

THE BUYERS NETWORK

MARCH 2010 - VOL. 20, ISSUE 3

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 Module Offers the Best Value Training at the Convenience of our Agency Purchasers

A new training module now available on the Purchasing Division Web site offers agency members who will be part of the evaluation committee for the Request for Proposal (RFP) process to take Best Value Training. Best Value Training is required for participants on a RFP evaluation committee.

The online module came as a response to increased agency interest in Best Value Training. "There was a steady request for the class," said Staff Development Specialist Brian Holmes. Holmes said the Purchasing Division had been offering the Best Value Train-

ing courses regularly, and the online module would give agencies greater convenience in training. "With the online component, agencies may prepare for the RFP process based on their own schedule," he said.

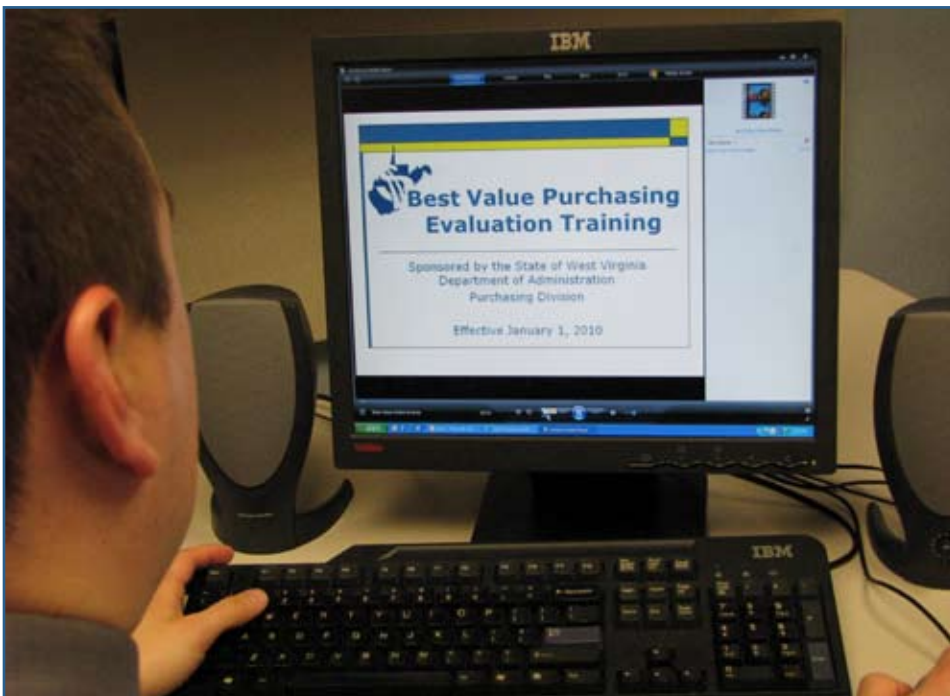
The module is a narrated video file similar to previous modules available on the Purchasing Division Web site. To prepare the module, a buyer's live training was recorded,

transcribed, and adapted to online using the trainer's PowerPoint slides. The training session is also available for download separately as a PowerPoint presentation.

The training session is valid for one year before it must be re-taken if serving on a new RFP evaluation committee.

Once the training is complete, a Best

Please see **MODULE**, Page 6



Agency employees may take the Best Value Training class online, which is required for participation on an RFP evaluation committee. The new online module allows agency employees to work within their schedule to gain this valuable training.

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THE DIRECTOR'S COMMENTS

Legislative Session ... a Busy Time at the Purchasing Division

By Purchasing Director Dave Tincher

During the Regular Session of the State Legislature, it is not uncommon for an increased amount of questions from our state legislators relating to state procurement. They answer to their constituents, who are, in turn, our customers as well...the state taxpayers.

Our jobs as state procurement officers touch nearly every aspect of state government. For every purchase made, a program or service is being administered to assist a citizen of West Virginia. Therefore, there is an interest in how our processes work and the procedures we have in place.

In most cases, our procedures fall in step with the **West Virginia Code** and the **Code of State Rules**. For situations

which are not statutorily stipulated, the Purchasing Division uses the intent of the law and rule to ensure a fair, timely and ethical process.

The Purchasing Division tracks the various bills each legislative session that relate specifically to the Purchasing Division and the various programs we administer as well as those relating to the procurement process in general. This has been a very busy legislative session for us due to the number of bills that have been introduced affecting our agency and the process.

As the legislative session comes to a close later this month, we will be soon



sharing with you any possible changes that may go into effect as a result of any passed legislation. We continue in our attempt to strengthen and improve the process and operations for which the Purchasing Division maintains responsibility and oversight. With the implementation of e-Procurement within the next several months, we expect

more positive changes affecting the state purchasing process.

It is our goal to enhance our accountability and efficiency, while maintaining our ethical internal controls along the way. Our staff continues to extend our appreciation to our agency partners in helping us meet this goal.

Revisions Made to Purchasing Division Procedures Handbook

The **Purchasing Division Procedures Handbook** has been revised, effective February 15, 2010, and is now available on our Web site at: www.state.wv.us/admin/purchase/Handbook/default.htm.

The following sections and subjects contain updated language. Procurement officials are encouraged to review them in full online.

Acquisition Planning is discussed in Section 4 of the **Handbook** and wording has been updated in Section 4.6.1.4 which deals with technology infrastructure purchases. The new language cites **West Virginia Code §5A-6-4 (3) which states that the "Chief Technology Office (CTO), in conjunction with the Information Services & Communications Division (IS&C) of the Department of Administration, must review and approve all data processing procurements for state agencies. However, state agencies may procure computer application software and other non-infrastructure software, as well as IT consulting services with an estimated value of less than \$10,000 without CTO approval, but must provide copies of agency purchase orders to the CTO. All purchases of computer hardware, software and consulting ser-**

vices in excess of \$10,000 must have prior approval of the CTO before it can be processed."

Other changes in Section 4 include revised language for dealing with Emergency Purchases in Section 4.7.1.4 where it now states that "Agencies must first examine mandatory contracts and other internal sources for availability of the product or service and utilize such." This same wording appears in Section 8.6 which also discusses Emergency Purchases.

In Section 6 which deals with Agency Delegated Acquisition Procedures, item 6.2.1 which deals with the Solicitation of Bids has been updated to note procurement officials need to now refer to Section 4.6.1.4 for procedures relating to technology purchases. The same reference to technology purchases is now noted Section 7.2 that deals with the Bid Process.

Item 7.2.4 discusses the evaluation

committee and its training (see related story, page 1). The new wording states, "A Purchasing Division representative or agency procurement officer, at the discretion of the Purchasing Director, shall may be present to observe and ensure that proper procedures are followed in the final evaluation and assignment of scores."

The Sole Source Determination form in Appendix N has been modified to note that those submitting the form must do so by "1:30 p.m. EST" on the day it is requested to be submitted.

An e-mail was sent to all procurement officers with a detailed summary of these changes. For questions or additional information the **Handbook**, please contact your agency's designated buyer within the Purchasing Division. For a list of buyer assignments, visit www.state.wv.us/admin/purchase/byrassign.pdf.

Agency Delegated Purchasing Class Date Changes

The Agency Delegated Purchasing class set for March 3 has been moved to March 10. The time remains the same (10 a.m.-11 a.m.), but the location has changed. It will now be held at Building 15 instead of Building 7.

Plans Underway for the Purchasing Division's OPEN HOUSE on May 4

The third annual Purchasing Division **Open House** is scheduled for Tuesday, May 4, from 10 a.m. to 2 p.m. at its offices in Building 15, 2019 Washington Street, East, in Charleston.

This year, the Purchasing Division is offering those procurement officials who attend a chance to win a complimentary registration fee to the 2010 Agency Purchasing Conference at Canaan Valley Resort on September 14-17. One name will be drawn from all **Open House** attendees to receive the complimentary registration.

The **Open House** will be similar in format to this event offered for the past two years. There will be no set agenda for the day. Tours of the facility will be offered, but more importantly, the entire staff will be available to discuss specific purchases that are either being prepared or currently in progress.

The informal gathering will allow state agency purchasing personnel to become



more familiar with staff and to learn more about additional Purchasing Division programs, such as inspection, training, Surplus Property, Travel Management, and Fleet Management.

Agency purchasing officers are welcome to attend any time during the **Open House**. Printed resource materials will be available for reference purposes regarding all aspects of the Purchasing Division. Refreshments will be served.

Additional information relating to the **Open House** will be featured in the April issue of the *Buyers Network*, along with e-mail correspondence to our agency designated contact persons.

Mark your calendars now!

Check Here First!

Purchasing Division Web Site Has Page Devoted to Mandatory Contracts and Internal Resources

The Purchasing Division has a new feature on its Web site detailing the mandatory contracts and internal resources which must be checked first by state agencies prior to seeking competitive bids.

The mandatory contracts and internal sources include statewide contracts; agency open-end contracts existing for the commodity or service; West Virginia State Agency for Surplus Property; Correctional Industries; and the West Virginia Association of Rehabilitation Facilities, also known as State



Use Program.

Procurement officials are reminded that if the product/service is available from one of these sources but that source is not able to supply the product/service, a waiver must be obtained and retained with the purchase order file for each transaction to which the waiver applies.

For a complete description of each contract and/or source as well as when they are applicable, visit www.state.wv.us/admin/purchase/internalsources.htm.

Weekly E-mails are Reminders to Keep Awareness of Agency Purchases

Procurement officials are encouraged to keep their staff, field offices and agency leadership informed of their agency's purchasing transactions through weekly e-mails sent by the Purchasing Division.

The weekly Purchasing Division e-mail provides procurement officials containing a link to the most recent issue of the *West Virginia Purchasing Bulletin* and a direct link to that week's updated *Requisition Status Report* which can be viewed at <http://intranet.state.wv.us/admin/purchase/tracking>.

Procurement officials should review the *Requisition Status Report* to determine what actions can be taken to expedite your agency's requisitions which have been received by the Purchasing Division but not yet awarded or cancelled. Procurement officials are encouraged to contact their assigned buyer with questions or concerns.

New State Mileage Rate Announced

Effective February 9, 2010, the state's reimbursement rate for use of employees' privately owned vehicle for business use will be 40.5 cents per mile. The State Travel Management Office, under the Department of Administration, has notified agency travel coordinators of the change. This reduction from 44.5 cents per mile is based on lower transportation costs compared to those of one year ago.

The rate change is in accordance with the Department of Administration's bi-annual review of the state's mileage reimbursement rate and the current rate will remain in effect until further notice. The next review is scheduled for July 2010.

Interested in reading previous issues of *The Buyers Network*? We've have electronic issues available on our Web site. Visit our site at: <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

Procurement Officer Profile... Sandi Gillespie Continues to Grow with Agriculture

Sandi Gillespie has found there is always room to continue growth during her employment with the Department of Agriculture. As comptroller and director of administrative services, Gillespie said the breadth of diversity for the department allows for a wide berth of skills and knowledge.

A native of Logan County, Gillespie was headed toward college when she got happily sidetrack. "I was going to go straight to college but I got married instead," she said. "I got a better interview."

After her children had grown, Gillespie took the opportunity to go to college, majoring in accounting at Marshall University with a minor in economics. She said the disciplines appealed to her because of her long-standing interest in business.

She worked for Columbia Gas following graduation and was eventually recruited by the company's human resources division to help develop a plan tying executive pay to company performance. "Ultimately, it was rolled down to all levels of the employees," she said.

Gillespie left private industry for state government, working with the Waste Management Board under the umbrella of the Department of Environmental Protection. "With the Waste Management Board, because it was such a small agency, I essentially was able to do some of almost everything in the agency," she said.

More than three years later, Gillespie



The diversity in her agency's procurement has been one of the most interesting things for Sandi Gillespie, the comptroller and director of administrative services for the Department of Agriculture.

moved to the Department of Agriculture, where she has worked for eight years. Her responsibilities for the department include procurement and payroll.

"The finance division of the Department of Agriculture is still small enough that it is all under my responsibility," she said. That responsibility is for a surprisingly broad and varied agency.

"The Department of Agriculture is just tremendously diverse, and many people are just not aware of how diverse it is," she said. "We do everything from monitor animal disease to meat inspection to regulatory compliance for soft-serve ice cream machines. It just goes on and on."

That diversity stretches into procurement. "We buy everything from cows to lab equipment," she said. "Obviously, you think of the Department of Agriculture and growing things, and we do buy those items."

Each division within the department is allowed to determine how many pro-

urement cards it needs issued to individual employees, and Gillespie approves each card. "We are pretty strict in the way things are run," she said.

Because of the variety of purchases made by the department, and changing economic times, Gillespie said purchasing reform has been very helpful.

"I think, given inflation, the decision to increase those purchasing limits was truly a function of the economy," she said. "You are probably pretty closely purchasing the same types of items; just the price has gotten higher."

THANK YOU...for Your Conference Survey Feedback!

The 2010 Agency Purchasing Conference is scheduled for Sept. 14-17, at Canaan Valley Resort and Conference Center in Davis, West Virginia. Information on lodging, classes and events is forthcoming.



Thank you to those agency purchasers who completed the conference survey last month. Your input is invaluable! For more information or suggestions on this year's conference, please contact Brian Holmes at 558-7022 (Brian.J.Holmes@wv.gov), or Diane Holley-Brown at 558-0661 (Diane.M.Holley@wv.gov).

Statewide Contract Spotlight...

State Agencies 'eBridge' Their Technological Needs with Contracted Huntington Company

When eBridge Consulting, LLC, was founded in 2000 in Texas, the vision was to create a company that bridged the historical gaps between business and IT.

In 2004, the company bridged a geographical divide when it expanded and opened an office in Huntington, the home city of the company founder, Bill Varney.

"The expansion into West Virginia was directly the result of the desire to invest in the people and enterprises operating within West Virginia," said Stewart Varney, eBridge vice president and general manager of the Huntington office. "Some might accurately describe this as way to 'give back' to the Mountain State; as the founders were born, raised and publicly educated in Huntington."

State agencies are now a beneficiary of eBridge Consulting, which is a vendor on two statewide contracts, LAN07 and ITEC07. The former provides LAN software, hardware and service while the latter provides technological services.

"These are our first statewide contracts that eBridge has worked on and they have been instrumental in helping us grow our business," Varney said as the company first began working with state agencies in 2006.

There are 14 full-time employees with the Huntington office of eBridge Consulting and Varney estimates the company has worked with more than a half-dozen state agencies. eBridge Consulting provides project-based products and solutions to state agencies and supplemental staffing. Agencies work through the Office of Technology to contract technological sales and services.

Varney said eBridge Consulting excels in meeting its customers' needs based on several factors.

"A key differentiator is our track record. Our client base is 100 percent reference-able over a nine-plus year period. Also, we have staffed our com-



Ryan Blake, left, Business Development and Solution Engineer and Stewart Varney, Vice President, are two of the company leaders at eBridge Consulting, Inc. which is a vendor on statewide contracts LAN07 and ITEC07.



pany with seasoned professionals who bring considerable maturity, breadth and depth to each engagement," Varney said. "Third, the primary values we instill in our consul-

tants are: integrity, honesty, and commitment to our clients' best interest. We hold our candidates and ourselves to an extremely high standard of ethics, professionalism, and capability. We are selective in our hiring process, and only invite personnel into our firm who live these qualities."

For the complete list of vendors on the statewide contracts, LAN07 and ITECH07, visit the Purchasing Division Web site at www.state.wv.us/admin/purchase/SWC/default.htm. For more information about eBridge Consulting, contact:

Stewart Varney, vice president
304-736-2800
stewart.varney@ebridge.pro
www.eBridge.pro

*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.

Surplus Property Program Welcomes New Employees

New faces abound at the West Virginia State Agency for Surplus Property in Dunbar, with four new employees: Sherry Fewell, Matt Harper, Paula Lowe and Matt Williams.

Fewell is an office assistant for Surplus Property. A native of Clay County, Fewell lives in Putnam County and has a secretarial degree from West Virginia University Institute of Technology. Fewell's duties include answering telephones, posting items onto *Govdeals.com*, and clerical duties. Fewell previously worked for both the Division of Natural Resources and the West Virginia Tax Department before taking time at home to raise her family.

Harper is a laborer originally from South Charleston and lives in Spring Hill. Harper's duties include loading and unloading trucks and checking inventory in the Surplus Property warehouse. He was previously employed in the scaffolding



Sherry Fewell

industry.

Lowe is an administrative services assistant from Kanawha City, and a graduate of Charleston High School. Lowe was previously with the banking industry for 29 years before coming to work for state government. She previously worked in the Finance Division for five years and then with the General Services Division for 14 months before transferring to Surplus Property. Lowe's duties include purchasing of-



Matt Harper

office supplies, paying invoices and processing vehicle invoices.

Williams is a storekeeper for Surplus Property. A native of Oak Hill and a graduate of Mount Hope High School, Williams duties include receiving merchandise, working with customers in daily sales, and working in the office and warehouse. Williams previously worked in the pharmaceutical industry, performing warehouse duties.



Paula Lowe



Matt Williams

Census Counts on YOU to Make It Work

The foundation of our American democracy is dependent on fair and equitable representation in Congress. To achieve an accurate assessment of the number and location of the people living within the nation's borders, the U.S. Constitution mandates a census of the population every 10 years.

The census population totals determine which states gain or lose representation in Congress. It also determines the amount of state and federal funding communities receive over the course of the decade. The goal of the 2010 Census is to count all residents living in the United States on April 1, 2010.

The Census Bureau will recruit nearly 3.8 million applicants for 2010 Census field operations. Of these applicants, the Census Bureau will hire about

1.4 million temporary employees.

With one of the shortest questionnaires in history, the 2010 Census asks for name, gender, age, race, ethnicity, relationship, and whether you own or rent your home. It takes only about 10 minutes for the average household to complete. Questions about how we live as a nation -- our diversity, education, housing, jobs and more -- are now covered in the American Community Survey, which is conducted every year throughout the decade and replaces the Census 2000 long-form questionnaire. Responses to the 2010 Census questionnaire are required by law.

For more information on the 2010 Census, or to apply to become a Census worker, please go to <http://www.census.gov/2010>.

MODULE

Continued from Page 1

Value Certificate is available for download. The certificate must be signed by the individual's supervisor and submitted to the Purchasing Division before the trainee may serve on the RFP evaluation committee.

Holmes said that while there are no more in-house Best Value Training classes scheduled for the remainder of 2010, the Purchasing Division can schedule a class.

The training module is 23 minutes long and is available for download at <http://www.state.wv.us/admin/purchase/training>. It is recommended that users right click on the link titled "Basic Purchasing Narration", select "Save Target As" and save the module onto the user's computer.

For more information on the module or the Best Value Training, please contact Brian Holmes at (304) 558-7022 or by e-mail at Brian.J.Holmes@wv.gov.

Current Statewide Contract Update

(As of February 15, 2010)

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
HOUSE10A	Housekeeping commodities	02/09/2010	03/04/2010
MEDSUP10	Medical supplies	n/a	03/18/2010

New Awards

Contract	Vendor	Description	Dates
MOTL10CC	Red Roof Inn Parkersburg	Hotel	01/01/2010 -12/31/2010
MOTL10CD	Days Inn	Hotel	01/01/2010 -12/31/2010
MOTL10CE	Winwood Fly In Resort	Hotel	01/01/2010 -12/31/2010
MOTL10CF	Euro Suites Hotel	Hotel	01/01/2010 -12/31/2010
MOTL10CG	Chief Logan Lodge & Conf. Ctr.	Hotel	01/01/2010 -12/31/2010
MOTL10VA	Days Inn	Hotel	01/01/2010 -2/31/2010
MOTL10AZ	Holiday Inn Express	Hotel	01/01/2010 -12/31/2010
MOTL10CI	Comfort Inn	Hotel	01/01/2010 -12/31/2010
MOTL10CH	Econo Lodge	Hotel	01/01/2010 -12/31/2010

Under Evaluation

Contract	Description	Bid Opening	Under Eval
ITECH10	Temporary	01/20/2010	Yes
PPHONE10	Pay phones	None	Yes

Renewals

Contract	Vendor	Description	Date
PAPER09A	Unisource Worldwide	Paper products	02/01/2010 -01/31/2011
PAPER09B	Liberty Distributors Inc.	Paper products	02/01/2010 -01/31/2011
ALCOHOL09	Aaper Alcohol & Chemical Co.	Ethyl alcohol	02/01/2010 -01/31/2011
CEREAL08A	A F Welding Inc.	Cereal products	04/01/2010 -03/31/2011
DFS08	A F Welding Inc.	Various disposable food products	04/01/2010 -03/31/2011
NTIRES08	Goodyear Tire & Rubber Co.	Police, auto, trucks, farm, industrial tires & tubes	02/01/2010 -01/31/2011
WAN08B	Alpha Technologies	Wide area network software, hardware and service	04/01/2010 -03/31/2011

Contract	Vendor	Description	Date
SIP2008C	Ncompass Networks	Personal computers	05/21/2010 -04/30/2011
SIP2008A	Advizex Technologies	Personal computers & peripherals	05/01/2010 -04/30/2011
SIP2008B	CDW Government	Personal computers	05/01/2010 -04/30/2011
WAN08C	Verison Network Integration Co.	Wide area network software, hardware and service	04/01/2010 -03/31/2011

Contracts Extended

Contract	Vendor	Description	Date
SYSFURN07J	Business Interiors by Staples	Office supplies	11/01/2009 -05/31/2010
ERCYCL07	PC Renewal	Recycling electronic equipment	03/15/2010 -04/14/2010

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
SYSFURN07D	Corporate Express Inc.	Office supplies	Cancel and re-award as SYSFURN07J

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.

MARCH

CABLE07	Coaxial cable
CANLINE07	Plastic trash can liners
DIGCOP09	Digital copier equipment
FRMTIRE09	Farm and backhoe tires

APRIL

AEBATT09	Automotive and equipment batteries
DEBT07	Debt collection services
ENTPRZ08	Microsoft Enterprise products
LGLOVES07	Latex gloves
MOVE08	Moving services
RECMGT07	Records management
RSHEET07	Reflective sheeting
SAFETY07	Rainwear, ear protection, etc.
SANPA08	Sanitary paper supplies
SELECT07	Microsoft products
SUPFOOD07	Supplimental liquid food items
TRAVEL09	Travel services

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.

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Name _____
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E-Mail Address _____
Need Information about _____

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STATE OF WEST VIRGINIA

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