

THE BUYERS NETWORK

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Trained Canines Serve a Critical Role at the Correctional Facilities in the State

A recent purchase made by the West Virginia Division of Corrections (DOC) proves that dogs aren't just family pets. Their ability to be trained and conditioned makes them the perfect counterpart to law enforcement.

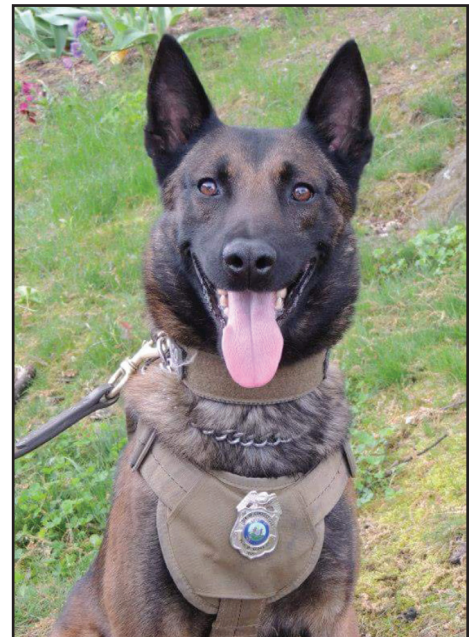
Last year, the DOC purchased a mix of Shepherd, Retriever/Labrador, and Bloodhound dogs to serve three primary functions at its correctional facilities throughout the state. General-purpose canines were purchased to patrol facilities, including regular inspections of the property and grounds. Controlled/dangerous substance canines were purchased to search for drugs and other illegal items. And tracking canines were purchased to detain runaways.

"Until we had these contracts in place, we had put hiring new K9 handlers on hold," said Jamie Jones, agency procurement officer for the Division of Corrections. "This contract has allowed us to fulfill a need within the Division, and help with staffing needs."

The trained canines are hand selected by the Captain of the various K9 Units. Prior to the DOC taking possession, the Captain inspects each dog as it completes a series of exercises to demonstrate its competency. After successfully completing the exercises, the canine completes an additional month of training with its assigned handler at Huttonsville Correctional Center before advancing with the officer to its home facility.

The canine resides with its assigned officer. However, the DOC also retains self-contained portable kennels for shelter. The canines work on a set schedule but are utilized for specific activities when needed.

"While this purchase was somewhat unusual, it has been interesting to see our hard work put to good use," Jones said.



Pictured above is a Patrol K9, which conducts regular inspections of the property at his home correctional facility.

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- **State Agency Procurement Officer is First Line of Contact for Vendor Registration Questions**
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Purchasing Division Set to Offer Vendor Webinar on January 8

In an effort to maintain transparency and supply vendors with information pertinent to the state's purchasing process, the Purchasing Division has scheduled a free webinar on January 8, titled *Doing Business with the State*.

The webinar, geared toward current and potential vendors wishing to do business with the state of West Virginia, will grant vendors the opportunity to

learn how to bid and perform work for state government.

During this training, vendors will gain a better understanding of the Purchasing Division's vendor registration requirements, the process for submitting bids for solicitations, how bids are evaluated, the manner for which changes to contracts are made, and much more valuable information.

Please see **VENDOR WEBINAR**, Page 2

New Year Brings About Time for Reflection

By Purchasing Director Dave Tincher

At the beginning of each year when everyone is looking ahead at resolutions they wish to accomplish, I tend to enjoy looking back to evaluate the successes that the Purchasing Division achieved in the past year. In particular, the Purchasing Division's Annual Report showcases many of these accomplishments.

I am very pleased with the progress that our staff and agency partners have made in 2015, especially with the many changes that have occurred. The *West Virginia Code of State Rules* 148CSR1 was revised, effective July 1, 2015, which incorporated additional language about several purchasing processes. Despite several Legislative changes as well as our transition to *wvOASIS*, our staff continued to achieve many goals that were set for the year. Some of the achievements for 2015 are noted below:

- The Purchasing Division trained 602 state employees through the Purchasing Division's comprehensive training program, which includes the Agency Purchasing Conference, In-House Training Program, online resource modules, webinars and the mandatory training for high-level state officials.
- The Purchasing Division was awarded for the third consecutive year the Achievement of Excellence in Procurement Award from the National Procurement Institute.
- Several professional staff members attained national certifications, which showcase the knowledge and experience of the Purchasing Division staff. There were three staff members who attained their Certified Professional Public Buyer (CPPB) credential, one earning her Accreditation in Public Relations (APR), and three who achieved their national certification from the Council on Licensure, Enforcement and Regulation (CLEAR).
- The Surplus Property Program sold 335 vehicles to various eligible organizations and to the general public.
- Construction on the new Surplus Property state warehouse and administrative building broke ground in late 2015,

which upon completion will enhance the appearance of the facility and ensure the safety of the property and those visiting the warehouse.

- The State Travel Policy was revised, effective July 1, 2015. Several changes were made, including the state mileage reimbursement rate matching the US General Services Administration's mileage reimbursement rate.
 - 26 protests were filed with the Purchasing Division and only four of those resulted in a change to the award of a contract. Based on the number of transactions processed by the Purchasing Division and the number of protests filed, the rate of protests was 1.66%. However, only 0.26% of the total transactions processed resulted in a change to the final award. In short, the award decision made by the Purchasing Division prevailed in 99.74% of all transactions.
 - The Inspection Services Unit completed 43 individual agency inspections during fiscal year 2015. This encompassed more than 56,318 transactions from which 2,592 (approximately 4.6%) were closely scrutinized.
- On behalf of the Purchasing Division staff, I would like to thank all of our agency procurement officers for assisting us throughout the year. Your cooperative effort enables us to realize many milestones for the betterment of state government.



Agencies to Use Realistic Maximum Budgeted Amount for all Solicitations

When agency procurement officers prepare specifications for the acquisition of a good or service, one of the most important steps is doing market research. If agency officers perform market research, they will have an accurate range to use in the specification for the maximum budgeted amount.

Further, agency officers need to use realistic amounts when determining the budget for a good, service, or project. The reason agencies and the Purchasing Division have to use maximum budget amounts can be found in *West Virginia Code* §5A-3-11A.

When artificially inflated budget amounts are used, it hinders the Purchasing Division's ability to negotiate on the agency's behalf.

Please see **BUDGETED AMOUNT, Page 4**

VENDOR WEBINAR

Continued from Page 1

"We are pleased to offer vendors the opportunity to gain valuable insight into the purchasing process through these vendor webinars," said Purchasing Director Dave Tincher. "Our goal is to share as much information with vendors as possible in hopes that we can increase competition and obtain the needed commodities and services for the best price possible."

Space is limited. Vendors are encouraged to learn more at www.state.wv.us/admin/purchase/VRC/VendorWebinar-Promotion.pdf. Questions may be directed to Administrative Services Manager Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.

State Agency Procurement Officer Serves as First Line of Contact for Vendor Registration Questions

Since the launch of Phase C of the *wvOASIS* implementation, more involvement is required of state agency employees than in the past as it relates to vendor registration. As procurement officers know, state agencies require goods and services needed by their organizations and agency purchasers play a crucial role in meeting their agency's buying needs. Successfully navigating processes in *wvOASIS* that continue to evolve requires state procurement employees to be constantly aware of how these ERP-related processes are improving to assist agencies meet their purchasing needs.

The Purchasing Division's vendor registration program, which formerly administered registrations for a smaller segment of vendors, is now responsible for a wider workflow of *wvOASIS*-related vendor/customer documents.

In order to increase the efficiency of the new workflow as much as possible, one reminder related to communication within the state's centralized procurement structure, as outlined in the *West*

Virginia Code of State Rules 148-1-3.2, is for the state agency's designated procurement officer to be the first line of contact for state agency employee questions regarding the vendor registration process.

Designated procurement officers are most familiar with agency needs, state purchasing requirements, and the vendor registration issues that may arise throughout the purchasing process, especially related to the multiple verifications that must be made prior to any award and reasons why a vendor/customer record might not be in full compliance.

Designated procurement officers are huge assets to Purchasing Division staff, as they help distribute this information back to their home agencies and alleviate call volume on Purchasing Division buyers and the vendor registration coordinator.

Since June 2014, the vendor community has the ability to access their own vendor/customer accounts via the Vendor Self-Service vendor portal at *wvOASIS.gov*. When a question regarding a

vendor's account arises, state employees should additionally direct the vendor to the agency's designated procurement officer first. The procurement officer should have the most up-to-date training from the Purchasing Division and is best equipped to address their agency's specific need and, through their *wvOASIS* access, can view the same information on VCUST in *wvOASIS* that a vendor can see through their VSS portal.

Whether the potential vendor issue is regarding payment of the vendor registration fee, the vendor not being in good standing with a state agency, or any other factor which may prevent an award, the state agency's designated procurement officer can most quickly find the solution and direct the employee to the correct source for a solution.

If the procurement officer is unable to answer the question, the Purchasing Division is pleased to offer assistance. All system-related questions should be directed to the *wvOASIS* Help Desk at 304.558.6708.

Registration for 2016 In-House Training Program Now Open

Registration is now open for the 2016 In-House Training Program and classes are filling up fast! These free training sessions are available to all agency procurement personnel who are required to procure under the authority of *West Virginia Code* §5A-3.

There are several changes to this year's schedule. Specifically, new sessions will provide insight into the construction solicitation process as well as *wvOASIS* procurement. Additionally, to better meet the needs of agency purchasers outside of Charleston, the Purchasing Division will offer six webinars, an increase of two over last year's schedule.

"The 2016 In-House Training Program will provide more in-depth information as well as an opportunity for participants to become more engaged in the learning experience," said Samantha Knapp, manager of the Communication and Professional Development Unit of the Purchasing Division. "We hope to do this through a variety of means, including demonstrations, hands-on exercises, and more."

One particular tool that will be utilized to engage participants is the Poll Everywhere phone app. Attendees are encouraged to download this free app on their phone prior to attending any sessions.

All face-to-face workshops will take place at the state Capitol campus in Charleston. Space is limited and will be given on a first-come, first-served basis. To register, visit www.state.wv.us/admin/purchase/training/inhouse.html.

For additional information, contact Ms. Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

Please see page 5 for a complete training schedule.



Purchasing Division Inspector Shane Hall answers a question during a 2015 In-House Training Workshop on Inspection Services and Contract Administration.

Attach Terms and Conditions in wvOASIS

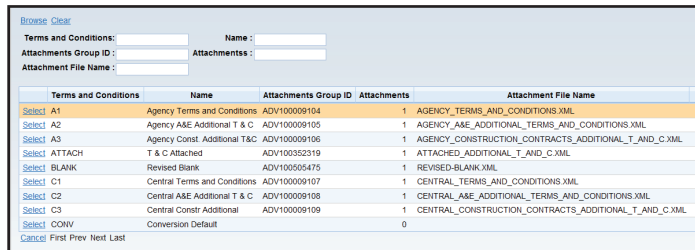
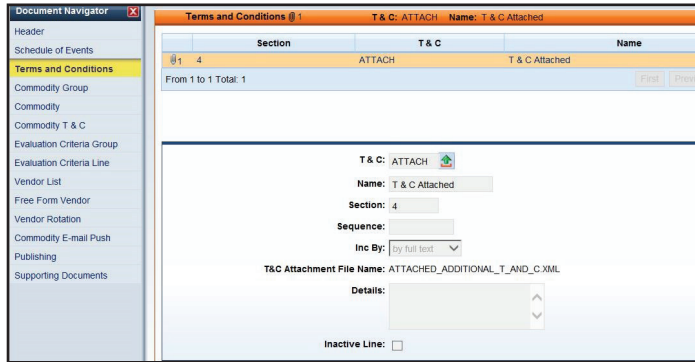
When attaching terms and conditions, agencies are reminded to **always use the “ATTACH” option and then the appropriate Terms and Conditions template from the Purchasing Division’s intranet site.** It is important to use the most current version of the terms and conditions that are posted on our intranet to ensure you are using the correct version. The Purchasing Division does periodically modify the terms when needed.

If you have questions regarding the process of attaching the Purchasing Division’s Master Terms and Conditions to the document header in wvOASIS, contact your agency’s designated procurement officer. Additional questions may be directed to your Purchasing Division assigned buyer.

Attach Terms and Conditions

It is important that agency procurement officers utilize the current version of the Purchasing Division’s Master Terms and Conditions located on our website and attach it to the document header.

Mike Sheets,
Assistant Purchasing Director



BUDGETED AMOUNT

Continued from Page 2

For example, an agency lists their maximum budgeted amount for a procurement as \$500,000. If vendors place bids that are higher than their \$500,000 listed maximum budget, the Purchasing Division may be able to negotiate on behalf of the agency.

However, if vendors submit bids that are below an inflated maximum budget, the Purchasing Division does not have the ability to negotiate on behalf of the agency. If you have questions regarding maximum budgeted amounts, contact your agency designated procurement officer or your buyer at the Purchasing Division.

wvOASIS Tip of the Month

Lump sum purchase orders are popular because they provide a means for buying products and services without requiring a detailed cost breakdown. While this makes ordering faster and easier, it can create delays when the time comes to pay vendors for their work.

In fact, commodity lines with a quantity of one may be the most common cause of payment delays according to wvOASIS staff. The problems occur during the matching process when commodity and accounting lines are unintentionally closed—or are pennies off—due to prior (sometimes fractional) receipts.

For these reasons, agency purchasers should avoid using a quantity of one job or lump sum on requisitions unless only one invoice will need to be paid for the commodity line.

If an agency needs to make partial payments or progress payments, then the quantity should be greater than one, or additional commodity lines will need to be included on the requisition.

Another alternative is to make the commodity line a Service instead of an Item type. A Service line type has a contract amount and no quantity.

Agencies can make partial payments against a Service type line, if desired, until the contract amount is reached.

Agency Procurement Officers Encouraged to Schedule Visits with Purchasing Division Staff

In an age where technology is at our fingertips, it is common for agency procurement officers and Purchasing Division personnel to communicate largely via e-mail, while more time-sensitive projects may require a telephone call. Despite the convenience and ease with which these forms of communication can occur, there may be times when an old-fashioned face-to-face meeting is sometimes necessary.

No matter the reason for your visit, the Purchasing Division’s buying staff remains available to meet with agency procurement officers as their schedule permits.

However, to ensure the buyers’ availability and provide the agency with the utmost focus and attention, agency procurement officers are encouraged to schedule their visits in advance with the appropriate staff. This not only provides assurance that our staff member is available, but it can also allow for any review of the issue prior to the visit.

Failure to do so may result in a buyer’s inability to meet, particularly at a moment’s notice, dependent upon the buyer’s workload and other scheduled meetings for that day.

Customer service is extremely important to the Purchasing Division; the manner in which the buyers are assigned is testament to this fact. While many state procurement offices are assigned by commodity, the West Virginia Purchasing Division made the decision several years ago to assign our buying staff by agency to provide more attention and consistency in assisting your organization in procuring needed commodities and services.

2016 PURCHASING IN-HOUSE TRAINING SCHEDULE

Training Date	Workshop Title	Time	Method
Wednesday, January 6	Public Procurement Basics	10 a.m. – 11 a.m.	Webinar
Wednesday, January 13	Preparing and Evaluating an RFP	9:30 a.m. – 12 p.m.	In-House
Wednesday, January 27	Specification Development	9 a.m. – 11 a.m.	In-House
Wednesday, February 10	Contract Drafting & Vendor Remedies	9 a.m. – 11 a.m.	In-House
Wednesday, February 24	An Introduction to West Virginia's State Purchasing Process	9 a.m. – 4 p.m.	In-House
Wednesday, March 9	wvOASIS Procurement	9 a.m. – 11 a.m.	In-House
Wednesday, March 16	Statewide Contracts	10 a.m. – 11 a.m.	Webinar
Wednesday, March 30	Vendor Registration Procedures and Vendor/Customer Creation & Maintenance	9:30 a.m. – 12 p.m.	In-House
Wednesday, April 13	Travel Management	10 a.m. – 11:30 a.m.	In-House
Wednesday, April 27	An Overview of Solicitation Types and Special Purchases	9 a.m. – 11 a.m.	In-House
Wednesday, May 4	Vendor Registration Procedures and Vendor/Customer Creation & Maintenance	9:30 a.m. – 12 p.m.	Webinar
Wednesday, May 18	Solicitation Process: From Pre-Planning to Post Award	9 a.m. – 12 p.m.	In-House
Wednesday, May 25	EOIs and Construction Purchases	9 a.m. – 11 a.m.	In-House
Wednesday, June 8	Surplus Property & Fixed Assets	10 a.m. – 11 a.m.	In-House
Wednesday, June 22	Specification Development	9 a.m. – 11 a.m.	In-House
Wednesday, July 13	Inspection Services and Contract Management	10 a.m. – 11 a.m.	In-House
Wednesday, July 20	Travel Management	10 a.m. – 11:30 a.m.	Webinar
Wednesday, July 27	An Introduction to West Virginia's State Purchasing Process	9 a.m. – 4 p.m.	In-House
Wednesday, August 10	wvOASIS Procurement	9 a.m. – 11 a.m.	In-House
Wednesday, August 24	Preparing and Evaluating an RFP	9:30 a.m. – 12 p.m.	In-House
Wednesday, August 31	Specification Development	10 a.m. – 11 a.m.	Webinar
<i>*There will not be any sessions in September due to the 2016 Agency Purchasing Conference.</i>			
Wednesday, October 19	Contract Drafting and Vendor Remedies	9 a.m. – 11 a.m.	In-House
Wednesday, October 26	Solicitation Process: From Pre-Planning to Post Award	9 a.m. – 12 p.m.	In-House
Wednesday, November 2	Inspection Services and Contract Management	10 a.m. – 11 a.m.	Webinar
Wednesday, November 16	Vendor Registration Procedures and Vendor/Customer Creation & Maintenance	9:30 a.m. – 12 p.m.	In-House
Wednesday, November 30	An Overview of Solicitation Types and Special Purchases	9 a.m. – 11 a.m.	In-House
Wednesday, December 14	EOIs and Construction Purchases	9 a.m. – 11 a.m.	In-House

Current Statewide Contract Update

(As of December 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.

New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
MV16A	Bob Robinson Chevrolet Olds Cadillac, Inc.	2016, or latest model year, motor vehicle	12/15/2015 -12/14/2016
MV16B	I-77 Ford Mercury	2016, or latest model year, motor vehicle	12/15/2015 -12/14/2016
MV16C	I-77 Ford Mercury	2016, or latest model year, motor vehicle	12/15/2015 -12/14/2016
MV16D	Jim Robinson Ford Lincoln Mercury, Inc.	2016, or latest model year, motor vehicle	12/15/2015 -12/14/2016
MV16E	Stephens Auto Center	2016, or latest model year, motor vehicle	12/15/2015 -12/14/2016
MV16F	Bob Robinson Chevrolet Olds Cadillac, Inc.	2016, or latest model year, motor vehicle	12/15/2015 -12/14/2016
PKGSVS16	FedEx	Small package delivery services	11/15/2015 -11/14/2016
RECMGT16	Iron Mountain Info Management	Records management	12/01/2015 -05/31/2016
SBUS16A	Blue Bird Bus Sales of Pittsburgh, Inc.	Various school buses	01/01/2016 -12/31/2016
SBUS16B	Heritage Bus Sales, Inc.	Various school buses	01/01/2016 -12/31/2016
SBUS16C	Matheny Motor Truck Company	Various school buses	01/01/2016 -12/31/2016
Contract Renewals			
<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
DEBT15A	Penn Credit Corp.	Debt collection	01/01/2016 -12/31/2016
DEBT15B	EOS CCA	Debt collection	01/01/2016 -12/31/2016
DEBT15C	Credit Management Company	Debt collection	01/01/2016 -12/31/2016
DEBT15D	Premiere Credit	Debt collection	01/01/2016 -12/31/2016
DEBT15E	Pioneer Credit Recovery	Debt collection	01/01/2016 -12/31/2016
DEBT15F	Conserve	Debt collection	01/01/2016 -12/31/2016

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
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
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
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Linda Harper	Linda.B.Harper@wv.gov	558-0468

Contract Renewals, Cont.

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
SANPAP13	Liberty Distributors, Inc.	Sanitary Paper and Bathroom Supplies	12/01/2015 -11/30/2016
WVARF15	WVARF	Workshop Commodities	01/01/2016 -12/31/2016

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
IP12	HP, Inc.	Desktops, laptops, tablets	12/03/2015 -09/02/2016

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
WVRFJAN14	WVARF	Janitorial services	To correct an administrative error on the commodity line service dates