

# THE BUYERS NETWORK

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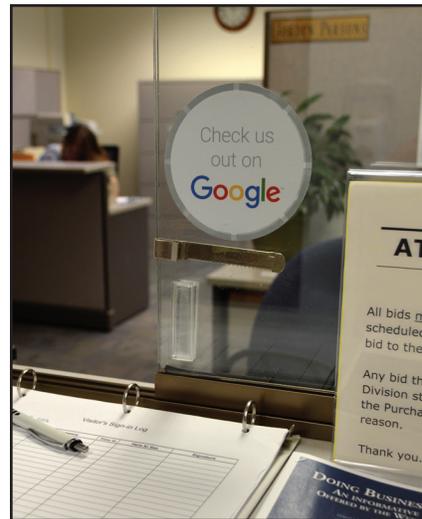
**THE BUYERS NETWORK** is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

## Google Directory Listing Updated with West Virginia Procurement Information

To ensure that the vendor community, state agencies, and the citizens of West Virginia are finding the most accurate procurement-related information for the State of West Virginia when searching the web, the Purchasing Division has undergone the extensive process of updating its Google directory listings. The top search results now displayed for the Purchasing Division and the West Virginia Agency for Surplus Property (WVSASP) are official state-owned websites.

“The information displayed for the Purchasing Division through Google is now very intentional, streamlined, and much more likely to be state-published information,” shared Technical Services Unit Manager Mark Totten. “In addition, the Google Maps feature will more reliably get someone using a mobile device to the correct office.”

Previously, searching for phrases such as “WV Purchasing Division” would display the Purchasing website in the top results, but also included results for private companies with nearly equal priority. For example, one top-matched, privately-owned website result might prompt vendors to sign up for



The Purchasing Division recently updated its Google directory information for its main Purchasing Division offices as well as its Surplus Property location in Dunbar. This ensures the information will now display higher in a user's Google search results. The business profile that displays on the right sidebar has also been updated.

a subscription and display solicitation information from wvOASIS, which could be misleading for vendors wanting to do business with the state and get their solicitation information directly from the official source.

The business profile displayed on the right side of Google

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- Evaluation Results Showcase Strong Support for Agency Purchasing Conference
- Purchasing Master Terms and Conditions Updated to Reflect Recent Changes

## State Procurement Programs Recognized in National Awards

The National Association of State Procurement Officials (NASPO) recognized two of West Virginia's state procurement programs with honorable mentions as part of its 2016 George Cronin Awards for Procurement Excellence.

The state's honored programs include *West Virginia's Procurement Certification Program: Promoting Expertise in the Public Procurement Field when Monies are Short and Expectations are High* and *West Virginia Procurement Recruitment and Retention Program*:



Please see **CRONIN AWARD**, page 4

The Purchasing Division recently had two of its state procurement programs recognized with honorable mentions by the George Cronin Awards. These awards recognize excellence in procurement.

# Feedback a Valuable Tool for Purchasing Division Staff in Developing and Implementing Training Programs

By Purchasing Director Dave Tincher

Summer has officially come to an end. As we welcome October and develop our fall routines, I wanted to take a minute to thank everybody for the feedback you provided following the 2016 Agency Purchasing Conference. Each year, I look forward to our conference in order to share ideas and suggestions relating to a variety of topics.

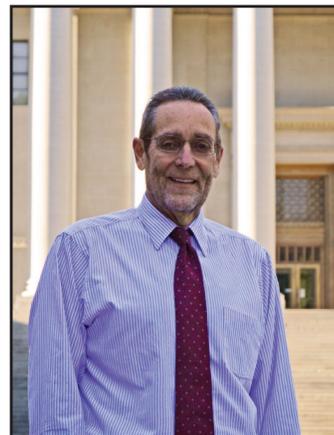
I personally review all of the comments, both positive and negative, and take this feedback very seriously. Although we are in the field of public procurement and work daily to be proficient in our responsibilities by abiding by the state's purchasing laws, rules and procedures, we also strive to provide the best customer service possible and encourage our state agency partners to reciprocate these efforts.

Our conference evaluation results seem to validate the partnership between the Purchasing Division and our state agency procurement officers as productive and advantageous. Of the nearly 270 conference attendees, more than half completed the conference evaluation. To see the breakdown of those results, see the article on page 3.

In addition to the conference evaluation, many of you provided feedback as part of the Advanced Track's roundtable discussions on the following topics: inspection services, construction purchases, vendor registration, specification templates, internal agency procedures, certification, and strategic sourcing/planning. Many of the ideas and information discussed will be shared in the form of newsletter articles in the coming months, but we also hope to utilize other pieces of information to improve and clarify our processes. You offered some very compelling suggestions and we will be taking a closer look at those to see how we can incorporate them into our daily operations.

As I mentioned earlier, we take your suggestions regarding all of our training opportunities very seriously. That's why for fiscal year 2017, we are transitioning our online webinars to Cisco WebEx from Cisco Meeting Place. Over the years, we have received comments/requests from our viewers seeking changes in our webinar format. Among the comments were that they would prefer to listen to the webinar audio from the computer rather than having to call in separately, to view video of our presenters during the presentation rather than just the PowerPoint slides, and to view recordings following the live webinar for those individuals who are unable to attend that day. We have listened and are excited about the opportunity to advance our webinar offerings in order to make it easier and more convenient for our agency procurement officers to participate.

Thank you again for all of your constructive feedback in all the various forms. We look forward to this fall and continuing to provide the most efficient services as possible to our customers.



## Procurement Officers Required to Check Secretary of State's Database during Procurement Process

To ensure compliance with *West Virginia Code* during the procurement process, agency procurement officers should be aware that they are required to manually verify that certain business entities have obtained a certificate of authority and are in good standing with the West Virginia Secretary of State's (SOS) Office by checking the SOS business database online.

The Purchasing Division generically refers to this process as registering with

the Secretary of State's office.

"This requirement comes from a number of different statutes governing business entities in West Virginia," said Purchasing Division General Counsel Jimmy Meadows. "Other business entities, such as partnerships and sole proprietorships, are not required to obtain a certificate of authority from the Secretary of State's Office or remain in good standing."

While *wvOASIS* has the ability to

verify that a vendor already in the Secretary of State's database is in good standing, it cannot identify a vendor that has failed to register with the Secretary of State, hence the need to continue to manually complete this check.

The Purchasing Division will formally let state agencies under our authority know if and when that requirement changes. Until then, please continue to verify manually and document your files accordingly.

## Evaluation Results Showcase Strong Support for Annual Agency Purchasing Conference

Planning for the annual purchasing conference starts nearly a year in advance, from booking the state park location to developing the training schedule to handling the many logistics necessary to conduct this statewide effort. However, after the conference has concluded, all of those months of planning pay off. More than 225 agency purchasers gathered at Canaan Valley Resort for the 2016 Agency Purchasing Conference, from August 23-26, 2016.

The three days of workshops covered approximately twenty-five different procurement-related topics, including several new workshops highlighting construction and technical purchases as well as purchasing ethics. Nearly 30% of attendees were first-time visitors to the conference.

Attendees provided valuable feedback as part of the online evaluation, which was e-mailed to participants following the conference. With a high response rate of nearly 58%, the conference participants rated various categories as “excellent” or “good” in a four-scale survey, ranging from excellent to poor, for the following categories:

- 92% for the overall opinion of the conference;
- 99% for conference registration;
- 97% for the organization of the conference;
- 97% for the learning environment to be engaging;
- 98% for the atmosphere being conducive to learning; and,
- 98% for the overall quality of the conference sessions as being professional and effective.

Receiving especially high praise were the efforts of the Purchasing Division staff to provide quality customer service, engage participants in the learning process, and share their knowledge and expertise about the topic at hand. “Everyone was attentive and answered all questions asked,” noted one attendee.

“The Purchasing Division does a remarkable job assisting agencies with their various projects,” noted another attendee. “I appreciate the guidance I have received over the years and look forward to our continued partnership.”

According to Purchasing Director Dave Tincher, the positive feedback illustrates the success of this annual Agency Purchasing Conference and its benefit to state employees. “We value the feedback from our state agency partners and will review the evaluation results in their entirety to determine where we can make tangible changes to improve our conference and its offerings,” he said. “We appreciate the participation and cooperation of all agency purchasers as we strive to continue offering a training opportunity to meet the needs of levels of purchasing experience.”



**More than 225 agency purchasers attended the 2016 Agency Purchasing Conference, which was conducted in August at the Canaan Valley Resort. Workshops addressed nearly 25 different procurement-related topics.**

**While attendees had the opportunity to print materials in advance, several individuals used their cell phones or tablet devices to access the presentations through the Purchasing Division's app. Presenters also incorporated technology into their sessions using the Poll Everywhere app, which created interactive quizzes and polls for attendees.**



# Mandatory Training for High-Level Officials Scheduled for Nov. 9<sup>th</sup>

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session is scheduled for November 9<sup>th</sup>, and for the first time, will be available online via WebEx. This training, offered twice per year, is mandatory for high-level state officials as indicated in *West Virginia Code* §5A-3-60.

The Code requires all high-level state officials, including "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 processes.

Space is limited to the first 100 people to register. To reserve a spot for this live online training, 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). Designated procurement officers are prohibited from attending 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. Specifically, the Purchasing Division will be focusing on its primary method of procurement, the Request for Quotations, in more detail during this fall training.

For those individuals who are unable to attend this live online training, a video recording of this training will be posted on the State Auditor's Office website following the event. To view the video, visit [www.wvsao.gov/PurchasingCard/StateGovernment/SOP\\_PCardTrain.aspx](http://www.wvsao.gov/PurchasingCard/StateGovernment/SOP_PCardTrain.aspx).

Verification of participation in this online training or viewing the online recording is required to meet the stipulations mandated by the law. For more information on this training or this requirement, contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

Verification of participation in this online training or viewing the online recording is required to meet the stipulations mandated by the law. For more information on this training or this requirement, contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## GOOGLE DIRECTORY

Continued from Page 1

search results also previously contained a few incorrect pieces of information. The most important correction made updated the Purchasing Division's physical address. While the correct address for Building 15 could be found on the Purchasing Division's website, Google's mapping information displayed the former physical address of the Purchasing Division in Building 1, which could result in problems with bid delivery or individuals being unable to find the correct building at the West Virginia Capitol Complex.

The verification process for these updates took Purchasing staff more than one month of coordinating and working with Google to be approved. While these corrections may seem minor, an accurate Google directory listing will ensure that the official Purchasing Division and WVSASP websites are easily recognizable in Google search results, Google Map searches are accurate (on which mobile devices depend for their GPS function), and that the top Google search results are official state-published content.

## CRONIN AWARD

Continued from Page 1

*Compensation Criteria for Buyer Retention Approved Proposal.*

NASPO received a record number of entries this year. Nominations were scored based on the criteria of innovation and initiative, transferability, service improvement, and cost reduction. West Virginia's entries will be added to the NASPO website to showcase the state's work. The entries will help NASPO staff identify potential panelists or conference session topics, as well as case studies and examples for research projects.

The George Cronin Awards for Procurement Excellence are recognized as a premier achievement for innovative public procurement and pay tribute to a founder and the first president of NASPO for his devotion to improving governmental purchasing.

## Purchasing Division Welcomes Two New Employees to its Staff

The Purchasing Division is pleased to welcome two new employees to its staff—Tracie Hallman and Brittany Ingraham. Hallman will serve as an Office Assistant 2 in the Communication and Technical Services section and Ingraham will serve as a Senior Buyer in the Acquisition and Contract Administration section.

Hallman, a current resident of Newton, WV, grew up in New Jersey where she attended Gateway Regional High School and a technical school shortly thereafter. She worked previously for 10 years as a teacher's aide at a private Christian school and as an office manager in a dental office prior to that position. Hallman is

the proud mother of three boys. She enjoys camping and four-wheeling in her free time.

A resident of Winfield, Ingraham attended Hurricane High School and graduated from Marshall University with a degree in Business Administration Management. Before accepting this position, Ingraham worked at the Tax Department and was a manager at the Pottery Place for many years. Ingraham is a proud mother and loves spending her free time with her young daughter.

Please welcome both Tracie Hallman and Brittany Ingraham to the Purchasing Division family!



**Brittany Ingraham**  
Senior Buyer



**Tracie Hallman**  
Office Assistant II

# Purchasing Division's Master Terms and Conditions Updated to Reflect Recent Changes

The West Virginia Purchasing Division recently updated its Purchasing Master Terms and Conditions (Construction Contracts Only).

Effective September 9, 2016, all construction vendors are required to submit a subcontractor list with their bid if the bid contains alternates or additions. The reason for this change is that the law requiring the submission of the subcontractor list applies to the "apparent low bidder" and mandates submission of the list within one day of the bid opening. The problem with this is that the apparent low bidder cannot be determined when additions/alternates are present until the selection of the additions/alternates, which almost never occurs within one day of bid opening. Therefore, the only way to then apply the law is to require submission from all vendors.

Other changes included in the revised Purchasing Master Terms and Conditions include the addition of language regarding the local labor market hiring requirement, pursuant to *West Virginia Code* §21-1C-1 et seq., and

the Davis-Bacon and Related Act Wage Rates.

In the latter, agencies are required to check a box indicating whether federal funds are being used for the solicitation, and therefore, whether the Davis-Bacon wage rates apply. If both of the boxes in this section are inadvertently left blank, the Purchasing Division buyer will return the document to the agency to update accordingly.

During a recent strategic sourcing meeting, it was requested that the Purchasing Division send an e-mail to the primary and back-up designated procurement officers informing them when updates are made to the Purchasing Master Terms and Conditions and highlighting what those changes are. On Friday, September 9th, the Purchasing Division distributed an e-mail with the changes conveyed in this article and will continue to communicate all future changes to the terms and conditions in this manner.

To view the revised Purchasing Master Terms and Conditions, visit [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf).

## Construction Specifications Template Added to Intranet Site

The Purchasing Division is pleased to announce the addition of a construction specifications standard format template to its Intranet page.

The template, which is mandatory for use, provides language pertinent to construction purchases, including qualifications and experience, such as the number of projects performed previously by the vendor that involved work similar to that described in the specifications/project manual; the selection of alternates/add-ons in the solicitation pricing pages; and the name and location in which the project plan(s) can be examined and/or obtained.

Other templates required by the Buyers Network

Purchasing Division include those for one-time purchases, open-end RFQs, and services RFQs. The Purchasing Division will continue to inform its state agency partners of any other specification templates which are required for use by the agency.

The specification templates are located on the Purchasing Division's Intranet page under the Processes and Procedures link. Individuals on the state's network may visit the intranet site at <http://intranet.state.wv.us/admin/purchase> for more information and to access the templates, or simply click on the Forms link located on the Purchasing Division's internet site at [WVPurchasing.gov](http://WVPurchasing.gov).

## What Does THAT Acronym Stand For?

*Each month, the Purchasing Division highlights an acronym used in the public procurement process to help educate buyers and agency officials.*

**Acronym:** EOI

**Defined:** Expression of Interest

An Expression of Interest (EOI) is a best value procurement tool that permits the State to award a contract to the most qualified vendor on the basis of demonstrated competence and qualification for the type of professional services required at a fee determined to be fair and reasonable.

This method is primarily utilized in the selection of architects and engineers. For more information, visit Section 7 of the *Purchasing Division Procedures Handbook*.

### THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of September 20, 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.

## Miscellaneous Actions

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Description of Change</b>
PBKCRIOB	Enterprise Car Rental	Automobile Rentals	To correct and republish NASPO Valuepoint Price Sheet
SWCSBUS16B	Heritage Bus Sales Inc.	School Buses	To cancel contract and reissue as SWCSBU-S16D due to vendor reassignment
SWCSBUS16D	Worldwide	School Buses	To re-issue the contract SWCS-BUS16B as SWCS-BUS16D due to contract reassignment from Heritage Bus Sales Inc. to Worldwide Equipment of WV Inc.

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>E-MAIL</b>	<b>PHONE</b>
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
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Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
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Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
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Linda Harper	Linda.B.Harper@wv.gov	558-0468
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
<i>Buyers</i>		
Charles Barnette	Charles.D.Barnette@wv.gov	558-2566

## Purchasing to Conduct a Webinar on October 14 for Current and Prospective Vendors on Doing Business with the State

Vendors that are new to doing business with the State and those who are seeking to do more business now have the opportunity to learn the steps required to bid on and perform work for West Virginia state government.

A **free** webinar for current and potential vendors wishing to do business with the State of West Virginia is scheduled for Friday, October 14, from 10:00 a.m. to 11:30 a.m. The webinar will utilize Cisco WebEx software and more information on accessing this webinar will be shared with vendors upon registering.

Vendors will learn about the bidding thresholds and their requirements, how bids are evaluated, and how changes to contracts are made. Other topics addressed during this webinar will include how vendors can:

- Market their commodities and services to West Virginia state agencies;
- Register as a vendor with the Purchasing Division; and
- Submit bids/proposals in the Vendor Self Service.

“The West Virginia Purchasing Division strives to offer open and fair competition in the state procurement process,” said Purchasing Director Dave Tincher. “We offer these webinars twice annually to inform vendors of the process so they understand what is required of them and what we have to offer.”

Registration is open to all vendors, but space is limited and given on a first-come, first-served basis. For more information or to register, contact Stephanie Mosley at 304.558.2744 or [Stephanie.M.Mosley@wv.gov](mailto:Stephanie.M.Mosley@wv.gov).