

# 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

## 2006 Agency Recognition Awards

### Purchasing Division Announces the Agency Recognition Awards

The Purchasing Division recently presented its 2006 annual agency recognition awards: the **Agency Procurement Officer of the Year** and the **Partner in Purchasing**. A special ceremony was conducted in the Great Hall of the Culture Center on December 21, with approximately 100 individuals in attendance.

The **2006 Agency Procurement Officer of the Year** award began in 1996, making this year the 11<sup>th</sup>



Bryan Arthur, the Fleet Coordinator for the Division of Corrections, was the 2006 recipient of the Partner in Purchasing award.

year of celebrating excellence in state public procurement in West Virginia. The purpose of this award is to recognize one individual working in the state purchasing field who has demonstrated high levels of performance and professionalism. Focusing on the value of expertise and cooperation of those individuals at the state level who handle their daily purchasing operations, this award has had many prestigious winners in the past, including:

- 1996: Edi Barker (BEP)
- 1997: Susie Teel (DEP)
- 1998: Lt. Col. Jim Powers (State Police)
- 1999: Jo Miller Bess (DHHR)
- 2000: Lendin Conway (DEP)
- 2001: Bev Carte (DNR)
- 2002: Ratha Boggess (Treasurer)
- 2003: Syble Adkins (Tax)
- 2004: Carole Woodyard (State Police)
- 2005: Diana Joseph (DNR)

For 2006, the Purchasing Division was pleased to announce Gloria Anderson of the Division of Culture and History as our **Agency Procurement Officer of the Year**.

*Continued on Page 5*



Purchasing Director Dave Tincher recognized Gloria Anderson of the Division of Culture and History as the 2006 Agency Procurement Officer of the Year.

## INSIDE...

- **Director's Comment:** Pride in Purchasing
- **Statewide Contract Spotlight:** Access Systems
- Senior Buyer Betty Francisco Honored as Department of Administration's Employee of the Year
- Statewide Contract Status Update

# THE DIRECTOR'S COMMENTS

## Taking Pride in Purchasing

By Dave Tincher  
State Purchasing Director

Often when people refer to the procurement function, what usually follows is the comment that it is one of the toughest jobs in state government. *Why is that?*

### Credit Card Payment Now Accepted for Vendor Registration

The Purchasing Division is now welcoming credit card payments for the annual \$125 vendor registration fee from businesses wishing to do business with the state.

Vendor Registration Clerk Erika Vance has the ability to process credit card transactions for the fee. Vendors wishing to pay the fee with a credit card may contact Vance at (304) 558-2311. The vendor must have a completed Vendor Registration and Disclosure Statement or a renewal notice. These forms may be faxed to Vance at (304) 558-3507.

The Purchasing Division has implemented many changes recently to make state purchasing simpler for our agency partners and vendor community, such as the online statewide contracts, electronic availability of bids within 24 hours of the bid opening, and downloadable request for quotations, the division continues to seek ways to make West Virginia "Open for Business."

Accepting credit card payments from vendors wishing to pay the vendor registration fee is yet another way to make doing business with our state more accessible.

One of the reasons for this reference is that there are stringent rules set in statute or legislative rule that must be followed to ensure the citizens of our state that their tax dollars are being spent the most efficient and effective manner.

Another reason is that the work ethics of government purchasing officials must be above and beyond most state employees. The phrase, "perception is reality," is true, especially in the case of individuals with the power to purchase goods and services, using taxpayers' dollars. If there is any doubt in anyone's mind that the validity of a purchase was questioned, the trust in our positions would be damaged. And, trust is the key in public procurement and we should value the confidence which the public has placed in each of us.

Recently, we had an opportunity to recognize two individuals whose performance and dedication were outstanding. Gloria Anderson of the

Division of Culture and History and Bryan Arthur of the Division of Corrections were the 2006 recipients of the **Agency Procurement Officer of the Year** and **Partner in Purchasing**, respectively.



In addition, for the second consecutive year, the Purchasing Division was pleased to have one of our employees selected as the Department of Administration's **Employee of the Year**. Senior Buyer Betty Francisco was announced at a special ceremony in late December as the 2006 recipient. Last year, Fleet Assistant Barry Gunnoe received this prestigious honor.

My gratitude and pride are extended to the Purchasing Division employees for their continuous dedication to the citizens of West Virginia. It may be a tough job in state government, but their performance illustrates dignity and efficiency.

## 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.)*

- ◆ **Department of Health and Human Resources**  
Request to provide pharmaceutical repackaging services
- ◆ **Department of Commerce**  
Request to provide a blanket contract to produce high quality, full color, process printed publications for all of the divisions within the Department of Commerce
- ◆ **Development Office**  
Request to develop a standard platform template for Internet sites
- ◆ **Department of Education**  
Request to renovate the department's 6th floor office space in Building 6 of the State Capitol Complex
- ◆ **Division of Highways**  
Request to provide citizen band radios / 40 channels with radio microphone and mounting bracket
- ◆ **Division of Juvenile Services**  
Request to provide officer uniforms

## Statewide Contract Spotlight...

# Customer Service Ranks Top Priority for Access Document Systems

Since its inception in 1988, Access Document Systems Corporation has been doing business with the state of West Virginia. Currently serving as one of the vendors for the statewide contract for furniture, filing systems, seating and cubicles (SYSFURN) as well as the statewide contract for supplemental technical personnel (ITECH06), Access represents Toshiba, Avaya, Nortel and Comdial on the Telephony/VOIP portion of the contract and Minolta, Canon, Kodak, Bell and Howell, Fujitsu and EMC on the Imaging/Micrographics portion of the contract.

"The state is our biggest source of revenue and are great to work with," said Robert Jones, secretary/treasurer of the company. "We cover the entire state and have been given the opportunity to compete and that's all we ask. We are service minded and have earned this reputation with the agencies."

Access Systems analyzes the agency's specific space and storage requirements, then develop solutions that maximize the available square footage with the goal to increase efficiency. Most of their clients realize a quick return of their investment, often in a matter of months, Jones said.

Customer satisfaction is their top priority. The products they offer come from leading manufacturers with a proven history of quality and reliability. Their experienced staff is manufacturer trained and certified to provide the highest level of satisfaction. Because of their superior customer service and support, Jones said they have acquired an extensive list of satisfied customers, including large county school systems, government agencies, financial institutions, medical offices, and law offices. "We have been and will continue to strive to be a major partner to the state of West Virginia," Jones said.

Department of Transportation Project Manager Kristi James said that Access currently provides maintenance on many of their document management scanners and one of their imaging products. "They have always delivered on time and worked with us to resolve any issues we might have. They are very service-oriented and whenever we call, we can be sure that they will



Although 85 percent of their business with the state is under the ITECH06 contract, Access Systems also is one of the vendors servicing the statewide contract for system furniture, filing systems, seating and cubicles (SYSFURN). They take pride in providing superior customer service and support.

respond in a timely manner by following up on issues that require more than one visit," she said.

Located in Kanawha City, Access provides online web service at [www.accesswv.com](http://www.accesswv.com) which allows for supply ordering, request placement, company contacts for sales and service, product research and literature for many of their products.

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information about 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.**

For additional information relating to Access' products on these statewide contracts, please contact Tammy Neville at [tneville@accesswv.com](mailto:tneville@accesswv.com) or Darius Sigmon at [dsigmon@accesswv.com](mailto:dsigmon@accesswv.com) for telephony business. For furniture/filing systems, contact Jack Chandler at [jchandler@accesswv.com](mailto:jchandler@accesswv.com). For imaging/micrographics, contact Rod Lipscomb at [rlipscomb@accesswv.com](mailto:rlipscomb@accesswv.com) or Herb Hess at [idmherb@aol.com](mailto:idmherb@aol.com).

The general contact information for Access Systems is listed below:

### **Access Systems**

**4108 MacCorkle Avenue, SE  
Charleston, WV 25304**

**(304) 340-4288 office**

**(304) 340-4293 fax**

This statewide contract, along with nearly 90 other statewide contracts, is available on the purchasing website at <http://www.state.wv.us/admin/purchase/swc>. Prior to using any statewide contract, agencies are strongly encouraged to check the website for contract provisions that may apply.



# Explanation Offered of Sole Source Determination in Accordance with New Statute

To clarify procedure relating to direct or "sole source" purchases pursuant to changes in the State Code and Emergency Legislative Rule as a result of the passage of House Bill 4031, "Purchasing Reform," the following guidance has been provided to agency procurement officers and personnel.

In sole source situations, competition is not available and the commodity or service may only be available from one source. Regardless of the dollar amount, written justification is required with the following criteria to be used by the Purchasing Division to determine the validity of the request:

**A.** Requested vendor is the only known source, or;

**B.** The items are of a unique or specific nature, or;

**C.** The request is not an attempt to circumvent the normal bidding procedures.

For direct or sole source purchases \$25,000 or less, the agency must complete an **Agency Purchase Order**. In addition, a written, signed quotation from the sole source vendor and written justification from the agency must be obtained. Fax quotations are permitted. A specific description, terms, FOB point of shipment, and price must be included in the signed quotation. The agency must maintain written documentation at their location certifying that no other sources are available and that the



agency exhausted all attempts to secure competition.

For direct or sole source purchases more than \$25,000, the agency is to submit a **Purchasing Requisition**, marked as "Direct Purchase," with a general description of the commodity or service, along with the vendor's quote, **Affidavit**, and **Non-Conflict of Interest Certification**. The agency should also submit the language for the sole source determination advertisement.

The Purchasing Division will advertise the potential sole source purchase in the **West Virginia Purchasing Bulletin** to ensure no other vendor may provide this commodity or service.

Should no vendor respond to the sole source advertisement, the agency's **Purchase Requisition** may be processed as a sole source purchase. An original, signed bid quotation from the sole source vendor must also be submitted with the completed **Purchase Requisition**. A specific description, terms, FOB shipping point, and price must be included in the signed quotation.

*Continued on Page 7*

*Sample language for the advertisement request of the sole source determination is printed below:*

## SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to **West Virginia Code** 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division at **team@wvadmin.gov** to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than \_\_\_\_\_ [INSERT DATE].

**Requisition Number:**

**Department/Agency:**

**Detailed Description of the Project:**

**Proposed Sole Source Vendor:**

**Specific Eligibility Criteria:**

**Specific Qualification Criteria:**

## 2006 Agency Awards

Continued from Page 1

Gloria serves as the agency procurement officer for her agency and has more than 25 years of experience in state public procurement.

Some of the attributes describing her by her supervisors and peers include professional, knowledgeable and competent. She has demonstrated a tireless effort that has resulted in monumental savings over the years and has created trusted contacts within state government and in the vendor community. Gloria has been labeled by her peers as a 'devoted comparison shopper.'

For being selected for this honor, Gloria received an engraved clock; a certificate of recognition signed by Gov. Joe Manchin III, Cabinet Secretary of Administration Robert Ferguson and Purchasing Director Dave Tincher; and free lodging and registration to the 2007 Agency Purchasing Conference.

The second award recipient announced at this ceremony was our **2006 Partner in Purchasing**. This award honors one individual who exceeds expectations in working as a coordinator of one of the programs administered by the Purchasing Division, including fleet management, travel management, surplus property, TEAM and fixed assets.

Some of the past recipients of this award include:

- 2000: Brent Kessinger (DEP)
- 2001: Barbara Haddad (IS&C)  
Susie Teel (DHHR)
- 2002: June Casto (DEP)
- 2003: Pat Holtsclaw (ABCC)
- 2004: Tammy Canterbury (DEP)
- 2005: Patty Mills (Lottery)

The criteria for this award, as with the Agency Procurement Officer of

the Year, for which the Purchasing Division evaluates each nomination includes tenure, performance, communication skills, internal training efforts, cooperation with agency and purchasing staff, positive image for the agency, good purchasing practices and participation in professional organizations.

For 2006, the Purchasing Division proudly recognizes Bryan Arthur of the Division of Corrections as our **Partner in Purchasing**. Bryan serves as an agency fleet coordinator for his agency. He reviews all requests from the Division of Corrections and assembles the necessary information to ensure the final submission of the yearly vehicle requests are complete and timely.

He provides a well organized, outstanding work product, according to Bryan's peers and supervisors. He communicates well with all fleet coordinators and the Fleet Management Office and receives positive feedback from his agency's field staff. Bryan is always willing to go above and beyond in assisting the agency and Fleet Management Office and is labeled as effective, pleasant and a great team leader.

His creativity has resulted in the reduction of unnecessary tasks and paperwork, while ensuring all fleet guidelines are followed accordingly. As the recipient of this year's **Partner in Purchasing**, Bryan received an engraved plaque; a certificate of recognition signed by Governor Manchin, Secretary Ferguson and Purchasing Director Tincher; and free lodging and registration to next year's purchasing conference.

Congratulations to Gloria and Bryan for being selected as the Purchasing Division's agency recipients for 2006. Their hard work and dedication has been recognized and valued.

## Mike Sheets Joins the Purchasing Division as Contract Manager

The Purchasing Division is pleased to welcome back Mike Sheets as our first ever contract manager.

Sheets, who previously served as senior buyer for the Purchasing Division, has returned to accept a new position to lead the Contract Management Unit under the Acquisition and Contract Administration Section. Within this Unit, contract management and inspection services will be managed.

This unit includes Sheets, Inspectors Susan King, Shane Hall and Junior Blount and Purchasing Assistant Kristi Strader.

Next month's issue of **The Buyers Network** will include more details on the responsibilities and challenges of this new unit.

### TEAM SYSTEM Hours of Service

Several agency procurement officers have requested the hours for which the TEAM purchasing system is available for use. Generally, the system is available on the following schedule:

Monday - Saturday  
7:15 a.m. to 8:45 p.m.

Sunday  
12:15 a.m. to 8:45 p.m.

Please note that after normal business hours, availability cannot be guaranteed due to occasional, unforeseen maintenance needs. If the Purchasing Division knows in advance that the system will be unavailable pursuant to the schedule, an email will be distributed to agency procurement officers for their information.

# Current Statewide Contract Update

(As of December 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](http://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](mailto:bfrancisco@wvadmin.gov).

## Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
<b>SBUS07 [A-C]</b>	School Buses	Matheny Motor Co.; Blue Bird Bus Sales; Mountain Int'l	12/01/06
<b>LITTER07</b>	Litter Grabbers	Pile Hardware	01/01/07
<b>TCARD06</b>	Travel Card Bank Services	United National Bank	01/01/07

## Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
<b>PAINT07</b>	Paint and Accessories	12/19/06	Yes
<b>INKCRT07</b>	Toner and Ink Cartridges	10/31/06	Yes
<b>LIGHT07</b>	Lights and Ballasts	12/14/06	Yes
<b>PHOTO07</b>	Photographic Supplies and Film	11/16/06	Yes

## Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
<b>RECYCLE07</b>	Recycle Pick Up and Disposal	11/17/06	01/22/07
<b>OFFICE07</b>	Office Supplies	01/11/07	01/25/07

## 2007 Agency Purchasing Conference... Mark Your Calendars!

The 2007 Agency Purchasing Conference is tentatively scheduled for October 9-12 at Stonewall Jackson Resort.

Additional information will be made available as the date approaches in terms of lodging arrangements and timelines.

Mark your calendars now for this statewide event!

## Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
<b>RECMGT00A</b>	Records Management	Archive Services	02/28/07
<b>RSHEET05</b>	Reflective Sheeting	3M Company	06/30/07

## Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
<b>MV07 [C-D]</b>	Motor Vehicles	[C] General Truck Sales; [D] Glen Dale Motor Company	[C] Added Class 23; [D] Remove Class 23
<b>WATERT07</b>	Water Treatment Chemicals	C I Thornburg	Revise Price List

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

### JANUARY

#### CEREAL

*Breakfast Foods; Cereals*

#### CANLINE

*Can Liners*

#### DFS

*Disposable Food Supplies*

#### SANPAP

*Sanitary Paper Supplies*

#### SELECT

*Microsoft Products*

### FEBRUARY

#### CABLE

*Coaxle Cable*

#### ENTPRZ

*Microsoft Enterprise Software*



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# PURCHASING CONNECTION

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## Betty Francisco Selected as 2006 Department of Administration's Employee of the Year

During a special ceremony on December 20, Senior Buyer Betty Francisco of the Purchasing Division was named the 2006 Department of Administration's **Employee of the Year**.

Nominated by her peers, Betty was selected from the twelve **Employees of the Month** for 2006, based on ballots submitted by the Department of Administration's employees.

As a senior buyer, Francisco exclusively manages all statewide contracts for frequently used commodities and services. This entails overseeing all aspects of the procurement process from reviewing requisitions for accuracy and completeness; researching the market; evaluating bids; and reviewing and awarding purchase orders to lowest bidders. She also supported the initiative of placing all statewide contracts and requisitions for bid on the division's Internet site. The online statewide contracts alone have saved the state more than \$50,000. Betty has worked for state government for 27 years.



The most common accolade, among many of her co-workers and agency customers, is her spirit of excellence, dedication and high work ethics.

Upon her name being announced for this honor, Betty stressed how she valued this recognition, considering the dedicated co-workers within the Purchasing Division. "Purchasing is not an agency for people who are looking for an easy job. The people here work very hard. So, to even be nominated for **Employee of the Month** by them was unbelievable. I was especially honored to be among the other monthly winners for the **Employee of the Year**," she said.

On behalf of all of our employees within the division, congratulations to Betty Francisco, our department's 2006 **Employee of the Year**.

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### Sole Source Determination

Continued from Page 3

Sole source purchases require a completed WVFIMS agency coversheet; an original signed vendor quotation; a signed letter of justification from the agency; and, if the vendor offers alternate terms and conditions, an **Agreement Addendum (WV-96)**.

If a vendor does respond to the sole source advertisement, indicating they can provide the commodity or services advertised, the sole source **Purchase Requisition** may be canceled and the agency must resubmit a new **Purchase Requisition** with detailed specifications. The Purchasing Division will process this requisition competitively and advertise in the **West Virginia Purchasing Bulletin** accordingly.

For additional questions relating to direct or sole source purchases, please contact your assigned buyer within the Purchasing Division.

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## Sandy Singleton Retires from Purchasing Division

Office Assistant Sandy Singleton retired from the Purchasing Division, effective December 27. Sandy has worked for Assistant Director Diane Holley of the Communication and Technical Services Section for the last five years, performing administrative duties and assisting with various special projects.

"It has been a very good experience," Singleton said. "It's one of the best places I've ever worked and I'm really going to miss everybody."

Singleton's retirement plans include catching up on her rest and reading. She said she would like to do more traveling and spend more time with her family. The Purchasing Staff extends its best wishes to Sandy for a happy and relaxing retirement.



Office Assistant Sandy Singleton retired from the Purchasing Division. She assisted Assistant Director Diane Holley for the last five years on various special projects.

# 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 \_\_\_\_\_

\_\_\_\_\_

## In This Issue... Did You Read About?

- Purchasing Division announces its 2006 recipients of the agency recognition awards... **See Page 1.**
- Credit card payments now accepted for vendor registration... **See Page 2.**
- Statewide Contract Spotlight:** Access Systems... **See Page 3.**
- Sole source determination explanation offered... **See Page 4.**
- Current Statewide Contract Update... **See Page 6.**
- Senior Buyer Betty Francisco selected as the Department of Administration's 2006 Employee of the Year... **See Page 7.**

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