always her dream. "From the time I was little I wanted to be a Certified Public Accountant," she said.

Kennedy, a native of Jacksonville, Florida, moved to West Virginia when she was 11. "My mother's family was originally from Clay County, and my father's was from Boone County, and we moved to Clay County," she said. Kennedy graduated from Clay County High School before attending Glenville State College and achieving her bachelor's degree in accounting.

Her dreams had altered slightly by the time her diploma was in hand, however. "My desire to be an accountant went to the wayside because I did not want to spend all of my time watching some else's money," she said. Coming out of college, Kennedy entered state government, working for the Finance Division, handling accounts payable for assigned agencies. She briefly worked for the Regional Jail Authority before joining the Division of Personnel.

As the division's procurement officer, Kennedy said most purchases are standard office items, but occasionally she finds herself on usual purchasing missions. "Part of the Personnel Division is the Organization and Human Resource Development office, which oversees training," she said. "So in relation to training and development, the requests have been interesting."

Those requests have included purchasing eggs and SPAM (both regular and low-fat, she said) to be utilized during training sessions. More typical is bringing in adjunct instructors for classes, Kennedy said.

But the part of her that drove her into accounting has not faded entirely, Kennedy said. "When looking at my P-card statement and it comes out to the penny the first time I try, there is a



certain bit of satisfaction in being able to reconcile my documents with what the bank has," she said.

A resident of St. Albans, Kennedy has been married for eight years and has two children, ages five and three.

Ada Kennedy serves as the procurement officer for the Division of Personnel.

Purchasing Division Makes a Change to Distribution of Expiring-Contracts Report

The Purchasing Division has changed how the monthly expiring-contract report is being disseminated to agency procurement officers. These reports list all open-end contracts for all state agencies that are scheduled to expire within 60 days.

Procurement officers will now receive an email each month from the Purchasing Division's Technical Services Unit with a link to the report, which may be viewed or downloaded. All open-end contracts for all agencies will be included in this report. Previously, this report was sent to each agency in hard copy form by the Purchasing Division's Contract Management Unit.

For questions regarding any particular contract, please contact your Purchasing Division buyer (www.state.wv.us/admin/purchase/byrassign.pdf) to discuss.

Intranet Webpage Provides Valuable Resource for Procurement Officers

West Virginia Purchasing Division

Processes and Procedures

Intranet

WV.gov | Administration | Purchasing | Purchasing Intranet | Email Announcement Archives

Notices to Agency-Designated Procurement Officers

Official Purchasing Division Email Notifications to Agency Purchasers

To assist existing and new state agency procurement officers, the Purchasing Division has created this intranet webpage to display email notifications that have been distributed. The year, date, and description are noted. To access the content of the email notification, please click the hyperlinked description for more details. This page is for informational purposes only.

2013

| | |
|-------------|--|
| December 17 | December 2013 Expiring Contracts Report |
| November 18 | New Buyer Assignments Effective November 18 |
| July 22 | Purchasing Division Procedures Handbook - Revised Effective July 22, 2013 |
| July 12 | Upcoming Changes to the Purchasing Division Procedures Handbook (Effective 07/22/13) |
| July 12 | Agency Master and Purchasing Master Terms and Conditions |
| July 11 | SWAM Reporting |
| July 1 | 2013 Business Associate Addendum |
| June 4 | Contract Management Procedures and Reports |
| May 22 | Secondary Bid Contracts |
| May 15 | FY2014 Agency Designated Purchasing Contact Requirement / Deadline June 10, 2013 |
| April 19 | Clarification on Statewide Contracts |
| April 9 | Invitation to Open House 2013 / May 14 |
| April 5 | Multiple Award Determination Form |
| March 6 | HIPAA BAA Revision and SWC for Digital Equipment |
| January 31 | Purchasing Division Procedures Handbook - Revised Effective February 1, 2013 |

Remember that email from the Purchasing Division providing important information that you accidentally deleted? Or the Purchasing correspondence that fellow procurement officers are talking about but is not familiar because you are new to the profession?

The Purchasing Division has created an intranet webpage which contains archives of email notifications that have been distributed to procurement officers

since January 2012.

These archived emails can be located at: <http://intranet.state.wv.us/admin/purchase/eArchive.html>

The year, date and description of each Purchasing email are noted on this site. This intranet page is to assist state agency procurement officers, new and experienced, in staying informed with announcements from the Purchasing Division.



In-House Training: January - February

January

- Wednesday, January 15: Legal Responsibilities of Contracting - 9-11 a.m.
- Wednesday, January 29: Specification Development (webinar) - 10-11 a.m.

February

- Wednesday, February 12: Implementing Special Purchases - 10-11:30 a.m.
- Wednesday, February 26: An Introduction to West Virginia's State Purchasing Process - 9 a.m.-4 p.m.*

Location

Purchasing Division's first floor conference room.

* Regents Room, Building 2, second floor

Registration

For more information or to register, visit www.state.wv.us/admin/purchase/training/inhouse.html. First-come, first-served basis.

For more information

Staff Development Specialist
Samantha Knapp at (304) 558-7022
or Samantha.S.Knapp@wv.gov.

Purchasing's Dean Wingerd Assigned New Files



Dean Wingerd

The Purchasing Division would like to announce that Buyer Dean Wingerd is now assigned the following agencies: Adjutant General's Office; Department of Veterans Assistance; Division of Juvenile Services; and the Division of Homeland Security and Emergency Management, with the latter two being part of the Department of Military Affairs and Public Safety.

For a complete list of all buyer assignments, please visit the Purchasing Division's website at www.state.wv.us/admin/purchase/byassign.pdf

wvOASIS Procurement Outreach Set for Jan. 14

A second Procurement Outreach will be held on Tuesday, January 14th at 9 a.m. in Ferrell Hall on the campus of WVSU.

The purpose of this outreach session is to collect Procurement users, Managers, manager teams and buyers. For more information, contact the wvOASIS Enterprise Readiness Team at EnterpriseReadiness@wvOASIS.gov

Current Statewide Contract Update

(As of December 15, 2013)

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 www.state.wv.us/admin/purchase/swc. For more information, please contact your assigned agency buyer.

Out for Bid

| <u>Contract</u> | <u>Description</u> | <u>Bid Opening</u> | <u>Pre-bid?</u> |
|-----------------|---------------------------|--------------------|-----------------|
| HOUSE14 | Housekeeping supplies | 01/02/2014 | 12/17/2013 |
| TEMP14 | Temporary worker services | 12/20/2013 | 01/07/2014 |

New Awards

| <u>Contract</u> | <u>Vendor</u> | <u>Description</u> | <u>Dates</u> |
|-----------------|--------------------------|----------------------------|---------------------------|
| MSMSELECT | Microsoft | Software, master agreement | 10/01/2013 -09/31/2014 |
| MV14A | Bob Robinson Chevrolet | 2014/latest motor vehicles | 12/01/2013 -11/30/2014 |
| MV14B | Greenbrier Motor Co. | 2014/latest motor vehicles | 12/01/2013 -11/30/2014 |
| MV14C | Hurricane Chevrolet Inc. | 2014/latest motor vehicles | 12/01/2013 -11/30/2014 |
| MV14D | Jim Robinson Inc. | 2014/latest motor vehicles | 12/01/2013 -11/30/2014 |
| MV14E | Methany Motor Truck Co. | 2014/latest motor vehicles | 12/01/2013 -11/30/2014 |
| MV14F | Stephens Auto Center | 2014/latest motor vehicles | 12/01/2013 -11/30/2014 |
| MV14G | Thornhill Group Inc. | 2014/latest motor vehicles | 12/01/2013 -11/30/2014 |
| MV14H | Whiteside Chevrolet | 2014/latest motor vehicles | 12/01/2013 -11/30/2014 |
| SANPAP13 | Liberty Distributors | Sanitary paper | 12/01/2013 -11/30/2014 |

Contract Renewals

| <u>Contract</u> | <u>Vendor</u> | <u>Description</u> | <u>Dates</u> |
|-----------------|---------------------------------|-----------------------------|---------------------------|
| DEBT10A | Healthcare Financail Services | Debt collection services | 12/01/2013 -11/30/2014 |
| DEBT10B | National Recovery Agency | Debt collection services | 12/01/2013 -11/30/2014 |
| DEBT10C | EOS CCA | Debt collection services | 12/01/2013 -11/30/2014 |
| DEBT10E | Penn Credit Corp. | Debt collection services | 12/01/2013 -11/30/2014 |
| DISH10 | Ecolab | Dishwashing detergent | 12/02/2013 -03/01/2014 |
| HOUSE10A | Winans Sanitary Supply Co. Inc, | Household cleaning supplies | 01/01/2014 -01/31/2014 |

FOR MORE INFORMATION

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

| <u>FILE</u> | <u>BUYER</u> | <u>EMAIL</u> | <u>PHONE</u> |
|-------------|-----------------|----------------------------|--------------|
| 21 | Guy Nisbet | Guy.L.Nisbet@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 | ** |
| 32 | Tara Lyle | Tara.L.Lyle@wv.gov | 558-2544 |
| 33 | Crystal Rink | Crystal.G.Rink@wv.gov | 558-2402 |
| 44 | Bob Kilpatrick | Robert.P.Kilpatrick@wv.gov | 558-8802 |
| 52 | Evelyn Melton | Evelyn.P.Melton@wv.gov | 558-7023 |
| 53 | Laura Hooper | Laura.E.Hooper@wv.gov | 558-0094 |
| 54 | Dean Wingerd | Dean.C.Wingerd@wv.gov | 558-0468 |
| -- | Beth Collins* | Beth.A.Collins@wv.gov | 558-2157 |
| -- | Krista Ferrell | Krista.A.Ferrell@wv.gov | ** |

* File not yet assigned

** Temporarily assigned to the ERP Project

Contract Renewals

| <u>Contract</u> | <u>Vendor</u> | <u>Description</u> | <u>Dates</u> |
|-----------------|------------------------|--------------------|---------------------------|
| LIGHT10A | WV Electric Supply Co. | Light bulbs | 11/01/2013 -05/31/2014 |
| PAPER10 | XPEDX | Paper | 11/15/2013 -02/14/2014 |
| RECMGT11 | Cornerstone | Records management | 12/01/2013 -11/30/2014 |

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.

| | |
|---------|-----------------------------|
| ABATMNT | Abatement services |
| FOOD | Food |
| LDPHONE | Long distance phone service |
| OFFICE | Office supplies |
| PAPER | Paper products |
| TEMP | Temporary employee services |