

THE BUYERS NETWORK

MARCH 2011 - VOL. 21, 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

Governor Tomblin Proclaims March as 'Purchasing Month' Throughout West Virginia

Gov. Earl Ray Tomblin has proclaimed that March 2011 be recognized as "Purchasing Month" throughout the state of West Virginia. Gov. Tomblin made the proclamation February 11.

The state chapter of the National Institute of Governmental Purchasing (NIGP) joined the West Virginia Purchasing Division in leading the initiative for the proclamation. NIGP engages in special efforts every March to promote its mission to develop, support and promote public procurement practitioners through educational and research programs.

Public purchasers perform a vital function toward the operation of state government. The integrity and professionalism of state purchasers are valued by the public, who entrusts the spending of its tax dollars.

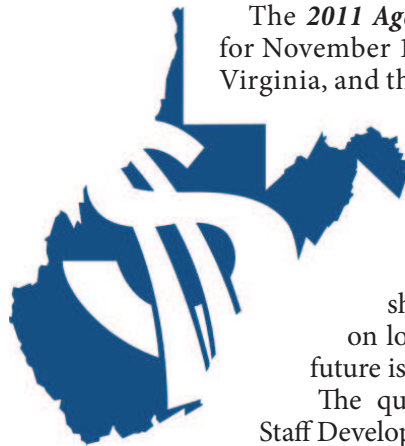
Gov. Earl Ray Tomblin signed into proclamation to make March 2011 "Purchasing Month." The National Institute of Governmental Purchasing joined with the Purchasing Division in leading the initiative for the proclamation.



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WANTED! ... Ideas for the 2011 Conference



The **2011 Agency Purchasing Conference** is scheduled for November 1-4 at Stonewall Resort in Roanoke, West Virginia, and the Purchasing Division needs your input for its success.

Available on page 3 of this issue of **The Buyers Network** for your completion is our Agency Purchasing Conference Questionnaire. Suggestions offered will be reviewed to help us improve our workshops and format. Additional information on lodging and registration will be included in future issues of this newsletter.

The questionnaire should be submitted to our Staff Development Specialist, Samantha Knapp, no later than March 31, 2011. You may e-mail the questionnaire to Samantha.S.Knapp@wv.gov or fax a copy to (304) 558-6026.

Communication Through Designated Purchasing Contacts

By Purchasing Director Dave Tincher

In accordance with the *Code of State Rules* 148CSR1, the Purchasing Division must ensure that agencies have a primary central point of contact for their purchasing transactions. This individual must be trained and knowledgeable of statutory, regulatory and procedural requirements.

In early February, I distributed a memorandum to all of our current agency designated contacts to remind them that they are to be the individuals who correspond with our agency. The reason for this reminder was because there have been incidences where individuals other than those designated as the agency procurement officer had approached our agency to submit bid documents, make recommendations or perform other responsibilities which should have been made by the designated agency procurement officer.

The *Code of State Rules* 148CSR1, requires that every state agency place on file with the Purchasing Division the name of a designated agency procurement officer. That named individual is required to be the person in the

agency to interact with the Purchasing Division and to fulfill the purchasing function for that specific agency. The rule, which has the effect of law, reads as follows:

"All purchases must be approved by the secretary or head of the spending unit, or a designee, whose name shall be filed with the Director. The person(s) named should take available purchasing training and have responsibility for the function of purchasing. Each spending unit shall process all purchases through this person(s), who shall be responsible for correspondence and communication with the Purchasing Division."

It is important to note that all designated agency procurement officers are expected to attend our annual purchasing conference, which will be conducted this year on November 1-4 at Stonewall Resort.

At this conference, information on all of our processes will be presented, with ample opportunity for questions as well as for networking with other agency procurement officers. If you



have less than two years of public procurement experience, please plan to attend our Beginner's Track, which is a series of six classes to acclimate you to the state procurement process.

As many of you are aware, the Purchasing Division regularly communicates with our primary designated agency procure-

ment officers throughout the year, sharing valuable information relating to changes to current procedures or the implementation of new programs and requirements.

If agencies elect to do so due to the size of their organization, more than one individual may be requested to serve as a 'back up' to the primary contact; however, all communication is expected to be processed through our primary agency contact persons.

It is our goal to follow the intent of this legislative rule in assuring that each designated agency procurement officer is engaged in all purchasing-related transactions, which will ultimately result in a more efficient and effective process.

Agency Purchasers to Use Forms on Purchasing Division Intranet Site

Agency purchasers are reminded to always check the Purchasing Division's intranet site for the latest versions of all of our forms. Using outdated forms can inadvertently slow the procurement process.

Please note the Purchasing Division's two most recently revised forms are detailed below:

Request for Quotation (Agency Delegated Authority) WV-43

This form should be used by all agencies when obtaining written quotations for purchases \$5,001 to \$25,000. The

WV-43 form is a fast, easy and uniform method of obtaining written quotations.

The revised form provides a box for agencies to place their name and address for vendors to return the form and a box to note where the commodities are to be delivered. Terms and Conditions have been added to this form, with notation on the front of the form that the vendor has acknowledged these terms.

Non-Conflict of Interest Form

This form is used by members or advisors of an evaluation committee to

certify they have no conflict of interest with any of the participating vendors.

The revised form further clarifies what the individuals attest to by signing.

The forms are located on the state intranet due to security reasons at: <http://intranet.state.wv.us/form/default.htm>.

If you have any questions, please do not hesitate to contact your assigned agency buyers. For a list of agency assignments for the Purchasing Division's buying staff, visit www.state.wv.us/admin/purchase/byrassign.pdf.

Purchasing Division's 4th Annual Open House ... Tuesday, May 10 from 10 a.m. to 2 p.m. New features added to this year's event! More details in next month's newsletter!

2011 AGENCY PURCHASING CONFERENCE QUESTIONNAIRE



The 2011 Agency Purchasing Conference is scheduled for November 1-4 at Stonewall Resort in Roanoke, West Virginia. Your input is very important to the success of training conferences offered by the Purchasing Division. For that reason, we encourage past and future conference participants to complete our *2011 Agency Purchasing Conference Questionnaire*. Suggestions provided by the questionnaire will be utilized to help us improve our training content and conference format. Additional information on lodging and registration will be provided in future issues of *The Buyers Network*.

The questionnaire should be submitted to our Staff Development Specialist, Samantha Knapp, no later than March 31, 2011. You may e-mail the questionnaire to Samantha.S.Knapp@wv.gov or fax a copy to 304-558-6026.

1. Have you ever attended an Agency Purchasing Conference? Yes No
If yes, did you attend the 2010 Agency Purchasing Conference? Yes No

2. Which topics would you like addressed at the conference? Check as many that apply.

- | | | |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Acquisition Planning | <input type="checkbox"/> Expressions of Interest | <input type="checkbox"/> Purchasing Tools and Resources |
| <input type="checkbox"/> Agency Delegated Purchasing | <input type="checkbox"/> Fixed Assets (Inventory) | <input type="checkbox"/> Request for Proposal Process |
| <input type="checkbox"/> Beginner's Track: Series of Workshops Targeting New Agency Purchasers | <input type="checkbox"/> Game Show | <input type="checkbox"/> Special Purchasing Processes: Emergency and Sole Source Purchases |
| <input type="checkbox"/> Change Order Process | <input type="checkbox"/> Inspection Services | <input type="checkbox"/> State Use Program |
| <input type="checkbox"/> Construction Purchases | <input type="checkbox"/> Legal Issues | <input type="checkbox"/> Surplus Property Program |
| <input type="checkbox"/> Contracts: Piggyback and Statewide | <input type="checkbox"/> Payment Process | <input type="checkbox"/> Technology Contracts |
| <input type="checkbox"/> Correctional Industries | <input type="checkbox"/> Preventing Protests | <input type="checkbox"/> Travel Management |
| <input type="checkbox"/> Documents & Approvals | <input type="checkbox"/> Purchase Order Encumbrance | <input type="checkbox"/> Vendor Registration |
| <input type="checkbox"/> Evaluation & Award Process | <input type="checkbox"/> Request for Quotation Process | <input type="checkbox"/> Writing Specifications |
| | <input type="checkbox"/> Purchasing Division Question and Answer Session | |
| | <input type="checkbox"/> Purchasing Ethics | |

3. What other topics would you like to see addressed at this year's conference? _____

4. Aside from PowerPoint presentations, what training tools would you like used in a typical one hour workshop (i.e. handouts, worksheets, case-studies, etc.)? _____

5. If you attended previous conferences, what did you like most and what did you like least about the conference(s)? Please provide suggestions for improvements. _____

6. Do you prefer breakout sessions or bigger group sessions? _____

7. Would you like to have time dedicated to agency-specific open forums? Yes No

8. Do you have any suggestions for this year's game show extravaganza? _____

9. Additional comments: _____

Thank you for your cooperation with our professional development efforts!

Behind the Scenes at the Purchasing Division Debbie Watkins Among the Constants Within the Division

In an age where employees may go from job to job, Debbie Watkins has the advantage of having stayed loyal. In her 28 years with state government, approximately 27 of those years have been with the Purchasing Division, and all of her time has been spent working within the Department of Administration. She has served as administrative secretary for Purchasing Director Dave Tincher since 1997, when Tincher was named to the position.

A native of Ravenswood, Watkins found her way into state government work at the suggestion of a co-worker while she was in a co-op program with Kaiser Aluminum.

“A woman I worked with suggested I take the civil service exam,” she said. “I was still a senior in high school when I took it, and not long after I graduated I got a clerical position with the Budget Office.” She said adjusting to the work came quickly. “I enjoyed it right from the get-go,” she said.

Watkins eventually came to the Purchasing Division and, in 1990, began working with Director Tincher while he was an assistant director. It has led to a long working relationship for which Watkins is appreciative. “Dave is a very good boss to work with, and we have developed a rapport with one another after all this time,” she said.

As the Purchasing director’s administrative secretary, Watkins’ duties include managing the director’s schedules, job postings, internal purchasing and travel arrangements for the director and staff. “It really relates to all of the day-to-day operations of the division,” she said.

Among those duties include helping with the planning of the annual Agency Purchasing Conference. Watkins is typically one of the initial greeters for the event, handing out registration material to those in attendance. “I enjoy that because it is a chance to see so many faces that you may not get to otherwise see,” she said.

The ever-changing nature of government has been among the challenges for Watkins. Technology has been another



Debbie Watkins has been with the Purchasing Division for 27 of her 28 years with state government. Most of that time has been spent working with Purchasing Director Dave Tincher.

change that Watkins has observed. “When I started in government, we were using actual typewriters,” she said. “Computers have just changed so much.”

The work atmosphere, however, has been something that has remained a constant. “I really enjoy the people I work with,” she said. “To have a good boss and good people to work with means so much.”

Writing Specifications Online Module Now Offered

The Purchasing Division has added a new **Online Training Module** to its website entitled **Writing Specifications**. This is the fourth unit to be added to the Purchasing website. These online training tools are designed for procurement agency officials to review from the convenience of their offices.

Each module counts as one credit in a procurement official’s participation in the Purchasing Division Certification Program. Please note that upon reviewing any of the Purchasing Division’s online training modules, it is important to

print a **Certificate of Completion** for the specific module.

The certificate is to be signed by the employee and his or her supervisor and must be mailed to Staff Development Specialist Samantha Knapp of the Purchasing Division in order to receive credit. Please contact Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov if you have any questions.

For a direct link to all of our online training modules, please visit: <http://www.state.wv.us/admin/purchase/training/modules.html>.

First Graduates of the Purchasing Division's Basic Certification Program are Recognized

Bob Kilpatrick of the General Services Division and Krista Ferrell of the Purchasing Division have earned the distinction of becoming the first two procurement officials to earn the West Virginia Procurement Basic Certification (WVPBC) by the Purchasing Division. They earned the certification in February upon completion of this program's final step, passing a written Basic Level exam.

To date, more than 20 state procurement officials are enrolled in the WVPBC program. This program, and the West Virginia Procurement Advance Certification designation (WVPAC), were announced at the 2009 Agency Purchasing Conference. The Purchasing Division created a State Certification Program to strengthen the education and training of those involved in the state procurement process. The WVPBC program is open to agency procurement officials and Purchasing Division buying staff.

The WVPBC requires procurement personnel to attend the Purchasing Division's annual Agency Purchasing Conference, complete 15 different classes or learning sessions, achieve one year of experience in public procurement, complete a two-day consecutive session with the Purchasing Division staff at the Purchasing Division offices, and successfully complete a Basic Level examination. Procurement officials must earn WVPBC before embarking on WVPAC.

"There has been a great deal of enthusiasm about the Certification Program since it was first introduced from both agency procurement officials and from our staff. The favorable response reflects well on the many procurement officials who wish to enhance their understanding of the purchasing process," said Purchasing Director Dave Tincher. "As a result, we too are getting great information about how we can make the procurement process more efficient as well."

For a complete list of the program's requirements, visit <http://www.state.wv.us/admin/purchase/training/>

Buyers Network



Agency Procurement Officer Bob Kilpatrick of the General Services Division and Buyer Supervisor Krista Ferrell of the Purchasing Division are the first state procurement officials to complete the Purchasing Division's State Certification Program.

Certification/. Procurement officials interested in this program should contact our training staff: Samantha Knapp, Staff Development Specialist, at (304) 558-7022 (Samantha.S.Knapp@wv.gov), or Diane Holley-Brown, Assistant Purchasing Director, (304) 558-0661 (Diane.M.Holley@wv.gov).

Statewide Contracts Temporarily Re-Assigned

Buyer Supervisors Chuck Bowman, Krista Ferrell and Roberta Wagner are temporarily overseeing the processing of the statewide and piggyback contracts, in addition to their regular duties with their assigned agencies. Senior Buyers Paul Reynolds and Jean Jones are performing many of the daily tasks of maintaining the statewide and piggyback contracts. For a list of state-

wide contracts and the assigned buyer for each, please visit <http://www.state.wv.us/admin/purchase/swc/default.html>.

Former Buyer Supervisor Jo Ann Adkins, who has served as the designated contact for statewide and piggyback contracts since February of 2007, resigned her position, effective January 31, 2011.

Inspection Services Unit Site Completes Website Redesign



The introduction of the Inspection Services website on the Purchasing Division website marked a two-fold achievement: the unit's first true Web presence, and the completion of the redesign for the Purchasing Division site.

The Inspection Services site offers information on the unit under the Acquisitions and Contract Administration Section, which is responsible for auditing spending unit procurements to ensure conformance with state purchasing rules and regulations. "The previous Purchasing Division website did not have a page for the inspectors, so this addition was an obvious choice during the redesign process," said Purchasing Applications Specialist Mark Totten.

Available on the site is information about the Inspection Services Unit ranging from an explanation of the inspection process to a checklist of what inspectors look for in a procurement file and frequently asked questions.

"Putting this information in one place, where agencies may review it and be more aware of the process, makes it an excellent resource," said Contract Manager Kristy James, who oversees the unit.

The site also wraps up the initial phase of redesigning the Purchasing Division website, a process which began last year with the site officially unveiled at the 2010 Agency Purchasing Conference. The site is not complete, though, Totten said, because of the always-needed updating of information. "No website is ever truly finished, since its information is oftentimes constantly changing," Totten said. "We plan to continually work on the site, making changes and updates and ensuring it is be a vital tool for users."

To view the Inspection Services website, please visit <http://www.state.wv.us/admin/purchase/inspection/default.html>.

Interested in our In-House Training Sessions?

The Purchasing Division's in-house training sessions for 2011 continue through the months of March and April with three classes scheduled for March and two classes set for April. All classes are available to state agency purchasers.

Below are the classes scheduled for March:

Beginner's Track

Wednesday, March 9

Includes Basic Purchasing, Vendor Registration, Statewide Contracts, Requests for Quotations, Evaluation and Awards, and Documents and Approvals – recommended for those with one year or less of procurement experience
9 a.m. – 4:00 p.m.

Purchase Order Encumbrance

Wednesday, March 16

10 a.m. – 11 a.m.

Documents and Approvals

Wednesday, March 30

10 a.m. – 11 a.m.

Below are the classes scheduled for April:

Change Order Process

Wednesday, April 6

10 a.m. – 11 a.m.

Vendor Registration

Wednesday, April 13

10 a.m. – 11 a.m.

All classes are scheduled for the Regents Room in Building 7 (West Virginia Training Center). The sessions are free and open to those agency purchasers who are involved with the state procurement process.

For a complete list of classes offered throughout the year with dates, times and course descriptions, or to register for a class, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html> or contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.

What's Your Question?



What are the reason(s) why a vendor is put on HOLD in TEAM?

There are only two reasons vendors are placed on hold in TEAM:

1. The vendor's registration fee expires
2. The vendor is declared suspended or debarred by the Purchasing Director.

In each issue of 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 February 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
DFS11	Disposable food service	N/A	02/15/2011
NTIRES11	New tires	N/A	02/17/2011
FOOD10	Food products	01/06/2011	02/22/2011
CEREAL11	Various cereals	N/A	03/17/2011
WAN	Installation and support wide area network	N/A	03/22/2011
FRMTIRE	Farm tires	03/09/2011	03/24/2011

New Awards

Contract	Vendor	Description	Dates
DEBT10E	Penn Credit Corp.	Debt collection	12/01/2010-11/30/2011
DEBT10B	National Recovery Agency	Debt collection	12/01/2010-11/30/2011
IPT10A	Alpha Technologies Inc.	Internet Protocol Voice	03/01/2011-02/29/2012
IPT10B	Advanced Technical Solutions	Internet Protocol Voice	03/01/2011-02/29/2012
IPT10C	Citynet LLC	Internet Protocol Voice	03/01/2011-02/29/2012
IPT10D	Insight Public Sector Inc.	Internet Protocol Voice	03/01/2011-02/29/2012
IPT10E	Pomeroy IT Solutions Inc.	Internet Protocol Voice	03/01/2011-02/29/2012
IPT10F	Verizon Network Integration Co	Internet Protocol Voice	03/01/2011-02/29/2012
SYSFURN10A	Allsteel Inc.	Office furniture	02/01/2011-01/31/2012
SYSFURN10B	Capital Business Interiors	Office furniture	02/01/2011-01/31/2012
SYSFURN10C	Contemporary Galleries	Office furniture	02/01/2011-01/31/2012
SYSFURN10D	Franklin Interiors	Office furniture	02/01/2011-01/31/2012
SYSFURN10E	Kimball International	Office furniture	02/01/2011-01/31/2012

Under Evaluation

Contract	Description	Bid Opening	Under Eval
LAN10	Local area network	N/A	YES
WATERT11	Water treatment	N/A	YES

Renewals

Contract	Vendor	Description	Date
MOVE08E	Myers Transfer & Storage Sys	Moving serv.	07/01/2010-06/30/2011

Renewals

Contract	Vendor	Description	Date
ITECH10A	22nd Century Technologies Inc	Technical support	03/01/2011-02/29/2012
ITECH10B	AC Coy Co LP	Technical support	03/01/2011-02/29/2012
ITECH10E	Berry Dunn McNeil & Parker	Technical support	03/01/2011-02/29/2012
ITECH10J	Collaborative Fusion Inc.	Technical support	03/01/2011-02/29/2012
ITECH10M	Contact Pointe	Technical support	03/01/2011-02/29/2012
ITECH10X	Integrity Consulting LLC	Technical support	03/01/2011-02/29/2012
PPHONE10	Embarq Payphone Services Inc	Pay phone services	03/01/2011-02/29/2012
MOTL10BD	Wheeling Lodging inc.	Hotel accommodations	01/01/2010-12/31/2010
ITECH10Z	KRM Assoc. Inc.	Technical support	03/01/2011-02/29/2012
ITECH10W	Global information Systems	Technical support	03/01/2011-02/29/2012
ITECH10V	Global Science & Technology	Technical support	03/01/2011-02/29/2012
ITECH10S	Fenwick Technologies Inc	Technical support	03/01/2011-02/29/2012
ITECH10AR	Backbone Security Com Inc.	Technical support	03/01/2011-02/29/2012
ITECH10AO	Unicon International Inc.	Technical support	03/01/2011-02/29/2012
ITECH10AN	UHY Advisors TX LLC	Technical support	03/01/2011-02/29/2012
ITECH10AF	Pomeroy IT Solutions Inc.	Technical support	03/01/2011-02/29/2012

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.

MARCH

LIGHT10AA Lighting bulbs

APRIL

CLRM Classroom furniture
 ERCYCL Electronic equipment recycling
 FRMTIRE09 (due to cancellation) Farm and backhoe tires
 HRDEV Internet-based human resources development tools
 LAWN Lawn maintenance equipment
 RTIRE Retred tires and tire repairs
 SIP Personal computers and peripherals
 TEMP Temporary services
 WAN 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-Brown, 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: Diane.M.Holley@wv.gov

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

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