

# 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

## Purchasing Division's Eighth Annual Open House Deemed a Success by Staff and Attendees

The Purchasing Division conducted its eighth annual Open House on May 5, with more than 60 procurement officers in attendance. The event, which took place at the Purchasing Division offices in Building 15 of the Capitol complex, opened its doors to agency purchasers to network and answer any questions they had regarding the state purchasing process. Purchasing Division staff, including Purchasing Director Dave Tincher, buyers, inspectors, and other professional and administrative staff, were on hand throughout the event to discuss various issues with attendees.

The event included four informational sessions, covering the topics of *Know the Rules, They're Changing* (presented twice); *I'm New to Purchasing...*; *Understanding the Steps*; and *Vendor Registration Creation and Maintenance*. All sessions, which lasted 30 minutes each, were at full capacity.



Senior Buyer Crystal Rink talks to attendees during the eight annual Purchasing Division Open House. More than 60 agency procurement officers attended this year's event.

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## Non-Competitive/Exempt List of Commodities and Services to Become Effective July 1

The newly revised list, which have been deemed as non-competitive/exempt commodities and services, currently included as Section 9 of the *Purchasing Division Procedures Handbook*, is set to become effective on July 1, 2015. Agency purchasers may view the revised list by visiting the Purchasing Division's news webpage at [www.state.wv.us/admin/purchase/news.html](http://www.state.wv.us/admin/purchase/news.html).

In accordance with *West Virginia Code* §5A-3-10 and the *Code of State Rules* §148-1-4, the Purchasing Director has determined that it is not possible to obtain certain commodities and services through the competitive bidding process. Those commodities and services have been identified in the Division's

### For More Info

To view the new Non-Competitive/Exempt List, visit [www.state.wv.us/admin/purchase/Handbook/Section9\\_2015-July-1.pdf](http://www.state.wv.us/admin/purchase/Handbook/Section9_2015-July-1.pdf)

Please see **NON-COMPETITIVE/EXEMPT**, Page 3

# June 8 Submission Deadline for State Agency Purchasing Designations Fast Approaching

By Purchasing Director Dave Tincher

Each year, the West Virginia Purchasing Division reaches out to our agency procurement partners requesting that each agency director designate a primary procurement designee and backup designee(s) (if necessary) for the upcoming fiscal year, in accordance with Title 148, Series 1 of the *Code of State Rules*. **The deadline for submitting the Fiscal Year 2016 form is Monday, June 8, 2015.**

The appropriate section of the *Code of State Rules* is noted on the front page of this issue of *The Buyers Network*; however, I would like to stress the importance of the role that the designated procurement individuals play in state government.

Because it is such a vital role, the new Rule requires that 10 hours of training offered by the Purchasing Division must be taken annually. These training hours may be obtained at our annual Agency Purchasing Conference or through other components of our training program, including

the Purchasing Division in-house training workshops, webinars, and the online agency resource modules. By requiring these mandatory training hours, agency procurement officers will gain information to assist them in performing their procurement functions at their agencies.

This training was made mandatory to ensure that these designated individuals have the information and tools to assist them in making the purchasing decisions that are needed on a daily basis in performing their procurement functions at their agencies.

As the Rule states, the designee(s) are responsible for processing all correspondence and communication regarding agency purchasing transactions and to coordinate with the assigned Purchasing Di-



vision buyer those formal acquisitions. This ensures the Purchasing Division works with an individual who has been trained and is knowledgeable of all purchasing rules, laws and procedures. This process also allows the Division to build upon its working relationship with each agency.

The Purchasing Division prides itself on its efforts to maintain an open line of communication with state agencies' procurement personnel. Your assistance in assuring we have the most accurate and up-to-date contact information is greatly appreciated!

A State Agency Procurement Officer Contact Listing is maintained on the Purchasing Division's website, accessible at [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html). For more information, please view the article on Page 6.

## Registration Set to Open in July for 2015 Agency Purchasing Conference

The Purchasing Division training staff has been hard at work planning the 2015 Agency Purchasing Conference. Registration for the event, which is scheduled for October 13-16 at Canaan Valley Resort, is set to open July 13.

Based on responses from a questionnaire published in the February issue of *The Buyers Network*, the Purchasing Division opted to bring back the Beginner's and Advanced Tracks in addition to general sessions for all attendees. The Beginner's Track is geared toward individuals new to the state purchasing process while the Advanced Track is open only to those individuals who have been designated as a primary or backup contact for their specific agency.

Also due to high demand, *wvOASIS*

personnel will conduct three procurement-related sessions.

Conference participants will be able to choose from 25 different topics to create an agenda that meets their specific needs. **Please see the conference schedule on Page 4 for a sneak peak of workshops offered.**

In addition to the July 13 registration kickoff, rooms at Canaan will be released for reservation on that same day. Participants may contact the reservations department directly at that time at 1.800.622.4121 to reserve a room(s).

For more information regarding the 2015 Agency Purchasing Conference, visit [www.state.wv.us/admin/purchase/Conference/Agency/2015](http://www.state.wv.us/admin/purchase/Conference/Agency/2015) or contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

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## Requests for Proposals Allow Agencies to Acquire Services Based on Best Value Procurement

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Although requests for quotations are the preferred method of solicitation, basing contract/purchase order awards on the lowest responsive and responsible bidder, the West Virginia Purchasing Division is provided the authority under *West Virginia Code* §5A-3-10b(a) to utilize best value procurement when the Purchasing Director deems it to be in the best interest of the state.

Specifically, requests for proposals (RFPs), which require pre-approval of the Purchasing Director, can be utilized to acquire services expected to exceed \$250,000.00 where the specifications or scope of work is not well-defined and cost is not the sole determining factor.

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**Please see RFP, Page 5**

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## OPEN HOUSE

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**Purchasing Division Attorney James Meadows discusses recent changes to purchasing laws and rules during an informational session at the eighth annual Purchasing Division Open House.**

"I'm always pleased to see so many people attend the Open House event, especially the informational sessions. The turnout between agencies and Purchasing Division staff demonstrates our collaborative efforts as new information is shared," said Tincher. "Keeping communication lines open is key to ensuring our state agencies receive the commodities and services they need."

Tincher added that the Open House event is a great opportunity for agency procurement officers and the Purchasing Division to further support its goals.

The Purchasing Division would like to thank all agency procurement officers who attended the Open House. We appreciate your proactive and cooperative partnership throughout the year!

## Information on Purchasing Process Successfully Shared with Vendors During Recent Webinar

The Purchasing Division presented a vendor webinar, titled *Doing Business with the State*, on May 29. The webinar provided guidelines and training to current and potential vendors wishing to conduct business with the State of West Virginia.

During this training, vendors learned how to capitalize on their opportunities to bid and perform work for state government. Purchasing Division personnel discussed how vendors may register their company with the Purchasing Division and how to submit bids for solicitations. Other topics addressed included how bids are evaluated, how changes to contracts are made, bidding limits and their requirements, and guidelines for marketing commodities and services to state agencies.

The Purchasing Division received positive feedback from the more than 40 vendors who participated.

"We are pleased to conduct vendor training webinars twice each year," stated Purchasing Director Dave Tincher. "We feel that by providing such opportunities to vendors, we ensure the vendor participation in responding to solicitations remains competitive and fair, while minimizing mistakes and confusion during the bid process."

More information on vendor training can be found on the Vendor Resource Center of the Purchasing Division's website, located at [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc). All other questions may be directed to Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## NON-COMPETITIVE/EXEMPT

Continued from Page 1

Non-Competitive/Exempt List of Commodities and Services.

"The Purchasing Division worked closely with agency designated procurement officers to revise the list. This is the result of approximately 18 months of consultation and internal discussion," said Purchasing Division Attorney James Meadows.

Meadows said the list revision included removing items which were not part of the actual procurement process, such as employee reimbursement, and narrowing down the list to what could be documented, in accordance with the *West Virginia Code* and the *Code of State Rules*. It also removed sole source items, since a procedure for sole source procurement exists.

The list may be directly accessed at: [www.state.wv.us/admin/purchase/HandbookSection9\\_2015-July-1.pdf](http://www.state.wv.us/admin/purchase/HandbookSection9_2015-July-1.pdf)

*"The Purchasing Division worked closely with agency designated procurement officers to revise the list. This is the result of approximately 18 months of consultation and internal discussion."*

**James Meadows**  
Purchasing Attorney

## THE BUYERS NETWORK

Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
Charleston, WV 25305-0130  
Telephone: (304) 558-2306

**Earl Ray Tomblin**  
Governor

**Jason Pizatella**  
Secretary  
Department of Administration

**David Tincher**  
Director, Purchasing Division

**Diane Holley-Brown**  
**Samantha Knapp**  
Editors

**Aimee Cantrell**  
**Chad Williamson**  
Contributing Reporters

## 2015 AGENCY PURCHASING CONFERENCE

<i>Conference Grid</i>	Room TBD	Room TBD	Room TBD	Room TBD	Room TBD
<b>Tuesday, October 13</b>					
Conference Registration 1:00pm - 6:00pm	Registration will be held in main lobby				
Newcomers' Orientation 4:00pm - 4:30pm	This event will be held in the Willow and Elm Rooms				
Agency Meetings 1:00pm - 6:00pm	Agencies requesting to conduct an agency meeting prior to the conference will utilize this time slot and be designated a meeting space				
Evening Social 7:00pm - 8:00pm	This event will be held in the Maple Room and the adjoining Laurel Lounge Light appetizers and beverages will be available				
<b>Wednesday, October 14</b>					
Group Breakfast 7:00am - 8:30am	Breakfast will be held in the Spruce, Balsam, and Maple Rooms				
Conference Registration 7:30am - 8:30am	Registration will be held in main lobby				
Commencement 8:30am - 9:15am	This event will be held in the Spruce, Balsam, and Maple Rooms <i>Beginner's Track      Advanced Track</i>				
Workshops 9:30am - 10:30am	<i>Public Procurement Basics</i>	<i>Contract Drafting</i>	<i>Special Purchasing Processes</i>	<i>Purchasing Inspections</i>	<i>Developing Specifications</i>
Workshops 10:45am - 11:45am	<i>Vendor Registration Procedures</i>	<i>Preparing a Request for Proposal</i>	<i>Surplus Property/Fixed Assets</i>	<i>Statewide Contracts</i>	<i>Basic Solicitation Types</i>
Group Lunch 11:45am - 1:15pm	Lunch will be held in the Spruce, Balsam, and Maple Rooms				
General Session 1:15pm - 2:00pm	<i>Purchasing Updates: Legislation, Handbook, Legislative Audit, and Non-Competitive/Exempt List</i>				
Workshops 2:15pm - 3:15pm	<i>Developing Specifications</i>	<i>Advanced Process Updates</i>	<i>Travel Management</i>	<i>Agency Delegated Purchasing</i>	<i>Evaluation to Post Award</i>
Workshops 3:30pm - 4:30pm	<i>Basic Solicitation Types</i>	<i>Roundtable Discussions</i>	<i>Correctional Industries</i>	<i>Vendor Creation &amp; Maintenance</i>	<i>Pre-Bid Conferences</i>
Banquet & Entertainment 6:00pm - 8:00pm					
<b>Thursday, October 15</b>					
Group Breakfast 7:00am - 8:30am	Breakfast will be held in the Spruce, Balsam, and Maple Rooms				
Workshops 8:30am - 9:30am	<i>Evaluation to Post Award</i>	<i>Purchasing Card Program</i>	<i>Travel Management</i>	<i>Vendor Remedies</i>	<i>Preparing a Request for Proposal</i>
Workshops 9:45am - 10:45am	<i>Test Your Knowledge/Q&amp;A Session</i>	<i>Public Procurement Basics</i>	<i>Developing Specifications</i>	<i>Change Orders &amp; Addenda</i>	<i>State Use Program</i>
Workshops 11:00am - 12:00pm	<i>wvOASIS Procurement</i>	<i>State Use Program</i>	<i>Purchasing Card Program</i>	<i>Travel Management</i>	<i>Agency Delegated Purchasing</i>
Group Lunch & Awards 12:00pm - 1:30pm	Lunch will be held in the Spruce, Balsam, and Maple Rooms				
Workshops 1:45pm - 2:45pm	<i>wvOASIS Procurement</i>	<i>Vendor Creation &amp; Maintenance</i>	<i>Special Purchasing Processes</i>	<i>Correctional Industries</i>	<i>Evaluating a Request for Proposal</i>
General Session 3:00pm - 4:00pm	<i>Question and Answer Session with Purchasing Division Staff</i>				
Dinner on your own					
<b>Friday, October 16</b>					
Breakfast on your own					
Workshops 8:30am - 9:30am	<i>wvOASIS Procurement</i>	<i>Surplus Property/Fixed Assets</i>	<i>Basic Solicitation Types</i>	<i>Expressions of Interest</i>	<i>Pre-Bid Conferences</i>
Workshops 9:45am - 10:45am	<i>Vendor Registration Procedures</i>	<i>Purchasing Inspections</i>	<i>Evaluation to Post Award</i>	<i>Evaluating a Request for Proposal</i>	<i>Purchasing Card Program</i>
Workshops 11:00am - 12:00pm	<i>Vendor Remedies</i>	<i>Change Orders &amp; Addenda</i>	<i>Statewide Contracts</i>	<i>Preparing a Request for Proposal</i>	<i>Expressions of Interest</i>

## Purchasing's Lu Anne Cottrill Named Department's Employee of the Month

Lu Anne Cottrill, a Quality Control and Transparency Specialist for the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for May.

A state government employee for more than four years, Cottrill's duties include reviewing procurement documentation published by the Purchasing Division and ensuring document quality.

In her spare time, Cottrill enjoys cross stitching, reading and spending time with her granddaughter. She was honored by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella, pictured, on May 7 at the Purchasing Division office in Building 15.



Secretary Jason Pizatella is pictured with Quality Control and Transparency Specialist Lu Anne Cottrill at her presentation ceremony last month.

### RFP

Continued from Page 2

All RFPs follow a standard format, defined by the Purchasing Division. Agencies are cautioned against using specifications containing an excessive number of mandatory requirements, and should instead limit the mandatory requirements to those mission critical items that the agency cannot do without.

Mandatory requirements, if not met, will result in a vendor's disqualification. Non-mandatory requirements, on the other hand, do not lead to disqualification if not met, provide the vendor some latitude to propose a solution to meet the needs of the agency, and provide the agency with the ability to score the proposed responses as discussed below.

The proposal is submitted in two parts, a technical proposal and a cost proposal, and is based on a 100 point total score. The technical proposal is opened and evaluated first by a best value review committee typically made up of 3 or 5 members. Those technical proposals which meet the minimum acceptable score, or 70% of the 70 technical points possible, will have their cost opened and considered.

The lowest cost receives the full 30

points possible, while all other proposals are placed into a formula to determine their points received. The committee will make a recommendation to the Purchasing Division, and if accepted, an award is then made to the vendor with the highest score, taking into account both the technical and cost proposals.

The RFP process can be very time consuming and should only be utilized when an agency understands what problem it is trying to solve but not what steps are necessary to achieve the end goal.

For more information on the RFP process, visit Section 7.2.4 of the *Purchasing Division Procedures Handbook*, which can be accessed at [www.state.wv.us/admin/purchase/Handbook](http://www.state.wv.us/admin/purchase/Handbook).



## In-House Training: June/July 2015

### June

- Wednesday, June 10:  
Best Value Procurements  
9 a.m. - 12 p.m.  
\*Finance Division's Conference Room (Building 17)

### July

- Wednesday, July 1:  
Specification Development & Contracts  
9 a.m. - 11 a.m.  
\*Purchasing Division's 1st Floor Conference Room (Building 15)
- Wednesday, July 15:  
An Introduction to West Virginia's State Purchasing Process  
9 a.m. - 4 p.m.  
\*State Training Center's Regents Room (Building 7)

### Registration

To register, visit [www.state.wv.us/admin/purchase/training/inhouse.html](http://www.state.wv.us/admin/purchase/training/inhouse.html).

### For more information

Contact Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov)

## 2015 Fiscal Year-End Closeout Procedures

Several agencies, including the Purchasing Division, State Auditor's Office, State Budget Office and State Treasurer's Office have been working together with wvOASIS for the fiscal year-end closeout. A statewide webinar was scheduled on May 27 to provide details for all agencies in preparation for first year-end in wvOASIS.

Recordings, as well as the presentation materials, Q&A documents and instruction guides are available on myOASIS →Enterprise Readiness →Outreach Sessions →Financial →Year End Closeout.

# Current Statewide Contract Update

(As of May 15, 2015)

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](http://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>
MEDSUP12B	McKesson Medical Surgical Minnesota Supply	Medical supplies	7/15/2012 -7/14/2015

## Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
FOOD12A	A.F. Wendling	Food	1/12/2013- 1/11/2016

## Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
LARMS11	SHI International	Microsoft Enterprise	4/23/2012- 4/22/2016

## Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of change</u>
MEDSUP12A	Gulf South Medical Supply	Medical supplies	To cancel contract in vendor name and re-issue due to change in vendor name, address and FEIN

## FOR MORE INFORMATION

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

<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-0067
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Laura Hooper	Laura.E.Hooper@wv.gov	558-4212
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
April Battle	April.E.Battle@wv.gov	558-2306

## 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.

ELECMON14 .....	Electronic monitoring
GSD146425 .....	Administration of state use program
TRAVEL13 .....	Travel management

## Deadline Approaching to Submit Agency Designation Forms

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

The *Code of State Rules* requires that all purchases be approved by the secretary or head of the spending unit, or a designee, whose name must be filed with the Purchasing Director. The designee(s), who is responsible for the procurement function

for his or her agency, must take at least 10 hours annually of available purchasing training. Each spending unit must process all purchases through this person(s), who is responsible for correspondence and communication with the Purchasing Division.

**The deadline to return the fiscal year 2016 designation forms is Monday, June 8.** Please note that your agency director is required to designate at least one primary contact; however, backup contact(s) may be designated if your director deems necessary. The form must be completed for

each individual, indicating whether the contact will serve as the primary designee or a backup, and signed by your agency head. A form must be submitted for all state agencies under the Purchasing Division's authority even if the designee is not expected to change..

Please direct any questions to Public Information Specialist Chad Williamson at 304.558.2315 or [Chad.B.Williamson@wv.gov](mailto:Chad.B.Williamson@wv.gov). The agency procurement officer listing may be found at [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html).