

# THE BUYERS NETWORK

SEPTEMBER 2015

VOL. 25, 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 Unveils Vendor Registration Intranet Page

Since the launch of *wvOASIS*, the role and responsibility of state agencies in regard to the vendor registration compliance process has increased. A new section on the Purchasing Division intranet was created to assist agency procurement officers in this role.

This section on the intranet is dedicated to the vendor registration process as it relates solely to state agency tasks. This page, located at <http://intranet.state.wv.us/admin/purchase/VendorReg.html>, will be updated continuously and includes a procedures section with written documents that state agency purchasers may use as reference on specific topics encountered when handling vendor registration documents

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## INSIDE...

- **Director's Comments:**  
Agency Purchasing Conference Registration Response Shows Procurement Importance
- Participation in National Conferences Provides Important Benefits to Purchasing Staff
- Construction Underway at Surplus Property



Purchasing Division personnel, pictured in a June 2015 staff photo, worked together to achieve recognition by the National Procurement Institute (NPI). The division was awarded the Achievement of Excellence in Procurement Award from NPI in July based on judging criteria which included innovation, professionalism, productivity, and leadership.

## Purchasing Division Earns National Procurement Award for Excellence for Third Consecutive Year

The Purchasing Division is pleased to announce that the agency has been awarded the Achievement of Excellence in Procurement Award from the National Procurement Institute (NPI) for the third consecutive year.

“This award encompasses a variety of facets relating to our procurement operation within West Virginia state government, including experience, professional development and certification, processing strategies, technology and training. These are all extremely important components, which make up the West Virginia Purchasing Division. I am pleased to be part of such a well-respected organization,” said Purchasing Director Dave Tincer. “Our staff works tirelessly with tremendous dedication to ensure that our state dollars are being used in an ethical and efficient manner.”

Each year, the NPI acknowledges public and non-profit organizations which demonstrate excellence in public

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## NPI Honor

The Purchasing Division is the only governmental agency in West Virginia and one of only 17 state agencies in the United States to receive the award. The Purchasing Division has received the award for three consecutive years.

# Response to the 2015 Agency Purchasing Conference Registration Demonstrates Importance of Procurement

*By Purchasing Director Dave Tincher*

When preparing for this year's Agency Purchasing Conference, the Purchasing Division staff joined me in anticipating great interest, and ultimately, large attendance. As many are aware, in 2014, we opted to not offer a conference due to the busy training schedule during the implementation of *wvOASIS*. As a result, we provided three webinars in November as a substitute.

Now that we have become more familiar with using the new *wvOASIS* enterprise resource planning system and have clarified our procedures to address some transitional issues with the new system, we are ready, eager and more than willing to welcome our agency purchasers from state agencies under our authority to our training conference event in October.

To our surprise, the conference reached full capacity nearly two months in advance of the event. This great interest demonstrates that our agency purchasers want to continue learning more about state procurement

procedures and become more knowledgeable so they can perform their jobs more efficiently.

Although I am very pleased with the great interest in our conference, we do understand that there may be individuals who perform purchasing responsibilities who will not be able to attend this year. For those individuals, please reach out to your agency procurement officer who may provide you with information shared at the conference.

Prior to the conference registration opening to all state employees, the Purchasing Division provided the agency designated procurement officers an opportunity to pre-register since they serve as the procurement liaisons between your agency and the Purchasing Division. These individuals have been specifically designated by their agency directors and it is their responsibility



to train and share information with others in the organization to ensure that all state employees have an understanding of the procedures, laws and rules governing state procurement.

For those unable to attend, our conference presentation materials will be posted online so they may

be printed. Additionally, we encourage state employees who perform any procurement task to view our online resource modules, participate in our in-house training workshops offered in Charleston, or attend our webinars during the year, which accommodate those employees located throughout the state.

The Purchasing Division staff continues to work hard throughout the year to provide as much information and training resources as possible to you and your staff!

## AWARD

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procurement. The West Virginia Purchasing Division is the only state agency in West Virginia and one of only 17 state agencies in the United States to receive this award during 2015. Well-established judging criteria are designed to measure innovation, professionalism, e-procurement, productivity and leadership attributes of the procurement function.

"The Purchasing Division continues to exemplify the professionalism and high standards needed to carry out its responsibilities on behalf of state government and its agencies," said Administra-

tion Secretary Jason Pizatella. "As stewards of the public trust, it is critical that we adhere to the statutory requirements for procuring the necessary commodities and services for our state at the lowest possible price."

Founded in 1968, NPI forms cooperative relationships among its members and establishes efficient purchasing 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. NPI will honor all recipients at its 47th Annual Conference and Products Exposition in Las Vegas, Nevada.



**Pictured is the Purchasing Division's 2015 NPI Achievement of Excellence in Procurement Award.**



# Participation in National Conferences Provides Important Benefits to Purchasing Staff



**Buyer Misty Delong, far right, facilitates a group discussion at NASPO's 2015 Southern Region Meeting.**

This past spring, several Purchasing Division staff attended the National Association of State Procurement Officials (NASPO) 2015 Southern Region Meeting in Williamsburg, Virginia.

The three-day conference provided many opportunities for attendees to learn more about purchasing processes and procedures from field experts.

The Purchasing Division has realized that there are countless benefits to attending national conferences.

Specifically, national conferences provide the opportunity for attendees to learn about trends in the profession. As laws and rules change, procurement officers must be aware of these changes and how they affect the market.

Additionally, attendees can network with other state procurement officials to discuss common issues and possible solutions to those issues.

To validate such trainings, national conferences often attract subject matter experts and leaders in the field who share valuable information, including best practices.

Misty Delong, a Buyer with the Purchasing Division, attended the NASPO meeting as a newcomer this year. "The biggest benefit of attending this meet-

ing was networking with people from other states. If I have procurement-related questions in the future, I now have somebody I can call for advice or guidance," said Delong.

*"The NASPO conference was a good opportunity to see how other states do things and use it as a comparison to what West Virginia does."*

**Misty Delong, Buyer  
Purchasing Division**

Delong said that the information she received in several breakout sessions was extremely useful in her day-to-day job responsibilities. One class in particular focused on presentations and training tools. Delong said the session was particularly helpful

since the Purchasing Division emphasizes the importance of its training program offered to agency purchasers and the vendor community. Participants in that workshop shared different activities they use during presentations.

The NASPO meeting was a "good opportunity to see how other states do things and use it as a comparison to what West Virginia does," said Delong.

"West Virginia's laws are stricter. I feel good about our laws and processes," added Delong.

Purchasing Director Dave Tincher, Technical Services Manager Mark Totten, Buyer Supervisor Guy Nisbet, and Buyer Melissa Pettrey also attended the 2015 NASPO Southern Regional Meeting.

## wvOASIS Tip of the Month

### Go Far in Your Field

By Dan Miller of wvOASIS

Requisition and award documents have seven reporting fields in wvOASIS. Reporting Field 1 is used to record the *Solicitation Type* and is a required field. Reporting Field 2 is used for third-party approvals. Reporting Field 4 may be used by agencies at their discretion. The remaining fields will be assigned by wvOASIS in the future.

If a word, code, or value is added to Reporting field 4 in the requisition state, it will copied forward to the award state and all subsequent versions unless action is taken to change or remove it. Some agencies are already using Reporting Field 4 to track things like training, hospitality, and maintenance.

#### Please see wvOASIS, Page 5

Reporting 4:	<input type="text" value="TRAINING"/>
Reporting 5:	<input type="text"/>
Reporting 6:	<input type="text"/>
Reporting 7:	<input type="text"/>

#### THE BUYERS NETWORK

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## Agency and Vendor Website Surveys Offer Valuable Feedback

Approximately 20 state agency procurement officers and 10 vendors responded to an electronic survey about their usage of the West Virginia Purchasing Division's Internet and intranet sites, providing invaluable feedback for the Purchasing Division staff to reference in future site updates.

The website, *WVPurchasing.gov*, was reviewed in the legislative audit that was conducted in 2014; several site enhancements have been made as a result of the audit's recommendation to improve user-friendliness and transparency. More updates are planned.

The results indicated that agency procurement officers do utilize the Purchasing Division's website as a valuable resource. Specifically, 61.1 percent of agency respondents indicated they visit the website daily, while 16.7 percent refer to the website weekly.

The Purchasing Division forms and Procedures Handbook were rated the most-frequently visited pages for agency employees who responded. Also popular among the agency purchasers were the training-related webpages and the "Bids Received" webpage.

The website's homepage was noted as useful for agency visitors, with 80 percent of respondents stating that they could find what they needed from the menu of items on the homepage.

For vendor respondents, the website's transparency features were the most frequently-visited sections, with 50 percent of respondents stating they checked some part of *WVPurchasing.gov* on a daily basis and 50 percent visiting the site weekly.

One hundred percent of the

**Please see SURVEYS, Page 5**



**Governor Earl Ray Tomblin, center, and Department of Administration Secretary Jason Pizatella, immediate right, participated along with local officials in a ribbon cutting ceremony for the new State Office Building in Fairmont.**

## State Office Building in Fairmont Ribbon Cutting Ceremony Conducted on July 15

State and local officials and residents of Marion County gathered for the ribbon cutting and dedication ceremony on July 15, 2015, to celebrate the completion of the new State Office Building in Fairmont. The Purchasing Division executed the construction contract on behalf of the General Services Division.

Governor Earl Ray Tomblin and Department of Administration Secretary Jason Pizatella attended the event, along with Fairmont Mayor Ronald Straight and Marion County Commission President Randy Elliot.

Approximately 180 state employees are housed in the building. The 70,742 square foot building is five stories. It was designed by Omni Associates of Fairmont and was constructed by PJ Dick, Inc., of Pittsburgh, Pennsylvania. The project was completed in June of 2015.

## Surplus Property Operations Manual Updated

The West Virginia State Agency for Surplus Property (WVSASP) has recently made changes to its Surplus Property Operations Manual.

Most of the changes made to the manual resulted from the implementation of Phase C of *wvOASIS*, which affected asset management.

The previous manual had many references to the West Virginia Financial Information Management System (WV-FIMS), which was discontinued following the implementation of *wvOASIS*. In addition to the changes made concerning *wvOASIS*, some procedural changes were also included in the updated version. Other notable changes include:

- Multiple items can no longer be retired on the same retirement document. A separate Fixed Assets Dis-

position (FD) document must be created for each item being retired.

- Data Change Requests no longer exist. Changes to assets must be made using Fixed Asset Modification (FM) documents.
- When an agency wishes to conduct a sale on site to another agency, that agency may no longer retire the item with the sale on-site disposition method. The agency must enter a Fixed Asset Interfund Transfer (FAIT) document in *wvOASIS* instead.

The Surplus Property Operations Manual can be found as Appendix G of the Purchasing Division Procedures Handbook and is also posted on the WVSASP website at [www.state.wv.us/admin/purchase/surplus/surplus\\_operations\\_manual.pdf](http://www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf).

## Renovation Underway on New Building at Surplus Property



Work has started at the West Virginia State Agency for Surplus Property on an 18-month renovation project that will dramatically change the look and offerings at the agency's offices in Dunbar. Following demolition of the auction room, the federal warehouse and the main office building, construction will begin on an all-inclusive building that will include the administrative offices and warehouse space. Additionally, to address the need for more security, the design plan also includes an enclosed parking area.

WVSASP Manager Elizabeth Perdue said the goal of the new building is to improve on efforts made by the agency to create a more retail-friendly shopping environment for customers and to prevent visitors from being exposed to the weather elements by having to walk outside between buildings. "This is a change that has been a long time coming, and it will be the next phase of this agency's ever-changing future," she said.

### SURVEYS

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vendor respondents visited the site for bid information, while 60 percent looked for information on *wvOASIS* procurement and 30 percent sought forms to download. The *WVPurchasing.gov* homepage itself received high marks from vendor

respondents, with 90 percent saying that the homepage suited their needs.

The Purchasing Division staff appreciates those who participated in the surveys and will use the results to further enhance the Purchasing Division's Internet and intranet websites.

### wvOASIS

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Basically, it is a free-form field that agencies can use for anything they choose. Many reports, like the WV-FIN-PROC-CC-002 Procurement Transactions Summary, contain prompts which allow users to select

transactions based on data entered in the reporting fields. Therefore, state agency procurement staff are encouraged to utilize the Reporting Field 4 to gain the most benefit from the system.

## Purchasing Mobile Device App Adds Conference Info

As the 2015 Agency Purchasing Conference approaches, the Purchasing Division has added several new features to its mobile device app.

These additions are intended to serve as a reference for conference attendees this October at Canaan Valley Resort State Park, as well as to provide quick information to attendees as we approach conference week.

This 14th button on the Purchasing app includes at-a-touch references to the most up-to-date class grid, each workshop's synopsis, and a map of the conference facility where this annual training will take place.

In order to receive the latest conference material, please make sure to download the most recent update for the Purchasing Division app by checking the top-right download icon anywhere within the app.

Being available for both Apple iOS-based and Android OS-based devices allows the Purchasing Division app to be utilized from a wide range of mobile devices, such as the Samsung Galaxy family of smartphones and tablets and Apple iPhones and iPads. Check it out now, before the 2015 Agency Purchasing Conference arrives!

The Purchasing Division app was made in-house by the division's Technical Services Unit. To download the free app, search for "WV Purchasing Division" on either the Google Play Store or the Apple App Store.



# Current Statewide Contract Update

(As of August 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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact the buyer assigned to the specific statewide contract.

## New Contracts

<b>Contract</b>	<b>Vendor</b>	<b>Description</b>	<b>Dates</b>
FNGRPRNT	Morphotrust USA	Fingerprinting services	8/1/2015 -7/31/2016

## Contract Renewals

<b>Contract</b>	<b>Vendor</b>	<b>Description</b>	<b>Dates</b>
DPS1322	Mallimar Inc.	Police emergency lights	1/1/2015 -12/31/2016
DPS1326	Electronic Communications	Police emergency lights	1/27/2015 -12/31/2016

## Contract Extensions

<b>Contract</b>	<b>Vendor</b>	<b>Description</b>	<b>Dates</b>
TEMP14E	Manpower of WV	Temporary staffing services	5/19/2015 -9/18/2016

## Miscellaneous Actions

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Description of change</b>
IP12	Hewlett-Packard	Computers and monitors	Modified commodities list

## INTRANET

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and the procurement processes related to the program's requirements.

Technical Services Manager Mark Totten said the new section also features frequently-asked questions related to vendor registration, which is being updated as additional feedback is received from agency purchasing employees.

"The Purchasing Division felt that, with the increased empowerment from being able to create vendor registration-related documents at the agency level, material available exclusively to state agency employees via the intranet was needed not only to assist with this new system task, but also to ensure that all purchases made in the *wvOASIS* system are done in accordance with the West Virginia Code, West Virginia Code of State Rules, and the Purchasing Division Procedures Handbook" he said.

For vendor registration procedure questions or vendor/customer record creation and maintenance questions not covered on the intranet page, please contact Totten at [Mark.L.Totten@wv.gov](mailto:Mark.L.Totten@wv.gov), 304.558.7839, or ext. 57530.

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>EMAIL</b>	<b>PHONE</b>
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## Agency Purchasing Conference Reaches Maximum Capacity

The Purchasing Division has experienced an overwhelming response to its 2015 Agency Purchasing Conference, which is scheduled for October 13-16, 2015, at Canaan Valley Resort State Park.

As a result, registration had to be closed on August 21, 2015; however, a waiting list is being maintained by the Purchasing Division.

Should agency purchasers who are registered still need lodging, the Purchasing Division staff has been in contact with the Tucker County Convention and Visitors Bureau (CVB), which offers information on lodging options, as well as other activities to do at Canaan Valley. For more information, visit its web site is [canaanvalley.org](http://canaanvalley.org) or call the CVB at 800.782.2775.

A website has been created to provide details about the 2015 Agency Purchasing Conference, including workshop synopses, the conference schedule, registration, lodging and other pertinent information.

For additional information or questions related to the conference, visit [www.state.wv.us/admin/purchase/Conference/Agency/2015](http://www.state.wv.us/admin/purchase/Conference/Agency/2015) or contact Administrative Services Manager Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) or 304.558.7022.