

7th Annual Purchasing Division Open House Tuesday, May 6 / 10 a.m. - 2 p.m.

THE BUYERS NETWORK

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Better Value in Public Purchasing

Recent Purchases Allow Educational Broadcast Authority to Greatly Upgrade Studio Equipment



There is no truth to the rumor that in recent years, in order for the signal to be transmitted from the West Virginia Educational Broadcast Authority (WVEBA) studios in Morgantown and Charleston, aluminum foil, large steel barrels and a kite were required.

It only seemed that way.

“It has been frustrating and strangely fun to keep this puzzle going,” said Chuck Roberts, WVEBA Director

Equipment Changes

Upgrades to equipment for the WVEBA included in-studio cameras, monitors, switchboxes, cables and wiring.

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The West Virginia Educational Broadcasting Authority recently upgraded its video production equipment in its Morgantown facility with plans to mirror the changes in its Charleston office.

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Evaluation Committees Turn Focus of Procurement Officers to the Human Side of Purchasing

Procurement officers are charged with many tasks in their daily duties which focus primarily on contracts and their many components.

Yet, there are times when the focus of procurement officers switches from the paper side of purchasing to the human element side, specifically when it comes to facilitating an evaluation committee during the Request for Proposal (RFP) process.

The RFP is used primarily for complex, high dollar purchases totalling more than \$250,000 and requires the Purchasing Director's prior approval to utilizing this purchasing method. The RFP is a two-step bid opening pro-

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Evaluation Committee

To learn more about an RFP evaluation committee, please visit Section 7.2.4 of the Purchasing Division Procedures Handbook at www.state.wv.us/admin/purchase/handbook.

Purchasing Division Reaches Out to Vendor Community in Preparation of wvOASIS

By Purchasing Director Dave Tincher

In preparation of the targeted implementation date for the Vendor Self-Service (VSS) portal on June 16, 2014 and the procurement phase of wvOASIS (Phase C) on July 8, 2014, the Purchasing Division has been working diligently to disseminate information to our vendor community in order to make them aware of this project.

As noted in a previous issue of *The Buyers Network*, our agency has created a wvOASIS Procurement webpage at www.state.wv.us/admin/purchase/oasis.htm to assist not only vendors but also our agency procurement officers. Our goal is to have an informative website where agency purchasers can direct their suppliers that will focus specifically on the procurement aspect of wvOASIS.

wvOASIS maintains a website at wvoasis.gov which is also a valuable resource for vendors to learn more about all facets of this statewide project.

A two-page informational sheet has been developed and is being shared with vendors through our vendor registration office as well as copies being included when mailing purchase orders to successful vendors.

As an additional approach to educate and inform vendors, the Purchasing Division is partnering with wvOASIS to offer two vendor webinars, scheduled for May 19 and June 6. The purpose of these training sessions is to share information about the pur-



chasing procedures but also offer additional information to vendors on important things to know about the wvOASIS project and how this system will affect how they do business with the state.

For additional information on these webinars, interested vendors may contact Samantha Knapp, Staff Development Specialist, at (304) 558-7022 or email Samantha.S.Knapp@wv.gov.

This project is a big step for not only state government but also for our suppliers. Therefore, the more information we can share prior to implementation of this statewide effort, the better we can prepare our vendor community on this change.

Purchasing Division Announces New Buyer and Inspector

The Purchasing Division is pleased to introduce a new member to the buying staff and announce that a current staff member has become an inspector in the Contract Management Unit.

Greg Clay joins the Acquisition and Contract Administration Section as a Senior Buyer. Greg resides in Beckley, having grown up in nearby Glen Daniel where he graduated from Liberty High School and earned a degree in business management from Concord University. Prior to joining the Purchasing Division, Greg worked in purchasing in the mining industry. He enjoys "antiquing" and is a breeder of English bulldogs.

Mitzie Howard has also joined the Acquisition and Contract Administration Section as an Inspector I in the Contract Management Unit. A Ravenswood resident, Mitzie previously worked as the imaging operator in the Communication and Technical Services Section since June 2012. The



Senior Buyer Greg Clay



Inspector Mitzie Howard

Contract Management Unit assists with the oversight of contracts and the inspection of purchasing documents to ensure agency compliance with state laws, regulations and Purchasing Division procedures.

Please join us in welcoming Greg to the Purchasing Division family and in wishing both best wishes in their new jobs!

Following Proper Procedure and Importance of Responsible Use of Purchasing Card Emphasized

Use of the State Purchasing Card, or P-Card, by state agencies offers a cost efficient and effective payment method for state agencies. "The use of the Purchasing Card effectively decreases expenses and cuts program costs by offering agencies and institutions increased control and monitoring of payments while reducing the time and paperwork associated with the traditional payment process," said Jerry Shaw of the State Auditor's Office.

Shaw explained the role of the Purchasing Card coordinator for each agency. "The chief financial officer is the primary coordinator," Shaw said. "This offers a level of integrity to the program."

The responsibilities of the coordinator include:

- Monitoring and overseeing the Purchasing Card program to ensure internal controls are in place
- Verifying potential cardholder's eligibility to obtain a Purchasing Card
- Ensuring proper completion of appropriate forms
- Determination of all limits associated with the Purchasing Card
- Electronic signature of cardholder agreements
- Reconciliation
- Activation of Purchasing Cards - PIN
- Cancellation and destruction of Purchasing Cards
- Identifying possible ethics law violations related to inappropriate activity by cardholders and vendors

Shaw noted that the payment process requires all WVFIMS coversheets and backup documentation be received by the State Auditor's Office Purchasing Card Division by the 22nd of each month, unless otherwise notified by the State Auditor's Office. On holidays or weekends, the due date will be the first working day prior to the 22nd.

Shaw emphasized the importance of internal controls within a department with Purchasing Cards. "There should be a segmentation of duties established to create oversight," he said. "If it is a larger agency, there needs to be checks and balances."

Shaw discussed the role and responsibility of Purchasing



Jerry Shaw of the State Auditor's Office often assists the Purchasing Division at various training offerings by discussing information on the State Purchasing Card Program.

Purchasing Card

For more information on the Purchasing Card program, go to www.wvsao.gov.



Cardholders. Purchasing Cardholders must create a "myApps" account, review State Auditor's Office Policies and Procedures for training, complete appropriate cardholder training and ethics training and sign the cardholder agreement electronically.

"Cardholders are responsible for reconciling their individual statements each month," Shaw said. "They must then submit the reconciled statement to the agency coordinator with proper documentation attached." Documentation may include itemized receipts, log sheets, individual statements and any other required documentation. Shaw added that Purchasing Card delegation is

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Fiscal Year-End Policies Posted on Finance Division Website

The Department of Administration, in conjunction with the State Auditor's Office and the West Virginia Enterprise Resource Planning Board, has formulated policies and procedures for the processing of fiscal year-end encumbrance documents on the West Virginia Financial Information Management System (WVFIMS) at the end of the state's fiscal year (June 30).

Buyers Network

These policies, which include timelines, are now posted on the Finance Division's website at www.wvfinance.state.wv.us.

From the main page, click "WVFIMS," then "WVFIMS FY 2014 Year End Policies and Procedures" for complete information. The primary objectives for year-end processing are to prevent a backlog of transactions in the

Purchasing Division and the State Auditor's Office and to ensure the timely processing of agency transactions. The key to accomplishing this goal is the cooperation of each agency in adhering to the year-end processing plan.

Questions regarding the Purchasing Division's timeline may be directed to Bev Toler at (304) 558-2336 or via email at Beverly.A.Toler@wv.gov.

Procurement Officer Profile

GSD's Melody Haynes Gets to the 'Art' of Matter in Procurement

Some would argue that there is a level of art to the task of procurement. But Melody Haynes of the General Services Division (GSD) literally brings an artist's touch to the job.

A native of Charleston and a graduate of Stonewall Jackson High School, Haynes attended West Virginia University, where she received her undergraduate degree in fine arts. But it was during her graduate work at Virginia Commonwealth University where she found her career path diverging.

"While I worked on my master's degree, I started working part time at Lowe's," she said. "I was working in the paint department, doing nothing but mixing color, which made sense since I was a painter."

Haynes said she discovered that she was adept in business. It was not a career course she had imagined. "You think when you go to school that you know what you like and what you want to do," she said. "But there was a real creative outlet to the merchandising and the human resources aspect of it that I enjoyed."

It was the human aspect of the job that Haynes said she especially enjoyed. "I have taught adult painting courses, and I like watching talent develop. That holds true in business, where you can help someone find what it is that they do well," she said.

After more than a decade working in the private sector, Haynes came to GSD in 2010. She said the switch to the public sector was not the challenge others might have expected.

"I think in any workplace with people, when you are conducting business, it is essentially the same," she said. "You still treat your customers as you would anywhere else."

The wide expanse of needs for GSD means many things for Haynes. "We maintain many different types of buildings, and those buildings often have diverse needs," she said. "We are constantly communicating with one another within GSD, so everything is very much a balancing act."



Haynes said all procurements come through her office. Because so much of GSD's operations involve maintenance and building upkeep, statewide contracts are utilized frequently. "We use everything from SAN-PAP for toilet paper to janitorial contracts through the West Virginia Association of Rehabilitation Facilities," she said. "And we also use numerous established contracts for things such as fire system maintenance and pest control."

But Haynes said the day-to-day diversity of the job is satisfying. "I am fortunate to work with a great group, and we are able to impact a large number of people in a positive way," she said.

Melody Haynes of the General Services Division came into the procurement field through the private sector, though she started her career as an artist.

Division Announces Latest Certification Recipient

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

Cliff Oravec of the Division of Corrections is the most recent individual to receive *West Virginia Procurement: Basic Certification* since the program's inception. Currently, there are 38 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.



In-House Training: May 2014

May

- Wednesday, May 7:
Inspection Services & Contract Management
10 a.m. – 11:30 a.m. Webinar

There will be no sessions offered in June and July due to the implementation of wvOASIS

Location

Offered as a webinar training

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.

Statewide Contract for W.W. Grainger Industrial Supplies Renewed

The statewide contract for industrial supplies and equipment (INDEQP) was renewed with W.W. Grainger, Inc. A change order extending the terms, conditions, prices and specifications in the original INDEQP contract became effective March 1 and will remain valid for three years.

The products and services offered by W.W. Grainger can be reviewed by visiting www.state.wv.us/admin/purchase/swc/INDEQP.htm.

W.W. Grainger is a broadline distributor of maintenance, repair, and operating supplies. Its primary products provided to the state of West Virginia and political subdivisions are hand and power tools; welding supplies; plumbing and electrical materials; motors; test instruments, shelving and storage; and general hardware. As part of its statewide contract, W.W. Grainger has additional value-added services available to state agencies.

Agencies may order any items from the contract providing that there is not a specific statewide contract for that commodity.

For more information about other statewide contracts, visit www.state.wv.us/admin/purchase/swc.

Services Available

The products and services offered by W.W. Grainger can be reviewed by visiting www.state.wv.us/admin/purchase/swc/INDEQP.htm.



EVALUATION

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cess which technical proposals are opened first, evaluated and scored by an evaluation committee. Once the technical scoring is completed by the evaluation committee, reviewed by the Purchasing Division buyer and approved by the Best Value Review Committee in the Purchasing Division, the buyer will establish a bid opening date for the cost proposals to be opened. A similar process is followed with the evaluation of the cost proposals.

It is essential that the procurement officer can properly facilitate the evaluation process, understand the role of the evaluation committee, make certain that the technical and cost proposals are scored fairly and consistently and make certain that committee members receive mandatory Best Value Procurement training.

“The procurement officer needs to be the one resource evaluation committee members can turn to for any questions about this process,” said Purchasing Senior Buyer Tara Lyle.

Buyers Network

The procurement officer needs to secure an evaluation team as specified in *West Virginia Code* §5A-3-31 and ensure that team members know their roles and duties. The procurement officer will also be charged with independently reviewing evaluation committee members’ score sheets for accuracy and compliance prior to the agency’s recommendation for award based on the highest scoring vendor.

A good evaluation for recommendation of award can greatly aid in reducing the chance of a protest, prevent cancellation of an award and reduce the appearance of bias or impropriety.

“We want the public to have trust in this process and the procurement officer plays a crucial role in ensuring this,” Lyle said.

To learn more about preparing and instructing an evaluation committee, please visit Section 7.2.4 of the **Purchasing Division Procedures Handbook** at www.state.wv.us/admin/purchase/handbook/.

Mark Your Calendar for May 6th ... Purchasing Division's Open House!

Be sure that May 6th is marked on your calendar to visit the Purchasing Division to attend the agency's 7th annual Open House from 10 a.m. – 2 p.m. at its office at 2019 Washington Street, East (Building 15). *Pictured below is from last year's event!*

This event allows procurement officers to informally meet with Purchasing Division staff to discuss various topics. *wvOASIS* representatives will be present to discuss Phase C of the Enterprise Resource Planning system, which includes procurement and the Vendor Self-Service portal which will affect how vendors register and conduct business with the state.

There are three scheduled 40-minute informational sessions designed to give procurement officers a chance to more

formally interact with Purchasing Division staff on specific topics.

The session schedule includes:

- 10:30 a.m. – 11:10 a.m.: **I'm New to Purchasing, Where Do I Begin?**
- 11:30 a.m. – 12:10 p.m.: **Know the Rules ...They're Changing**
- 12:30 – 1:10 p.m.: **What to Expect When You are Inspected**

Registration for the informational sessions is on the day of the event on a first-come, first-served basis. Refreshments will be available throughout the event. To RSVP or for questions, please contact Tony O'Leary at Tony.M.Oleary@wv.gov or Chad Williamson at Chad.B.Williamson@wv.gov.

We hope to see you on May 6th!



CARD

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strictly prohibited.

The types of purchasing cards include state Purchasing Card, travel card, ghost account, fleet and emergency card. Shaw said the Purchasing Card is a payment mechanism and for Purchasing Cardholders and coordinators to always be aware of what is being purchased.

"Things that might be viewed as questionable are permitted so long as your agency or institution can provide documentation of its authority for the purchase, and that all applicable laws, rules and regulations, purchasing policies and other governmental instruments are adhered to," Shaw said.

Shaw reviewed the steps in cardhold-

er training, beginning with creation of a "myApps" account at www.wvsao.gov. Once sign up was completed, the agency coordinator will assign training modules to the Purchasing Cardholder and notify when they can test.

"Once you let the agency coordinator know you have completed all of the testing and signed the agreement, complete the application and submit it to your coordinator and they will submit the forms to the Purchasing Card operations office at the Auditor's Office," Shaw said. Cardholder, ethics training and electronic agreements are good for two years.

For more details on the Purchasing Card program, go to www.wvsao.gov.



What's Your Question?

When a construction contract requires a time extension, what documentation to the Purchasing Division would be most useful to ensure a smooth transaction?

Answer: The Purchasing Division always stresses the importance of documentation. With construction contracts, the documentation for a time extension needs to explain what exactly has occurred to justify it.

One primary perspective a Purchasing Division buyer takes toward a construction extension request is, "why was the contract not completed within the contracted time frame?" A weather-related incident may provide a valid basis for an extension.

If, however, the extension is based on something that could have been included in the original design, then the request should contain a level of detail that makes it clear as to why the change is necessary and why it was not considered in the original solicitation.

A detailed account of the circumstances surrounding the need for the change justifies the need to not only those familiar with the contract but also those who are not, such as the media, public officials and the vendor community.

Statewide Contract DWASH to be Discontinued

The Purchasing Division announces that due to low usage, the statewide contract for dishwashing materials, dispensing equipment, and service (DWASH) will not be re-bid once it expires September 30, 2014. Agency procurement officers who utilize this contract will be advised to procure such items using standard agency-delegated purchasing procedures.

EBA

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of Video Production, in reference to some of the quite dated video production equipment located at the agency's Charleston studio. "During our 'Legislature Today' show, it is a struggle as we hope our equipment continues to work. It is so old that we have the possibility that something major could break down at any time and we can't even find replacement parts for some of our equipment."

Such predicament will soon be in the past for Roberts who will soon find his studio mirroring that of WVEBA's studio in Morgantown, which recently enjoyed a major overhaul in studio production equipment.

"When I got word that we got the funds to do our upgrade, I was like 'yes, let's do it!' I think we had our wish lists already set," said Production Manager Bill Blaker, who is located in Morgantown. "The equipment we replaced was from the mid-1990s, and for technology in our line of work that was very old."

Blaker and Roberts were responsible for writing the specifications for the WVEBA equipment solicitation, which included in-studio cameras, monitors, switchboxes, cables and wiring to name a few – all of it geared to be compatible with transmitted and received High Definition signals between its locales in Charleston, Morgantown and Beckley.

WVEBA procurement officer Steve Chapman shepherded the requisition through the Purchasing Division.

"We started looking to finalize our equipment list in April of 2013; had the specs completed in August; the bid went out in September and it was awarded in November," recalled Blaker. "We received the equipment in December through the Buyers Network



Upgrades shown above and below to Educational Broadcasting Authority's video production equipment included new cameras and a new control board.

When I got word that we got the funds to do our upgrade, I was like 'yes, let's do it!' ... The equipment we replaced was from the mid-1990s and for technology in our line of work that was very old.

Bill Blaker
Production Manager
WVEBA



and it was installed in January."

Blaker said it was an uplifting moment for the Morgantown personnel when the new equipment was finalized.

"We were on a tight budget so we could not secure equipment that is of the same quality as, say, ABC News in New York," Blaker said, "But our equipment is comparable, and some of it is even better, than commercial stations around the state."

Roberts said the next requisition for new equipment for the Charleston studio should be procured with greater ease having been through this process once. With a larger Digital Television Grant from the U.S. Department of Administration to work with, Roberts also anticipates the benefits of state-of-the-art equipment in his Charleston studio.

And with no aluminum foil.

Current Statewide Contract Update

(As of April 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 your assigned agency buyer.

Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Pre-bid</u>
SECSVS14	Security guards	04/28/2014	No

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

Contract Awards

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
FUELTT14A	J.L. Brannon Inc.	Fuel truck transport	04/01/2014 -03/31/2015
FUELTT14B	Harris Oil Co.	Fuel truck transport	04/01/2014 -03/31/2015
FUELTT14C	R.T. Rogers Oil Company	Fuel truck transport	04/01/2014 -03/31/2015
FUELW14A	J.L. Brannon Inc.	Fuel wagon transport	04/01/2014 -03/31/2015
FUELW14B	R.T. Rogers Oil Company	Fuel wagon transport	04/01/2014 -03/31/2015
FUELW14C	Bruceon Petroleum Co.	Fuel wagon transport	04/01/2014 -03/31/2015
FUELW14D	Belmont Petroleum Corp.	Fuel wagon transport	04/01/2014 -03/31/2015

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
FUELW12C	Bruceon Petroleum Co.	Fuel wagon transport	To update the state fuel excise tax variable
FUELTT12A	Harris Oil Co.	Fuel tank transport	To update the state fuel excise tax variable
FUELW12B	J.L. Brannon Inc.	Fuel tank transport	To update the state fuel excise tax variable
FUELW12C	Tri-State Petroleum Corp.	Fuel tank transport	To update the state fuel excise tax variable

FUELW12D	Mansfield Oil Company	Fuel tank transport	To update the state fuel excise tax variable
FUELW12E	R.T. Rogers Oil Company	Fuel tank transport	To update the state fuel excise tax variable
MV14A	Bob Robinson Chevrolet Oldsmobile	Motor vehicles	To correct pricing
MV14C	Hurricane Chevrolet	Motor vehicles	To correct pricing
MV14G	Thornhill Group	Motor vehicles	To correct pricing
NTIRE13A	Goodyear	Tires	Add three additional dealer locations

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.

LIGHT10	Lights and related supplies
SECSVS11	Guard and security services
TEMP11	Temporary employee services
WVARF10	Absorbancy products and supplies

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
*	Melissa Pettrey	Melissa.Pettrey@wv.gov	558-0094

* File not assigned yet

** Temporarily assigned to the ERP Project