

THE BUYERS NETWORK

APRIL 2013 - VOL. 23, ISSUE 4

THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

Statewide Contract Spotlight...

New Standards and Ordering Methods for Digital Copier Contract Recently Awarded

The statewide contract for digital copiers (DIGCOP12) to lease or purchase multi-function monochrome digital copiers and small color copiers was recently awarded and the method for purchasing or leasing copiers has changed dramatically from previous DIGCOP versions.

Unlike its predecessors, DIGCOP12 now has a single vendor in which to place orders.

“The new standards with this statewide contract are noteworthy and the time procurement officers can save now when leasing or purchasing a new copier is significant,” noted Senior Buyer Tara Lyle.

The successful vendor for DIGCOP12 is Komax Business Systems of South Charleston. Dave Humphrey is the Komax representative for this contract and can be reached at (888) 483-7440, (304) 744-7440 or DHumphrey@komaxwv.com.

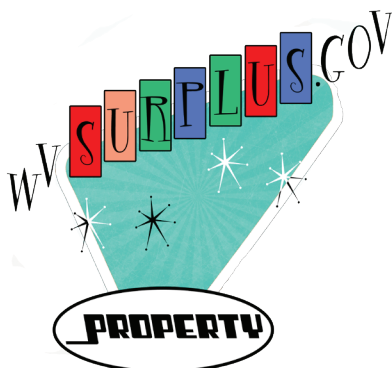
Lyle said the copiers listed in this contract are grouped by “bands” which is based on a copier’s capabilities and specifications. The contract, which can be viewed at <http://www.state.wv.us/admin/purchase/swc/DIGCOP.htm>, also provides information on prices and

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Komax Business Systems of South Charleston was the successful bidder for DIGCOP12. The statewide contract allows agencies to lease or purchase multi-function monochrome digital copiers and small color copiers.

State Agency for Surplus Property Unveils Ad



You're closer than ever before

The West Virginia State Agency for Surplus Property (WVSASP) has unveiled the first formal ad in a planned long-term marketing campaign to promote the agency and its Direct Public Sales program. The advertisement, based on an informal retro-inspired logo occasionally used by the division, draws attention to the newly-created WVSURPLUS.GOV address. By using this shorter URL, web visitors can more easily visit the often-updated website for the agency.

The full version of the ad can be seen on the agency’s Facebook page. There are also plans for wider distribution of this and other

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Reasonable Time Clause Used to Complete the Current Project or Award New Contract

By Purchasing Director Dave Tincher

In most state contracts issued by the Purchasing Division, the term of the contract is for one year with two potential one-year renewal years. The renewal years are not mandatory and are not automatically invoked.

At the end of the term, the option of renewing the contract must be reviewed carefully to determine whether renewal or rebidding the contract is in the best interest of the state. Careful consideration must be given to prior year performance by the vendor, market conditions, increased or decreased potential competition and other mitigating factors.

In addition to those three years, contracts usually have an additional one-year period that we have named the "such reasonable time" clause. This "such reasonable time" clause allows up to an additional year to bid and award a new contract, IF the state neglected to process a new contract prior to the expiration of the final renewal period.

In a perfect world, this period of time would never be used. This period of time is also not automatic and should be used carefully and judiciously, only with the purposeful intent to use the minimum amount of time needed to bid and award a new contract.

We have observed in recent years that many contracts are not processed timely and the state has been forced to use the "such reasonable time" period to also complete projects.

Even worse, there have been several occasions in which a new contract has not been bid and awarded prior to the expiration of the "such reasonable time" period, leaving the state in a very difficult position. In the past, the Purchasing Division has been requested to extend contracts beyond the "such reasonable time" period.

We realize that there are many factors involved in the internal and external processes required to bid and award a new contract and that oftentimes situations occur that are beyond expectation. We also realize that all of us have many responsibilities and pressures to perform all of their duties in a timely manner.

However, extending a contract beyond the expiration of the "such reasonable time" period is improper. If we find ourselves in this situation, we must look to expedite the rebid or use



a procurement method that is appropriate for the situation, such as individual bid, sole source, or an emergency purchase.

To assist state agencies, the Purchasing Division's Contract Management Unit provides agency procurement officers with a monthly listing of all contracts that will be expiring in the next 60 days.

This report is most often distributed around the 10th of each month to our agency procurement officers. It is crucial that agencies evaluate the soon-to-be expiring contracts to determine if there is a need to initiate a new contract.

The Purchasing Division reviews requests for extensions closely and may require additional justification for granting this "reasonable time" period. The key to keeping contracts active until the project is complete is to closely monitor the length of time remaining and the actual work to be completed.

Working closely with the contracted vendor ensures the completion of the work prior to the expiration of the contract.

We appreciate your cooperation in this matter.

Surplus Property Auction Set for April 13

The West Virginia State Agency for Surplus Property (WVSASP) will offer its first absolute auction of the year. The auction is scheduled for Saturday, April 13, at 2700 Charles Avenue in Dunbar.

Gates will open at 9 a.m. with the auction scheduled to begin at 10 a.m. Potential bidders may inspect the sale property March 12-16 from 8:30 a.m. to 4:30 p.m. at the Dunbar location. Payment on the day of the auction may be made by cash, check, and Visa/MasterCard. All property is subject to prior sale.

For additional information, please contact WVSASP at (304) 766-2626 or toll-free at (800) 576-7587.

For detailed information on the types of property to be sold, the auction notice may be viewed at the Surplus Property website at <http://www.state.wv.us/admin/purchase/surplus/surplusauction.pdf>.

SURPLUS

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ads for the WVSASP. The planned marketing campaign, as well as the development of its advertisements, is done completely in-house at the Purchasing Division.

"The West Virginia State Agency for Surplus Property is always looking for new opportunities to promote its goods and services, and this ad spotlighting our easy-to-find website URL is a fun example of this," said WVSASP Manager Elizabeth Perdue. "We encourage people to check out the website and our Facebook page."

For more information about WVSASP, please visit WVSurplus.gov.

Organizing the Annual Agency Purchasing Conference Requires Advanced Planning

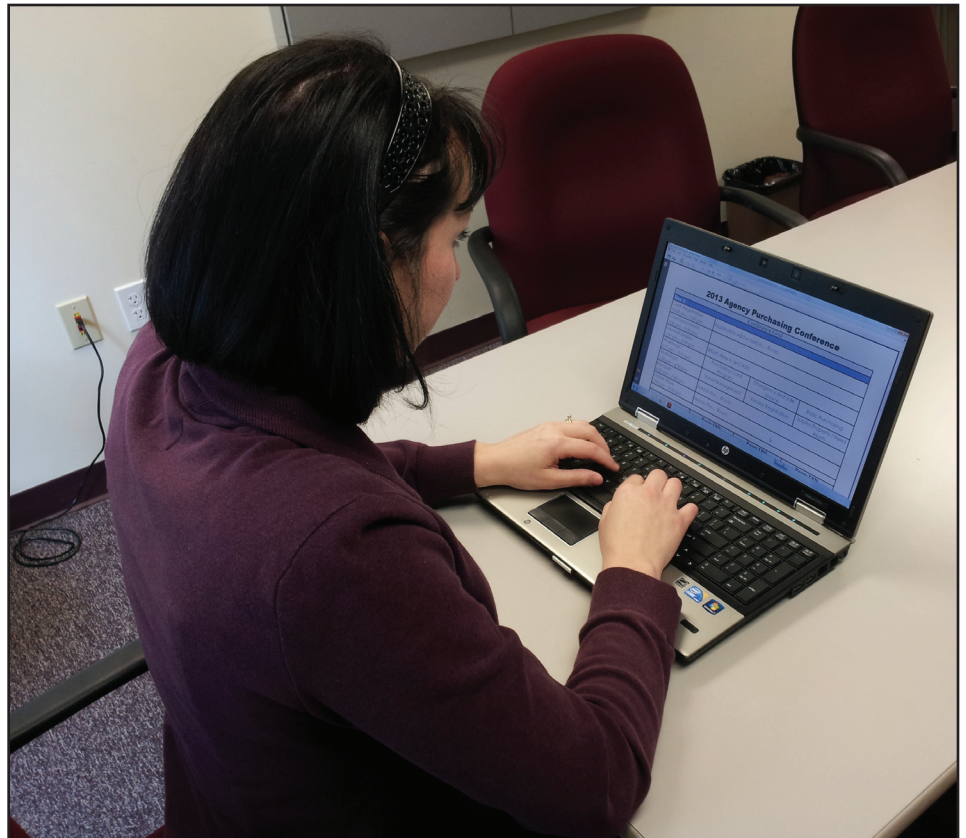
This is part of an on-going series of articles which takes a closer look at the inner workings of the Purchasing Division. This article looks at the planning of the annual Agency Purchasing Conference.

Planning a conference for approximately 300 attendees and organizing all of the logistics, including food, audio-visual needs and activities – it is certainly not something that can be done at the last minute, as Staff Development Specialist Samantha Knapp can attest to.

“It is often said that we begin planning the next year’s conference the Monday after the previous conference ends, and it is essentially the truth,” Knapp said. “We begin work on the conference anywhere from nine months to a year ahead of time, beginning with selecting the location.”

2013 brings a particular challenge to planning this year’s Agency Purchasing Conference since two separate conferences are scheduled (Pipestem Resort State Park, Oct. 22-24, and Stonewall Resort, Oct. 30-Nov. 1). Knapp said feedback from the previous year’s conference is always the starting point for the planning process, which led to the decision to offer two separate, shorter conferences.

“We always look at the feedback from previous years and trying to develop new concepts to meet the needs of our participants,” Knapp said. “By offering two conferences this year,



Staff Development Specialist Samantha Knapp said the planning process for the annual Agency Purchasing Conference begins soon after the completion of the previous year’s conference.

all agency purchasers in attendance should have the opportunity to stay on-site at the host facility, a consideration we paid special attention to.”

Knapp, along with Assistant Purchasing Director Diane Holley-Brown and Administrative Assistant Debbie Watkins, began working on creating a

tentative schedule and reviewing previous presentations to find what updates are needed to meet changes in purchasing law and procedure.

“I contact all presenters, both internal and external, to ensure their avail-

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Two Agency Purchasing Conferences Scheduled for October

The Purchasing Division has made a notable change to its annual Agency Purchasing Conference with the scheduling of two conferences in back-to-back weeks in October. This change is a result of feedback from last year’s participants who shared information about needing more of their procurement staff to attend the conference and to offer accommodations which would allow more room at the host facility.

Buyers Network

2013 Agency Purchasing Conference

Each conference will be identical in format but will be shorter in length than past conferences.

“Despite the shorter agenda, this year’s two conferences will maintain

the high level of quality training offered by the Purchasing Division throughout the years,” said Staff Development Specialist Samantha Knapp. “The agenda gives attendees the opportunity to attend sessions which are most pertinent to the state purchasing process, ultimately leading to better efficiency among our state agencies and the Purchasing Division.”

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Procurement Officer Profile

Debbie Watkins Serves as Purchasing's Procurement Officer

Procurement in state government is a vital function, especially within the division that oversees it. As the administrative secretary for Purchasing Director Dave Tincher, Debbie Watkins also serves as the procurement officer for the Purchasing Division. It is one of the many roles she plays within the division, where she has worked for 27 of her 30 years in state government.

A native of Ravenswood, Watkins was still in high school when she took the state civil service exam. "Not long after I graduated, I accepted a clerical position with the Budget Office." She immediately found she enjoyed both the work and the people. After working for approximately three years, she transferred to the Purchasing Division and began working with Dave Tincher when he worked as a senior buyer.

"The Purchasing Division was reorganized in the early 1990s into three sections: Acquisition and Contract Administration (ACA), Administrative Services, and Operations," she said. "Dave became the assistant director over Administrative Services, and I worked with him as his secretary until he was named purchasing director in 1997. I then moved to the Director's Office as his administrative secretary."

As the division director's administrative secretary, and in addition to her role as procurement officer, Watkins'



Debbie Watkins has worked for the Purchasing Division for 27 of her 30 years in state government. She oversees procurement for the division as part of her duties as administrative secretary to Purchasing Director Dave Tincher.

duties include managing the director's schedules, various correspondence to state agencies, vendors, general public, handling personnel transactions, internal purchasing, fleet and travel for the agency, and assisting in the planning of the Agency Purchasing Conference.

Procurement for the Purchasing Division tends to extend to the normal office functions, such as machine maintenance and office supplies. "I oversee all procurement for the division, whether it is through the Purchasing Card or through a purchase order," she said. "I also approve and process all incoming invoices and review various division financial statements and reports."

Watkins said the greatest benefit to the job is the environment and the people. "I enjoy working in the Purchasing Division and the various job duties that I perform, and my co-workers make it a great place to work," she said. "Every day is different and sometimes challenging, and that makes the job even better."

PLANNING

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ability," Knapp said. "At the time I work with the presenters and their training material. I also work closely with the conference facility to plan the logistics, including the conference set up, audio-video needs and schedules that sync."

Knapp said details such as conference registration, planning meals, and preparing presentation materials are vital aspects of planning. Ultimately, though, the emphasis is always on the conference attendee, Knapp said, and that they receive the best possible experience from the event. "We are always looking to maximize the benefits of attending the conference, both in the classroom and through networking," she said. "From the ease of conference registration to the day head back to their agencies, our goal is to make the conference a worthy utilization of their time."

COPIER

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available accessories.

"It will be very important that procurement officers and office managers research their agency's usage to determine which band of copier best fits the needs of the agency prior to placing an order so that what is obtained will best suit the agency's needs," she said. "The one thing we want to avoid is a copier to be ordered and then learn a month later that the copier already does not fit the needs of the agency."

To learn more about statewide contracts, please visit:

<http://www.state.wv.us/admin/purchase/swc>

Procurement Officers Invited to Purchasing Division's 6th Annual Open House on May 14

Three informational sessions, an informal Purchasing quiz game station, and a chance to win a complimentary registration to the 2013 Agency Purchasing Conference are among the features at this year's **Open House** at the Purchasing Division on Tuesday, May 14.

This annual event, which marks its sixth consecutive year, allows the Purchasing Division staff to meet with procurement officers in an informal setting to discuss general or specific procurement questions. The event takes place from 10 a.m. – 2 p.m. at the agency's office at 2019 Washington Street East.

The three informational sessions will last 40 minutes, a change from the last two years when the sessions were 30 minutes in duration, to allow for more discussion. The three topics include:

- Questions and Answers with Purchasing Director Dave Tincher
- What's New in Purchasing?
- Purchasing Forms and Checklists

"These sessions are designed to keep procurement officers apprised of the latest issues and changes facing our profession," said Tincher. "It is important to constantly revisit our code, rules and procedures that get modified. We have extended the informational sessions this year because our 30-minute sessions were running beyond the allotted time. This is an



The annual Purchasing Division Open House gives procurement officers an opportunity to visit the Purchasing Division offices and meet with division staff in a casual and relaxed environment.

excellent indicator that the presenters and participants were engaged in the subject matter."

Procurement officers are invited to attend anytime during the event hours. There is no set agenda other than the informational sessions. Registration for the sessions will be on a first-come, first-serve on the day of the **Open House** as seating is limited. A com-

plimentary registration to the 2013 Agency Purchasing Conference will be given to one registered attendee. Food and beverages will also be available throughout the event.

To RSVP for the event or to receive additional information, please e-mail Tony O'Leary at Tony.M.Oleary@wv.gov or Chad Williamson at Chad.B.Williamson@wv.gov.

Beginner's Track Among Scheduled In-House Sessions

The West Virginia Purchasing Division continues its 2013 training schedule with two sessions planned each for the months of April and May, including a full-day Beginner's Track series.

Sessions for April include:

- **Wednesday, April 10:** Beginner's Track – 9 a.m.-4 p.m.
- **Wednesday, April 24:** Cost Sheet Overview – 10 a.m.-11 a.m.

Sessions for May include:

- **Wednesday, May 8:** Preparing a Request for Proposal, Evaluation a Re-

quest for Proposal and Mock Evaluation – 9 a.m.-12 p.m.

- **Wednesday, May 22:** Travel Management – 10 a.m.-11 a.m.

Both the April 10 and May 8 sessions are closed to further registrations, but accepting names for the waiting list should spaces open up.

Classes will be conducted either in the Gaston Caperton Training Center in Building 7 or in the Purchasing Division first floor conference room. Registered attendees will be notified of the

location beforehand.

Space is limited. Registration is given on a first-come, first-served basis. For more information or to register, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html>.

For questions regarding the 2013 In-House Training Program or any of the webinars, please contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

State Privacy Office Makes Change to HIPAA Business Associate Addendum

The Purchasing Division announced in early March that a change has been made to the HIPAA Business Associate Addendum (BAA) included in the Agency Master and Purchasing Master Terms and Conditions. This change was done in accordance with the State Privacy Office and approved by the state Office of the Attorney General.

The BAA is available online at <http://www.state.wv.us/admin/purchase/vrc/hipaa.html> and is hereby made part of the agreement provided that the Agency meets the definition of a covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor. Additionally, the HIPAA Privacy, Security, Enforcement & Breach Notification Final Omnibus Rule was published on January 25, 2013. It may be viewed online at <http://www.gpo.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf>. Please be advised when utilizing the terms and conditions, always use the most recent version on the Purchasing Division's website at the links listed below:

The Agency Master Terms and Conditions is located at <http://www.state.wv.us/admin/purchase/TCA.pdf>.

The Purchasing Master Terms and Conditions is located at <http://www.state.wv.us/admin/purchase/TCP.pdf>.

Purchasing Division Recognizes Latest Certification Program Recipients

The Purchasing Division is pleased to recognize our latest recipients in the West Virginia Procurement Basic Certification program.

Darlene Hovatter of the Division of Juvenile Services received her basic certification, which required her to have at least one year of public procurement experience; perform 75 percent or greater of public procurement duties; attend at least one purchasing conference since 2009; complete a two-day certification visit at the Purchasing Division; and pass a basic level examination.

Additionally, Charlyn Miller of the Division of Rehabilitation Services and Tara Lyle of the Purchasing Division are to be commended for recently completing their advanced certification through the Purchasing Division. State agency procurement officials are encouraged to review the program's requirements for both the basic and advance level at <http://www.state.wv.us/admin/purchase/training/Certification>. Questions related to the Purchasing Division's Certification Program may be directed to our Staff Development Specialist Samantha Knapp at (304) 558-7022 (Samantha.S.Knapp@wv.gov) or Assistant Purchasing Director Diane Holley-Brown (304) 558-0661 (Diane.M.Holley@wv.gov).

List of Certification Recipients Posted

The Purchasing Division website now showcases all state procurement officers who have completed the West Virginia Procurement: Basic Certification (WVPBC) and/or West Virginia Procurement: Advanced Certification (WVPAC).

Staff Development Specialist Samantha Knapp said the list is a testament to the hard work of those who perform the procurement function for the state of West Virginia. "Completion of certification demonstrates a willingness by a procurement officer to expand their base of knowledge for their position and to further advance in the field of procurement," she said.

The list is updated as procurement officers pass the certification requirements. The list may be viewed at <http://www.state.wv.us/admin/purchase/training/Certification>.

Sherry Fewell Administration's April Employee of the Month

Sherry Fewell, an Office Assistant II with the West Virginia State Agency for Surplus Property, a program administered by the Purchasing Division, has been selected as the Department of Administration's Employee of the Month for April.

A state government employee for more than 32 years, Fewell is the agency's receptionist and handles all the online auctions. When Surplus Property conducts its auctions, Fewell operates the cash register and assists with the retirement of the fixed assets that are processed by the agency.

"Sherry does an excellent job with our online sales. She speaks with numerous individuals and gathers many assets to be sold through our online sales programs from all over the country. She deals with many customers and does so with a very high degree of professionalism," according to one of her co-worker as noted on the nomination form. "She is always willing to assist a co-worker."

Another co-worker added, "Sherry is an outstanding employee and very dependable. She greets all customers who come into our administration building with a smile and makes them feel welcome. Sherry will volunteer for additional duties when she sees that there is a job to be done."

She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Thursday, April 4 at 11:15 a.m. at the Surplus Property office in Dunbar.

The Purchasing Division is pleased to congratulate Sherry on a job well done!



Sherry Fewell

Current Statewide Contract Update

(As of March 15, 2013)

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	Bid Opening	Pre-bid?
NTIRE13	Tires	04/17/2013	No

New Awards

Contract	Vendor	Description	Dates
DIGCOP12	Komax Business Systems LLC	Digital copiers	03/01/2013 -02/28/2014

Under Evaluation

Contract	Description	Bid Opening	Under Eval
ERCYCL12F	Recycling of used electronic equipment	08/09/2012	Yes
LABSUP13	Laboratory supplies	02/06/2013	Yes
PAINT13	Paint and associated products	03/13/2013	Yes
TCARD13	Travel card services	02/28/2013	Yes
VOIP13	Voice over Internet protocol solutions	01/09/2013	Yes

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this month, the following statewide contracts for which their expiration dates are approaching will be examined.

LARMS	Microsoft products
WVARF10	Absorbancy products and supplies
LIGHT10	Lighting and supplies
CEREAL	Cereals

CONFERENCE

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The dates for these conferences are as follows:

- **Pipestem Resort State Park:** Tuesday, October 22, through Thursday, October 24
- **Stonewall Resort State Park:** Wednesday, October 30, through Friday, November 1

Conference registration and lodging reservations will open in mid-July. More details will be posted on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/Conference/Agency/2013> and in upcoming issues of *The Buyers Network*.

Buyers Network

FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

FILE	BUYER	EMAIL	PHONE
21	Krista Ferrell	Krista.S.Ferrell@wv.gov	558-2596
22	Roberta Wagner	Roberta.A.Wagner@wv.gov	558-0067
23	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
31	Shelly Murray	Shelly.L.Murray@wv.gov	558-8801
32	Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
33	Alan Cummings	Alan.W.Cummings@wv.gov	558-2402
43	Paul Reynolds	Paul.Reynolds@wv.gov	558-0468
44	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
51	Connie Oswald	Connie.S.Oswald@wv.gov	558-2157

The Property Connection Available Only Online

Beginning with the Spring 2013 edition, *The Property Connection*, the quarterly newsletter for the West Virginia State Agency for Surplus Property (WVSASP), will switch to an electronic-only format.

"This change is an effort to more efficiently bring news and information about WVSASP to eligible organizations," said Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue. "This change eliminates the wait for eligible organizations to receive *The Property Connection* through the mail, and instead makes it as simple as the click of a mouse."

Downloads will be available at <http://www.state.wv.us/admin/purchase/surplus/propertyconnection>. *The Property Connection* will continue as a quarterly publication.

To sign up your organization for emailing remainders for *The Property Connection* and for other WVSASP news, please visit www.state.wv.us/admin/purchase/surplus.

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
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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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