

THE BUYERS NETWORK

SEPTEMBER 2013

VOL. 23, ISSUE 9

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

Purchasing Division Awarded Prestigious Honor by National Procurement Institute



The Purchasing Division, pictured in a June 2013 staff photo, worked together to achieve recognition by the National Procurement Institute (NPI). The division was awarded the 18th Annual Achievement of Excellence in Procurement Award from the NPI based on judging criteria including innovation, professionalism, e-procurement, productivity, and leadership.

The Purchasing Division is pleased to announce that it has been awarded the prestigious 18th Annual Achievement of Excellence in Procurement Award (AEP) for 2013 from the National Procurement Institute (NPI).

The AEP Award is earned by public and non-profit organizations that obtain a high application score based on standardized criteria. The judging criteria include innovation, professionalism, e-procurement, productivity, and leadership. This program encourages the development of excellence as well as continued organizational improvement to earn the award annually. For 2013, there were 179 successful

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About NPI

Founded in 1968, the National Procurement Institute, Inc. is designed to establish cooperative relationships among its members and to develop efficient purchasing methods and practices in the areas of governmental, educational, and institutional procurement. The mission of NPI is to facilitate the educational and professional development of its members.

Deadline Approaching for Nominations for Procurement Officer of the Year Honor

Nominate

Visit the Purchasing Division's intranet site at <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html> or contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov

Have you submitted your nomination for the annual Agency Purchasing Conference's Procurement Officer of the Year? If not, the deadline is rapidly approaching! The deadline is Friday, September 6.

This is the 18th year for the Purchasing Division's recognition program for agency procurement officers. The Agency Procurement Officer of the Year program recognizes individuals who have demonstrated high levels of performance and professionalism. This program provides an avenue for

2013 Agency Purchasing Conference

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Success Stories Show Importance of Solid Procurement Transactions
- **Collective Effort Results in New State Office Building in Logan**
- **Procurement Officers Reminded of Opportunity to Reconcile Assets**

THE DIRECTOR'S COMMENTS

Success Stories Demonstrate the Importance of Always Ensuring Solid Procurement Transactions

By Purchasing Director Dave Tincher

As state procurement officers, it is our job to help agencies define their needs, assist them in preparing clear and concise specifications, ensuring all of the documentation is complete, and awarding contracts to the most responsive and responsible bidders. Once the procurement transaction is complete, oftentimes our hands-on participation is complete. The successful completion of the many projects for which we played a key role is behind us as we pursue our work on upcoming projects...future successes.

Recently, we began highlighting some of the state projects in *The Buyers Network* that we had processed which are now complete. In the July issue of our monthly newsletter, we showcased the final touches that were being made to the \$25 million of renovations at the Canaan Valley State Park in Tucker County. The Purchasing Division processed this construction contract for the Division of Natural Resources. In this issue, we

join other state officials in celebrating the newly constructed Logan State Office Building, which opened its doors to employees and customers of five state agencies in June. Gov. Earl Ray Tomblin conducted a ribbon-cutting dedication ceremony at the building in August, surrounded by state and local leaders and members of the community. This \$16 million project was processed through the Purchasing Division on behalf of the General Services Division.

By following these projects for which we have processed the original contract, it not only recognizes the teamwork that takes place between the Purchasing Division and the contracting agency from the infancy of the project to its completion, but it also demonstrates how our state continues to expand in all communities



throughout West Virginia. As state procurement officers, I encourage you to take time to see the results of your hard work. Whether it is a building construction, the creation of a new computer system, or the procurement of particular goods, successes in state government often start with good specifications in a solicitation.

We are part of the foundation that ensures that our end product is what we envision to assist the state in the operation of necessary programs and services.

In our procurement role, we may stand in the background after the work is completed, but rest assured that procurement officers deserve to take a bow for the part they play in the many successes realized by the state. Personally, I would like to think each and every one of you for your efforts.

AWARD

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applicants, including 43 counties, 58 cities, 17 higher education agencies, 23 school districts, 23 special districts, and 15 state agencies. Of the 15 state agencies, six were their state's purchasing division. The

West Virginia Purchasing Division is the only entity in the state of West Virginia to receive this award this year.

"Through its strong leadership and dedicated staff, the Purchasing Division has demonstrated that its progressive efforts in public procurement have not gone unnoticed," said Gov. Earl Ray Tomblin. "This national recognition proves that this agency continues to move in the right direction by ensuring the public's trust in the spending of the state's tax dollars."



In addition to NPI, the Achievement of Excellence in Procurement Award is sponsored by the California Association of Public Procurement Officials (CAPPO), Florida Association of Public Procurement Officials (FAPPO), the Institute for Supply Management (ISM), National Institute of Governmental Purchasing (NIGP), the National Association of State Procurement Officials (NASPO), the National Association of Educational Procurement (NAEP), and the Texas Public Purchasing Association (TxPPA).

NOMINATIONS

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agency procurement officers to nominate co-workers and colleagues who have served as role models in the purchasing profession.

Nomination criteria for this award include but are not limited to tenure, performance, communication, training, and professional development. The individual submitting the nomination may nominate someone in his or her own agency or a purchaser from another agency.

For additional information about the Procurement Officer of the Year award, visit the Purchasing Division's intranet site at <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html> or you may contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.



Collective Effort Results in Construction of New State Office Building in Logan

True to form, the August 16th ribbon-cutting and dedication ceremony of the new State Office Building in downtown Logan was a festive occasion, complete with live music, refreshments and remarks by several distinguished guests including Gov. Earl Ray Tomblin.

The attractive five-story building is the new workplace for more than 125 state employees from five agencies who are charged with serving the citizens of the Logan County and the surrounding areas. Prior to the Logan State Office Building, these state employees were scattered around the Logan area in much older workplace

offices.

Tours of the 54,000-square foot facility at the dedication ceremony allowed the general public to see a freshly-lit office building designed and constructed to accommodate the needs of today's workers and constituents alike.

Not readily evident during the commemoration was the challenging road traveled by the many individuals responsible for seeing the building's completion from solicitation to conclusion which included, among other things, elephants.

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Department of Administration Cabinet Secretary Ross Taylor, far right, joins Gov. Earl Ray Tomblin, middle, and other dignitaries at the ribbon-cutting ceremony of the new Logan State Office Building on August 16.

Inventory Coordinators Offered Opportunity to Reconcile State Assets

More Info

For more information about this reconciliation measure, please contact WVSASP at (304) 766-2626.

The West Virginia State Agency for Surplus Property (WVSASP) reminds agency inventory coordinators of the opportunity to reconcile all of their agency's fixed assets in preparation of the conversion to the state's Enterprise Resource Planning System, *wvOASIS*. This reconciliation includes items that have been previously listed as lost.

Corrective measures which agencies may perform until October 31 are listed below:

- Retire lost fixed assets to WVFIMS with a

Fixed Asset Reconciliation Approval Statement (form **WV-100**), which must be signed by the agency director and agency Cabinet Secretary (please note this form is located on the WVSASP website at www.wvsurpls.gov/forms/WV100InventoryTemplate.pdf;

- Identify fixed assets with corrective information using a Data Change Request form, and;

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Procurement Officer Profile

Forestry's Ann Mollohan in Full Bloom as Procurement Officer

There is an old saying about someone being unable to “see the forest for the trees,” meaning the person cannot see the problem because they are looking too closely at the tiny details. This might not be an issue for Ann Mollohan, the procurement officer for the Division of Forestry, because ensuring the forest has trees may be just the details in question.

Born in Georgia but raised in West Virginia, Mollohan grew up on the West Side of Charleston and began working in state government 34 years ago, starting in data entry with the Information Services and Communications Division (now the Office of Technology). She eventually moved to the Finance Division and later the Department of Health and Human Resources (DHHR), working in everything from print quality control and processing bank deposits to health promotion. It was in the latter where she began learning about procurement.

“In DHHR, you learned every step of the procurement process, and I would attend both the annual Auditor’s Conference and the Agency Purchasing Conference,” she said. “We bought everything from paper clips to vaccines.”

That allowed for unique purchasing situations, Mollohan said. Following the attacks on New York City and Washington, D.C., on September 11, 2001, Mollohan said the department developed special emergency medical kits for field work. “One of the items included for the kits was a smallpox vaccine. Since the vaccine has to be maintained at a particular temperature, we had to also purchase walk-in refrigerators to store the vaccine,” she said.

Mollohan also worked for the Purchasing Division, reviewing and posting scanned bids to the division website. After eight years, she moved to the Division of Forestry. And while smallpox and refrigeration may not be a concern, Mollohan said the position comes with its own challenges.

“The Division of Forestry does a massive amount of environmental



work, such as maintaining a nursery to grow bare-root saplings, which we sell,” she said. “We produce educational and training material for schools and fire departments, and also operate a legacy program to keep forests in a non-commercial state.”

Mollohan said the job presents daily challenges, but satisfaction is found in the problem-solving inherent to the position. “I enjoying knowing that what we do in the Division of Forestry creates growth and education in our community,” she said.

Ann Mollohan, procurement officer for the Division of Forestry, said her wide range of experience through state government has been valuable in her responsibilities.

Purchasing Division Recognizes Latest State Procurement Certification Recipient

The Purchasing Division is pleased to recognize yet another recipient in the West Virginia Procurement: Basic Certification program.

Angela Negley of the Division of Natural Resources is the most recent individual to receive certification since the program’s inception. Currently, 31 procurement officers have achieved Basic 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 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).

Don Arrick Oversees the Contract Management Process Required for Non-Construction Contracts

As part of an on-going series of articles which takes a closer look at the inner workings of the Purchasing Division, this month we focus on contract management.

As the tenth step in the Purchasing Decision Path, as listed in Appendix M of the *Purchasing Division Procedures Handbook*, contract management fulfills a vital role in the procurement process by ensuring that the commodities and services received are meeting certain requirements before payment is made.

When a contract is greater than \$1 million and is not construction-related, the *State Code of State Rules* §148-1.7.13 requires a three-step contract management reporting procedure to ensure that contract expectations are met.

Overseeing this function is State Contract Manager Don Arrick for the Purchasing Division. "The goal with contract management is to ensure the requirements in the contracts are met and that the best financial interests of the state agency are protected," he said.

Arrick said he maintains a spreadsheet to keep track of contracts which meet the criteria.



State Contract Manager Don Arrick oversees the contract management requirements set within the Code of State Rules for non-construction contracts exceeding \$1 million. The specific requirements include a post-award conference and various reports.

"The contract management unit initially reviews what contracts are awarded. Once the contract is encumbered and it meets the requirements for contract management, we notify the agency issuing the contract to inform them of the process that must be followed," he said. "If an agency does not begin the process, we send a reminder within 45 to 60 days."

This process includes a post-award conference with the contractor, which must be documented and submitted to the Purchasing Division no later than

one week afterwards; status and activity reports on the project's progress, submitted every other month; and a final report to measure outcomes and assess contractor performance.

Arrick said he emphasizes to agencies the importance of the contract management function. "This process is vital, since it serves the best interest of the agency by ensuring its needs are met by the vendor," he said. For more information, contact Arrick at (304) 558-5780 or by email at Don.F.Arrick@wv.gov.

More Info

For additional information regarding this webinar, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or visit www.state.wv.us/admin/purchase/news.html.

Free Webinar Geared Toward Vendors Wishing to Do Business with State Set for September 27

As the summer winds down and the conference season kicks into full gear, the West Virginia Purchasing Division has another focus this fall: that of vendor outreach. On Friday, September 27, from 10 a.m. to 11 a.m., Purchasing Division personnel will conduct a webinar geared toward vendors who are new to doing business with the State.

According to Staff Development Specialist Samantha Knapp, "We tend to assume that vendors already know their role in the state purchasing process. However, that is not always the case. The Purchasing Division wants to offer this webinar as a means to reach out to vendors and answer any

questions about the process that they may have."

By participating in this free webinar, vendors will learn how to market their commodities and services to state agencies, how to register as a vendor with the West Virginia Purchasing Division, gain information on submitting bids in response to advertised solicitations, learn more about the evaluation and change order processes, and much more.

Participation will be given on a first-come, first-served basis. For more information regarding this webinar, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or visit www.state.wv.us/admin/purchase/news.html.

Purchasing Welcomes New Staff

The Purchasing Division is pleased to welcome Alisha Ord and Dean Wingerd to our staff. Ord joins the Communication and Technical Services section as a programmer analyst and Wingerd is a buyer for the Acquisitions and Contract Administration section.

A resident of Letart, Ord is a graduate of Marshall University with a bachelor's degree in computer science. She has previously worked in customer and technical support. She enjoys farming and tractor pulls, horseback riding, and volleyball. She is engaged and plans to marry in September 2014.

A resident of Meadow Bridge, Wingerd has a bachelor's degree in organizational management from Bluefield College and is an Army veteran.

Wingerd has previously worked in procurement for Georgetown University as well as with several coal companies. He enjoys golf, college football



Programmer Analyst Alisha Ord



Buyer Dean Wingerd

and basketball, military history, and spending time with his children.

Our agency procure-

ment officers will have an opportunity to meet Alisha and Dean soon at our purchasing conference.



In-House Training: September - November

September

- Wednesday, September 18:
Vendor Performance and Relations – 10-11 a.m.

October

- Wednesday, October 9:
Inspection Services (webinar)
– 10-11 a.m.

November

- Wednesday, November 6:
Contract Drafting – 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.

Email Address Purchasing.Requisitions@WV.Gov Should Be Used to Submit Requisitions Electronically

Agency procurement officers are reminded that the e-mail address purchasing.requisitions@wv.gov should be used for submitting requisitions electronically to the Purchasing Division.

Agencies still have the option to submit paper requisitions by regular U.S. postal mail, fax or hand delivery. Requisitions sent by e-mail may include documentation in various formats, including Microsoft Word, Excel or as a pdf document but they need to include a WV-35 Purchase Requisition



form and any other necessary documentation.

The most current versions of the purchasing forms are available on the state's intranet site at <http://intranet.state.wv.us/form>. If you have any questions or need additional information, please contact your

agency's designated buyer within the Purchasing Division.

For a list of buyer assignments, visit www.state.wv.us/admin/purchase/by-rassign.pdf.

For Past Issues of The Buyers Network, Please Visit:

<http://www.state.wv.us/admin/purchase/BN/bnlist.html>

BUILDING

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“Since the project began, there were plenty of unique situations that we faced. One of those was the pre-bid meeting held at the State Office Building lot in which there were elephants housed there for a local festival that was going on,” recalled Buyer Supervisor Krista Ferrell who handled the solicitation for the contracting agency, the General Services Division. “Once the contract was awarded, a hotel on the adjoining lot burned to the ground, and then there were super storms that hit in 2012. We learned that we had to adapt quickly to a lot of unexpected situations.”

Walking a similar path was Bob Kilpatrick, the General Services Division’s agency procurement officer.

“From the elephants at the pre-bid meeting to when the doors opened, it took a lot to get the building completed but we got it done and that is a testament to all who were involved,” Kilpatrick said. “I think the tenants are impressed with their new surroundings and I have had people on the street in Logan say ‘thank you’ to me for being part of the building process.”

Kilpatrick and Ferrell both commented about the good working relationship between the General Services Division and the Purchasing Division

throughout the project.

“We have good communication with the General Services Division and they were keeping us apprised of what may be coming down the line. That allowed us to make adjustments to ensure we could expedite the project,” she said. “It is

(The Logan State Office Building) offers a great new workplace for state employees and the building is there to serve the community. It is one of those things where people can drive by it and say that it is a great use of taxpayer money.

Krista Ferrell
Buyer Supervisor
Purchasing Division

also a huge benefit to have [Purchasing Director] David Tincher and [Assistant Purchasing Director] Mike Sheets assisting in helping determine how to prioritize the workload. I think this project showed the importance of a team effort.”

When projects that the Purchasing Division staff are involved in from the beginning are completed, there is a sense of satisfaction. Ferrell said she did a “happy dance” when she learned about the ribbon-cutting ceremony, knowing full well all the effort required to complete the building. It is something she can make a personal connection.

“I am glad that I had a part in the Logan State Office Building. It offers a great new workplace for state employees and the building is there to serve the community,” she said. “It is one of those things where people can drive by it and say that it is a great use of taxpayer money.”

ASSETS

Continued from Page 3

- Provide the option to remove fixed assets below the program’s guidelines. This is property with an original value of \$1,000 or more; computers and laptops with an original value of \$500 or more; and all firearms, regardless of costs.

“This opportunity for agencies to reconcile its fixed assets is a one-time event,” said Elizabeth Perdue, Assistant Purchasing Director and WVSASP Manager. “Agencies may begin submitting information to us now. It will be in everyone’s best interest not to wait until the end of October.”

For additional information about this reconciliation opportunity, please contact WVSASP at (304) 766-2626.

Buyers Network



What’s Your Question?

Our agency has already issued a Request for Proposal but needs to make changes to the solicitation. What do we do?

Answer: There are a number of reasons why it may become necessary to alter bid documents. To facilitate a change to a solicitation after issuance for bid in the **West Virginia Purchasing Bulletin**, a formal written addendum is required. The addendum is generated by the agency to address the change and is issued to prospective bidders by the Purchasing Division.

A Purchase Requisition (WV-35) is required to the Purchasing Division to issue the addendum. The agency should include the following where applicable:

- Specification changes, additions, or noted deletions;
- Pre-bid attendee list;
- An attachment listing each technical question with a corresponding answer; and/or
- Revised or added sketches, drawings and/or charts

Upon receipt, review and approval, the Purchasing Division will issue the addendum and distribute to all known bidders. Addenda are available in the online **West Virginia Purchasing Bulletin** to all registered vendors upon issuance. Additional bid time may be required to distribute addenda.

Addenda should be received by the Purchasing Division from the agency within seven calendar days prior to the current scheduled bid opening date. For complex transactions, the Purchasing Division should receive from the agency the addenda within 14 calendar days prior to the current scheduled bid opening to allow bidders ample time to prepare and submit bid responses. The Purchasing Division may, at its discretion, extend the bid opening date if it deems to be in the best interest of the state of West Virginia.

For more information, please refer to Section 7.2.11 in the **Purchasing Division Procedures Handbook** at www.state.wv.us/admin/purchase/handbook/default.html.

Current Statewide Contract Update

(As of August 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

| Contract | Description | Bid Opening | Pre-bid? |
|----------|-------------------------|-------------|----------|
| SANPAP13 | Sanitary paper products | 08/27/2013 | No |
| FUELTT13 | Fuel | 08/27/2013 | Yes |
| FUELTW13 | Fuel | 08/27/2013 | Yes |
| MVPRT14 | Automobile EOM | 09/11/2013 | No |
| MV14 | Motor vehicles | | |

Under Evaluation

| Contract | Description | Bid Opening | Under Eval. |
|-----------|--|-------------|-------------|
| BPH13130 | Antennas and related conversion to "narrow band" | 07/25/2013 | Yes |
| LDPHONE13 | Traditional, interstate and international phone services | 07/09/2013 | Yes |
| SANPAP13 | Sanitary paper supplies | 06/18/2013 | Yes |
| TRAVEL13 | Travel management services | 06/13/2013 | Yes |

Contract Renewals

| Contract | Vendor | Description | Dates |
|----------|-----------------|----------------------------|---------------------------|
| HOUSE10A | Winans Sanitary | Cleaning supplies | 08/01/2013 -09/30/2013 |
| TRAVEL13 | National Travel | Travel management services | 07/01/2013 -06/30/2014 |

Mileage Reimbursement Rate Remains the Same for State Employees

West Virginia Department of Administration officials announced in July that the state mileage reimbursement rate for privately-owned vehicles for state use will remain at 47 cents per mile. A bi-annual review of the state's mileage reimbursement rate for privately-owned vehicles is conducted in both January and July of each year by Department of Administration Cabinet Secretary Ross Taylor. The state of West Virginia is not statutorily required to follow the federal mileage reimbursement rate set by the Internal Revenue Service. This state rate will be in effect until further notice or after the next review is published in January 2014.

Miscellaneous Actions

| Contract | Vendor | Commodity | Description of Change |
|-----------|---------------|-------------------|--|
| MAILEQP12 | Pitney Bowles | Mailing equipment | Updated price list and equipment list for master price agreement |

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.

| | |
|---------|--|
| DWASH | Dishwasher dispensing equipment and supplies |
| FASTEN | Fasteners |
| HOUSE | Housekeeping supplies |
| LAUNDRY | Laundry detergent |
| LGLOVES | Gloves |
| MAILEQP | Mailing equipment |
| PBKCR | Automobile rentals |

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 |
| 44 | Guy Nisbet | Guy.L.Nisbet@wv.gov | 558-8802 |
| 51 | Connie Oswald | Connie.S.Oswald@wv.gov | 558-2157 |
| * | Laura Hooper | Laura.E.Hooper@wv.gov | 558-0094 |
| * | Dean Wingerd | Dean.C.Wingerd@wv.gov | 558-0468 |

* file not assigned