

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

Online Request for Quotations Provide Easy Access to Bidding Opportunities

In a continued effort to provide more enhanced customer service, the Purchasing Division began offering instant access to paid, registered vendors for solicitations currently out for bid.

Hyperlinks have been added to the online version of the **West Virginia Purchasing Bulletin**, which requires vendors to log in with secured access.

When clicking the hyperlink, the vendor will be directed to a page with a link to the request for quotation or request for proposal and any addendum. If the solicitation was not able to be scanned and made available, due to time or size factors, a notation will state the document is not available.

In these cases, the vendor will call the Purchasing Division, as in the past, to have the document mailed.

This project was tested for several weeks on the State's Intranet for

agency use. The testing period went smoothly, with no problems experienced. New issues of the **West Virginia Purchasing Bulletin** are made available on each Thursday of the week.

"This is yet another step forward in the area of technology in state procurement," said Dave Tincher, Purchasing Director. "Not only will the online access to solicitations provide a convenience to our paid, registered vendors, but it will result in a cost savings in terms of productivity, postage and printing to our division."

In April of 2005, the Purchasing Division began making statewide contracts available on the division's website. State agencies and vendors alike responded overwhelmingly



positive with this addition.

A similar response is expected from this new project of adding the online solicitations to the **West Virginia Purchasing Bulletin** webpage.

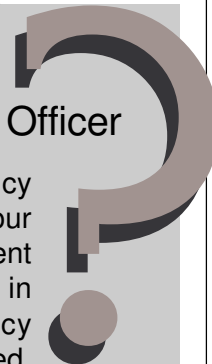
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Got a Question...

Ask Your Agency Procurement Officer

If you have a purchasing-related question, ask your agency procurement officer first. In most cases, they can answer your question or find a solution to your problem. Due to different agency policies, they will provide an answer that is in accordance with internal procedures. If your agency procurement officer does not have the information you need, we encourage them to contact us!



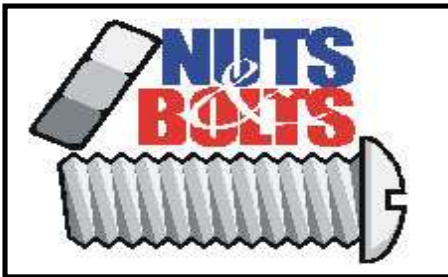
THE PURCHASING DIRECTOR'S COMMENTS



Elimination of the Dual Bid Receipt

By Dave Tincher
State Purchasing Director

In years back, legislation was included in the section of the **West Virginia Code** addressing the Purchasing Division which required an exact, duplicate copy of a vendor's bid to be submitted to the State Auditor's Office. Purchasing reform has eliminated the dual bid receipt, meaning that vendors will be required to send only one copy of their bid to the Purchasing Division. No copies will be required to be submitted of the State Auditor's Office.



This safeguard in the process was put in place decades ago. This also was at a time when public bid openings were not conducted. Today, this requirement has been a root of concern to many vendors who have been disqualified due to not meeting this requirement in various degrees, such as not including bonds in the appropriate envelope or one of the office's copies not being received in time of the bid opening.

Contrary to past procedures, public bid openings are now conducted which any individual may attend to *witness* the opening of the bids received for all solicitations. Vendors participating in the process often are in attendance. As in the past, no decision relating to the award of any contract will be made at the time of the bid opening.

The primary concern of this change was from the vendor community who wanted assurance that they would be able to view the bids received as they have at the State Auditor's Office. It has been the practice of the Purchasing Division to not make available the bids to the public. However, with the elimination of the dual bid receipt, the Purchasing Division will provide access to all received bids immediately following the bid opening.

This change has been welcomed by the State Auditor's Office staff, for their role was to serve as a witness at the bid opening and to attain an exact, duplicate copy of all bids submitted to the Purchasing Division.

Purchasing reform, including the elimination of this requirement, will most likely gain the approval of vendors and agency purchasing officials as it will result in a more efficient procurement process.

What's State Government Buying?

(This information is compiled from the West Virginia Purchasing Bulletin. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)

- ◆ Need a purchasing form? Check out our Intranet site where all of our forms are available to agency procurement officers. Simply access this site at <http://intranet.state.wv.us/admin/purchase>.
- ◆ All statewide contracts are now available online at <http://www.state.wv.us/admin/purchase/swc>. Check it out!
- ◆ The 61st Annual Forum and Products Exposition, sponsored by the National Institute of Governmental Purchasing (NIGP), is scheduled for August 5-9 at the Tampa Convention Center in Florida. Online registration is now available at <http://www.nigp.org/events/Forum.htm>.

- ◆ **State Police**
Request to construct a West Virginia State Police detachment in Ripley, WV (Jackson County).
- ◆ **Department of Environmental Protection**
Request for an open-end contract to provide approximately 100 tons of granulated lime, packaged in 50 pound bags.
- ◆ **Division of Engineering and Facilities**
Request to provide and install fence and gate at the Armed Forces Reserve in Clarksburg, WV.
- ◆ **Department of Health and Human Resources**
Request to provide professional architectural/engineering services for capital improvement projects at seven West Virginia state-owned hospitals.
- ◆ **Division of Veteran's Affairs**
Request to provide 120 custom built patient wardrobes for a veterans nursing home in Clarksburg, WV.

Purchasing Director Participates in Service Call Meetings with Various Department Officials

Cabinet Secretary Robert W. Ferguson, Jr., of the Department of Administration recently began visiting other cabinet secretaries and their key staff as part of a service call visit, to gain exposure and build rapport within the executive branch of state government.

Purchasing Director Dave Tincher is joining Secretary Ferguson, along with the directors of the following agencies under the Department of Administration: Board of Risk and Insurance Management (Chuck Jones); Education and State Employee Grievance Board (Earl Maxwell); General Services Division (David Oliverio); and the Office of Technology (Kyle Schafer).

These meetings are based on the concept that good service is not enough when the expectation is to reach *great* service. The goals of the

meetings are to educate key officials on the services the department may provide and to listen to our customers as to how we can improve upon our existing services.

“We are the in-house service provider for the executive branch of government. It is our job to take care of our customers,” Secretary Ferguson said. A guide to programs and services is offered during the meetings, which offers a high level overview of each participating agency. General details, contact information and an explanation of processes are included in the guide. In addition, a section on what cabinet secretaries and their agency leaders “need to know” is included.

Tincher said he is pleased to be part of these meetings and to discuss in



Cabinet Secretary Rob Ferguson initiated Service Call Meetings, at which services offered are outlined to department officials. Purchasing Director Dave Tincher joins six other division directors within the Department of Administration in these meetings.

person areas which may be of concern to agency officials. “Most of the areas that cause concern are due to a lack of communication. At these meetings, we can sit down and talk through issues to gain a better understanding of the state purchasing process,” he said.

MoneyWise...

Tips for the Thrifty

People who have been regularly adding to their ‘rainy-day-fast-cash’ savings accounts could find that they now have more than they need for emergencies.

A CD that pays interest that is two percent to three percent higher could generate more income. Many are nine, 12 or 18 month terms.

Banks frequently offer higher interest on CDs if they are funded with “new money.” That is, money that comes from another bank.

This is an attractive offer for people who have savings in one bank or credit union and who could use that money to buy a CD at another bank.



Each spring, West Virginia’s State Capitol Building is adorned with an array of color. Over 30,000 tulip bulbs alone are planted each year on six-inch centers. Soon after they have flowered and spent, 11,000 annuals are then planted on 12-inch centers.

Life Cycle Costing: What's It All About?

As part of this year's purchasing reform, the term, *life cycle costing*, was included in the legislative changes made to the **West Virginia Code**. But what does life cycle costing mean?

It is a technique often used by the Purchasing Division in the procurement of certain commodities. Many of us use this technique on a daily basis, possibly without even realizing it.

At the store, we may purchase a more expensive brand of laundry detergent because more loads can be cleaned using a smaller amount of detergent.

When buying a car, we are usually interested in fuel economy, reliability, and availability of service and parts...in addition to the actual purchase price of the car.

Even if you are not already familiar with life cycle costing, these examples illustrate the basis behind this concept. When we purchase a product, there are times when we need to evaluate all of its costs. These costs could include installation, maintenance, energy and disposal.

Although this technique appears complex, the concept is quite simple. By necessity, life cycle costing forces us to look at the item in the long term.

This technique is important today to the state because of rising operating costs of equipment which we purchase. The cost of purchasing equipment is somewhat less compared to the price of maintaining and using the equipment.

Life cycle costing enables the state to calculate in advance the hidden costs which are not reflected in the purchase price. Often, an item that has a high purchase price will have much lower overall costs than the

apparent bargain which comes in at the low bid.

Obtaining reliable data for life cycle costing analysis can be a problem, especially from manufacturers who are not familiar with this technique or are fearful that the data will be misinterpreted and damage their potential sales.

However, since this concept has been used for several years, most vendors, especially those offering high quality products, are now using this technique as a marketing tool.



Agencies Assigned to Senior Buyers Krista Ferrell and Roberta Wagner

The Purchasing Division recently announced the assignment of agencies for Krista Ferrell and Roberta Wagner, two of our senior buyers who were hired this past winter.

Ferrell is responsible for processing all transactions for the following agencies: Administration, Education, Tax, State Auditor, Employment Programs, Public Service Commission, Health Care Authority, School for the Deaf & Blind, Consolidated Public Retirement Board, PEIA, Rehabilitation Services, Culture and History, Education and the Arts, Motor Vehicles, Public Transit, Rail Authority and Port Authority.

Wagner is dedicated to the Department of Health and Human Resources purchasing transactions.



Krista Ferrell



Roberta Wagner

"We are pleased with how quickly Krista and Roberta have acclimated themselves to the job," according to Karen Byrd, Director of the Acquisitions and Contract Administration Section. "Our section has been extremely fortunate to have recently expanded our staff by four senior buyers, with the addition also of Michael Austin and John Abbott." Austin and Abbott, who were hired in March, are currently being trained and have not been assigned specific agencies at this time.

Advanced Technical Solutions Offers State Agencies “Personal” Touch

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information on the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

*West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. **No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.***

ization in IP telephony, routing, and switching. Similar partnerships with Microsoft, Equallogic and other leading vendors set the stage for the ability to grow the company.

In November of last year, ATS moved into their new facility which features a state-of-the-art data center and control room as well as administrative and technical engineering space.

Sims feels that because ATS has a small business focus, they can provide more attention to their clients. One example he cited was with the WV Board of Professional Nurses, for which they provided consulting services to help them better understand their technology. “We also did some programming for them on the web portal and took care of some of their network on the Windows side and PC things. We also offer regular support for their services. If they get in an area where they can’t access the system, have trouble printing or any kind of issues, we support them.”

John Dunlap, Manager of Operations and Network Services for the West Virginia Department of Environmental Protection, has had positive experiences with Advanced Technical Solutions. “By far, they’re probably one of the best information technology shops in the valley. They can provide hardware from a technology standpoint, to IT services, to contractual services, to engineering, to PC support, to design to basically everything that the Lan04 contract has in place whether it comes through hardware, software and/or services,” he said.

Last November, ATS became VARBusiness’ 2005 VAR of the Year, in the

Advanced Technical Solutions (ATS) of Scott Depot, WV, is a Cisco Systems premier partner and one of the statewide vendors awarded the Lan04A contract.

This contract includes local area network software, hardware and services for Cisco products. All work awarded under LAN04 undergoes a secondary bid process.

The company was first started in 1999 by brothers Gary Sims, Jr. and Brian Sims in Gary’s home as an information technology consulting business. They envisioned a business that could compete nationally, and the company quickly expanded into a full networking services operation that specialized in small businesses.

Sims said becoming a Cisco Systems premier partner has allowed them to take advantage of special-



President and CEO Gary Sims, Jr., said Advanced Technical Solutions can offer state agencies a “more personalized” service under the Lan04A statewide contract.

category of Homegrown Innovation. **VARBusiness** is the leading magazine covering strategy and technology trends for the solution providers and technology integrators.

ATS has grown to 20 employees and now serves more than 200 customers in seven states.

This contract is available on the purchasing website at <http://www.state.wv.us/admin/purchase/swc/LAN.htm>. Prior to using any statewide contract, agencies are strongly encouraged to check the website for contract provisions that may apply.

For questions concerning ATS contact:

Gary Sims, CEO/President
Advanced Technical Solutions
P.O. Box 149
Scott Depot, WV 25560

(304) 757-6542
(304) 201-4287 (fax)

gsims@atsnetworking.com

Current Statewide Contract Update

(As of April 15, 2006)

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 Senior Buyer Betty Francisco at (304) 558-0468 or via e-mail at bfrancisco@wvadmin.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
CABLE06A	Cable Products	Graybar Electric Co.	06/01/06

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
TCARD	Travel Card Services	10/20/05	Yes
ITECH06	IT Temporary Workers	03/14/06	Yes

Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
FRMTIRE06	Farm Tires	04/20/06	05/11/06
CELPHON06	Cellular Telephones	02/28/06	04/19/06
LABSUP06A	Laboratory Supplies	03/14/06	04/19/06
ABATMNT06	Asbestos Abatement	04/12/06	04/27/06
CANLINE06	Garbage Can Liners	04/18/06	05/03/06
MEDSUP06	Medical Supplies	04/25/06	05/11/06
WELD06	Welding Supplies	04/19/06	05/04/06
OFFICE	Office Supplies	04/27/06	05/17/06

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
TEMP04 [B, E, G, I, J-M, HH]	Temporary Service	Adecco USA, Express Service, Manpower, Saunders Staffing, Snelling Personnel Services, Temporary Employment Services, United Talent, Winans Sanitary Supply, Personnel Temporary Service	03/31/07
ENTPRZ05	Software	Software House	05/31/07
ALUM05	Aluminum Products	Rocal Inc	01/28/07
CEREAL05	Cereal	US FoodService	03/31/07
DFS05	Disposable Food Handling Products	US FoodService	03/14/07

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
WELD03	Welding Supplies	Mabscott Supply	06/30/06

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products included in each contract.

MAY

LAWN Lawn Equipment
XRAY X-Ray Film and Supplies

JUNE

DIGCOP Digital Copier Equipment
DWASH Solvents, Lubricants and Cleaners
FASTEN Fasteners and Accessories
INKCRT Ribbons and Laser Toners
LDPHONE Long Distance Telephone
ORACLE Oracle Software and Services
SAT Satellite Transponder Time
WATER Water Treatment Chemicals

Miscellaneous Action on Statewide Contracts

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
LAWN06B	Lawn Equipment	Moore's Tractor Sales & Service	Change model numbers; reduce pricing on item
PAPER06A	Paper	Liberty Distributors	Added four line items
PAPER06B	Paper	Unisource	Pricing change
LEXNEX06	Online Subscription	Lexis Nexis	Change contract coordinator
IP06	Information Processing Equipment	Lenovo	Change item number
OIL05	Oil	Harris Oil Co.	Change pricing

PURCHASING CONNECTION

2005 Fiscal Year-End Purchasing Procedures Reminder to Agencies

Documents containing the complete year-end processing plan and time lines are available online at www.wvfinance.state.wv.us/wvfimsmain.htm.

However, some of the highlights and important dates to remember for the year-end processing are listed below:

Expiring Accounts:

May 1: Last day Purchasing Requisitions (WV-35) for bid referencing expiring funds may be submitted to the Purchasing Division's Acquisition and Contract Administration Section for processing.

All pre-approvals must be obtained prior to submitting the expiring funds requisitions to the Purchasing Division.

June 9: Last day that non-bid requisitions (e.g., change orders, direct purchase orders, emergency purchase orders, and/or equipment contract orders) referencing expiring funds may be submitted to the Purchasing Division's Acquisition and Contract Section for processing. After June 9, 2006, agencies may walk through expiring requisitions up to 1:00 p.m. by June 30, 2006.

This is also the first day for fiscal year 2007 encumbrance documents may be entered into the West Virginia Financial Information Management System (WVFIMS). These transactions can only be approved to the Purchasing Division, Org. 0200.

July 3: First day the Purchasing Division will be able to encumber and electronically approve fiscal year 2007 encumbrance documents to the State Auditor's Office.

Non-Expiring Accounts:

June 9: Last day to submit fiscal year 2006 encumbrance (purchase order) documents to the Purchasing Division for non-appropriated Special Revenue and/or Re-appropriated Special Revenue accounts.

June 16: All encumbrance transactions (WVFIMS purchase orders and purchase order adjustments) that were unable to be processed by the Purchasing Division by this date will be rejected to the agency of origin.

July 3: Agencies may modify any encumbrance document that was reject-



ed to their agency due to year end processing to reflect the correct fiscal year on the split screen. Agencies may also begin approving fiscal year 2007.

Questions relating to year-end procedures should be directed to Technical Services Director Dan Miller of the Purchasing Division at (304) 558-2314 or David Sull of the State Auditor's Office at (304) 558-2261, ext. 2103.

Try Not to Manage ALL of Your Time

You may think of time management as working smarter and faster, but the author of *First Things First* provides a different focus.

Leadership guru Stephen Covey advises:

- Create a mission;
- Balance personal and work roles;
- Build relationships; and,
- Focus on activities with long-term payoffs.

Covey says we must spend less time on unimportant activities, no matter how urgent they may seem.

Don't be a deadline addict, he advises. That's a person who procrastinates until the last moment, but seems to thrive on the adrenaline rush they get when racing to the finish line. In the process, however, they neglect important life roles.

Work effectively and plan to meet deadlines by doing the work at the proper time.

Consider, says the author, what people will say about you on your 86th birthday. Then decide what you want them to say.

Find ways to make the favorable description of your lifetime come true. Remember that the quality of your relationships now reflects the state of your life/work balance.

Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

Diane Holley, Assistant Director
Communication and Technical Services Section
West Virginia Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
E-Mail Address: dholley@wvadmin.gov



Name _____
Organization _____
Address _____
Telephone Number _____
E-Mail Address _____
Need Information about _____

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