

THE BUYERS NETWORK

JUNE 2014

VOL. 24, ISSUE 6

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's Open House Marks Record-Setting Seventh Year



Agency purchasing representatives tested their knowledge with an interactive training module, created by Staff Development Specialist Samantha Knapp. The questions related to various purchasing-related processes.

Highlights

- Three informational sessions;
- Virtual tours of the Purchasing Division website;
- An chance to meet with any Purchasing Division staff member; and
- A presentation table with members of the wvOASIS team.

The Purchasing Division marked a record with attendance for its seventh annual Open House. The May 6 event found nearly 90 procurement officers taking the time to stop by the division's Washington Street office for the opportunity to meet with Purchasing Division staff and discuss topics of interest.

Highlights of the day included three 40-minute informational sessions; virtual tours of the Purchasing Division website; an opportunity to meet specifically with any Purchasing Division staff member, including Purchasing Director Dave Tincher, the buyers, inspectors, training representatives and technical service personnel; and a presentation table with members of the wvOASIS team ready to answer questions.

"The Purchasing Division has several new staff members, and the Open House gave them the opportunity to meet the agency procurement officer they buy for," Tincher said.

Please see **OPEN HOUSE**, Page 5

Deadline for the Agency Designated Procurement Officer Forms Approaching

The deadline is approaching for agencies to submit the form listing its primary designated procurement officer, as well as any backup designated procurement officers. All agencies must designate a procurement contact person for every fiscal year, in accordance with the *Code of State Rules* 148CSR1.

The deadline to return the form is June 6. Please note that your agency director is required to designate one primary contact; however, back up contact(s) may be designated if your director deems necessary. The form must be completed for each individual, checking whether the contact is the primary or a back up, and signed by your agency head. A form must

Please see **FORM**, Page 2

INSIDE...

- **Director's Comments:** Successful Transition to wvOASIS Will Rely Heavily on Teamwork Among Everyone
- Informational Sessions Offered Open House Attendees Additional Insight in Procurement
- DMV Revs Up Emphasis on Motorcycle Training with Safety Curriculum

Successful Transition to wvOASIS Will Rely Heavily on Teamwork Among Purchasing, Agencies and Vendors

By Purchasing Director Dave Tincher

One particular image comes to mind when I think of the upcoming changes to the state procurement process with the implementation of wvOASIS, the state's enterprise resource planning system.

The image is of the iconic recycling logo where three identical-sized arrows are aligned in a triangle, each one with an arrow point to the next arrow in the arrangement. If one were to label the arrows with "Purchasing Division," "State Agency," and "Vendor," then that is how I think the relationship between the three has to be with this new enterprise resource planning system. All three entities play an equally vital role in ensuring that the commerce between the public and private sectors remains as seamless as possible.

These changes are quickly approaching. The implementation date for the Vendor Self-Service portal is scheduled for June 16 and the Phase C of wvOASIS, which includes procurement, is set for July 8.

The Purchasing Division continues to be pro-active in keeping this triangular relationship flowing, especially with the vendor community. Unlike state agencies, which have designated

individuals assigned to the wvOASIS project to bridge the old and new systems, the suppliers who sell to the state have no such arrangement. Our staff has and continues to reach out to the vendor community to inform, educate and receive feedback about its soon-to-be changing role with wvOASIS.

One example can be seen in the feature photograph below on this page of the newsletter, which shows behind-the-scenes of our May 19 vendor webinar. This training that was hosted by the Purchasing Division focused on what will remain the same; what will be new; and what will change when wvOASIS goes live.

More than 80 individuals participated in the webinar which was organized by our Staff Development Specialist Samantha Knapp. Technical Services Manager Mark Totten and Senior Buyer Dean Wingerd presented information and answered questions on behalf of the Purchasing Division. Doing the same on behalf of wvOASIS was Procurement and Logistics Lead Dan



Miller and David Hay of CGI, the state contractor for the wvOASIS project. A second webinar is scheduled on June 6, with more than 25 vendors already registered.

Another outreach example is individual discussions that members of our staff have had with the vendor community over the past few weeks

to discuss wvOASIS, in general, and how we can best serve one another when these transitions occur.

We continue to maintain – and update as needed – a wvOASIS Procurement webpage at www.state.wv.us/admin/purchase/oasis.html to assist vendors and our agency procurement officers.

The enterprise resource planning system is one of the most significant single changes I have seen in my 30-plus years at the Purchasing Division. The change that will accompany this sweeping new process is enormous. The Purchasing Division will continue to work to maintain that flow within the procurement cycle among us, state agencies and the vendor community.



Vendor Webinar

Purchasing Division staff members joined representatives of wvOASIS recently to participate in a webinar targeting our vendor community. Various topics related to purchasing were addressed as was the upcoming implementation of Phase C of wvOASIS.

FORM

Continued from Page 1

be submitted for all designated purchasing contacts even if the designation is not changing.

If you have any questions regarding these designations, please contact Chad Williamson at (304) 558-2315 or email at Chad.B.Williamson@wv.gov.

To view the listing of all current agency designated procurement officers, please visit: www.state.wv.us/admin/purchase/vrc/agencyli.html.

Information Sessions Offer Open House Attendees Additional Insight to State Procurement Process

One important aspect of the Purchasing Division's Open House activities consisted of four informational sessions which addressed specific topics. Originally, three sessions were scheduled for the Open House but due to a large turnout for the "Know the Rules ... They Are Changing" session, there was a need to create a second session on this topic so that all interested guests could attend the presentation by staff attorney James Meadows.

"Our meeting room limitations were certainly challenged that day and I appreciate everyone being patient with us. Though the rooms were quite crowded, I take that as a positive. It demonstrates that our procurement officers take great interest in learning more about matters that directly affect their jobs," said Purchasing Director Dave Tincher. "All the presentations were well attended which gave our staff additional face-to-face quality time with the people we interact with on a year-round basis."

Meadows highlighted the changes made to sections of *West Virginia Code* §5A-3 with the passage of Senate Bill 356 during the 2014 Regular Session of the Legislature. Those changes can be reviewed in detail in the May issue of *The Buyers Network*. Meadows did note that some changes will not occur until rules can be written and promulgated and this may not occur until the 2015 Regular Session of the Legislature.

Please see SESSIONS, Page 6



Purchasing Division Staff Attorney James Meadows leads the session, "Know the Rules ... They Are Changing." High demand required a second session to be scheduled to allow an opportunity for everyone interested to attend.



Inspector Junior Blount had an opportunity to talk to many of the agency personnel who he visits at state agency locations throughout the state.

wvOASIS Moves Forward in Training in Preparation of Phase C of Project

wvOASIS Phase C End User Training (EUT) is tentatively scheduled through mid-July 2014. Phase C includes General Ledger, Budget Control, Accounts Payable, Accounts Receivable, Purchasing Card, Cost Accounting, Project Accounting, Cash Management, Fixed Assets, Purchasing, Contracts, Inventory (pilot), Financial Transparency, CAFR, Grants and Investments.

All training is on the campus of West Virginia State University in Ferrell Hall. Details are forthcoming regarding regional training opportunities throughout the state.

wvOASIS' Phase C Go-Live will be July 8

Please contact the wvOASIS Enterprise Readiness Team at EnterpriseReadiness@wvOASIS.gov for additional information. Be sure to visit its website at www.wvoasis.gov. As an additional resource, visit the Purchasing Division's wvOASIS Procurement site (accessible at the navigation bar on our homepage at WVPurchasing.gov).



DMV Revs Up Motorcycle Safety with Curriculum

The state of West Virginia has motorcycles?

It is true, and of course, it is with good reason.

The state Division of Motor Vehicles (DMV) has a Motorcycle Safety and Awareness Program and one of its primary goals is to educate and enroll motorcycle enthusiasts into its rider safety program, which for some, is required by law. At two of the DMV ride safety training sites, the DMV has a motorcycle available for use. The motorcycles also serve as a visual lure in promoting this program.

“In the past, when we were at many of these motorcycle and automobile events around the state, it was hard to recruit new riders to our safety program when you were passing out information from the back of a truck. Now, when we arrive on a motorcycle with state plates, it gets people’s attention. It shows you are serious about motorcycle riding and it shows enthusiasts that you are speaking to them on a level they can better relate,” said Harry Henderson, the DMV state programs manager which includes the Motorcycle Safety Program. “We have purchased two motorcycles. I know it raised eyebrows at first but before we could even think about purchasing them, we had to get approval from our motorcycle safety board, which consists of eight members.”

In addition to the motorcycles, Henderson wrote the specifications for the extensive safety program’s request for quotation which was also secured through the Purchasing Division.

“The process went very smooth. I was very pleased and pleasantly surprised,” Henderson said. “Anytime the solicitation was sent back for a correction or clarification, it was very obvious that we missed something.”

The contract requires the successful vendor, Motorcycle Safety Foundation (MSF), to administer various courses within the safety program in cities throughout the state. A participant’s age, experience and type of motorcycle dictates which course is appropriate. The participants ride a motorcycle and are coached by a certified MSF



Chuck Carpenter, state motorcycle safety coordinator for the Division of Motor Vehicles, is pictured with the motorcycles and a trailer that the agency uses to promote and implement its Motorcycle Safety Awareness Program.



Working with students during a training session is MSF Rider Coach Dan Williams (in the helmet) and MSF Rider Coach Chuck Alt.

Rider Coach on a closed course designed by the MSF. Anderson said the state Legislature passed a law in recent years which mandates that those obtaining a permit to drive a motorcycle for the first time must also receive an “endorsement” from the DMV within 90 days and it can be secured through this safety program.

“We are ready to train 2,000 participants per year. We trained around 1,500 last year. This program has about a 98-99 percent success rate. What is noteworthy about our safety program is that participants are coached about motorcycle riding, not just tested on their ability to ride from point A to point B,” Henderson said. “I am comfortable with our efforts and the difference it is making for our state’s motorcycle riders.”

Safety Training

The motorcycle safety training offered by the Division of Motor Vehicles trained approximately 1,500 last year, with a success rate of nearly 99 percent.

OPEN HOUSE

Continued from Page 1

Three informal sessions were conducted: "I'm New to Purchasing ... Where Do I Begin?" with Public Information Specialist Tony O'Leary and Staff Development Specialist Samantha Knapp; "What to Expect When You're Inspected," with members of the Contract Management unit; and "Know the Rules ... They Are Changing," led by Staff Attorney James Meadows and Purchasing Director Dave Tincher. Interest to "Know the Rules" was so high that a second session was added.

"The changes that are being brought about by Senate Bill 356 were of great interest to many of the procurement officers present at our Open House."

Dave Tincher
Purchasing Director

The collective responses from the post-event Open House survey showed that attendees found the accessibility of the Purchasing Division staff; the information presented at the three sessions; and having procurement questions answered were the most favorable elements of the events. Respondents also noted the space limitation for several informational sessions was a drawback to the event.

Tincher credited the event's record attendance with heightened interest in purchasing regulations following signage of Senate Bill 356 into law by Governor Earl Ray Tomblin. The legislation marked clarifications and additions to current statutory authority relating to state procurement in West Virginia.

"The changes that are being brought about by Senate Bill 356 were of great interest to many of the procurement officers present at our Open House. The informational session on these changes to the procurement law had exceptionally high attendance," Tincher said. "This speaks highly to the dedication that state procurement officers have in doing their jobs, and ensuring that they know the rules so that they follow the letter of the law to the fullest extent."



Contract Manager Alan Cummings, center, and Inspector Shane Hall, right, talk to Steve Monroe, procurement officer for the Department of Motor Vehicles, during the 2014 Purchasing Division Open House.



Department of Highways employees speak with Senior Buyer Crystal Rink at the 2014 Purchasing Division Open House.

Senior Buyer Evelyn Melton and Technical Services Manager Mark Totten, right, discussed issues with agency purchasers from the Office of the Insurance Commissioner. The Open House Event provided ample opportunity for the Purchasing Division staff to talk one-on-one with our agency purchasing partners.



Statewide Contract for Security Guard Services Now Secured

State agencies can feel secure now knowing the statewide contract to provide security guard services (SECSVS14) for all state agencies and political subdivisions has been awarded, effective May 12, 2014.

Senior Buyer Tara Lyle said the terms and conditions for SECSVS14 have not changed from prior versions of this contract. The one notable difference is that G4S Security Solutions USA, Inc. is the sole vendor for all four regions listed on the contract. Prior, two vendors were part of the statewide contract. Lyle added that state agencies will continue to negotiate and agree upon with the vendor the terms and conditions of the services and then send the completed Security Guard Request Form to her to issue a release. The Request Form is posted on the Purchasing Division website.

“There are several state agencies, including the General Services Division, the Department of Health and Human Resources, Protective Services, that utilize this contract a fair amount,” Lyle said. “Now that this statewide contract has been bid and awarded, it should make procuring security guard services a standard process.”

To review SECSVS14, please visit www.state.wv.us/admin/purchase/swc/SECSVS.htm. To review all statewide contracts, please visit www.state.wv.us/admin/purchase/swc. To view the list of Purchasing buyer assignments for agencies and statewide contracts, please visit www.state.wv.us/admin/purchase/byrassign.pdf.

Division Announces Latest Certification Recipient

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

Margaret Ingram of the Division of Forestry is the most recent individual to receive *West Virginia Procurement: Basic Certification* since the program's inception. Currently, there are 39 procurement officers who have achieved the basic certification.

State agency procurement officials are encouraged to review the program's requirements and consider enrollment. To review the requirements and steps to enroll, visit www.state.wv.us/admin/purchase/training/Certification/.

Procurement officials who may have questions or would like to express their interest in this program are encouraged to contact our training staff: Staff Development Specialist Samantha Knapp at (304) 558-7022 or at Samantha.S.Knapp@wv.gov or Assistant Purchasing Director Diane Holley-Brown at (304) 558-0661 or at Diane.M.Holley@wv.gov.

SESSIONS

Continued from Page 3

Contract Management Manager Alan Cummings and Inspection Unit members Junior Blount, Shane Hall and Mitzie Howard, led the session, “What to Expect When You Are Inspected.” Cummings gave an overview of the inspection process while the inspectors gave examples of good and poor procurement practices they are finding while conducting audits.

Staff Development Specialist Samantha Knapp and Public Informa-

tion Specialist Tony O’Leary presented, “I’m New To Purchasing, Where Do I Begin?” Knapp discussed the many available training programs offered by Purchasing and which ones are best suited for those with two years or less of procurement experience. O’Leary presented which parts of the **Purchasing Division Procedures Handbook** that the attendees should consult with first to become better acquainted with the state procurement process.



Shannon Kelsh is working as the Purchasing Division's summer intern through the Governor's Internship Program.

Kelsh Joins Purchasing Division as a Governor's Summer Program Intern

Shannon Kelsh, a student at Fordham University in New York City, has joined the Purchasing Division as a summer intern through the Governor's Internship Program. She will be working in the Communication and Technical Services Section, assisting with communication, marketing and technical projects.

Kelsh recently completed her freshman year at Fordham and is working to complete a bachelor's degree in marketing and computer science. A resident of Charleston, she graduated from George Washington High School in 2013.

The Purchasing Division has been active in the Governor's Internship Program since its inception in 1989, which pairs high-achieving college students and their career interests with state agencies seeking to host them. Welcome Shannon to our division!

Misty DeLong Joins Purchasing as Buyer for ACA Section

The Purchasing Division is pleased to introduce a new member of our state buying staff. Misty DeLong joins the Acquisition and Contract Administration (ACA) Section as a buyer.

A resident of Hurricane, DeLong is a graduate of Philip Barbour High School and Glenville State College. She has a bachelor's degree in accounting and marketing.

Prior to coming to state government, DeLong worked in procurement and vendor management in the private sector.

Please be sure to welcome Misty to the Purchasing Division family!



Misty DeLong has been named as a buyer in the Acquisition and Contract Administration Section.

Surplus Property Not Approving New F-Docs Until wvOASIS Goes Live

The West Virginia State Agency for Surplus Property (WVSASP) reminds state asset coordinators that it will not be approving any new F-Docs between June 14 until Phase C of the enterprise resource planning system, wvOASIS, is implemented, which is scheduled for July 8.

Once the wvOASIS system is implemented, state asset coordinators then need to enter new F-Docs and any inventory that was received prior to July 1 into WVFIMS Fixed Asset System in order for it to be certified by July 15. This is the deadline when agencies are required to complete an annual Inventory Certification Cover Sheet and submit to the Purchasing Division by July 15th of every year. A certifiable inventory is identified as a true and accurate statement from the department head or designee verifying:

1. The date the last physical inventory was last taken of all equipment under the department's head jurisdiction;
2. All assets under the department head's jurisdiction as of June 30th with an acquisition cost of \$1,000 or more, computer equipment with an acquisition cost of \$500 or more and all weapons regardless of acquisition costs were entered in the WVFIMS for the current fiscal year, and,
3. All obsolete assets under the department head's jurisdiction were retired in accordance with policy, procedures and guidelines.

Please note the WVSASP will continue to approve Surplus Property Retirement forms (WV-103) for items not being entered into WVFIMS during this time. For questions, please contact Sherry Fewell at (304) 766-2626 or Sherry.L.Fewell@wv.gov.

For additional information regarding the WVFIMS Fixed Asset System inventory policy and procedures, please visit www.state.wv.us/admin/purchase/surplus/InventoryMgt/.

**Interested in past issues of *The Buyers Network*?
Be sure to check them out on the Purchasing
Division's website at: [www.state.wv.us/admin/purchase/
BN/bnlist.html](http://www.state.wv.us/admin/purchase/BN/bnlist.html)**



What's Your Question?

How much lead time does the Purchasing Division need to get a requisition in the West Virginia Purchasing Bulletin?

Procurement officers should submit requisitions to the Purchasing Division at least two weeks prior to the desired publication date in the *West Virginia Purchasing Bulletin*. Due to the extensive review conducted by the assigned buyer, it is difficult for a requisition to be prepared into solicitation ready for publication in the *Purchasing Bulletin* the same week it was submitted to the Purchasing Division.

In addition, it is important for procurement officers to keep in mind the importance of this review process which Purchasing Division buyers perform upon the arrival of each requisition. The tasks include checking for the necessary pre-approvals; reviewing the specifications; allowing for questions and answers between Purchasing and agency buyers; and other related matters.

An excellent resource to assist with timeline planning for submitting requisitions to the Purchasing Division is outlined in Section 7: Formal Acquisition Procedures in the *Purchasing Division Procedures Handbook*.

Current Statewide Contract Update

(As of May 15, 2014)

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 the buyer assigned to the specific statewide contract.

New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
HVYTRUCK	Thornhill Group	One-ton pick-up trucks	04/15/2014 -04/14/2015
TEMP14A	WVARF	Temporary employment services	05/19/2014 -05/18/2015
TEMP14B	Saunders Staffing Inc.	Temporary employment services	05/19/2014 -05/18/2015
TEMP14C	Adecco USA	Temporary employment services	05/19/2014 -05/18/2015
TEMP14E	Manpower of WV Inc.	Temporary employment services	05/19/2014 -05/18/2015
TEMP14F	Choice Staffing	Temporary employment services	05/19/2014 -05/18/2015
SECSVS14	G4S Secure Solutions USA	Guard and security services	05/01/2014 -04/30/2015

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
MEDSUP12A	Gulf South Medical Supply	Medical supplies	07/15/2014 -07/14/2015

Contract Awards

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
HOUSE14	Liberty Distributors Inc.	Housekeeping supplies	05/01/2014 -04/30/2015

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
WVARF10	WVARF	Mandatory commodities offered by non-profit workshops	05/01/2014 -06/30/2014

For questions on specific statewide contracts, please check the buyer assignment webpage at www.state.wv.us/admin/purchase/byassign.pdf to determine the statewide contract assigned to each buyer.

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
AIRFARE14C	Delta Airlines	Airfare	Change order to publish letter of authorization
VOIP12	Verizon	Voice over Internet protocol equipment	Publish revised pricing sheet rates

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.

BEDDING	Bedding
MEDSUP12A	Medical supplies
TRAVEL13	Travel management

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	Bob Kilpatrick	Robert.P.Kilpatrick@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
41	Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468
52	Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
53	Beth Collins	Beth.A.Collins@wv.gov	558-2157
*	Greg Clay	Gregory.C.Clay@wv.gov	558-2566
*	Misty DeLong	Misty.M.DeLong@wv.gov	558-8802
*	Melissa Pettrey	Melissa.Pettrey@wv.gov	558-0094

* File not assigned yet

** Temporarily assigned to the ERP Project