

THE BUYERS NETWORK

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Better Value in Public Purchasing

Mid-week Vehicle Auction Another Success for West Virginia State Agency for Surplus Property!

This summer's seemingly constant rain stopped momentarily on Wednesday, July 8, as the West Virginia State Agency for Surplus Property (WVSASP) conducted its mid-week state vehicle auction. The auction was the second of its kind for the agency, following a similar event in 2012.

"We are preparing for an extensive construction project at WVSASP, where we will be tearing down the existing warehouses and office space, and constructing new buildings," said WVSASP Manager and Assistant Purchasing Director Elizabeth Perdue. "Conducting this vehicle auction at this time gave us the opportunity to clear out much of the inventory on our lot to open up space for the construction work to begin."

The agency had 50 cars available on the block, selling them all in approximately one hour. Perdue said the auction offered everything from retired state police vehicles to Jeep Grand Cherokees.



The West Virginia State Agency for Surplus Property sold 50 cars in approximately an hour during a special mid-week auction on July 8.

"We were extremely pleased with the turnout for this event," she said. "Purchasers were enthusiastic in bidding, and we had an extremely diverse crowd, from those looking for personal vehicles to businesses adding to their fleet."

For information about WVSASP, please visit www.state.wv.us/admin/purchase/surplus/default.html or call 304.766.2626. Also, remember to visit the West Virginia State Agency for Surplus Property on Facebook!

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Due to Changes in State Code and State Rule, Purchasing Forms Experience an Overhaul
- Purchasing Process Checklist Revised July 1 and Available on Website
- Purchasing Division Employees Earn Certification Credentials

Purchasing Division Introduces its New Inspection Grading System

The West Virginia Purchasing Division's Contract Management Unit has developed a new grading system to utilize during its inspection of agency delegated transactions.

The new system, which went into effect on July 1, 2015, allows the Purchasing Division to better evaluate an agency's conformance to purchasing policies and procedures, as governed by West Virginia Code, the Code of State

Rules, and the Purchasing Division Procedures Handbook.

The new system was created to assess the compliance of those individuals directly responsible for agency procurement related transactions and to identify areas which are deficient.

The following provides an explanation of some of the terms used in the new grading system:

- "Transactions Reviewed" refers to

Please see INSPECTION, Page 5

Due to Various Changes in Code and State Rules, Purchasing Forms Experience a Major Overhaul

By Purchasing Director Dave Tincher

As a result of changes made recently to the *West Virginia Code* and the *West Virginia Code of State Rules* as well as the transition to the *wvOASIS* enterprise resource planning system, the Purchasing Division announced last month the new **Purchasing Division Procedures Handbook**, which went into effect July 1, 2015. At this same time, the division staff took an extensive review of all of the purchasing forms that were being used, some of which were created in the 1990s.

As a result of this review, several forms were eliminated due to being considered obsolete with the new changes and system. The forms which are no longer available and have been removed from the Purchasing Division's website include the **Purchase Requisition** (WV-35), since requisitions are now initiated in *wvOASIS*; the **Purchasing Continuation Sheet** with and without columns (WV-36/WV-36A); the **Requests for Quotations**, since due to the dollar threshold, they are

processed in *wvOASIS*; the **Agency Purchase Order** (WV-88), since purchase orders are required to be issued in *wvOASIS*; the **Surplus WVFIMS Fixed Asset System Access** form and the **TEAM/IE Access or Delete** form, which are no longer needed.

To revise language to correlate with current practices and terms, many updates were made to existing forms that were included on the forms page, located at www.state.wv.us/admin/purchase/forms.html. At the bottom on this page is an intranet link for state employees to view all internal forms.

These forms include **Agency Process Checklists**, which are part of the **Purchasing Division Procedures Handbook** as Appendix O; the **Drug-free Workplace Conformance Affidavit** (WV-73), **Expression of Interest Stan-**



dard Format template; **Purchasing Affidavit**, **Sole Source Request for Consideration** (WV-65), **Multiple Award Determination** (WV-70), **Drug-free Workplace Report Cover-sheet** (WV-72), **Vendor Preference Certificate** (WV-10), **Release Order** (WV-39), **Agreement** (WV-48), **Agreement** requiring the At-

torney General's approval (WV-48A), **Verbal Bid Summary** (WV-49), and the **Agency Purchase Order** requiring Attorney General's approval (WV-88A). All of the revised forms are now posted and available on the forms webpage.

Our staff appreciates your patience during the transition of the many changes that have recently occurred. We will continue to communicate these changes to you in a clear and concise manner to ensure a complete understanding.

Purchasing Process Checklists Revised as of July 1

For more information

To view the agency process checklists, please visit www.state.wv.us/admin/purchase/handbook/2015/handO.htm.

The **Purchasing Division Procedures Handbook** was updated on July 1, 2015, due to numerous changes made to purchasing procedures as a result of several factors, including the passage of Senate Bill 356 during the 2014 Legislative Session; the new Code of State Rules, Title 148, which was passed during the 2015 Legislative Session; audit recommendations made by the Legislative Auditor; and the implementation of the state's new Enterprise Resource Planning system, *wvOASIS*.

Agency procurement officers are advised to review the entire handbook to familiarize themselves with the new requirements and changes.

One of the appendices of the handbook that agency procurement officers may wish to use as a daily reference is **Appendix O: Agency Process Checklists**. The most notable changes to the checklists are updating the following:

- Checklists will reflect new processes that are required by *wvOASIS*;

- Requisition process is now electronic through *wvOASIS*, which replaces the **Purchasing Requisition** form (WV-35);
- New definitions are now referenced on the checklists for all purchasing methods;
- Clarification on pre-approvals, third-party approvals, verifications, and forms are now noted;
- Details are outlined on what documentation needs to be submitted to the Purchasing Division and the proper timeline of receipt; and,
- WVFIMS and TEAM references were removed.

Since the new handbook was introduced on July 1, the Purchasing Division staff strived to include the updated checklists at the same time, especially for use by new purchasing officers.

A complete Purchasing Division forms review has been completed and the revised forms are now being formatted and will be posted soon. Notification to agency purchasing officers will be made once the revised forms page is posted.

Purchasing Division Employees Earn Certification Credentials



Inspector Mitzie Howard, left, earned her certification for Inspectors/Investigators through CLEAR's National Certified Inspector Training program. Communication and Professional Development Unit Manager Samantha Knapp earned the Certified Professional Public Buyer (CPPB) credentials through the Universal Public Procurement Certification Council (UPPCC).

The Purchasing Division is pleased to congratulate its employees who recently earned national certification credentials.

Communication and Professional Development Unit Manager Samantha Knapp earned the Certified Professional Public Buyer (CPPB) credentials through the Universal Public Procurement Certification Council (UPPCC). The credentials recognize public procurement professionals who demonstrate a comprehensive knowledge of public procurement practices.

The UPPCC is an independent entity formed in 1978 to govern and administer the Certified Public Procurement Officer (CPPO) and CPPB certification programs.

The programs are highly regarded and respected among procurement professionals and employers involved in the public sector. Individuals earning these credentials must complete an arduous curriculum and exam to receive the designations.

Inspector Mitzie Howard earned her certification for Inspectors/Investigators through CLEAR's National Certified Inspector Training program. This course is designed for investigators and inspectors working within regulatory organizations. The three-

day training program consisted of topics such as: Professional Conduct; Principles of Administrative Law and the Regulatory Process, Investigative Process; Principles of Evidence; Evidence Collection, Inspections and Inspection Procedures, and Report Writing. Howard earned her certification upon successfully passing an examination.

CLEAR is an association of individuals, agencies and organizations that promotes regulatory excellence through conferences, educational programs, webinars, seminars and symposia. The organization provides networking opportunities, publications, and research services for those involved with, or affected by, professional and occupational regulation.

As a neutral forum to encourage and provide for the sharing of best practices, CLEAR serves and supports the international regulatory community and its vital contribution to public protection.

The Purchasing Division continues to stress to its own staff as well as agency procurement officers the importance of national and state certification within the professions related to the procurement field. Congratulations again to Samantha and Mitzie for their recent accomplishments!

Level	Code	Dept	ID	Escalated Item	Comments	Creator ID	Submitter ID	Date
CMA	0803		<u>6615C0270</u>	No	No	mkcr1	mkcr1	
CMA	0803		<u>Z014C003</u>	No	No	mkcr1	mkcr1	
CCT	0310		<u>CN8150000048</u>	No	No	moomanant	moomanant	6/8/2015 11:37
CMA	0803		<u>6615C027A</u>	No	No	mkcr1	mkcr1	6/8/2015 1:41
CMA	0803		<u>6615C027B</u>	No	No	mkcr1	mkcr1	6/8/2015 1:41
CMA	0803		<u>6615C027C</u>	No	No	mkcr1	mkcr1	6/8/2015 1:32
CMA	0803		<u>6615C027D</u>	No	No	mkcr1	mkcr1	6/8/2015 11:01
CMA	0803		<u>6615C027E</u>	No	No	mkcr1	mkcr1	6/8/2015 10:44
CMA	0803		<u>6615C027F</u>	No	No	mkcr1	mkcr1	6/8/2015 10:56
CMA	0803		<u>6615C027G</u>	No	No	mkcr1	mkcr1	6/8/2015 11:25

wvOASIS Tip of the Month

By Dan Miller of wvOASIS

Sort by Column Name

Is your wvOASIS "Worklist" becoming overwhelming? Here's a quick tip that may help you sort things out. If a column name is underlined, it's a special link. If you click it, it will sort the documents in the grid according to the values that appear in the column. Click it once to sort the list in ascending order. Click it again to sort the list in descending order. With a click or two, you can sort your Worklist by approval level, document code, document ID, submitter ID, or date.

The sort-by-column-name feature is also available on many other pages in wvOASIS, including the Procurement Location (PLOC) table, the Procurement Folder (PRCID), and Vendor Self Service (VSS). Just look for a column name that is underlined and give it a click.

THE BUYERS NETWORK

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Procurement Officer Profile

Nancy Godby Values the Opportunity to Learn About Procurement

Though Nancy Godby's career path began in radiology, she often sees her current role as Executive Director of the West Virginia Medical Imaging and Radiation Therapy Board blend her duties as director with those of procurement, a role she says she has increasingly embraced over time. Godby is one of the board's only two employees, the other being her secretary.

Godby, a native of Logan County and a graduate of Logan County High School, originally focused her career in radiology, earning an associate's degree in radiology from Morris Harvey College (now the University of Charleston). "I have been an imaging professional for more than 30 years, with 26 years at Guyan Valley Hospital in Logan County, which is now closed," she said. "After that, I worked for the Department of Health and Human Resources in its radiological health program for two years, then moved to Logan Regional Medical Center, where I eventually became its chief operating officer."

Godby said that role gave her some procurement experience. "Part of what I did at the hospital was to oversee construction projects," she said. "There was a lot to making sure you were buying the right thing."

Since the hospital was part of a nationwide network, she said it offered experience similar to working with statewide contracts. "When we bought a piece of radiological equipment, we might have been one of 12 hospitals buying the same piece of equipment," Godby said. "We were able to get the lowest price possible through these mass quantity purchases."

Along the way, Godby continued her education, earning a Regents Bachelor of Arts degree from Marshall University, as well as masters' degrees in industrial and organizational psychology and health care management. Additionally, she has served as a member on the medical imaging board since 2006.

Godby said that despite her procurement experience, coming into the executive director role for the board and learning about procurement was an ad-



Nancy Godby, the executive director for the West Virginia Medical Imaging and Radiation Therapy Board, completed her basic certification in the West Virginia Procurement Certification Program in 2014.

justment from the private sector. "I tell people that my coming into state government was like learning a foreign language quickly," she said. "It was like drinking out of a firehose."

Because of the board's small size, Godby said it rarely performs large procurements. "Buying for us is very low level," she noted. "It is rare for us to process a request for proposal or a request for quotation. Most of our purchases include workday office supplies and paying the bills."

This did not stop Godby from embracing the opportunity to learn more about the procurement process, however, as she earned her basic certification in the West Virginia Procurement Certification Program. "You learn so much," she said. "Even if you do not process larger procurements, you learn how and where to get the information for them so you are ready should the circumstance ever arise."

Godby emphasized the value of the Purchasing Division's training program and encouraged other procurement officers to attend training sessions. "With me going through the process, my board has changed its thought process and now we make sure we are going through the proper procurement steps for every purchase"

Few Modifications Made to Purchasing Division's Buyer-Agency Assignments

Due to staffing changes, the Purchasing Division announced a few changes to the current buyer-agency assignments, effective August 1, 2015.

The agencies that are impacted, which includes the Division of Highways, ERP Board, Department of Administration, Department of Education & the Arts, and Department of Education, were notified in advance.

For the current listing of buyer-agency assignments, please visit www.state.wv.us/admin/purchase/byassign.pdf.

INSPECTION

Continued from Page 1

the number of transactions under examination for the given fiscal year.

- “Non-Conformance Rate” as found in the draft and final report summary pages refers to the overall agency error-rate, provided as a percentage, in which the agency is not in compliance with purchasing policies and procedures. This figure is determined by summing the number of problem transactions and dividing that total by the number of transactions under review.
- “Conformance Rate” is the percentage of overall agency transactions in compliance with purchasing policies and procedures.
- “Finding Summary” is the collection of issues (i.e. “findings”) discovered during the inspection of agency transactions. The findings categories utilize a weighted points system. In other words, findings deemed to be more serious are allotted a larger point deduction than those of a more administrative nature. Deductions are based on the percentage of findings in relation to the number of transactions reviewed.

For example, if under the finding category of “Stringing,” the number of findings was six and the number of transactions reviewed was 635, then the finding percentage would be 94%. This percentage would yield a point

Agency's Name FY2014 Statistics									
Transactions Reviewed	635								
Non-Conformance Rate (See Summary Page)	10.0%								
Conformance Rate	90.0%								
Findings Summary									
Finding Category	Number of Findings	Finding Percentage	Points possible	Points Received					
Stringing	2	0.31%	30	24					
Statewide Contract	1	0.16%	15	12					
Internal Resources	1	0.16%	15	12					
Bid Documentation	1	0.16%	15	12					
Vendor Registration	1	0.16%	5	4					
Unemployment/Workers' Compensation	1	0.16%	5	4					
Affidavit	1	0.16%	5	4					
Purchase Order Issued	1	0.16%	3	2.4					
Asset Tag/Number	1	0.16%	3	2.4					
Certification of Non-Conflict of Interest	1	0.16%	3	2.4					
Miscellaneous Issue	1	0.16%	1	0.8					
Total	12		100	80					
Overall Agency Score									
Non-Conformance & Findings Average			Overall Letter Grade						
85.0%			B						
<table border="1"> <tr> <td>91.66 - 100 = A</td> </tr> <tr> <td>83.33 - 91.65 = B</td> </tr> <tr> <td>75 - 83.32 = C</td> </tr> <tr> <td>66.66 - 74.99 = D</td> </tr> <tr> <td><66.65 = F</td> </tr> </table>					91.66 - 100 = A	83.33 - 91.65 = B	75 - 83.32 = C	66.66 - 74.99 = D	<66.65 = F
91.66 - 100 = A									
83.33 - 91.65 = B									
75 - 83.32 = C									
66.66 - 74.99 = D									
<66.65 = F									

deduction of -6, meaning six points would be reduced from the “Points Possible” column.

- “Overall Agency Score” is the total number of points received in the findings summary averaged with the non-conformance rate as determined by the following equation: (“Findings Summary - Points Received” column + “Non-conformance Rate”) / 200.
- “Overall Letter Grade” is the global result of the inspection report.

It is the Purchasing Division’s goal to encourage positive communication and feedback to and from state agencies regarding their delegated purchasing procedures.

Should any agency procurement officer have any questions or need further clarification of the new inspection grading system, please contact State Purchasing Contracts Manager Greg Clay at 304.558.5780 or Gregory.C.Clay@wv.gov.

Hannah King Joins Purchasing Division as Part of Governor’s Internship Program



Purchasing Intern Hannah King

Hannah King, a sophomore at West Virginia Wesleyan College in Buckhannon, has joined the Purchasing Division as an intern through the West Virginia Governor’s Internship Program. She is working in the Communication and Technical Services Section, assisting with communication and legal projects, such as the Purchasing Division’s Annual Report and a protest decision summary database.

A resident of Charleston and graduate of Herbert Hoover High School, King is working toward her bachelor’s degree in political science with a minor in English, and plans to pursue a law degree after graduation. King’s hobbies include volleyball and running.

The Purchasing Division has participated in the Governor’s Internship Program since it began in 1989. The program matches high-achieving college students with programs that foster career growth and development in various participating state agencies.

The Purchasing Division welcomes Hannah to its team!

Deadline for Nominations for Procurement Officer of the Year is August 21

The Purchasing Division is accepting nominations for the 2015 *Agency Procurement Officer of the Year* award until the deadline of August 21, 2015.

The *Agency Procurement Officer of the Year* award gives agency purchasers an opportunity to recognize individuals who have demonstrated distinguished

levels of performance and expertise. The nomination form and criteria guidelines may be found online at www.state.wv.us/admin/purchase/Conference/Agency/2015. The recipient of the award will be recognized during a lunch banquet at the 2015 Agency Purchasing Conference.

More details about this award can be

found at <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html>; this link is for an intranet site which may not be accessible on home computers.

Questions may be directed to Assistant Purchasing Director Diane Holley-Brown at Diane.M.Holley@wv.gov or 304.558.0661.

Current Statewide Contract Update

(As of July 15, 2015)

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 the buyer assigned to the specific statewide contract.

Contract Awards

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
DFS15A	XPEDX	Disposable food services items	12/15/2014 -12/14/2015

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
BPH14114	Primus Electronics	Antennas	6/25/2015 -6/24/2016

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
BEDDING12	Imperial Bedding	Bedding and pillows	7/15/2012 -7/14/2016
TEMP14A	WV Assoc of Rehab Facilities	Temporary staffing	5/19/2015 -9/18/2015
TEMP14B	Saunders Staffing	Temporary staffing	5/19/2015 -9/18/2015
TEMP14C	Adecco USA Inc.	Temporary staffing	5/19/2015 -9/18/2015
TEMP14D	Express Services	Temporary staffing	5/19/2015 -9/18/2015
TEMP14E	Manpower of West Virginia Inc.	Temporary staffing	5/19/2015 -9/18/2015
TEMP14F	Choice Staffing Inc.	Temporary staffing	5/19/2015 -9/18/2015
TRAVEL13	National Travel	Travel management services	7/1/2015 -6/30/2016

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of change</u>
DFS15	XPEDX	Disposable food service items	Cancel and reaward contract due to vendor name and FEIN change
DIGCOP12A	Komax LLC	Digital copiers	To replace Band 1 Color model due to discontinuation

FOR MORE INFORMATION

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

<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-0067
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Laura Hooper	Laura.E.Hooper@wv.gov	558-0468
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
April Battle	April.E.Battle@wv.gov	558-2306
Sheila Hannah	Sheila.L.Hannah@wv.gov	558-4317

Miscellaneous Actions

WVARF15	WV Assoc. of Rehab Facilities	Workshop commodities	To add updated commodity prices
WVARFJAN14	WV Assoc. of Rehab Facilities	Janitorial services	To provide additional regional hourly rates for services

Mileage Reimbursement Rates for State Employees Now Adhere to Federal Rates

Secretary Jason Pizatella announced that as of July 1, 2015, in accordance with the new West Virginia State Travel Rules, the state's mileage reimbursement rates for privately owned vehicles will now adhere to the federal government rate set by the U.S. General Services Administration (GSA).

The current GSA rate is 57.5 cents per mile. This rate will remain in effect until further notice.

The State Travel Management Office has notified the agency travel coordinators regarding this change. For questions, please contact your agency's travel coordinator or State Travel Manager Catherine DeMarco at 304.558.2613 or by email at Catherine.A.DeMarco@wv.gov.