

Memo

To: Aaron Allred
From: Jill Mooney
CC: John Sylvia, Michael Midkiff, Gail V. Higgins
Date: 10/11/2012
Re: WVU-Parkersburg purchasing

Background:

In July 2011 PERD released a higher education purchasing report on WVU at Parkersburg. The report examined purchases made from July 2008 through March 11, 2011. PERD found that the college had directed over \$1.2 million in 178 transactions in just over two years to one Florida vendor, Business Technology Center (BTC) for computers and associated equipment. The manner in which the college made the purchases avoided competitive bidding.

Your question:

Is WVU-Parkersburg still purchasing from BTC in a manner that avoids competitive bidding?

We examined WVU-Parkersburg's purchases from March 12, 2011 through September 28, 2012 to determine if the college was still purchasing from BTC in a manner that avoided competitive bidding.

Until the release of the July 2011 report, the college continued to use its purchase cards to purchase from BTC in a manner that avoided competitive bidding.

Since the release of the July 2011 report, the dates and amounts of purchases from BTC on the purchase card do not suggest avoidance of competitive bidding.

The college advertised for HP laptop computers in late June 2011. The college told us about the bid at the July 12, 2011 interim meeting. We assessed the bid process and found that the college did not advertise the bid for the required length of time. The college mailed four vendors the quote form and a fifth picked up the quote form. Four vendors responded but the college disqualified one because the vendor did not send the bid in a sealed envelope. Neither the advertisement nor the quote form indicated a sealed bid was required. The college told us that they were required to disqualify the vendor per a requirement in the higher education purchasing manual. BTC, the lowest, bidder, was awarded the bid July 7, 2011. The below table shows the bid amounts of the vendors.

Bid Abstract				
	Kinetic Networking	HP	BTC – awarded	CDWG-disqualified
HP Laptops	\$53,361	\$56,637	\$50,905	No data
Adaptors	\$11,907	\$10,533.60	\$11,403	
Support	\$3,276	\$3,717	\$3,150	
Freight	0	0	\$600	
Total	\$68,544	\$70,887.60	\$66,058	
Bids for 63 HP laptop computers, adaptors and HW support				

Two invoices were paid to BTC in the first quarter of FY 2012. The invoice's totals combined were \$1 less than the bid amount. The computers purchased are the same as the computers in the bid.

Invoice No.	Date	Dollar Amount	Computers, Etc
I750018515	9.13.11	\$27,014	26
I750018618	9.29.11	\$39,043	37
Total		\$66,057	63

WVU-Parkersburg has not paid BTC by invoice since the two invoices detailed above.