

Purchasing Director Dave Tincher Retires After Nearly 40 Years of Service in Public Procurement

Director David Tincher announced his retirement, effective April 30, 2017, from the West Virginia Purchasing Division, after serving nearly 40 years in various procurement capacities.

During his tenure, he realized many accomplishments, including the transition from commodity-based to agency-based buying assignments to enhance procurement relationships between the Purchasing Division and state agencies; a vast expansion of the procurement training program; the creation of a statewide procurement certification program that is recognized by the Division of Personnel; and the achievement of the National Procurement Institute's Excellence in Procurement award for four consecutive years.

Additionally, he testified regularly in legislative hearings as the leading public purchasing authority in West Virginia to create and change laws, where appropriate; directed the Surplus Property Program that affected the acquisition and sale of federal and state surplus property

and was also instrumental in constructing the new surplus property office and warehouse facility late last year; managed the state business travel program for all state employees required to travel as part of their job; and served on various committees and boards for the National Association of State Procurement Officials. During the earlier years of his tenure, he was also responsible for the statewide vehicle fleet, Capitol complex parking, statewide records management, and the central print shop.

These are just a few of the footprints of success that Tincher made in state procurement during the years.

A graduate of Morris Harvey College with a bachelor's degree in sociology, Tincher was recognized by the National Institute of Governmental Purchasing as a Certified Public Procurement Officer (CPPO). The CPPO is the highest level of professional certification offered by this international public purchasing organization.

The Purchasing Division joins our



Dave Tincher, who served as the Purchasing Director since 1997, was presented the *Distinguished West Virginian Award* for his years of public service. Tincher joined the Purchasing Division in 1978 as a Buyer Trainee and worked his way up to Purchasing Director.

many agency procurement officers in wishing him the very best during his retirement!

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Nominations Now Accepted for 2017 Procurement Officer of the Year

The West Virginia Purchasing Division is now accepting nominations for its recognition program, *Procurement Officer of the Year*.

The program, now in its 22nd year, was implemented in 1996 as a way to recognize the dedication and hard work of state agency procurement officers who consistently demonstrate the highest level of professionalism and

performance. It allows agency purchasers to recognize their colleagues who have exhibited the highest standards in the purchasing profession and serve as leaders in the field.

Criteria for the award that will be considered by an evaluation committee include, but are not limited to,

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THE DIRECTOR'S COMMENTS

With Many Positive Memories, Purchasing Director Dave Tincher Looks Forward to his Next Chapter

By Dave Tincher

In 1978, armed with a fresh college degree, I was provided an opportunity to work for the Purchasing Division as a Buyer Trainee. I didn't know anything about governmental purchasing, but a job was a job and I needed one, so it was a win-win for me. I initially thought I would stay a year or so and then would move on to a real job.

Soon after I started, I realized the job was interesting and challenging and I was fortunate to be surrounded by a host of remarkable coworkers. They trained, mentored and coached me and recognized my successes and supported me during my failures. I respected and looked up to those that had years of experience and tried to watch and learn from them.

There were also many dedicated and responsible agency procurement officers with whom I had the pleasure of working and who taught me a great deal. I found that working together was the norm and through teamwork, we accomplished a lot. I joined various agencies' groups

that fielded teams in statehouse basketball and softball and, as a result, developed lifelong friendships.

I recall my initial Purchasing Conference in the fall of 1978 where I had to give my first public presentation at Canaan Valley Resort to a group of about 250 individuals. Nervous doesn't begin to describe what I felt! To this day, I remember thinking, "I hope I don't say anything wrong because most of these people know way more than I do." But I got through that conference relieved and was more confident that I was in the right place for me. I hoped that one day, I could be as experienced and knowledgeable as those in the audience that day.

With the confidence and support from the Purchasing Division staff and those in agency procurement officer roles, I have been fortunate enough to have advanced in my career to many different areas of responsibility in the Purchasing Division. I have enjoyed each of these areas of responsibility and am blessed to have been surrounded by the Purchasing family during this journey.

Since that time in 1978, the years have flown by. The initial thought I had about staying one year has turned into nearly 40 years and the real job I wanted back then was the one I had all along.

As I start my next chapter, it is time for somebody else to step in with fresh ideas, bold opportunities and new pathways for success. I wish that person the very best of luck and hope that you will give them the cooperation, support, and guidance that you have given me throughout the years.

Thank you for the last 40 years.



State Employees Encouraged to Subscribe to Surplus Mailing List

The West Virginia State Agency for Surplus Property (WVSASP) would like to invite state employees and agencies to register for one or both of its email subscription lists. Each month, WVSASP will be promoting featured deals, new inventory, upcoming events and other special announcements through this mailing list.

There are two email lists available for subscription—one for the general public and the other for eligible organizations. While state agencies qualify as eligible organizations, interested state employees may also register for general public announcements and are welcome to make purchases for their own personal use.

To register for the email subscription list, visit www.state.wv.us/admin/purchase/surplus/Subscribe.html. A drop-down menu is available to select between the eligible organization and general public mailing lists.

In addition to its mailing list, WVSASP announcements can also be found online at the WV Surplus Facebook page at www.facebook.com/WV-Surplus. WVSASP also posts its quarterly newsletter, *The Property Connection*, online at www.state.wv.us/admin/purchase/surplus/propertyconnection. Additional links and information can be found at WVSASP's main website, WV-Surplus.gov.

YOU'RE INVITED!

PURCHASING DIVISION OPEN HOUSE

**MAY 2, 2017
10 A.M. TO 2 P.M.**

**2019 WASHINGTON ST.,
EAST, CHARLESTON**

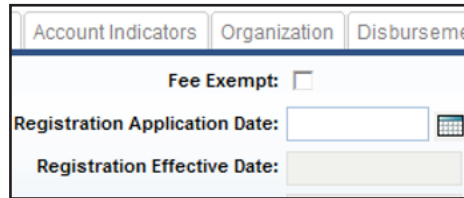
The Purchasing Division would like to invite all state agency purchasers to its 10th annual Open House. This free event is open to all agencies that fall under the authority of *West Virginia Code* §5A-3. More information can be found in the April 2017 issue of *The Buyers Network*.

Vendor Fee Exemption Checkbox Has Been Removed in wvOASIS

The “Fee Exempt” designation for vendors on the wvOASIS VCUST table was recently discontinued. This system change allows state agencies to properly administer fee-related vendor registration policy in accordance with *West Virginia Code*, *West Virginia Codes of State Rules*, and the *Purchasing Division Procedures Handbook*. This original announcement regarding the vendor registration fee-related system functionality can be viewed online at http://intranet.state.wv.us/admin/purchase/eArchive/2016_0627a.html.

VCC Documents no longer allow state agency procurement officials to designate a new vendor as “Fee Exempt.” Due to this system change, vendors previously marked as “Fee Exempt” have been placed on “Prevent New Orders” hold. Whether or not a vendor must pay the annual registration fee is based on each transaction.

Agency procurement officers must also utilize the appropriate vendor fee-exemption codes for transactions with vendors offering commodities and services on a transactional basis. Section 9 of the *Purchasing Division Procedures Handbook* includes the non-competitive, fee exempt list of commodities and services that have been approved by the Purchasing Division.



The screenshot shows a web form with three tabs: "Account Indicators", "Organization", and "Disbursement". Below the tabs, there is a "Fee Exempt:" label followed by an unchecked checkbox. Underneath are two date fields: "Registration Application Date:" and "Registration Effective Date:". The "Registration Application Date:" field has a calendar icon to its right.

The system field designating a new or existing vendor as “Fee Exempt,” shown above, has been removed from wvOASIS documents.

Documentation should be maintained in the agency file and only used for specific situations defined by that exemption.

Note that the Purchasing Division will no longer remove a “Prevent New Orders” hold at an agency’s request when the agency procurement officer’s use of the properly documented VNREGEX code is the correct course of action on a wvOASIS award document. These new options related to fee-exempt codes do not exempt any vendor from the Purchasing Division’s vendor registration process, such as the required Disclosure of Information.

For more information, refer to the Vendor Registration section of the Purchasing Division’s intranet site at <http://intranet.state.wv.us/admin/purchase/VendorReg.html>.

All Requests for Information to be Processed by Purchasing

A Request for Information (RFI) is an information gathering tool used by the Purchasing Division to collect written information from the vendor community about the capabilities of products and/or services currently on the market. The information gathered from an RFI can assist the preparation of a solicitation for needed commodities and/or services; however, there is no award made from an RFI.

All RFIs are required to be processed by the Purchasing Division, as outlined in the *Purchasing Division Procedures Handbook*. It is important to note that agencies can obtain information they may need for small dollar purchases by performing market research. In these instances, there would not be a need to issue a formal RFI. The Purchasing Division has always encouraged market research on all purchases, even those which don’t require verbal or written bids.

RFIs must contain language that ensures vendors clearly understand that information submitted as part of an RFI is not the same as a bid. Furthermore, the information they provide in no way grants them any benefit when a subsequent solicitation document, such as Request for Quotations (RFQ) or Request for Proposals (RFP), is released.

According to Section 3.5.1 of the *Purchasing Division Procedures Handbook*, the RFI is the only formal method used by the Purchasing Division to request written information from vendors and should be used when appropriate expertise or information is lacking to develop adequate specifications for an RFQ or RFP. This process allows for the assistance of multiple vendors who have expertise and can provide information in the area of concern.

Any questions regarding Requests for Information should be directed to your agency’s designated procurement officer or your assigned Purchasing Division buyer.

POOY

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The 2016 *Procurement Officer of the Year* award was presented to the Division of Juvenile Service’s Darlene Hovatter at last year’s Agency Purchasing Conference. Nominated by her peers, Hovatter received this honor for her continued excellence in procurement.

tenure, performance, communication, professional development, and good purchasing practices. The recipient of the award will be recognized during a lunch banquet at the 2017 Agency Purchasing Conference. The nomination form can be found online at <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html> and should be submitted no later than Friday, June 23, 2017. This link is for an intranet site which may not be accessible on home computers. Questions may be directed to Communication and Professional Development Manager Samantha Knapp at samantha.s.knapp@wv.gov or 304.558.7022.

Revised RFQ Module Published

The Purchasing Division is pleased to announce that it recently published on its website a revised Request for Quotations (RFQ) agency resource module. This module explains the basic purchasing steps the agency must take before deciding to use the RFQ method of procurement; the importance of writing clear and concise specifications to ensure the appropriate end result; and the documents that are required by the agency to complete an RFQ. The module also explains the method used to evaluate bids and award a contract for this type of procurement.

The module, which formerly consisted of a PowerPoint and audio overlay, has been made more interactive using Articulate Storyline software. This new format allows the viewer to remain engaged throughout the presentation by including a combination of

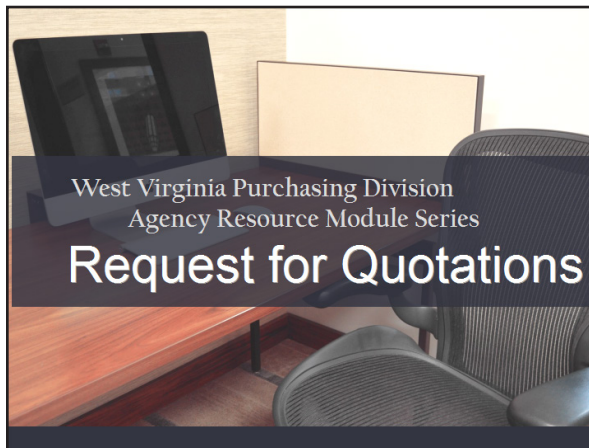
audio, animation and interactions from beginning to end.

“Currently, the Purchasing Division is focused on improving and expanding its online training program,” said Communication and Professional Development Manager Samantha Knapp. “The Request for Quotations module is just one of several that we are working on updating. These updates not only allow us to make these self-paced modules more interactive, but they allow us to provide the most up-to-date and accurate information to our agency partners.”

This module is one of 11 posted on the Purchasing Division’s website. These self-paced modules allow agency purchasers to review purchasing-related information from the convenience of their offices.

This resource module serves as .5 hours of credit toward the Procurement Certification Program’s training requirement. Upon completion of each module, the viewer should print the Certificate of Completion for the specific module and have it signed by his or her supervisor. A copy should then be submitted to the Communication and Professional Development Unit of the Purchasing Division by emailing it to stephanie.m.mosley@wv.gov or faxing it to 304.558.6026.

All agency resource modules are posted at www.state.wv.us/admin/purchase/training/modules.html.



June 1st Deadline Set for Section 9 Agency Requests

Any state agency that is requesting an addition to the list of non-competitive, exempt commodities and services that is available in Section 9 of the *Purchasing Division Procedures Handbook* must submit its request to the Purchasing Division no later than June 1, 2017.

The addition must be submitted on the official form that can be found on the Purchasing Division’s intranet site at <http://intranet.state.wv.us/admin/purchase/default.html> under “Forms.”

If you do not have access to the intranet, you can get the form by contacting Assistant Director Frank Whittaker at 304.558.2316. Once completed, the forms may be emailed to frank.m.whittaker@wv.gov.

According to the *West Virginia Code of State Rules* 148CSR1-4, the Purchasing Director may establish a list of commodities and services that are not possible to submit for competitive bid. The Director must approve the list before the beginning of each fiscal year and make it available for public review.

Spending units may purchase the commodities and services on the list directly from the vendor and are not required to have contracts for the purchase of those items approved by the Purchasing Division.

The current list includes such commodities and services as utilities, postage, and hospitality fees. The complete list can be found in Section 9 of the *Purchasing Division Procedures Handbook*, located online at www.state.wv.us/admin/purchase/handbook/2015R5/hand9.htm.

What Does THAT Acronym Stand For?

Each month, the Purchasing Division highlights an acronym used in the public procurement process to help educate buyers and agency officials.

Acronym: ADO/CDO
Defined: Agency Delivery Order/Central Delivery Order

What used to be called release orders are now called delivery orders in the *wvOASIS* system. Delivery orders are used to make purchases directly from statewide or agency open-end contracts (i.e. master agreements). Delivery orders must reference the complete open-end contract number. The “A” and “C” in ADO and CDO indicate if the delivery order is being processed by the agency (“A”) under delegated authority or through central procurement (“C”) by the Purchasing Division. In many cases, statewide and agency open-end contracts do not require agencies to process centralized delivery orders through the Purchasing Division. But, there are some contracts that do require a CDO to be processed; therefore, agencies should always refer to the ordering procedures in these contracts for proper instructions prior to issuing a delivery order. It is important to note that agencies that use *wvOASIS* should no longer use the Release Order (WV-39) form.

State Agencies Must Attach Current Terms and Conditions to all Requisitions upon Submission

Using the most current version of the terms and conditions for contracts, both at the agency and Purchasing Division level, is crucial to ensure that all of the legal requirements of a contract are included. Throughout the year, the Purchasing Division makes updates to these documents to ensure compliance and clarity with all laws, rules and procedures that are in place.

For that reason, it is recommended that each time an agency purchaser needs to include either the Agency Master Terms and Conditions or the Purchasing Master Terms and Conditions, he or she visit the Agency Resource Center on the Purchasing Division's website and download the current version. The Agency Resource Center can be accessed at www.state.wv.us/admin/purchase/arc.

Additionally, it is important for agency procurement officers to complete the necessary information required in both the Instructions to Vendors Submitting Bids and the General Terms and Conditions prior to submitting the electronic Centralized Purchasing Requisition (CRQS/

CRQM) to the Purchasing Division, along with the specifications and other required documentation. For example, in the instructions, the agency must note if there will be a pre-bid meeting and, if so, the date, time and location should be included as well as whether the meeting will be mandatory or non-mandatory. The Purchasing Division Buyer will help the agency determine the date and time of the pre-bid meeting once the CRQS/CRQM has been submitted to Purchasing.

For formal acquisitions (i.e. those exceeding \$25,000), the question submission deadline and to whom the questions must be submitted is determined and included by the Purchasing Division buyer; however, for agency delegated procurements, the agency procurement officer would be responsible for including this information.

Within the terms and conditions, the contract type must be identified, including term contract; fixed period contract; fixed period contract with renewals; one time purchase; or other. The category for

the quantities under the contract must be noted, such as open end, service, combined service and goods, and one time purchase. Other information that must be completed includes required documents, such as bonds, insurance and licenses/certifications/permits; information on liquidated damages; and any required reports. The master terms and conditions have additional terms for construction and architectural/engineering contracts that should be included, when applicable.

Below are direct links to the Master Terms and Conditions:

[Agency Master Terms and Conditions
www.state.wv.us/admin/purchase/TCA.pdf](http://www.state.wv.us/admin/purchase/TCA.pdf)

[Purchasing Master Terms and Conditions
www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf)

Should you have any questions regarding these terms and conditions, please contact your agency's designated procurement officer first. Any follow-up questions may be directed to your agency's Purchasing Division buyer.

Purchasing Division Recognizes Latest Certification Recipients

The Purchasing Division is pleased to recognize Karen Roberts and Jimmy Dowden as the latest recipients in its West Virginia Procurement: Basic Certification program.

Roberts joined the West Virginia State Agency for Surplus Property as an Administrative Services Assistant last year. Prior to joining the Purchasing Division, she worked for the Division of Highways, Division of Natural Resources and Gritt's Midway Greenhouse.

"In all of my jobs, my goal has always been always to learn every aspect of the position," shared Roberts. "Passing the Basic Certification shows me that I am on the right track."

Dowden, an Administrative Services Manager, has worked for the Department of Health and Human Resources' Bureau Buyers Network

for Medical Services for more than 11 years, with the last three and a half being in the bureau's procurement unit.

"Achieving this certification was important to me to strengthen my procurement skills and demonstrate my commitment to public procurement in West Virginia," shared Dowden.

State agency procurement officers interested in participating in the basic and/or advanced certification program may review the requirements at www.state.wv.us/admin/purchase/training/Certification. Questions regarding the certification program may be directed to Communication and Professional Development Manager Samantha Knapp at samantha.s.knapp@wv.gov or 304.558.7022.

Congratulations are extended to Roberts and Dowden on this achievement!



Current Statewide Contract Update

(As of April 17, 2017)

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 Contract

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
FUELTT17A	Harris Oil Co Inc	Fuels	04/01/17 -03/31/18
FUELTT17B	Woodford Oil Co	Fuels	04/01/17 -03/31/18
FUELTT17C	R T Rogers Oil Co	Fuels	04/01/17 -03/31/18
FUELTW17B	Woodford Oil Co	Fuels	04/01/17 -03/31/18
FUELTW17C	Bruceston Petroleum Co Inc	Fuels	04/01/17 -03/31/18
FUELTW17D	Tri State Petroleum Co	Fuels	04/01/17 -03/31/18
FUELTW17E	R T Rogers Oil Co	Fuels	04/01/17 -03/31/18
PAINT17	Sherwin Williams Co	Paints, primers and finishes	04/01/17 -03/31/18

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
BHS14012	Continuum Care Pharmacy LLC	Pharmacy Services/Supplies	03/15/17 -06/14/17
BPH14023	Allstate Tower Inc	Radar antennas	01/01/17 -09/30/17
HOUSE14	Liberty Distributors Inc	Floor Cleaners	05/01/17 -04/30/18

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
ELECMON14	3M Electronic Monitoring Inc	Electronic monitoring	Technical Correction
FUELTW17A	Harris Oil Co Inc	Fuels	To cancel the contract as attached

Miscellaneous Actions C'tnd.

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
WVARF15	WV Assoc Of Rehab Facilities	Commodities and Services	To update pricing for P-Card purchases for current commodities

FOR MORE INFORMATION

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

<u>BUYER</u>	<u>E-MAIL</u>	<u>PHONE</u>
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<i>Senior Buyers</i>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Charles Barnette	Charles.D.Barnette@wv.gov	558-2566
April Battle	April.E.Battle@wv.gov	558-0067
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402