

# 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

## Progress Continues on the New Surplus Warehouse and Administrative Building

While winter may seem to be a slow time for many businesses, the season has been a busy one at the West Virginia State Agency for Surplus Property (WVSASP). Demolition of the former auction building kicked off the project, followed by preparation work on the site where the new office building and warehouse will be built. In late fall, crews continued work by pouring the footers and foundation, and by February, the steel framework had gone up.

The previous facilities at Surplus Property had served the agency well for many years. However, they were in need of many costly upgrades and repairs. Poor storm drainage and excess water had caused ongoing issues at the Dunbar site, including flooding of the warehouse. To mitigate



Construction continues at the West Virginia State Agency for Surplus Property. Surplus Property employees are expected to move into the new warehouse and administrative building (above) in April.

Please see **SURPLUS**, page 3

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- Purchasing Division Sets its 9th Annual Open House
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## Agencies Encouraged to Review Updates Made to Purchasing Division Procedures Handbook

A revised version of the *Purchasing Division Procedures Handbook* went into effect February 16, 2016. The Purchasing Division typically makes updates two to four times per year to ensure the document remains accurate and reflects the current laws and rules governing the procurement process.

Agency procurement officers are strongly encouraged to review the changes made as part of the recent revision, which include:

- Copies of Purchasing Division records are now available to vendors at no charge. Previously, printed and electronic copies both required

Please see **HANDBOOK**, page 5

**2016 Agency Purchasing Conference Date Changed to August 23-26**

# Purchasing Division Continues to Seek Ways for Process and Training Improvements

By Purchasing Director Dave Tincher

Now that the New Year is well underway, I hope that our agency procurement officers will continue to focus on making your agency procurement processes as efficient and effective as possible.

At the West Virginia Purchasing Division, we are continuing to seek ways to educate our purchasing peers (see the *Open House* article on page 3) as well as share pertinent purchasing-related information (see the *Transparency* article on page 4) with our state agencies, among other goals.

We are pleased to announce that our annual Purchasing Division Open House has been scheduled for Tuesday, May 3<sup>rd</sup>, from 10 a.m. to 2 p.m. at our office located at 2019 Washington Street, East, in Charleston. During the past three years, we have offered informational sessions as part of this event. However, space was always a factor with limited seating in our upstairs training room, causing an overflow due to the popularity of some topics.

To remedy this concern, we have decided to make some changes to this year's event. As many of you are aware, we are required by state law to offer two training workshops each year for our state's high-

level officials. Since state law outlines the specific state officials who must attend this training workshop, we unfortunately have had to decline in the past some of our agency procurement officers who have requested to participate.

To accommodate those who have requested to view the training, we have decided to eliminate the Open House informational sessions as offered in the past, and in its place, offer an on-line viewing of our fall 2015 high-level officials training that was offered in November of 2015. The one-hour viewing will be offered at 10:30 a.m. and again at 12:30 p.m. in our first floor conference room.

And don't worry; our refreshments will still be available in the main hallway on the first floor, along with additional seating. This change will free up the upstairs training room for other demonstrations of such features as our website that need to be more visually illustrated. We hope to see you there!

You may also have noticed the date change for our 2016 Agency Purchasing Conference, noted on the first page of this issue. Due to scheduling conflicts, the Purchasing Division has opted to move up the 2016 conference to August 23-26. Canaan Valley Resort will once again host this three-day conference, with registration set to kick off in early June. More information will be shared on our website at [www.state.wv.us/admin/purchase/Conference/Agency/2016](http://www.state.wv.us/admin/purchase/Conference/Agency/2016) as it becomes available. We appreciate your understanding and look forward to the time we get to spend with you networking and learning.

The Purchasing Division is excited for all of the activities that are underway for 2016, and appreciates the positive collaboration that continues with our agency procurement officers.



## Two Recognized in Procurement Certification Program

The Purchasing Division is pleased to recognize Chris Martin, procurement officer for the West Virginia Conservation Agency, and Rebecca Neace, procurement officer for the Mildred Mitchell-Bateman Hospital, as our latest recipients in the West Virginia Procurement: Basic Certification program.

According to Martin, obtaining this certification has helped him learn the knowledge and skills needed to perform his duties while following the rules and regulations set forth by the State.

"West Virginia's purchasing guidelines have proven to be very different than those of the private sector," noted Martin. "It has been a challenge to learn and

understand all of the nuances involved with state purchasing and I feel a personal sense of accomplishment to have gained the knowledge and experience I have thus far."

Having successfully completed the basic certification has also given Neace a sense of personal and professional accomplishment.

"I believe in achieving goals in the workplace, and this was one of mine," she said. "The certification program has definitely given me a better understanding of the entire procurement process, from start to finish."

As a state agency procurement officer, Martin and Neace constantly face new

challenges in their procurement roles. However, obtaining this certification has given them the confidence they need to make procurement-related decisions.

State agency procurement officers may view the program's requirements at [www.state.wv.us/admin/purchase/training/Certification/](http://www.state.wv.us/admin/purchase/training/Certification/). Those who are interested in participating in the program may register by submitting the registration form to Communication and Professional Development Manager Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

The Purchasing Division would like to congratulate Martin and Neace on this great accomplishment!

# Purchasing Division Continues the Tradition with 9th Annual Open House

The Purchasing Division is pleased to announce that this year's 9th annual Open House has been set for **Tuesday, May 3, from 10 a.m. to 2 p.m.** This free event, which is open to all state agency purchasers who perform work under *West Virginia Code* §5A-3, will take place at the Purchasing Division offices located at 2019 Washington Street, East, in Charleston.

The Open House provides agency purchasers with the opportunity to network with their peers, discuss ongoing solicitations with Purchasing Division personnel, and learn more about the purchasing process through educational sessions.

"The annual Open House is a great opportunity for new and seasoned procurement professionals alike," said Purchasing Director Dave Tincher. "We always seek ways in which we can improve our customer service and working relations with our state agencies. The Open House allows us to cultivate those relationships further by allowing us to put a face with a name."

The Purchasing Division is modifying this year's agenda to include two hour-long sessions in which participants will be able to watch video recordings from the fall 2015 training for the state's high-level officials on purchasing procedures and the Purchasing Card Program. Unlike the informational sessions offered in years past, attendees will not need to sign up for these sessions, and instead of utilizing the upstairs training room, the videos will be shown on the electronic whiteboard in the 1st floor conference room to maximize space and increase the number of attendees who can participate in these sessions.

Refreshments and additional seating will be available in the main hallway on the first floor. Attendees will also have the chance to win a free registration to the 2016 Agency Purchasing Conference.

To RSVP, contact Public Information Specialist Jessica Chambers by close of business on April 27th at 304.558.2315 or [Jessica.L.Chambers@wv.gov](mailto:Jessica.L.Chambers@wv.gov).

## SURPLUS

Continued from Page 1

these issues, the new modernized building is being built above the flood plain. Storm drainage issues will also be corrected during construction.

When the project is completed, WVSASP will be housed in a 19,237 sq. ft. building that offers not only a warehouse and storage areas, but also an administrative office area. The project is expected to be finished by August 2016.

"We hope the new building at Surplus will offer a pleasant shopping experience for our customers," said Surplus Property Manager Elizabeth Perdue. "Customers will be able to shop in a climate-controlled building and will no longer have to walk across the lot to shop for furniture, IT equipment, and other goods.

"The warehouse and administrative staff will be housed in the same building, which will allow customers to pay for their vehicles at the same time they browse the other inventory," she continued.

To stay up to date with the construction progress at Surplus Property, visit the WVSASP Facebook page at [www.facebook.com/wvsurplus](http://www.facebook.com/wvsurplus).

## Registration for Mandatory High-Level Officials Training Now Open

Registration is now open for the bi-annual Purchasing Procedures and Purchasing Card training, required for the state's high-level officials in accordance with *West Virginia Code* §5A-3-60. Co-presented by the State Auditor's Office and the West Virginia Purchasing Division, this training is scheduled for April 27 from 9-11 a.m. in the West Virginia State Training Center located in Building 7 on the state Capitol campus.

*West Virginia Code* requires all "executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads" to annually complete two hours of training on purchasing procedures and

purchasing card rules each year. Designated procurement officers are not eligible to attend, unless they hold one of the aforementioned titles.

The content of this training is updated each year to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law.

Space is limited, so reserve your seat today. To register, complete the online form posted at [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html).

This training may also be viewed online at [www.wvsao.gov/PurchasingCard/StateGovernment/SOP\\_PCardTrain.aspx](http://www.wvsao.gov/PurchasingCard/StateGovernment/SOP_PCardTrain.aspx).

For more information regarding this training, contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

### THE BUYERS NETWORK

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# Purchasing Division Adds Transparency Page to Website

The Purchasing Division has recently added a section to its website, [WVPurchasing.gov](http://WVPurchasing.gov), focusing on transparency in the state government procurement process. The Transparency page contains data, reports, and publications related to procurements made under the Purchasing Division's authority, as outlined in *West Virginia Code*, the *West Virginia Code of State Rules*, and the *Purchasing Division Procedures Handbook*.

The information organized on the Transparency page reflects the Purchasing Division's goal of providing transparency to the citizens of West Virginia, other state agencies, and the vendor community. This page focuses only on the Purchasing Division's centralized procurement data and does not include agency-delegated procurement information. Much of the data available for viewing is compiled by Quality Control and Transparency Specialist Lu Anne Cottrill.

One of the features on the Transparency page is the Notice of Centralized Award Report. This report, which is generated weekly, includes information related to the award of contracts processed through the Purchasing Division's formal purchasing process. The Notice of Centralized Award Report does not constitute an official purchase order, but instead serves to inform vendors who regularly participate in the state's competitive bid process. As always, successful vendors should not act until they receive a signed, encumbered award document executed by the State of West Virginia. In addition to serving as a resource for the vendor community, the Notice of Centralized Award Report also makes the results of the purchasing processes available to the citizens of West Virginia.

Since the implementation of *wvOASIS* in July 2014, a project's solicitation number is now a separate number from

the eventual purchase order number. As a result, the solicitation number that is advertised in the Vendor Self-Service portal's *West Virginia Purchasing Bulletin* is different than the purchase order number later generated for the *wvOASIS* award document. To eliminate any confusion for the various parties that would research a project based on only one of these numbers, both the solicitation and award document numbers appear in the Notice of Centralized Award report.

Also available on the Transparency page is a form to request a solicitation package by U.S. Mail. If vendors call agencies with questions regarding active centralized solicitations and the availability of hard copies of bid packages, agencies should refer the vendors to the Transparency page so they can complete a "Request an RFQ" form. Rather than advising vendors to call the Purchasing Division, agencies can point vendors to this easier resource that provides a quicker resolution to their need. When vendors submit a "Request an RFQ" form, the Purchasing Division has procedures in place to send the information directly to the vendor via U.S. Mail, at no charge.

Other sections of the Transparency page include a link to the *West Virginia Purchasing Bulletin* at [wvOASIS.gov](http://wvOASIS.gov); a link to view vendor responses to solicitations that have been opened by the Purchasing Division, the Purchasing Division's annual reports; a link to the West Virginia State Budget Office; and *West Virginia Purchasing Bulletin* Archives, which allow visitors to reference solicitations that were out for bid from 2006-2014.

For more information, click the direct link to the Transparency page on the main Purchasing Division website, visit [www.state.wv.us/admin/purchase/transparency.html](http://www.state.wv.us/admin/purchase/transparency.html), or contact Quality Control and Transparency Specialist Lu Anne Cottrill at [Lu.A.Cottrill@wv.gov](mailto:Lu.A.Cottrill@wv.gov).

## Encrypted Documents May Lead to Disqualification of Bid

The Purchasing Division would like to remind our state agency procurement officers that any vendor who submits an encrypted document or any document which links to an external website may have his or her bid disqualified. Since the implementation of Phase C of *wvOASIS* in July of 2014, vendors have been permitted to submit bid documents electronically. However, encrypted documents have become a concern during this time.

"Password protected files can be a problem," explains Purchasing Division General Counsel Jimmy Meadows. "We have received files that are not supported. Therefore, you can't open or read them, which can disrupt the process."

Files requiring a Purchasing Division staff member to

agree to a vendor's terms and conditions upon opening a file are also not permitted, advises Meadows. Vendors are bound by the terms of their submission and may not adjust or retract their bid.

Any document that cannot be immediately opened or viewed will be considered blank or incomplete, and consequently, unacceptable. Please ensure that files are properly formatted before submission.

To see the full statement on "Electronic File Access Restrictions," you may view the Purchasing Master Terms and Conditions posted on the Purchasing Division's Vendor Resource Center or visit [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf).

# Purchasing Division Welcomes Two New Employees

What is the chance of hiring two new employees, both with the same name? The Purchasing Division is pleased to welcome Jessica L. Chambers (hereafter referred to as “Jess”) and Jessica S. Chambers to its staff. Jess Chambers serves as a Public Information Specialist II in the Communication and Technical Services section, while Jessica Chambers serves as a Senior Buyer for the Acquisition and Contract Administration section.

A native of Charleston, Jess graduated with a Bachelor of Science degree in Advertising from West Virginia University. She received a Master of Arts degree in Interactive Media from Elon University. Previously, Jess worked as a travel agent, freelance writer and pre-

press operator/graphic designer.

A resident of St. Albans, Jessica attended St. Albans High School and earned an accounting degree from West Virginia Career College. Before accepting this position, she worked for seven years as a Buyer with the Division of Natural Resources and spent the previous 10 years at the Department of Health and Human Resources. Jessica is the proud mom of a daughter who is a senior in high school.

Please welcome both Chambers to the Purchasing Division family!

**The Purchasing Division welcomes Jessica L. Chambers (left) and Jessica S. Chambers (right) to its staff.**



## Gov. Tomblin Proclaims March as Purchasing Month

Gov. Earl Ray Tomblin has proclaimed that March 2016 be recognized as “Purchasing Month” throughout the state of West Virginia.

The Purchasing Division is pleased to be part of the initiative for this annual national proclamation, which began in our state in March 2011. The proclamation highlights the initiatives which develop, support and promote public procurement practitioners through educational and research programs.

Public purchasers perform a vital function toward the operation of state government. The integrity and professionalism of state purchasers are valued by the public, who entrusts the spending of its tax dollars. Purchasers work diligently to ensure a high value procurements for government agencies while remaining conscious of monetary resources.

The official proclamation will be on display at the Purchasing Division office.

Buyers Network

## HANDBOOK

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a furnishing and processing fee. While the Purchasing Division still recommends that vendors come to the office to view documents, electronic copies will be sent to those in distant locations. The West Virginia Secretary of State is required to maintain a database of documents; this process change reflects the same public accessibility to information.

- The trade-in process noted in Subsection 3.5.2 has been clarified and expanded as a four-step process. This process is not delegated to state agencies.
- In Section 4, vendor registration requirements have been expanded with new language to better explain the vendor registration process. The new language primarily expands on the electronic registration process, vendor holds and the “Prevent New Order” status.
- In Appendix G, the Surplus Property Operations Manual, which provides guidance on obtaining and disposing of surplus property in accordance with state law and procedures, was updated primarily for

consistency purposes. The changes to this manual are located in Subsection 3.1.4, Trade-In.

- Appendix K: Change Order Language, which was previously omitted, has been reintroduced with updated renewal, extension, and cancellation language that should be entered into the *wvOASIS* Extended Description field.
- The “Certification of Non-Conflict of Interest” form was updated to note that the certification applies to all transactions processed through the Purchasing Division. New language was also added that requires this form for agency delegated purchases exceeding \$2,500. The form was previously used for purchases exceeding \$5,000.

Agency designated procurement officers were provided with a detailed listing of changes and are encouraged to review the Handbook often as changes occur regularly throughout the year to reflect current processes. The Handbook is available on the Purchasing Division’s website at [www.state.wv.us/admin/purchase/Handbook](http://www.state.wv.us/admin/purchase/Handbook).

# Current Statewide Contract Update

(As of February 15, 2016)

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 Renewals

| <b>Contract</b> | <b>Vendor</b>                                 | <b>Commodity</b>                               | <b>Effective Date</b>  |
|-----------------|---|--|------------------------|
| HHR16*4         | Beacon Systems, Inc.                          | Temporary IT Staffing Contract for WVDHHR/OMIS | 01/25/16<br>- 01/24/17 |
| HHR16*5         | 22 <sup>nd</sup> Century Technologies Inc.    | Temporary IT Staffing Contract for WVDHHR/OMIS | 01/25/16<br>- 01/24/17 |
| HHR16*6         | Pomeroy IT Solutions Sales Co.                | Temporary IT Staffing Contract for WVDHHR/OMIS | 01/25/16<br>- 01/24/17 |
| HHR16*7         | Fenwick Technologies, Inc.                    | Temporary IT Staffing Contract for WVDHHR/OMIS | 01/25/16<br>- 01/24/17 |
| HHR16*9         | Global Science & Technology, Inc. WV Division | Temporary IT Staffing Contract for WVDHHR/OMIS | 01/25/16<br>- 01/24/17 |
| HHR16*10        | RADgov, Inc. Technologies Inc.                | Temporary IT Staffing Contract for WVDHHR/OMIS | 01/25/16<br>- 01/24/17 |
| HHR16*11        | Mahantech Corp.                               | Temporary IT Staffing Contract for WVDHHR/OMIS | 01/25/16<br>- 01/24/17 |

## Contract Extensions

| <b>Contract</b> | <b>Vendor</b>         | <b>Commodity</b>     | <b>Effective Date</b>  |
|-----------------|-----------------------|----------------------|------------------------|
| ABATMNT12A      | Astar Abatement, Inc. | Asbestos abatement   | 02/06/16<br>- 02/05/17 |
| FOOD12A         | A.F. Wendling, Inc.   | Food service         | 01/12/16<br>- 05/31/16 |
| FOOD12B         | US Foods              | Food service         | 01/12/16<br>- 05/31/16 |
| TCARD13         | United Bank, Inc.     | Travel card services | 04/01/16<br>- 03/31/17 |

## Contracts Renewals

| <b>Contract</b> | <b>Vendor</b> | <b>Commodity</b>     | <b>Effective Date</b>  |
|-----------------|---------------|----------------------|------------------------|
| PBKCR10A        | Hertz Corp.   | Car rental Furniture | 10/19/15<br>- 10/18/16 |

## Miscellaneous Actions

| <b>Contract</b> | <b>Vendor</b> | <b>Commodity</b>                  | <b>Description of Change</b>                                     |
|-----------------|---------------|-----------------------------------|--|
| TEMP14A         | WVARF         | Temporary staffing services       | To provide revised pricing pages for regions I through IV        |
| WVARF15         | WVARF         | Workshop commodities and services | To provide updated pricing attachments and new commodity pricing |

## FOR MORE INFORMATION

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

| <b>BUYER</b>         | <b>EMAIL</b>               | <b>PHONE</b> |
|----------------------|----------------------------|--------------|
| <i>Supervisors</i>   |                            |              |
| Tara Lyle            | Tara.L.Lyle@wv.gov         | 558-2544     |
| Guy Nisbet           | Guy.L.Nisbet@wv.gov        | 558-2596     |
| Frank Whittaker      | Frank.M.Whittaker@wv.gov   | 558-2316     |
| <i>Senior Buyers</i> |                            |              |
| Mark Atkins          | Mark.A.Atkins@wv.gov       | 558-2307     |
| April Battle         | April.E.Battle@wv.gov      | 558-2306     |
| Jessica Chambers     | Jessica.S.Chambers@wv.gov  | 558-0246     |
| Beth Collins         | Beth.A.Collins@wv.gov      | 558-2157     |
| Misty Delong         | Misty.M.Delong@wv.gov      | 558-8802     |
| Stephanie Gale       | Stephanie.L.Gale@wv.gov    | 558-8801     |
| Linda Harper         | Linda.B.Harper@wv.gov      | 558-0468     |
| Melissa Pettrey      | Melissa.K.Pettrey@wv.gov   | 558-0094     |
| Crystal Rink         | Crystal.G.Rink@wv.gov      | 558-2402     |
| <i>Buyers</i>        |                            |              |
| Michelle Childers    | Michelle.L.Childers@wv.gov | 558-2063     |
| Sheila Hannah        | Sheila.L.Hannah@wv.gov     | 558-4317     |