

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

Excellent Attendance and Participation Were Among Highlights at Annual Agency Purchasing Conference

The 2011 Agency Purchasing Conference held at Stonewall Resort in early November was one of the best attended in years. New topics, new presentation formats and the always-popular game show were several of the reasons why.

For the first time in a decade, attendance exceeded 300 as more than 260 agency procurement officers joined 30-plus Purchasing staff members and guest presenters for the three-day conference. Of the agency personnel present, approximately 90 were attending their first conference.

"I was very pleased with the conference. From the excellent turnout in attendance to the wide variety of classes offered, I think we accomplished our



objective to give agency procurement officers a renewed sense of ownership of the information they manage every day," said Director Dave Tincher.

New features included an Advanced Track for experienced purchasers. Speed Round Tables was part of this track as attendees spent the hour rotating from table to table to discuss different topics with the Purchasing staff in seven-minute intervals.

The Advanced Track sessions also included Role of the Procurement Officer, led by Tincher; Contract Drafting, led by Staff Attorney James Meadows; and Protest Process, led by Meadows and Michael Sheets, Assistant Director of the Acquisition and Contract Ad-

ministration Section.

Another new session, Purchasing's Tools and Resources, centered on the Purchasing Division website, training programs and communication initiatives offered by Purchasing staff.

In all, 55 sessions covering 30 topics were offered to attendees, including a six-session Beginner's Track for agency purchasers with two years or less experience in procurement.

General session speakers included Todd Childers, who gave an overview of the Enterprise Resource Planning Project, and Gary Slater from the Commission on Special Investigations.

"Every year, we add new elements to our conference," said Tincher. "The feedback we receive from agency purchasers every year assists us in shap-

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Attendance exceeded more than 300 at more than 260 agency procurement officers joined 30-plus Purchasing staff members and guest speakers at the 2011 Agency Purchasing Conference.

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Networking Opportunities Abound Among Agency Purchasers at the Agency Purchasing Conference

By Purchasing Director Dave Tincher

There is something to be said about sharing ideas and networking with others in your profession. Last month, the Purchasing Division staff joined 262 other purchasing professionals to learn from one another.

Ample opportunities were available in both the classroom and outside of the scheduled workshops to discuss purchasing issues and specific concerns and suggestions. As a result, our staff was able to identify positives programs and services for which we are certainly meeting your needs and other areas where we need to determine solutions.

As an example, several of our agency partners indicated that our required forms were not able to be saved on their computers, causing difficulty when changes needed to be made. Quickly upon our return, we found a solution to this problem, which is detailed on

page 6 of this issue of *The Buyers Network*.

During the "Speed Roundtables" session of the Advanced Track, we learned from our primary agency designated procurement officers issues, concerns and recommendations relating to information flow, documentation, the Request for Proposal standard format, training and communication. This information has already been shared with our staff and many of these ideas will be incorporated in future processes and programs.

Along with other members of my staff, I enjoyed speaking to our agency participants in the hallways, lobby and other areas in an informal setting. I was able to learn more about what your agency is looking to procure and the



internal processes which you follow in your own organization. This information is helpful to me and my staff when establishing our own procedures.

As I mentioned in my introductory remarks at the conference, the goal for this annual training event is to educate and inform; however, networking is also among the benefits that we hope all

agency purchasers are able to gain by attending this educational event.

I would like to personally thank each and every one of you who attended the 2011 Agency Purchasing Conference for taking the time out of your busy schedule and, equally important, for actively and eagerly participating in the various workshops. This interaction among our staff and you made this conference an outstanding success.

CONFERENCE

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ing our conference agenda. The end result is all agencies benefit by having well-informed individuals better suited to properly handle the many complex purchasing issues we face every day."

The Purchasing Division appreciates the extra assistance received from our outside presenters, including Cedric Greene of the Department of Administration's Cabinet Secretary's office (State Use Program); Lisa Comer of the State Auditor's Office (Process Payment); Guy Perry of Correctional Industries (Correctional Industries); Barbara Ratliff of the State Auditor's Office (Travel Management); Dawn Warfield of the Attorney General's Office (Legal Issues); Jerry Shaw and Jim Smith of the State Auditor's Office (Purchasing Card Program).

Additional conference highlights included the recognition of the Purchasing Division's annual award winners (see



Buyer Supervisor Krista Ferrell discusses the "RFP Journey" as part of her Preparing a Request for Proposal class offered during the 2011 Agency Purchasing Conference.

page 5) and the highly entertaining and educational game show "Purchasing's Cash Cab" (see page 3). The 2012 Agency Purchasing Conference is Nov. 13-16 at Stonewall Resort and all 2011 conference presentations can be reviewed at <http://www.state.wv.us/admin/purchase/training/2011ConfPPTs.html>.

The Purchasing Division extends its sincere gratitude to the agency representatives who attended this training event as well as our guest speakers and staff members, who worked extremely hard to make this year's Agency Purchasing Conference yet another great success.

Attendees Give High Scores to Agency Conference

The 2011 Agency Purchasing Conference received excellent reviews from attendees as more than 120 participants (approximately 45 percent of total attendance) submitted an evaluation form. Whereas this year's conference was one of the best attended in many years, the 120 evaluation forms too represents one of the largest responses ever.

Several notable categories demonstrating the success of the conference was the feedback relating to the organization of the conference; overall opinion of the conference, and the conference registration.

Of the responses, 64 percent rated the conference organization as "excellent" while 32 percent rated it as "good" and the remaining percent stating it was "fair." Fifty-four percent rated the overall opinion of the conference as "excellent" with 39 percent stating "good" and the remaining seven percent responding as "fair." For registration, 78 percent rated

	Excellent	Good	Fair	Poor
Conference Registration	91 (78%)	26 (22%)	0 (0%)	1 (1%)
Beginner's Track	19 (66%)	10 (34%)	0 (0%)	0 (0%)
Advanced Track	9 (69%)	3 (23%)	1 (8%)	0 (0%)
Organization of Conference	74 (64%)	37 (32%)	4 (4%)	0 (0%)
Overall Opinion of Conference	63 (54%)	45 (39%)	8 (7%)	0 (0%)

it as "excellent" and the remaining 22 percent indicated it was "good." See chart above for additional feedback.

"The evaluation forms are invaluable to us and we are pleased with such a remarkable number of responses this year," said Director Dave Tinchler. "The input we receive from attendees is the starting point for us in shaping future conferences. It is gratifying to read the overwhelming positive remarks and we take the lesser scores to heart as well to make

our conference better."

Among the workshop ratings, the six-session Beginner's Track, introduced three years ago solely for procurement officers with two years or less experience, scored 100 percent as "excellent (66 percent)" or "good (34 percent)." The new Advanced Track series had a combined "excellent" and "good" rating of 92 percent with the Speed Roundtables receiving a 95 percent rating of "excellent."

Purchasing's Cash Cab Takes Conference Attendees on Fun Ride

The Agency Purchasing Conference has earned a reputation for its educational, yet fun game shows. This year was no different by meeting or exceeding the expectations of the attendees who gladly went on a fun and knowledgeable ride.

Purchasing's Cash Cab served as this year's annual game show and the adaptation of the popular television show, Cash Cab, kept in conference tradition of providing an evening of learning and laughter.

Staff attorney James Meadows served as the game show host, inviting procurement officials to take a ride in a golf cart transformed into a makeshift taxi, complete with lights and a taxi cab sign. During the ride, they tested their purchasing knowledge for points and prizes. Surrounding the ballroom were three large video screens to display the questions, the contestants' score and footage of moving vehicular traffic.

Mixing wit with purchasing-related questions, Meadows quizzed a pair of contestants during each of the game's three rounds. The conclusion of each



Purchasing Attorney James Meadow, right, served as host of the educational game show, "Purchasing's Cash Cab." Skip Amole of the Department of Environmental Protection, left, and Bobby Price of the Department of Health and Human Resources share a laugh while answering a question.

round had everyone viewing the ballroom's largest screen for a video question and answer for the participants.

Purchasing's Cash Cab follows the tradition of mimicking popular game

shows to one with purchasing-specific questions. Past agency conference shows include "Are You Smarter Than A Purchasing Buyer," "Wheel of Misfortune," and "Purchasing Feud."

2011 Agency Purchasing Conference Highlights



Above - Buyer Supervisor Shelly Murray listens to questions being asked during her “Emergency and Sole Source Purchases” presentation.



Above - Gary Slater, Director of the Commission on Special Investigations speaks to attendees during a general session.



Right - Senior Buyer Paul Reynolds and Deana Sortino of the Division of Banking discussed specific cases, following the “Acquisition Planning” class.



Above - Senior Buyer Guy Nisbett and Assistant Director of the Acquisition and Contract Administration Section Mike Sheets discuss aspects of the “Agency Delegated Purchasing” workshop, which they presented together.

Three State Employees Honored for Their Exceptional Work in Public Procurement

One of the highlights of the annual Agency Purchasing Conference is the recognition of those individuals who have proven to be exceptional in the field of public procurement.

At this year's conference at Stonewall Resort last month, two outstanding individuals were honored in this role with the **Agency Procurement Officer of the Year** and the **Friend of Purchasing** awards. A third individual was recognized for support, cooperation and teamwork with the Purchasing Division with the **Friend of Purchasing** award.

Belinda Burdette of the Alcohol Beverage Control Administration was named the recipient of 2011 **Agency Procurement Officer of the Year**. Burdette has worked in the public purchasing field for approximately 10 years and is described as "open," "honest," and "professional" by her peers. Burdette is the one who assists those in her agency by explaining the procurement rules so they are easily understood. She also keeps the staff informed of changes to the procedures.

Purchasing Director Dave Tincher honored Burdette with an engraved clock and a certificate signed by Gov. Earl Ray Tomblin, Cabinet Secretary Rob Ferguson and himself. Burdette receives complimentary lodging and registration to the 2012 Agency Purchasing Conference. Ron Moats, commissioner of the Alcohol Beverage Control Administration, was also present for the award presentation. This is the 16th year in which the Agency Procurement Officer award was presented.

Barbara Ratliff of the Auditor's Office was recognized as the 2011 **Partner in Purchasing** recipient. This award is given to the individual who works closely with programs administered by the Purchasing Division such as travel, fixed assets, surplus property and automation. Ratliff has served in this role for approximately 12 years. She supervises a staff of five in processing travel settlement forms for state employees and works closely with and its State Travel Management Program and



Purchasing Director Dave Tincher awarded Belinda Burdette of the Alcohol Beverage Control Administration as the recipient of the Agency Procurement Officer of the Year at the Agency Purchasing Conference.



Barbara Ratliff of the State Auditor's Office was recognized as the Partner in Purchasing award recipient at the Agency Purchasing Conference in November. Pictured with her is Purchasing Director Dave Tincher.

agency travel coordinators to resolve travel issues. Ratliff was honored with an engraved plaque and a certificate signed by Gov. Tomblin, Secretary Ferguson and Tincher. She also receives complimentary lodging and registra-

tion to the 2012 Agency Purchasing Conference. This is the 11th year this award has been offered.

Phil Myles of the Attorney General's

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Phil Myles of the Attorney General's Office was recognized by Purchasing Director Dave Tincher as the recipient of the Friend of Purchasing award.

Office is the recipient of the **Friend of Purchasing** award which was created three years ago to recognize those who have demonstrated support, cooperation and teamwork with the Purchasing Division. Myles has worked in the Attorney General's Office for many years and though he does not directly purchasing goods and services, he was recognized for providing the Purchas-

ing Division with valuable guidance throughout the years. Myles received a certificate signed by Gov. Tomblin, Secretary Ferguson and Tincher and a Blenko vase.

The Purchasing Division congratulates our distinguished recipients for their dedicated work toward the betterment of the state purchasing process in West Virginia.

Registration Open for 2012 In-House Training Program

The 2011 Purchasing Division in-house training year comes to a close with one training session remaining for December, but with registration opening for the 2012 training year.

The in-house training session for December is the Beginner's Track (Basic Purchasing, Vendor Registration, Statewide Contracts, Requests for Quotations, Evaluation and Awards, and Purchasing Tools and Resources), set for Dec. 14 from 9 a.m. – 4 p.m. The class will be held at the Gaston Caperton Training Center, Building 7, in the Regents Room.

However, registration opens this month for the 2012 in-house training schedule. Classes are scheduled throughout the year, except November because of the 2012 Agency Purchasing Conference. In addition, the

Purchasing Division is offering four webinars throughout the year.

All classes are scheduled for the Purchasing Division at 2019 Washington Street, East, in Charleston, with the exception of the Beginner's Track which will be located in the Gaston Caperton Training Center in order to allow for more attendees. The sessions are free and open to those agency purchasers who are involved with the state procurement process.

For a complete list of 2012 In-House Training Program offered throughout the year, or to register for a class, please visit <http://www.state.wv.us/admin/purchase/training/in-house.html>. For questions about the program, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.



What's Your Question?

In completing the purchasing forms that are available on the state's intranet and Internet sites, several of our agency purchasers noted that it is challenging that they cannot prepare and save the form to their computers. Their question was, "Can the Purchasing Division provide a solution to this problem and make it possible to save the forms for record keeping and to make modifications prior to submission?"

One of the many benefits of the Agency Purchasing Conference is to have an opportunity to discuss issues and find positive solutions among our agency purchasers. As a result, the Purchasing Division staff was able to look at different options and come up with a solution.

All of the purchasing forms, including those related to the Travel Management Program and Surplus Property Program, are now updated, both on the Internet and intranet, to allow the users to save these forms directly onto their computers and input information using Adobe Reader. PDF formats are still completed as they have been in the past, but now the ability to save your data has been added.

As many agency purchasers know, forms have not been "save-able" in the past using the free Adobe Reader. However, the Purchasing Division has reformatted our PDF forms to make this element available. Please be reminded that the user must first save a copy of the form from the website onto their computer and work from that copy. It is important to make sure the most recent version is being used, in case an out-of-date version has been saved on the computer previously.

As always, if agency purchasers have any questions, please contact our Communication and Technical Services staff: Mark Totten at (304) 558-7839 or e-mail at Mark.L.Totten@wv.gov or Casey Hill at (304) 558-0247 or e-mail at Casey.A.Hill@wv.gov.

*Periodically in **The Buyers Network**, we will share a question posed by one of our agency purchasers that will be answered so that we all may enhance our knowledge and clarifying our procedures. Send your questions to Diane Holley-Brown at Diane.M.Holley@wv.gov.*

Current Statewide Contract Update

(As of November 15, 2011)

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 your assigned agency buyer.

Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
SEN84	Blue book printing	N/A	11/09/2011
CABLE12	Computer data cable	N/A	11/16/2011
IP11	Personal computers	09/27/2011	11/15/2011
LARMS	Large reseller for Microsoft	N/A	11/15/2011
SBUS12	School buses	11/07/2011	12/01/2011
MV12	Vehicles	N/A	12/13/2012

New Awards

Contract	Vendor	Description	Dates
MOVE11DA	Demary Brothers Transfer Co.	Moving services	11/01/2011-10/31/2012
MOVE11DB	Lambert Transfer & Comp. Inc	Moving services	11/01/2011-10/31/2012
MOVE11DD	Evans Transfer & Movers	Moving services	11/01/2011-10/31/2012
MOVE11DE	Central Van & Storage	Moving services	11/01/2011-10/31/2012
DCBATT11A	WV Electric Supply Company	Batteries	11/01/2011-10/31/2012
MOTL10VC	Twin Falls State Park	Hotel accommodations	01/01/2011-12/31/2011

Under Evaluation

Contract	Description	Bid Opening	Under Eval
CPHONE11	Cell phones	N/A	10/13/2011
LGLOVES11	Latex gloves	N/A	09/07/2011
CANLINE11A	Trash bags	N/A	08/17/2011
LABSUP11	Chemicals	N/A	06/17/2011
SEN84	Blue book	N/A	11/09/2011

Renewals

Contract	Vendor	Description	Date
FLRCOV09A	Family Carpets Inc.	Carpet	01/01/2012-12/31/2012
DEBT10C	EOS CCA	Debt collection	12/01/2011-11/30/2012
MOTL10CB	Centennial Motel	Hotel accommodations	01/01/2012-12/31/2012
DEBT10B	National Recovery Agency	Debt collection	12/01/2011-11/30/2012
MOTL10X	Super 8 Motel	Hotel accommodations	01/01/2012-12/31/2012

Renewals

Contract	Vendor	Description	Date
MOTL10BL	Super 8 Motel	Hotel accommodations	01/01/2012-12/31/2012
MOTL10AW	Inn At Snowshoe Mountain	Hotel accommodations	01/01/2012-12/31/2012
DEBT10E	Penn Credit Corp.	Debt collection	12/01/2011-11/30/2012
DEBT10A	Healthcare Financial Services	Debt collection	12/01/2011-11/30/2012
PAPER10C	Unisource Worldwide Inc	Paper	11/15/2011-11/14/2012
MOTL10AB	Hazleton Microtel Inn and Suites	Hotel accommodations	01/01/2012-12/31/2012
MOTL10AJ	Knights Inn	Hotel accommodations	01/01/2012-12/31/2012
MOTL10AR	Travelodge	Hotel accommodations	01/01/2012-12/31/2012
MOTL10AV	Super 8 Motel	Hotel accommodations	01/01/2012-12/31/2012
MOTL10AU	Holiday Inn Express & Suites	Hotel accommodations	01/01/2012-12/31/2012
MOTL10BA	Holiday Inn Express & Suites	Hotel accommodations	01/01/2012-12/31/2012
MOTL10BM	Elkins Motor Lodge	Hotel accommodations	01/01/2012-12/31/2012

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

ABATMNT	Asbestos abatement
AEBATT	Automotive and equipment batteries
BEDDING	Mattresses, box springs and pillows
DIGCOP	Digital copier equipment
FILTER11	Oil and gas filters
MV11	Automotive vehicles
MVU	Used automotive vehicles, years 2006-2007

JANUARY

ABATMNT	Asbestos abatement
BEDDING	Mattresses, box springs and pillows
DIGCOP	Digital copier equipment
MVU11	Used automotive vehicles
PC11	Police cruisers
SYSFURN	Modular system furniture

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 _____

Organization _____

Address _____

Telephone Number _____

E-Mail Address _____

Need Information about _____

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