

First of Two Agency Purchasing Conferences Offers Variety of Information and Networking

The first of two Agency Purchasing Conferences sponsored by the Purchasing Division for purchasing officers through West Virginia state government was conducted Oct. 22-24 at Pipestem Resort State Park. The division's usual four-day conference was divided this year into two shorter conferences to ensure that all agency purchasers have the opportunity to not only attend the conference but also to stay at the host facility.

See next month's Buyers Network issue for pictures and more details on the Agency Purchasing Conference offered at Stonewall Resort on Oct. 30-Nov. 1.

Approximately 160 attendees and presenters participated in the annual event, with more than 50 attendees being first timers at the conference.

"The organizers for the annual Agency Purchasing Conference always strive to ensure that we offer the best and most valuable educational experience possible for agency delegated procurement officers," said Purchasing Director Dave Tincher. "By dividing the conferences, we are able to continue offering that while also letting more individuals involved in the procurement process attend."

The annual Agency Purchasing Conference brings together Purchasing Division staff with procurement officers and offers opportunities to learn more about purchasing rules and requirements. This year offered open discussion groups and a question-and-answer session with the Purchasing Division staff. Both were in response to conference feedback from last year, to allow all attendees to participate more in the sessions. There was also a newcomers' orientation for first-time



Purchasing Director Dave Tincher talks to agency purchasers attending the 2013 Agency Purchasing Conference at Pipestem Resort.

conference attendees, which guided these participants through the agency and outlined what they should expect during the conference

Other presenters included Jerry Shaw and Paula Bode of the State Auditor's Office (Purchasing Card Program); Dan Miller of Enterprise Resource Planning board; Barbara Ratliff of the State Auditor's Office (Travel Management); and Tracy Webb of the State Attorney General's Office.

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Revised Buyer Assignments for Purchasing Division to Become Effective in November

By Purchasing Director Dave Tincher

The Purchasing Division recently notified agency designated procurement officers of certain agencies that there would be an upcoming buyer-agency reassignment that would be affecting their organization. This change was also announced at the Agency Purchasing Conferences at Pipestem Resort and Stonewall Resort.

As a result of personnel changes, including Buyer Supervisors Shelly Murray and Krista Ferrell temporarily being assigned to the wvOASIS ERP project, as well as several new members to our buying staff, there was a need to reorganize the existing agency assignments within our buying staff. The Purchasing Division assigns our buying staff by agency in order to create a consistent and productive relationship when processing purchasing transactions.

The effective date of this change will be communicated to you soon; however, the change will occur this month. An outline of the changes in buyer assignments that will occur later this month are noted below:

- Guy Nisbet will serve as the buyer for

- the Department of Administration agencies;
- Crystal Rink will serve as the buyer for the Division of Highways;
- Laura Hooper will serve as the buyer for the Department of Transportation agencies (with the exception of Highways) and the Department of Commerce (with the exception of Natural Resources)
- Evelyn Melton will serve as the buyer for agencies of the Department of Revenue, Department of Education, and the Department of Education and the Arts; and
- Bob Kilpatrick will serve as the buyer for agencies of the Department of Agriculture, Division of Natural Resources, Elected Officials and Legislature, and Miscellaneous Boards and Commissions.

Along with the change for some of our buyers in terms of agency assignment, there are also new buyer teams as noted:

Roberta Wagner
Buyer Supervisor

- Senior Buyer Tara Lyle
- Buyer Dean Wingerd
- Buyer Evelyn Melton
- Senior Buyer Bob Kilpatrick

Frank Whittaker
Buyer Supervisor

- Senior Buyer Guy Nisbet
- Buyer Crystal Rink
- Buyer Laura Hooper
- Senior Buyer Beth Collins

An additional senior buyer vacancy has been posted and will be filled soon.

Our buying staff is reaching out to agency procurement officers to learn more about upcoming purchases and expediting purchasing transactions currently in process. We look forward to your feedback as we continue to strive for continued improvements.



PIPESTEM

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All 2013 conference presentations can be reviewed at www.state.wv.us/admin/purchase/training/2013ConfPPTs.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. A link to an electronic survey will be emailed to all conference participants to allow feedback on their conference experience.



Conference attendees participated in group discussions based on various topics, including Surplus Property, Sole Source Procurement, and the Purchasing Division Handbook, to name a few. Purchasing Division staff served as facilitators during this group session.

Who Says Learning Can't be Fun? We Proved Differently!

The Purchasing Division has realized throughout the years that our agency purchasers learn more effectively when they are participating in the classes. This year, our staff presenters increased the number of activities incorporated into the workshops. The activities ranged from creating a product based on specifications written by the audience to using oranges and apples to show comparisons. Below are some examples of the creativity of our staff presenters during their workshop sessions.

During the Emergency and Soul Source class, various scenarios were presented to the agency purchasers for their input on how to resolve problems. Participants working together to determine the best decision.



Buyer Supervisor Roberta Wagner's Basic Purchasing workshop encouraged participation by answering encouraged participation by answering questions. She used apples and oranges to show how comparisons must be made.



Above, Jesse Webb of Public Transit was one of many agency purchasers who asked questions throughout the workshop sessions.



Above, Buyer Laura Hooper dressed as a chef while she prepared peanut butter and jelly sandwiches using specifications created by her class participants. Buyer Supervisor Frank Whittaker assisted her during the class.

Right, Surplus Property's Jordan Kirk and DHHR's Harper Gardner got off their feet to participate in Senior Buyer Alan Cumming's Request for Quotation class. The answers to questions were written on balls that they had to juggle between their knees.



Professionalism Must Be Present When Interacting with Vendors

There are no written rules which declare that state agency procurement personnel can carry on a conversation with a vendor who is trying to secure a contract.

However, the court of public opinion may view the situation differently and that in itself should serve as a caution when agency personnel and vendors are gathered at functions such as pre-bid conferences and bid openings.

“When an agency procurement officer and vendor interact on a one-on-one basis with other vendors present at pre-bid and bid opening events, there is not necessarily anything inappropriate occurring but it can certainly give the appearance of impropriety,” said Purchasing Division Buyer Supervisor Frank Whittaker. “I think all of us on this side of the procurement equation need to be conscious of how our interactions with vendors are perceived by all who are looking to do business with the state.”

Whittaker said pre-bid conference and bid openings are two common situations where existing acquaintances should be tempered.

“I would suggest that procurement officers who have pre-bid meetings make it a point to dismiss everyone at the same time once all the business matters have taken place. If a vendor is there and wants to discuss a separate existing contract, then set another date and time to discuss,” he said. “Again, there is no restriction in talking with a vendor about a separate matter but doing so on a one-on-one basis as other vendors are leaving can leave an unfavorable opinion of the situation.

“I would suggest similar actions at bid openings,” Whittaker added. “Agency personnel should maintain a professional arm’s length standard. The agency representatives should not interact with the vendors at a bid opening concerning that particular procurement, as the bid opening marks the beginning of the



Purchasing Director Dave Tincher presents Becky Jones of the Lottery Commission with an engraved clock following her recognition as Agency Procurement Officer of the Year. She joined Charlyn Miller of the Division of Rehabilitation Services this year in this honor.

Lottery Commission's Becky Jones Honored for Her Exceptional Work

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. This year, two recipients have been named *Agency Procurement Officer of the Year*.

Becky Jones of the Lottery Commission was recognized as **Agency Procurement Officer of the Year** at the Pipestem conference and Charlyn Miller of the Division of Rehabilitation Services was honored at the Stonewall conference.

This month, we will highlight Jones, with a special recognition in next month's issue of *The Buyers Network* for Miller.

With more than 11 years of public purchasing experience, Jones is described as hard-working and persistent by her peers and 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 Jones with an engraved clock and a certificate which he signed along with Gov. Earl Ray Tomblin and Cabinet Secretary Ross Taylor. She also receives complimentary lodging and registration to the 2014 Agency Purchasing Conference. John Myers, assistant commissioner of the Lottery Commission, and Jones' husband, Dave Jones, were also present for the award presentation. This is the 18th year in which the Procurement Officer of the Year award was presented.

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

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Surplus Property Open House Gives Eligible Organizations Opportunity to Visit Warehouses

The first Open House for Eligible Organizations at the West Virginia State Agency for Surplus Property (WVSASP) gave the agency a chance to show what it has to offer.

Approximately 20 representatives from different eligible organizations attended the event, conducted at the WVSASP warehouses in Dunbar. Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue said the event was intended to test the waters while also giving a chance to connect with eligible organizations.

“Very often, WVSASP interacts with eligible organizations through phone calls and emails, and there is not the opportunity to have the face-to-face contact with individuals within the organization,” Perdue said. “We wanted this to be that connection, and I think for a first-time event, it was a success.”

Attendees were able to tour the WVSASP warehouses and talk to staff members about any questions or needs within their organizations.

Roane County Commission Ron Berry said this was his first



visit to WVSASP, though the commission often purchases through the agency. “I was very impressed by what WVSASP had to offer,” he said. “We have purchased vehicles in the past, but I can see where there are numerous needs that could be met through WVSASP.”

Perdue said future events are

planned for WVSASP to assist in making eligible organizations aware of the benefits of this program. “The entire WVSASP staff would like to thank everyone who took time from their busy schedules to come to Dunbar and see the many things that we have to offer,” she said.

Administrative Services Manager Jordan Kirk talks to Roane County Commissioner Ron Berry during the WVSASP Open House.

Traveling on State Business? Be Sure to Review These Statewide Contracts Before Making Arrangements

More Info

For more information about traveling on official state business, please visit: www.state.wv.us/admin/purchase/travel or contact Catherine DeMarco at (304) 558-2613 or Catherine.A.DeMarco@wv.gov.

State employees who travel often, or have travel plans in the near future, should take note of several associated statewide contracts.

The statewide contract for car rental services, **CRENTAL**, was renewed with the Hertz Corporation and Enterprise Rent A Car Company, effective October 19, 2013. This contract was established through the Western States Contracting Alliance (WSCA), which the Purchasing Division is a member and able to partner. The latest terms, conditions, prices and specifications are posted on the Purchasing Division website at: www.state.wv.us/admin/purchase/swc/CRENTAL.htm

State Travel Manager Catherine DeMarco said the Purchasing Division’s WSCA membership allows

state employees to participate in the WSAC Lodging program which contains more 11,000 qualified lodging facilities that will honor per-diem rates for state – as well as federal – employees traveling on official business. For more information, please visit: www.state.wv.us/admin/purchase/travel/lodging.html

Delta Air Lines now offers state employees a discount when booking a flight. The discount is based on the type of ticket purchased. Demarco said state employees can only receive the discount by booking the flight through National Travel, the statewide contract vendor for travel services (**TRAVEL**).

“If one were to call Delta Air Lines directly, the

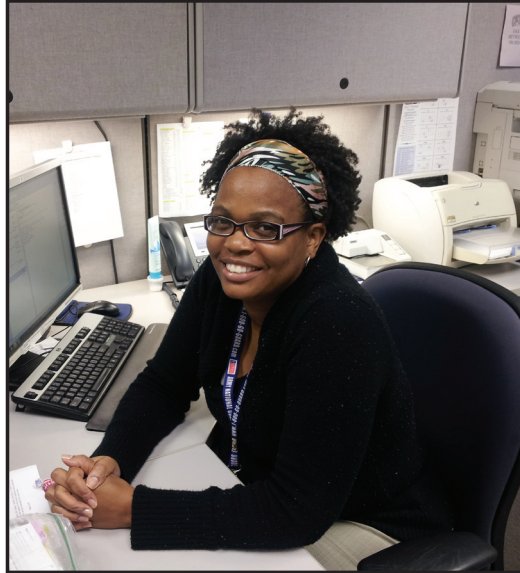
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Purchasing Welcomes April Battle to Staff

The Purchasing Division is pleased to welcome April Battle to its staff. Battle joins the Communication and Technical Services section as the bid clerk.

Battle is a resident of Charleston and a graduate of Franklin University in Columbus, Ohio, with a bachelor's degree in applied management with a minor in small business management. She has previously worked as a licensure assistant for physician licensing and as a buyer. Her responsibilities include general office duties, receiving and managing all bids for solicitation, and receptionist duties.

Please welcome April to the Purchasing Division staff!



Purchasing Division Bid Clerk April Battle



In-House Training: Upcoming Sessions

November

- Wednesday, November 6:
Contract Drafting – 10-11 a.m.

December

- Wednesday, December 4:
Basic Purchasing – 10-11 a.m.
(webinar)
- Wednesday, December 11:
Purchasing Tools and Resources
– 10-11 a.m.

Location

Purchasing Division's first floor conference room.

Registration

For more information or to register, visit www.state.wv.us/admin/purchase/training/inhouse.html. First-come, first-served basis.

For more information

Staff Development Specialist
Samantha Knapp at (304) 558-7022
or Samantha.S.Knapp@wv.gov.

VENDORS

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blackout period for that solicitation.” Whittaker suggests a prompt exit.

“It would be wise if the agency personnel left immediately after the conclusion of a bid opening to avoid direct interaction and questions from the vendor community,” he said. “Of course, we always need to do this in a polite, courteous and professional manner.”

TRAVEL

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company would not have the discount available,” DeMarco said. “Though National Travel administers this discount, it cannot hurt to ask about it whenever booking a flight with Delta to ensure you do receive the discount.”

DeMarco added that the TRAVEL statewide contract was recently awarded again to National Travel and the compa-

ny has changed its booking fees, notably its online booking fee which has been reduced.

For more information about traveling on official state business, please visit: www.state.wv.us/admin/purchase/travel or contact DeMarco at (304) 558-2613 or Catherine.A.DeMarco@wv.gov.

Purchasing Division Recognizes the Latest State Procurement Certification Recipient

The momentum of the West Virginia State Procurement Certification Program continues! The Purchasing Division is pleased this month to recognize the latest recipient in the West Virginia Procurement Advanced Certification program. Angela Negley of the Division of Natural Resources is the most recent individual to receive certification since the program's inception. Currently, nine procurement officers have achieved Advanced Certification.

State agency procurement officials are encouraged to review the program's requirements and consider enrollment. To review the requirements and steps to enroll, visit <http://www.state.wv.us/admin/purchase/training/Certification/>. Procurement officials interested in this program with additional questions may contact our training staff: Samantha Knapp, Staff Development Specialist, at (304) 558-7022 (Samantha.S.Knapp@wv.gov).

Read All About the 2013 Agency Purchasing Conference at Stonewall Resort in the December Issue of The Buyers Network!

Bureau of Public Health Purchases Vary Due to Nature of Programs



The Bureau of Public Health recently purchased a refrigerated mobile morgue trailer for the Chief Medical Examiner's Office.

By her own admission, Pam Coleman finds some of the purchases she processes on behalf of the Bureau of Public Health a bit “eerie.”

But, she notes, she is well aware that such items serve a specific purpose and are needed commodities within the various bureaus of the Department of Health and Human Resources (DHHR).

Coleman recited a partial list of items she has assisted in procuring in the Bureau of Public Health purchasing section.

- A refrigerated mobile morgue trailer, body bags and an autopsy table for the Chief Medical Examiner's Office.
- Various testing kits (milk, water, HIV) for the Office of Laboratory services
- Products for the Office of Environmental Health which is responsible for the state's water systems and also works with county health department on food inspections.
- The Office of Nutrition which serves the Women, Infants and Children (WIC) program.

“Shall I go on?” Coleman asks of her unique purchases.

Coleman admits such items are not typical for state agencies or the general consumer, but they are essential.

“I am pretty much accustomed to acquiring these types of products,” said Coleman who joined the Bureau of Public Health in 2002. “Some of the items are sensitive in nature. When putting the specifications together for the refrigerated morgue trailer, I frequently came across the

word, ‘cadaver’ but I am comfortable with it. It is a necessary item that serves a specific purpose.”

With such a diverse list of commodities and services, Coleman said she relies on both the DHHR personnel who directly use them and her purchasing training to write the solicitations.

“For large items like the refrigerated morgue trailer, the program employees write the specifications for us and we pre-

I guess we have unusual items compared to other state agencies but I like to read the [West Virginia Purchasing] Bulletin to see what other agencies are procuring.

**Pam Coleman
Procurement Officer
Bureau of Public Health**

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What's Your Question?

Can state agencies still piggyback contracts? I thought the Purchasing Division did away with them.

Answer: The Purchasing Division still allows the use of piggybacking contracts within a defined set of conditions.

If a state agency desires to utilize an existing contract through the piggyback process, it must first receive approval from the Purchasing Director to move forward, per *West Virginia Code*, which includes the submission of the Cooperative Purchasing Request, Justification and Approval form (WV-40).

This form must demonstrate that participating in a piggyback contract does not conflict with existing state of West Virginia contracts unless the prices on the contracts issued by other public agencies and entities is substantially lower than the state contract based on an equal comparison. Additionally, it will not cause a West Virginia vendor that offers like products and services to lose substantial business, unless the Director determines based on submitted documentation from the spending unit that the difference in price is so great that the state's best interest is served by using the contracts issued by other public agencies and entities. And lastly, it does not cause extensive hardship to any spending unit offered preference under the West Virginia Code.

The Purchasing Director shall approve only those requests submitted with evidence that justifies the use of such contracts. Any request that is not supportable shall be returned to the spending unit. To view the WV-40, visit:

<http://intranet.state.wv.us/admin/purchase/WV40.pdf>

Current Statewide Contract Update

(As of October 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 www.state.wv.us/admin/purchase/swc. For more information, please contact your assigned agency buyer.

Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Pre-bid?</u>
FUELTT13	Fuel	11/06/2013	No
FUELTW13	Fuel	11/06/2013	No

Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Eval.</u>
DPS1326	Lightbars and sirens	10/16/2013	Yes
SBUS14	School buses	10/29/2013	Yes
MV14	Motor vehicles	10/16/2013	Yes
MVPRT14	Automobile non-EOM parts	10/16/2013	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.

DEBT	Debt collection services
ERCYCLE	Electronic equipment recycling
PAPER	Office paper
RECMGT	Off-site storage and records management
DWASH	Dishwasher dispensing equipment and supplies

wvOASIS Outreach Sessions Set For November and December

The Enterprise Resource Planning Board for wvOASIS has a procurement functionality review outreach session planned for Wednesday, November 6, from 9-11 am at West Virginia State University, Institute, at Ferrell Hall. This outreach session will discuss the collection of procurement location information.

An additional procurement outreach is planned for the week of December 1st, again at WVSU in Ferrell Hall. The exact date and time are to be determined. The purpose of the December outreach session will be to discuss the collection of procurement users, managers, manager teams, buyers and buyer teams. For more information on wvOASIS, visit www.wvoasis.gov.

FOR MORE INFORMATION

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

BUYER	EMAIL	PHONE
Roberta Wagner	Roberta.A.Wagner@wv.gov	558-0067
Shelly Murray*	Shelly.L.Murray@wv.gov	---
Krista Ferrell*	Krista.S.Ferrell@wv.gov	---
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Alan Cummings	Alan.W.Cummings@wv.gov	558-2402
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
Beth Collins**	Beth.A.Collins@wv.gov	558-2157
Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
Laura Hooper	Laura.E.Hooper@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2566
Dean Wingerd**	Dean.C.Wingerd@wv.gov	558-0468

* Temporarily assigned to wvOASIS project

** File not yet assigned

HEALTH

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pare the solicitation. Even though they determine the specifications, we do a lot of research to justify them,” Coleman said. “Sometimes we have to change the language a bit to avoid potential conflicts like trademark infringement. We also rely on our training to make sure the proper procedures are followed.”

Coleman realizes the Bureau of Public Health does see its fair share of distinctive products compared to most state agencies and that in itself piques her interest about other agency procurements.

“I guess we have unusual items compared to other state agencies but I like to read the [West Virginia Purchasing] Bulletin to see what other agencies are procuring. That interests me,” she said.