

THE BUYERS NETWORK

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

Piggybacking Contracts Permitted through Reform; Specific Guidelines Ensure Best Buy for the State

As a result of changes made to the **West Virginia Code** in terms of purchasing reform, the piggybacking issue was clarified.

Piggybacking is defined as utilizing any existing open-end contract for commodities and services of the federal government, agencies of other states, other public bodies or other state agencies, to which the requesting agency was not an original party. Piggybacking requires prior approval by the Purchasing Director.

In accordance with the **West Virginia Code**, §5A-3-19, the Purchasing Director "may, upon the recommendation of a state spending unit, participate in, sponsor, conduct, or administer a cooperative purchasing agreement or consortium for the purchase of commodities or services with agencies of the federal government, agencies of other states, other public bodies or other state agencies, if available and financially advantageous."

The following guidelines and requirements relate to these types of purchases and must be submitted in writing sufficiently in advance of the proposed purchase:

- A written justification explaining how the use of the contract is financially advantageous and comparable to what has been competitively bid.

- A complete copy of the contract to be used.
- Evidence that the issuing agency and vendor will allow a West Virginia spending unit to use the contract.
- A complete copy of the order to be submitted.
- Proof that use of the contract does not conflict with an existing contract unless prices on the non-West Virginia contract are substantially lower.
- Proof that use of the contract will not cause a hardship on a West Virginia vendor.
- Does not conflict with any spending unit set aside preference.
- The proposed vendor must be properly registered with the Purchasing Division.
- Notice of any fees or terms and conditions that are applicable.

Please note that certain Purchasing Division forms, such as the **(WV-96) Agreement Addendum, Affidavit, Certificate of Non-Conflict**, may be applicable.

Should you have any questions regarding the use of existing contracts from the federal government, other states or public bodies, please discuss with your assigned buyer within the Purchasing Division.

For a list of the Purchasing Division's assigned buyers for state agencies, visit <http://www.state.wv.us/admin/purchase/byassign.htm>



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THE DIRECTOR'S COMMENTS

Purchasing Division: Our Responsibilities Reach Beyond Procurement

By Dave Tincher
State Purchasing Director

During the normal course of business, I am often requested to attend meetings or provide presentations on various issues relating to state procurement. On these occasions, I always make an effort to offer an overview of the division's organization and responsibilities.

Surprisingly, I often find that many state employees are unaware of the vast programs and services which are statutorily administered by the Purchasing Division. Because of the name of our agency, many individuals realize that our agency oversees procurement in state government, but are unaware of the

other programs we administer, such as the Surplus Property Program, the centralized Fleet Management Office, the Travel Management Office and the State Inventory/Fixed Assets Program.

Unlike other Purchasing Divisions in other states, these additional programs fall under our division's authority. All of these programs require close communication with individuals at the agency level who serve as coordinators for the various programs. These individuals work closely with our program managers to ensure a complete understanding of the guidelines of the program for proper implementation. We appreciate the cooperation which these agency coordinators demonstrate on a daily basis.

Ken Frye, who serves as assistant director of the Program Services Section of the Purchasing Division,

oversees the Surplus Property Program and the State Inventory/Fixed Assets Program. Valerie Brown assists him with the State Inventory / Fixed Assets Program. Ken may be contacted at 766-2626 or via email at kfrye@wvadmin.gov.



Janice Boggs is the manager for the Fleet Management Program. She is assisted by Barry Gunnoe. Janice may be contacted at 558-0086 or via email at jboggs@wvadmin.gov.

Catherine DeMarco serves as the manager of the Travel Management Office. Catherine may be contacted at 558-2613 or via email at cdemarco@wvadmin.gov.

Should you have questions regarding any of these programs, please feel free to contact our program managers.

SURPLUS PROPERTY PUBLIC AUCTION

The West Virginia State Agency for Surplus Property (WVSASP) will conduct its next absolute auction on Saturday, May 5, 2007, at 2700 Charles Avenue in Dunbar.

Gates open at 9:00 a.m., with the auction beginning at 10:00 a.m.

For additional information and a list of merchandise to be sold, please contact WVSASP at (304) 766-2626 or toll-free at 1 (800) 576-7587.

Please note that property will not be awarded through the weekly sealed bid process the week immediately preceding the public auction. Specific merchandise advertised for this public auction will not be available for sealed bids. There are no minimum bids at the auction.

What's State Government Buying?

(This information is compiled from the West Virginia Purchasing Bulletin. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)

- ◆ **Department of Administration**
Request to provide a state web portal solution and related e-government applications.
- ◆ **Lottery Commission**
Request to provide comprehensive treatment program for state residents with gambling problems.
- ◆ **Department of Environmental Protection**
Request to provide television advertising services for the REAP program.
- ◆ **Division of Engineering and Facilities**
Request to provide miscellaneous renovation and construction work at Camp Dawson in Kingwood, West Virginia.
- ◆ **Department of Health and Human Resources**
Request to provide various nutritional drinks for the geriatric patients at DHHR facilities.
- ◆ **Division of Highways**
Request to provide hydraulic driven broom sweeper for truck mounting.

Statewide Contract Spotlight...

Cellular One Provides Quality 24/7 Service to State Agencies in WV

According to its representatives, Cellular One is one of the largest providers of rural and suburban wireless communications services in the United States. It is also one of the service providers on the statewide contract for cellular telephones (CPHONE07), along with Ntelos, Cingular Wireless and Alltel.

"We've been doing business with the state since cellular phones and service became available in 1985," said Jack McCardle, director of business sales. "Cellular One is committed to providing the state with the latest and most efficient cellular technology available."

With locations throughout West Virginia, Cellular One offers a wide-range of wireless services and telephones, including a car charger and case, data products (BlackBerry), iPAQ, wireless Internet cards, e-mail, internet access and telephony.

More specifically, Cellular One offers the state nationwide plans with pooled minutes for large groups of telephones. With these particular plans, they offer nationwide mobile-to-mobile calling for free, along with free nationwide night and weekend calling. Data products, such as the BlackBerry, is the ultimate out-of-office assistant, McCardle said. It keeps people in touch with their e-mail, calendar, notes and tasks, while syncing up with Microsoft Outlook, Groupwise or Lotus Notes products.

Not only has Cellular One's network been built to provide the best possible service, McCardle said they have recovery plans in place to back-up their facilities in times of trouble. "Twenty-four hours a day, seven days a week, our people work to

verify that our customers can successfully complete calls," he adds.

Melissa Jordan, District Comptroller for the Department of Transportation, agrees. "We have been doing business with Cellular One for about five years. Their service has been good and they're great to deal with. Any time I have a problem or question, I call and they will get back to me within minutes," she said.

Questions regarding Cellular One's products or services should be directed to:

Jeremy Posey
c/o Cellular One
1111 Van Voorhis Road
Morgantown, WV 26505

(304) 216-6366 (cell)
jeremy.posey@dobson.net
(304) 598-6513

This contract is available on the pur-

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information about the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.

chasing website at:

www.state.wv.us/admin/purchase/swc/CPHONE07C.htm

Prior to utilizing any statewide contract issued by the Purchasing Division, agencies are strongly encouraged to check the website for contract provisions that may apply.



Cellular One offers the state 24 hours a day, seven days a week quality phone service and has people working to verify that their customers can successfully complete calls.

Current Statewide Contract Update

(As of April 15, 2007)

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 Senior Buyer JoAnn Adkins at (304) 558-8802 or via e-mail at joadkins@wvadmin.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
MOTL07AI	Hotel/Motel Services	Sutton Inn	01/01/07
MOTL07AJ	Hotel/Motel Services	Sutton Flatwoods Days Inn	01/01/07

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
TEMP07	Temporary Personnel	03/15/07	Yes
DEBT07	Debt Collection Services	03/15/07	Yes
RTIRE07	Retread Tires	03/15/07	Yes
CABLE07	Computer Data Cable	04/24/07	Yes
RECMGT07	Records Management Services	03/28/07	Yes
SELECT07	Large Account Resellers for Microsoft Products	04/12/07	Yes

Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
CANLINE07	Trash Can Liners	04/03/07	04/24/07
SAT07	Satellite Transponder	---	05/08/07
SUPFOOD07	Supplemental Food	05/08/07	06/05/07

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
SAT03	Satellite Transponder	Intelsat General Corporation	06/14/07
SELECT04	Software	Software House International	06/30/07
DEBT04 [A-C, DD]	Debt Collection Services	[A] GC Services; [B] Municipal Services; [C] OSI Collection Services; [DD] NCO Financial Systems	05/14/07

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
DFS05	Disposable Food Supplies	US Foodservice	03/14/08
CEREAL05	Breakfast Foods	US Foodservice	03/31/08
ALCOHOL06A	Ethyl Alcohol	Aaper Alcohol	01/31/08

Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
IP06	Information Processing	Lenovo	Update pricing
MOTL06A PAPER06B SELECT04	Hotel/Motel Paper Software	Hawks Nest Unisource Software House Int'l	Cancel / re-award Revise pricing page April price list
SANPAP05A	Sanitary Paper Supplies	Liberty Distributors	Revise pricing page
ENTPRZ05	Software	Software House Int'l	April price list
WVARF04	State Use Law	WVARF	Revised rate
CPHONE07D LEXNEX06	Cell Phones Online Legal Subscription	Alltell Corp. Lexis Nexis	Price change Add service and contact information
SYSFURN07D	Systems Furniture	Corporate Express	Change contract information
DIGCOP04 [B-BA]	Copiers	[B] Lanier; [BA] Ricoh	[B] Cancel contract; [BA] Reissue DIGCOP04B

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

MAY

A/EBATT	Automotive and Equipment Batteries
FILTER	Oil, Gas and Air Filters
FUEL	Motor and Heating Fuel
MA03SE05	Novell - Master Agreement
RSHEET	Reflective Sheeting
SAT	Satellite Transponder Time

JUNE

ABATMNT	Asbestos Abatement
DIGCOP	Digital Copiers
DWASH	Dishwashing Materials
FASTEN	Fasteners
FLRCOV	Floor Covering
ITECH	Information Technology Personnel
LABSUP	Laboratory Supplies
LAN	Local Area Networks
LAUNDRY	Laundry Materials
LAWN	Lawn Maintenance Equipment
LDPHONE	Long Distance Telephone Service
TAG	Identification Tags

PURCHASING CONNECTION

E-Procurement Initiatives Result in Increase Efficiency and Convenience

Within the past year, the Purchasing Division has made great strides in its technological advances to provide state agency procurement staff as well as our vendor community with accurate, timely information at their fingertips.

Several e-procurement initiatives have been introduced, including online statewide contracts and subsequent change orders; downloadable bid packages for solicitations currently out for bid; and bids received and opened at our public bid openings. All of these initiatives are gaining popularity, allowing for easy access to information in a convenient manner.

Due to the limitations of the existing automated purchasing system, all of these initiatives are being performed manually. Our Technical Services Unit under the Communication and Technical Services Section, which is responsible for this endeavor, are Manager Dan Miller, Information Systems Coordinator Chester Popham and Administrative Assistant Ann Mollohan. They work closely with the purchasing assistant within the Acquisition and Contract Administration Section. Working together is the key to making this information available to our customers!

Check out our e-procurement initiatives at the following websites:

Statewide Contracts:

<http://www.state.wv.us/admin/purchase/swc/>

Downloadable Solicitations:

<http://intranet.state.wv.us/admin/purchase/Newbul.htm>

Bids Received (from Bid Openings):

<http://www.state.wv.us/admin/purchase/Bids/default.html>

If you have any suggestions or comments regarding these or other e-procurement initiatives, please do not hesitate to contact Technical Services Manager Dan Miller at (304) 558-2314 or via e-mail at dmiller@wvadmin.gov.

Did You Get What You Asked For?

To prepare the specifications for a commodity or service to meet your agency's needs is just part of the procurement process.

Agency personnel must ensure that what they ordered is what they received.

It is good business practice to be skeptical of commodities and services being furnished to you. Check your original records of the purchase and verify that what you asked for was actually received. This pertains to quality as well as quantity.

If the commodity or service was obtained under a contract or purchase order, verify that the terms and conditions as well as specifications were met. The vendor should be notified immediately if you detect a problem. If no action is rendered, the Purchasing Division should be notified at once to correct the situation.

Why do these problems exist? In most cases, the problems can be attributed to an oversight or mistake by the supplier. But, do not rule out the possibility of a select few vendors who may try to take advantage of you. There have been cases where commodities and services were billed to the agency, but never delivered. Unscrupulous vendors are counting on you to not check or verify your order.

So, what's the moral of the story? The moral to be learned from any experience resulting in the receipt of inaccurate or substandard commodities or services is to BE CAUTIOUS. Check - double or even triple check - before you verify that an order is complete.



Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

Diane Holley, Assistant Director
Communication and Technical Services Section
West Virginia Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
E-Mail Address: dholley@wvadmin.gov



Name _____
Organization _____
Address _____
Telephone Number _____
E-Mail Address _____
Need Information about _____

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