

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

2008 Agency Purchasing Conference Achieves High Marks From State Agency Purchasers

According to evaluation forms submitted by participants of the 2008 Agency Purchasing Conference conducted on October 14-17, 2008, at Canaan Valley Resort in Davis, WV, this annual training event met the educational training needs of our state agency purchasers.

Based on 90 responses, 91 percent of the participants rated the overall conference as "excellent" or "good." The remaining nine percent rated the conference as "fair." The organization of the conference received a 88 percent rating of "excellent" or "good," with the



Senior Buyer Roberta Wagner was among the presenters at the 2008 Agency Purchasing Conference at Canaan Valley Resort in Davis,.

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remaining 11 percent as "fair" and one percent as "poor."

"Feedback from conference participants is an invaluable resource," said Purchasing Director Dave Tinchler. "We weigh their opinions heavily and utilize many of their ideas in planning future training events."

Listed below are some of the results attained from the evaluation analysis:

REGISTRATION

EXCELLENT	73%
GOOD	26%
FAIR	1%
POOR	0%

Please see CONFERENCE, Page 2

THE DIRECTOR'S COMMENTS

Purchasing Focuses on Commitment in Service Level Agreements

By Purchasing Director Dave Tincher

Recently, as director of the Purchasing Division, I distributed a letter serving as our service level agreement to our all of our agency purchasing liaisons within each agency of state government expressing our commitment to providing quality services necessary to assist them in meeting the mandates of their agency.

We take the "mission" of our agency seriously, which is to provide valued services to our customers by making sound and effective decisions in accordance with state law.

As a customer-driven organization, we strive to exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible cost; to continually improve the services we offer to maximize the efficiency of state government; and to provide leader-

ship and guidance to our customers – state agencies, vendors, legislators and the general public – in building lasting business relationships.

To assure that your needs are met in an effective and efficient manner, I expressed in it is our intent to take action on all typical transactions received by our buying staff within three business days of receipt. Transactions which are more complex in nature, such as requests for proposals, will require more assessment time.

We realize the importance of efficient and expedient processing of your purchasing transactions and promise to work closely with you to meet your needs and expectations. My professional pledge to all of our agency purchasing



liaisons is that the Purchasing Division will continue to strive to not only meet but exceed the expectations of our customers.

Our buying staff is organized with assignments to specific agencies in order to offer direct, consistent communication and timely processing of your purchasing needs.

Should exceptional situations, concerns or needs arise for which you believe I may be able to assist you, please contact me directly at your convenience at (304) 558-2538 or via e-mail at david.r.tincher@wv.gov.

I express my appreciation to all of our agency purchasing partners for your continued support and cooperation with the Purchasing Division in pursuing our division's mission.

CONFERENCE

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ORGANIZATION

EXCELLENT	44%
GOOD	44%
FAIR	11%
POOR	1%

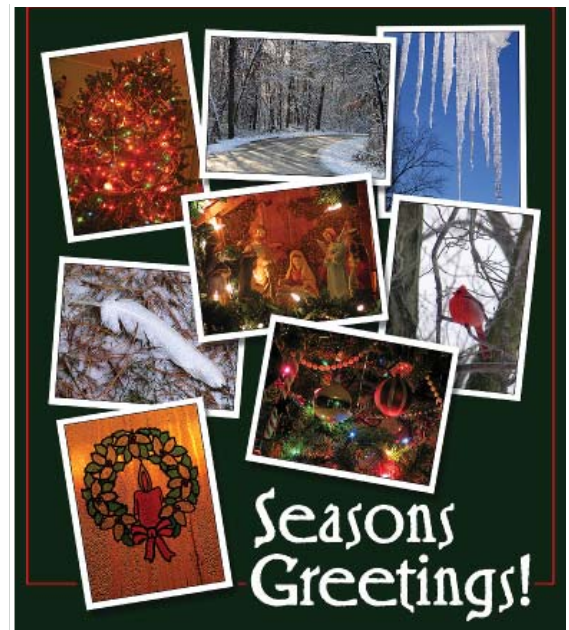
OVERALL OPINION

EXCELLENT	36%
GOOD	55%
FAIR	9%
POOR	0%

Respondents gave high marks to both the game show "Wheel of Misfortune" and the banquet guest entertainer John Slicer. Many of the numerous classes offered during the conference were rated excellent or good by those in attendance.

Also praised was the emphasis on the state law, rule and handbook procedures, as well as the helpfulness and accessibility of the Purchasing Division staff.

The Purchasing Division appreciates the feedback of this year's conference participants. Planning is beginning on the 2009 Agency Purchasing Conference. More details will be reported in this publication as they become available.



The Purchasing Division
Staff Wishes You and
Your Family a Wonderful
Holiday Season!

Method One Communications Simplifies the Way Agencies Can Meet Telecommunication Needs

One major challenge facing all companies today is the ability to keep current with the rapid pace of communication technology changes, particularly with the rise in Internet and wireless technologies. One Charleston-based company has taken a unique approach to greatly simplify and make for a more cost-effective way for companies to select their telecommunication needs.

Method One Communications, a successful vendor for the statewide contract for long distance telephone service (LDPHONE8), provides intrastate, interstate and international long distance service; calling cards; inbound toll-free; and directory assistance to all state agencies and participating political subdivisions.

Founded in November, 2003, the company serves as a telecommunication wholesaler to customize applications for companies and organizations. Method One has contracts

with more than two dozen providers like AT&T, Sprint and Qwest. In turn, this allows Method One to mold those contracts into the right system for a particular agency or business.



“The vision of Method One Communications was to bring service back to the telecommunications industry by providing superior customer support, customized telecommunications applications, simplified billing, and competitive pricing,” said Kent McMillion, president and founder of Method One.

“We are a single-source solution for those companies looking for specific telecommunication needs. Our core specialty is to bundle a variety of network and hardware options into a seamless solution for a company. Doing this allows us to save our customers save money and find the best solutions for their needs.”

The LDPHONE8 contract is

Method One’s first statewide contract. In addition, the company provides products and services for approximately 1,000 clients across the United States, which also includes county and federal contracts.

Method One has five full-time employees at its Charleston headquarters, and several contract employees. Method One has satellite offices in Kitts Hill, Ohio and at the state Office of Technology.

To learn more about Method One Communications and review the comprehensive listing of services and products, contact the business at:

Kent McMillion, President
Method One Communications
403 Pennsylvania Avenue
Charleston, WV 25302

304-720-6460

www.method-one.net

kmcmillion@method-one.net

*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.



Patty Fowler, office manager, and Ron Hahn, operation manager, are two Method One Communications employees who work closely on the LDPHONE8 statewide contract for long distance phone services.

Procurement Officer Profile...

Angela Negley Juggles A Variety of Purchases with DNR

On the job as the procurement officer for the Division of Natural Resources since April 1, Angela Negley said she is constantly amazed with the variety inherent to the agency. One day, it was to have repair a leaking steamboat at Blennerhassett Island Historic Park in Parkersburg. In recent weeks, it has included working toward new playgrounds for the state parks, buying pistols and holsters for the division's law enforcement branch, and purchasing bear tracking devices.

"We purchase everything from fish food and fish to pistols and deer decoys," she said. "This agency is enormous, and its presence in the state of West Virginia is huge."

Negley came to the DNR with 20 years of experience, beginning as a graduate intern during her masters work in political science from West Virginia University. Hired as a legislative analyst after graduation, Negley segued into the Bureau of Public Health as a research analyst and then to the Department of Environmental Protection as an environmental resources specialist.

It was during her time at DEP that Negley began her experience in procurement, by working with reclamation and construction contracts in an abandoned mine lands and reclamation program. That experience paid dividends in her next position at the Development Office, working as a community development specialist in a HUD-funded program focused on water and sewer development.

But it has been the expansive nature of DNR that Negley said has truly challenged her. Working with 35 state parks, nine state forests and 79 wildlife management areas, as well as the division's own law enforcement branch, had given Negley a crash course lesson in numerous areas, ranging from animal care to the basics of hotel management.

"The Division of Natural Resources is really in the hotel business," she said, talking about the resorts the DNR operate throughout the state. "Our parks are almost like small towns, and we have a lot of property that continually needs



Angela Negley said the hard work and determination of those in the field is part of what makes her job as procurement officer for the Division of Natural Resources worthwhile.

improved and contained."

All purchases more than \$5,000 are sent through Negley's office, with purchases under \$5,000 handled at the local offices. Negley said often times, the local offices only make one or two purchases a year, so her job is frequently keeping up on new state purchasing regulations.

She credits the hard work and determination of those in the field. "The people who work in the field, they have ownership, and they want the best," she said. "The people in this agency love what they do."

Negley said the purchasing reform of recent years has been beneficial. She said DNR plans to hire a buyer for the agency who can devote himself to writing the technical aspects required for purchases. Negley said the goal is to standardize purchasing for the agency.

Even as she is learning on the job, Negley said she has found herself enjoying the work and the challenges she finds on a daily basis. "My job is never boring," she said. "Sometimes you push paper across your desk, but it is great to see the effect you have."

Purchasing Division Announces Jeanne Barnhart as New Vendor Registration Clerk

Effective October 16, 2008, Jeanne Barnhart became the new vendor registration coordinator for the Purchasing Division.

She is responsible for reviewing incoming vendor forms for completeness; entering vendor data into the TEAM purchasing system; and depositing registration fees. She is also avail-

able to answer questions from vendors and agency procurement officers regarding eligibility and registration status. Vendor registration is required by West Virginia Code §5A-3-12.

Barnhart previously served as the Purchasing Division's receptionist. She replaces Erika Vance who resigned to further her education on a full-time basis.

Cash Registers Will Be Ringin' During the Holiday Season At Surplus Property

With the holiday season just around the corner, the West Virginia State Agency for Surplus Property is seeing direct sales to the public continuing to gradually increase, said Surplus Property Manager/Assistant Purchasing Director Ken Frye. Frye credited the increase to word-of-mouth.

"Word is starting to get out," he said. "I think it is going to just keep getting bigger."

In addition, Surplus Property has returned to eBay, using the online retailer to sell unusual or high-ticket items, ranging from vehicles to medical equipment.

Surplus Property began offering direct sales to the public in June following passage of legislation during the 2008 Regular Session. Previously, the general public had to submit a sealed bid on an item and wait five days for the bid to be opened, and then return to pick up the item if the bid was a winning bid. Now, the public may purchase items directly from the Surplus Property lot in Dunbar.

Frye said office furniture, computers and computer equipment, and vehicles are the three biggest sellers, with vehicles bringing in the highest amount of revenue. He said many vehicles sold by Surplus Property are bought by used car dealers, who then sell the vehicle for a profit.

"Now the public has the opportunity to buy at the same price a dealer would pay," he said.

Frye said the return of eBay sales



Direct sales at the West Virginia State Agency for Surplus Property have been on the rise, said Surplus Property Manager Ken Frye.

followed a brief suspension to work out technical problems. The agency had begun selling on eBay earlier this year, through a contract with Black Knight Trading Company, a Dunbar-based company specializing in sales on eBay.

The focus on eBay is on larger or unique items which have been surplus. Frye said vehicles, particularly

SUVs and pickups, which have seen sales decline elsewhere, are popular on eBay. "We have been really successful with some of the vehicles," he said.

As the holidays approach, Frye said he expects to see sales rise. Traditionally, he said, sales increase, with computer equipment and laptops popular. "We do get a lot of holiday traffic," he said.

Surplus Property Offers Reminder About State Property Pickups

Surplus Property Manager/Assistant Purchasing Director Ken Frye would like to offer some reminders to state agencies on property pickup for agency locations.

• Surplus Property attempts to schedule pickups within one business week. However, during the preparation time the week before a public auction held at the agency's Dunbar location, as well as two to three days afterward, the agency

does not schedule pickups or accept deliveries of property.

• Surplus Property can only make pickups in the Charleston metropolitan area. As a self-supporting agency, Surplus Property must factor in the costs of handling, vehicle mileage and staff expenses. However, in special situations, for example if several pickups can be combined, special arrangements may be made.

• Agencies may use the statewide

moving contract for large deliveries to Surplus Property that the agency can not transport. Information about the moving contract is available on the Purchasing Division Web site at <http://www.state.wv.us/admin/purchase/SWC/MOVE.htm>.

For more information on scheduling property pickups, contact Surplus Property at 304-766-2626 or toll free at 1-800-576-7587.

Pre-bid Conferences Recommended for Major Acquisitions Early In the Solicitation Cycle

The Purchasing Division recommends that state agencies conduct “pre-bid conferences” on major acquisitions early in the solicitation cycle. These conferences are conducted by the state agency with potential bidders when solicitations for complex, large dollar requirements are specified. Conducting these conferences provide an opportunity to emphasize and clarify critical aspects of the solicitation, eliminate misunderstandings and encourage vendor participation. Pre-bid conferences are addressed in Section 4.7.7 of the Purchasing Division Procedures Handbook.

The Purchasing Division may participate in these pre-bid conferences; however, in all cases, the agency procurement officer or designee, who is trained and knowledgeable of the state procurement process, conducts these events.

Vendor attendance at these conferences may be optional or mandatory. That decision is left to the agency. If mandatory attendance is required, only bids or proposals from those vendors represented at the conference will be accepted. Teleconference attendance is prohibited, unless specified in the bid document.

Agencies designating mandatory pre-bid conferences must have sign-in sheets available, containing the following information: name of company, person attending (signature and printed name), address, telephone number and facsimile number.

The header information on the sheets should include the requisition number and the date and time of the pre-bid conference. The original sheet must be submitted to the Purchasing Division. No single individual may represent more than a single vendor.

It is recommended that pre-bid conferences be scheduled on Tuesdays through Thursdays between 10 a.m. and 3 p.m. to encourage more participation. A sample agenda for a pre-bid conference includes:

PURCHASING REPRESENTATIVE

- Provide the “sign-in sheet.”
- Make available a few extra copies of the bid documents.
- Offers opening remarks.
- Remind all attendees to complete the “sign-in sheet” (emphasize its importance.).
- Identify the project by Request For Quotation or Request For Proposal number and generic scope of work.



- Introduce the user agency representatives.
- Review important general information items:

- Inquiries
- Vendor Registration
- Oral Statements
- Bid proposal submission process
- Schedule of events
- Bonding Requirements (Bid, performance, litigation, etc.)

AGENCY REPRESENTATIVE

Agency personnel will open the technical specifications for discussion by item with all attendees. Items that all parties, including the agency and Purchasing Division representatives, agree need to be amended by addendum will be recorded by the agency to aid in preparing the addendum. All clarifying statements and questions shall be addressed on an addendum. Once the discussion of the technical specifications has concluded, the agency representative requests the Purchasing representative to discuss “General Terms and Conditions” of the solicitation.

PURCHASING REPRESENTATIVE

Purchasing Division representatives will discuss the part “General Terms & Conditions” and then proceed to discuss the format, evaluation, and, in the use of Request For Proposals, the cost proposals and Minimum Acceptable Score concept.

AGENCY AND PURCHASING REPRESENTATIVES

Purchasing Division representatives will review items to be included in the addendum if at all possible. For items deferred, the information will be addressed in the addendum after management has had an opportunity to consider the issue.

Agency personnel should close with remarks and extend his or her appreciation to all individuals for their attendance. For more information about state purchasing procedures, visit our online **Purchasing Division Procedures Handbook** at:

<http://www.state.wv.us/admin/purchase/Handbook/default.htm>

Current Statewide Contract Update

(As of November 15, 2008)

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 <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at Jo.A.Adkins@wv.gov.

Out For Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
X-RAY09	X-ray film, chemicals and dry media	N/A	12/23/2008
PAPER09	Various paper	11/20/2008	12/11/2008

New Contracts

Contract	Description	Vendor	Dates
MA05SW20	Masterterm & conditions	Environmental Systems Research Inc.	10/22/2008-10/21/2010
PC09A	Police cruisers	Glen Dale Motor Co.	11/01/2008-10/31/2009
PC09B	Police cruisers	Stephens Auto Center	11/01/2008-10/31/2009
PC09C	Police Cruisers	Country Club Chrysler Dodge	11/01/2008-10/31/2009

Under Evaluation

Contract	Description	Bid Opening	Under Eval
SBUS09	School Buses	10/09/2008	Yes
DIGCOP09	Digital Copiers	09/15/2008	Yes

Contract Renewals:

Contract	Vendor	Description	Date
LAN07A	Alpha LAN Technologies Inc.	LAN software, hardware & service	12/15/2008 to 12/14/2009
LAN07HA	Verizon Network Integration Co.	LAN software hardware & service	12/15/2008 to 12/14/2009
CPHONE07B	ATT Mobility	Cellular telephone service	11/01/2008 to 10/31/2009
LAN07B	Advanced Technical Solutions	LAN software, hardware, & service	12/15/2008 to 12/14/2009
LAN07C	Citynet LLC	LAN software, hardware, & service	12/15/2008 to 12/14/2009
LAN07G	Pomeroy Computer Resources	LAN software, hardware & services	12/15/2008 to 12/14/2009
CPHONE07A	Ntelos	Cellular telephone service	11/01/2008 to 10/31/2009
TCARD06	United Bank Inc.	Travel card service	01/01/2009 to 12/31/2009
SYSFURN07G	Kimball International	Office furniture	11/01/2008 to 10/31/2009
SYSFURN07I	Trendway Corporation	Office furniture	11/01/2008 to 10/31/2009

Contracts Extended

Contract	Vendor	Description	Date
DIGCOP04A	Sharp Electronic Corp.	High & low volume digital copier	11/01/2008 to 11/30/2008
DIGCOP04G	Superior Office Service Inc.	High & low volume digital copier	11/01/2008 to 11/30/2008

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
FUEL09A	Guttman Oil Co.	Gasoline	To correct effective date-10/01/2009 to 09/30/2009
FUEL09B	R.T. Rogers Oil Co.	Gasoline	To correct effective date-10/01/2009 to 09/30/2009
FUEL09C	Tri State Petroleum Corp.	Gasoline	To correct effective date-10/01/2009 to 09/30/2009
MA05SW19	IBM Corporation	Master agreement	To amend negotiated terms & conditions

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.

DECEMBER

ALCOHOL06	Ethyl alcohol
ENCRYPT08	Recycling of electronic equipment
HRDEV09	Human resources related personnel assessment tools
ITECH07	Technical services
LDPHONE8	Long distance phone service
LIGHT07	Light bulbs
MA01SW03	MSRI master agreement
OFFICE07	Office supplies
PHOTO07	Photo and film supplies

JANUARY

CEREAL08	Cold breakfast cereals
CLRM08	Classroom furniture
CRENTAL08	Car rental services
DFS08	Disposable food supplies – paper cups, napkins, etc.
ERCYCL07	Recycling of electronic equipment
WAN08	Wide area network hardware, software and service

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
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West Virginia Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
E-Mail Address: Diane.M.Holley@wv.gov

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

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