

# 2024 ANNUAL REPORT

WVPURCHASING.GOV



W. VA.  
PURCHASING DIVISION

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# Director's Message



STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON STREET, EAST

CHARLESTON, WEST VIRGINIA 25305-0130

MARK D. SCOTT  
CABINET SECRETARY

SAMANTHA WILLIS  
DIRECTOR

June 30, 2024

To the Citizens of West Virginia:

Welcome to the West Virginia Purchasing Division's Fiscal Year 2024 Annual Report. It is with great pride and appreciation that I present this document, highlighting our accomplishments, progress, and continued commitment to excellence in public procurement.

The Purchasing Division is dedicated to serving the citizens of West Virginia. What we do comes down to two key ideas: ensuring agencies get the goods and services they need and help steward hard-earned taxpayer dollars. Fiscal Year 2024 has been a year of collaboration, innovation, and growth as we have worked diligently to improve our processes, strengthen our partnerships, and uphold our commitment to transparency and accountability.

Throughout the past year, our team has focused on enhancing operational efficiencies while maintaining compliance with state procurement laws and regulations. As we reflect on the achievements of the past year, I want to thank all of our dedicated staff, agency partners, and vendors whose hard work and dedication have contributed immeasurably to the success of our mission.

Key accomplishments this year include securing better pricing for state agencies through cooperative contracts; implementing innovative training and networking opportunities, including quarterly conference calls; updating and streamlining our forms to improve efficiency; and more.

Looking ahead, the Purchasing Division remains steadfast in its mission to provide leadership and support in public procurement, as well as continue to address the challenges and opportunities of the future.

Thank you for your continued support, and I invite you to explore this annual report to learn more about our accomplishments and initiatives during the past year. Together, we will continue to uphold the highest standards of public procurement, here in the state of West Virginia.

Sincerely,

A handwritten signature in black ink that reads "Samantha Willis".

Samantha Willis, Director & General Counsel  
West Virginia Purchasing Division

# General Information

## Contact Information:

Contact information for our staff is available on the West Virginia Purchasing Division's website at [WVPurchasing.gov](http://WVPurchasing.gov). Biographical information for the senior management team, the division's organizational chart and detailed contact information for staff is accessible at the "Contact Us" button on the home page. The address, telephone and fax numbers for our agency are noted below:

West Virginia Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

Telephone: (304) 558-2306  
FAX: (304) 558-3970

[WVPurchasing.gov](http://WVPurchasing.gov)

## Statutory Authority:

The Purchasing Division was created and its duties outlined in the W. Va. Code § 5A-3-1 et seq. According to the Code, the Purchasing Division was created to *"serve as a source of expertise in procurement methods and practices for the various state agencies, and to assist and facilitate state agencies in procurement matters."*

The Purchasing Division operates in adherence to W. Va. 148 C.S.R. 1, which serves as a clarification of operative procedures for the purchase of products and services by the division. It applies to all spending units of state government, except those statutorily exempt.

## Mission Statement:

Below is the mission of the Purchasing Division, which stresses the valued services provided to our customers by making sound and effective decisions in accordance with state law:

*To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.*

## Marketing Strategy:

The Purchasing Division communicates with its state agency partners and vendor community regarding its programs and services through a variety of mediums, including the Vendor Self Service within [wvOA-SIS](http://wvOA-SIS) which provides a list of state government bid opportunities; a monthly online newsletter for state procurement officers, *The Buyers Network*; our quarterly West Virginia State Agency for Surplus Property newsletter, *The Property Connection*; email correspondence to our designated state agency purchasing liaisons; various training programs; and our website ([WVPurchasing.gov](http://WVPurchasing.gov)) and intranet site (<http://intranet>).

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*state.wv.us/admin/purchase*), which is only accessible to state employees. To provide our customers with the best possible service, the Purchasing Division looks for ways to network effectively with our agency partners.

## Customer Service Representative:

The Purchasing Division has a designated customer service representative to serve as the primary contact for all inquiries, suggestions and concerns. Deputy Purchasing Director Samantha Knapp serves in this role and may be contacted at (304) 558-7022 or via email at *Samantha.S.Knapp@wv.gov*.

## Organizational Structure:

The Purchasing Division is organizationally structured under the West Virginia Department of Administration within the executive branch of state government. In addition to the Purchasing Director's office, the division has four sections: Acquisitions and Contract Administration, Business and Technical Services, Communication and Training, and Program Services. Additionally, the Purchasing Division maintains a legal office to assist with various legal and legislative issues.

### *Acquisitions and Contract Administration Section*

The Acquisitions and Contract Administration Section is responsible for the procurement of products and services for state agencies expected to exceed \$50,000\*. It is committed to providing excellent customer service to agencies and vendors by buying quality commodities and services at the lowest cost to taxpayers.

The Contract Management Unit within this section assists with the oversight of contracts and the inspection of purchasing documents to ensure compliance with state laws, regulations and procedures. This section strives to provide quality services in the most efficient manner.

*\*Or \$100,000 for agencies that have been approved for an increased delegated spending threshold.*

### *Communication and Training Section*

The Communication and Training (CT) Section is responsible for a variety of services offered to state employees, vendors, and the public.

The CT Section is responsible for developing monthly newsletters; maintaining formal publications and documents, including the *Purchasing Division Procedures Handbook* and *Annual Report*; distributing guidance to all designated procurement officers through regular eblasts; maintaining the official Procurement Officer Listing; and much more.

They also oversee the Purchasing Division's complete training program, including in-person workshops and virtual webinars; coordinate the annual Agency Purchasing Conference; manage the State Procurement Certification Program; develop online training modules; oversee compliance with training requirements for designated procurement officers; and more.

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## ***Business and Technical Services Section***

The Business and Technical Services (BTS) Section maintains the daily operation of the division's sections and functions using a variety of technology and business resources, ensuring these processes comply with legislative code and rule. BTS manages various web and intranet sites, the hardware and software of the Purchasing Division, and all e-procurement initiatives.

Other operational functions handled by this section include managing the vendor registration program, SWAM certification review and approval, delegated purchasing for technology equipment for the division, imaging and records retention, bid and document receipt, purchase order encumbrance, vendor outreach, bid bond administration, and the division's inventory and fixed assets. This section is also responsible for calculating state spend on contracts related to central procurement and administering the data reporting needs for the agency, directors, and procurement officers.

## ***Program Services Section***

The Program Services Section is responsible for several programs administered by the Purchasing Division. The Travel Management Unit offers guidance to state business travelers and oversees various statewide contracts for travel-related services. This unit communicates with agency travel coordinators on various issues relating to services.

The Fixed Assets Unit maintains the state's inventory of property and ensures the agencies certify their state-owned property on an annual basis.

The Surplus Property Unit manages the state and federal programs for property no longer needed within the respective governments. As part of this program, state property that is not sold to eligible organizations is made available to the public through various mechanisms, including absolute auctions, daily retail sales, online sales and statewide sealed bids.



# Contact Reference Guide

	<u>Telephone No.</u>	<u>Location</u>
<b>Director's Office</b>		
Samantha Willis, Purchasing Director & General Counsel	(304) 558-0492	Main Office
Jennifer Fields, Administrative Secretary	(304) 558-3568	Main Office

## Acquisitions and Contract Administration Section

<b>Frank Whittaker, Assistant Director</b>	(304) 558-2316	Main Office
<i><b>Acquisitions Unit</b></i>		
Tara Lyle, Buyer Supervisor	(304) 558-2544	Main Office
Mark Atkins, Buyer Supervisor	(304) 558-2307	Main Office
Josh Hager, Buyer Supervisor	(304) 558-8801	Main Office
John Estep, Senior Buyer	(304) 558-2566	Main Office
Crystal Hustead, Senior Buyer	(304) 558-2402	Main Office
Larry McDonnell, Senior Buyer	(304) 558-2063	Main Office
Melissa Pettrey, Senior Buyer	(304) 558-0094	Main Office
David Pauline, Senior Buyer	(304) 558-0067	Main Office
Toby Welch, Senior Buyer	(304) 558-8802	Main Office
Brandon Barr, Buyer	(304) 558-2652	Main Office
<i><b>Contract Management Unit</b></i>		
Shane Hall, Contract Manager	(304) 558-8803	Main Office
Mitzie Howard, Inspector III	(304) 558-2037	Main Office
Jason Thompson, Inspector II	(304) 558-2538	Main Office
Bob Ross, Inspector II	(304) 558-3488	Main Office
Samantha Chaney, Inspector I	(304) 558-4317	Main Office

## Business and Technical Services Section

<b>Gregory Clay, Assistant Director</b>	(304) 558-2596	Main Office
<i><b>Technical Services Unit</b></i>		
Mark Totten, Manager	(304) 558-7839	Main Office
Alisha Pettit, Programmer	(304) 558-0247	Main Office
Christopher Seckman, Quality Control and Transparency Specialist	(304) 558-3486	Main Office
Vacant, Vendor Registration Coordinator	(304) 558-2311	Main Office
<i><b>Support Services</b></i>		
Vacant, Supervisor	(304) 558-2336	Main Office
Cody Rose, Imaging Operator	(304) 558-2312	Main Office

## Communication and Training Section

<b>Samantha Knapp, Assistant Director</b>	(304) 558-7022	Main Office
<i><b>Communication and Training Unit</b></i>		
Courtney Johnson, Manager	(304) 558-4213	Main Office
Jessica L. Chambers, Public Information Specialist	(304) 558-2315	Main Office
Teresa Cutlip, Public Information Specialist	(304) 558-2613	Main Office

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Krista Chadband, Secretary

(304) 558-2744

Main Office

## Program Services Section

**Vacant, Assistant Director**

(304) 766-2626

Dunbar

### *Fixed Assets Management Unit*

Wendy Pettry, Fixed Assets Coordinator

(304) 356-2426

Dunbar

### *Surplus Property Unit*

Vacant, Manager

(304) 766-2626

Dunbar

Vacant, Assistant Manager

(304) 356-2428

Dunbar

### *Travel Management Unit*

(304) 766-2626

Dunbar



# Purchasing Division Highlights

## Purchasing Division Welcomes New Director

The Purchasing Division welcomed a new director in April 2024 following the resignation of former Purchasing Director Mike Sheets in late 2023. Samantha Willis joined the division in a dual role as its director and general counsel. Prior to her appointment, she served as Deputy General Counsel for the West Virginia Governor's Office.

Willis said she has a passion for serving West Virginia through state government, a path she pursued from her days as an undergraduate at Marshall University. "I don't know that I have ever seen such a phenomenal group of hardworking people in my life," she said. "Everyone here cares about each other and enjoys their time at work. They are dedicated to serving the state of West Virginia to the best of their abilities."

Willis holds a bachelor's degree in broadcast journalism with a minor in political science and earned a J.D. from the WVU College of Law. She also serves as a member of the West Virginia Women's Commission.



**Samantha Willis**  
Purchasing Director

## Longtime Employee Retires from Division



Department of Administration Cabinet Secretary Mark D. Scott recognized longtime Purchasing Division employee, Beverly Toler, on her retirement during a ceremony in October. As the Support Services Supervisor, Toler oversaw important components of the purchasing process, including purchase order encumbrance and imaging and records retention.

After 23 years of service, the Purchasing Division said goodbye to longtime employee Beverly Toler. Toler, who joined the Division in 2000, served as its encumbrance clerk and supervised its support services staff. As the support services supervisor, she managed a staff of four employees. Over the years, many of the employees she supervised were promoted to additional positions in the Purchasing Division, with several moving on to work in procurement at other state agencies.

Toler is a lifelong Charleston resident and was looking forward to rest and relaxation in retirement. She was also excited to spend more time with her children and four grandchildren, who range in age from nine years old to 21. "I've enjoyed my time at the Purchasing Division and it is with a heavy heart that I retire," said Toler. "But I know it is the right time for me to move on."

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## **Purchasing Division Introduces New Email Series with Procurement Quick Tips**

In May 2024, the Purchasing Division introduced a Weekly Tip series. The series was developed as part of an initiative to continuously improve its offerings to procurement officers and provided one more way to communicate with and educate agencies on the state purchasing process.

Each Weekly Tip email was designed to provide concise information and highlighted the tip in a box for quick review, followed by more in-depth information in the body of the email. This format allowed procurement officers to spend as little or as much time with these tips as needed, depending on their knowledge level and the applicability of the information.

The Weekly Tip series focused on a variety of topics, including but not limited to Business Intelligence reporting, recommendations for award, vendor questions and answers, bid clarifications, and more.

## **2024 Legislative Session Ends with Passage of Bills Impacting Procurement**

The end of the 2024 Legislative Session brought with it the passage of several bills impacting procurement, Senate Bill 217 and House Bill 5594.

Senate Bill 217, which became effective immediately, authorized the state and its subdivisions to negotiate price for construction when all bids received exceed the maximum budget. For each construction project, the state and its subdivisions should establish a maximum budgeted amount. That amount is not disclosed to the vendor before the award of a contract. If all bids received exceed the maximum budgeted amount, then a negotiated award can be made.

House Bill 5594 exempted agencies from competitive bidding if entering into agreements with West Virginia University, Marshall University, and the West Virginia School of Osteopathic Medicine.

## **Purchasing Helps Secure Mobile Gaming App for West Virginia Lottery**

During Fiscal Year 2024, the Purchasing Division assisted the West Virginia Lottery with making a technology purchase to meet the changing needs of its players. As part of this purchase, a contract for a cloud-based iLottery system was awarded to NeoPollard Interactive LLC.

The iLottery system allows players to use an app on their mobile devices to play the same lottery games available in brick-and-mortar locations, such as Powerball and Mega Millions. Number selection can be done by generating



a random set of numbers with the “Quick Pick” feature, using saved favorite numbers, or building a new set of numbers. Players can also set up an “e-wallet” to transfer winnings to a bank account.

The base term of the contract was for 10 years.

Senior Buyer Toby Welch touted this as a great example of a procurement that was successful because of the collaborative effort between the Purchasing Division and Lottery. “I’m glad to have played a role in what will be a huge revenue source for the state,” Welch said.

The West Virginia Lottery produces sales of more than \$1.1 billion annually and generates more than \$520 million a year for the citizens. Since its inception, the Lottery has generated nearly \$12 billion in proceeds that have helped public education, senior services, and the state’s tourism industry. West Virginia Lottery players have also won more than \$3.7 billion in prizes.

## Purchasing Division Creates New Prequalification Agreement Request Template


As part of its initiative to standardize processes and offer helpful tools to assist agency procurement officers in the public procurement process, the Purchasing Division introduced a new *Prequalification Agreement Request* (WV-41) template during Fiscal Year 2024. Under certain circumstances, state agencies are permitted to establish a list of prequalified vendors, in accordance with W. Va. Code § 5A-3-10e(b) (4), from whom they can subsequently obtain bids through a delegated process for commodities and services covered by the prequalification agreement.

Prequalification agreements are limited to commodities and services in markets that are volatile but provide another avenue as a means for agencies to obtain goods and services in an expedited manner. As part of their request to use the prequalification process, agency procurement officers must:

- Provide a detailed description of the commodity or service to be covered by the prequalification agreement.
- Identify one or more requirements that each vendor must meet to be approved for the prequalification agreement. This may include experience, quality assurance, licensing, and delivery terms.
- Provide an estimation of the quantity and price of the commodity or service to be purchased over the term of the contracts.
- Include any forms that will be used in the delegated prequalification bidding, such as pricing sheets.

A copy of the *Prequalification Agreement Request* form is available on the Purchasing Division’s Forms web page under “Alternative Purchasing Methods” at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).

WV-41  
9/18/2023

  
West Virginia Purchasing Division  
**PREQUALIFICATION AGREEMENT REQUEST**

**Statutory Authority:** Pursuant to West Virginia Code § 5A-3-10e(b)(4), a state agency may establish a list of prequalified vendors from which it can subsequently obtain bids through a delegated process for commodities and services covered by the prequalification agreement.

**Agency:** The agency identified below intends to prequalify vendors to provide the commodity or service identified below. Justification for the prequalification and any additional documentation has been included in this form or as an attachment.

**Vendor Interest:** Any vendor interested and able to provide the commodity or service in question must submit a response prior to the deadline published in vvOASIS. That response will be evaluated and each vendor meeting all qualifications will be awarded a prequalification agreement that allows the vendor to participate in the delegated prequalification bidding.

**Agency Information**

Agency/Department:	
Procurement Officer:	
Date of Request:	

**Prequalification Agreement Information**

1. Provide a detailed description of the commodity or service to be covered by the prequalification agreement.

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# Purchasing Division Files New Rule Giving Agencies Ability to Process Emergency Contracts Regardless of Cost

A new purchasing rule filed during Fiscal Year 2024 gave agencies more autonomy related to emergency purchases. Effective July 1, 2023, agencies became authorized to award their own contracts within *WV*OASIS for emergency procurements exceeding their delegated threshold, pending Purchasing Division approval.



Following the rule filing, the process remained the same on the front end. Agencies are required to obtain written approval from the Purchasing Director, seek bids, and authorize the work for emergencies that occur during normal business hours, but can proceed with emergency purchases that occur outside of normal business hours requiring immediate action. The latter must have proper justification and documentation.

The difference comes with finalizing the contract in *WV*OASIS. The rule allows agencies to process emergency contracts as agency contracts, even when they exceed the agency's delegated threshold. Upon awarding emergency contracts in *WV*OASIS, the contracts are still required to be publicly posted within 30 days by the Purchasing Division, along with a copy of the emergency purchase request and approval by the Purchasing Division, documentation of what was purchased, the purchase price, and any executed contract documents.

For agency delegated emergency procurements, the same rules apply as before. However, similar to central emergency procurements, the agency is now required to report all emergency purchases made at the delegated level (between \$5,000.01 and the agency's delegated threshold) to the Purchasing Division within 30 days of the emergency for public posting.

## New Core Curriculum Implemented for Basic Certification Training Requirement

During Fiscal Year 2024, the Purchasing Division implemented a new curriculum for its West Virginia Procurement: Basic Certification program. The curriculum consists of 12 topics that will ensure procurement officers have the basic knowledge needed to perform their jobs. An additional three hours of elective training is also required. These electives are chosen by the candidate but must be different from the sessions taken as part of the core curriculum.

Prior to implementing this core curriculum, participants were still required to take 15 hours of training but could choose whichever topics they wanted. This left many with questions about what topics would benefit them most as a procurement officer new to public purchasing.

The curriculum courses include: Alternative Purchasing Methods, Blackout Period, Compliance



Checklist, Construction Purchases, Contracting Basics, Forms and Documentation, Inspection Services, Market Research, Preparing and Evaluating RFPs, RFQs: From A to Z, Statewide Contracts, Stringing, and *wv*OASIS Procurement.

## Gov. Justice Proclaims March 2024 as Purchasing Month

Gov. Jim Justice proclaimed March 2024 as Purchasing Month in the state of West Virginia. The proclamation is part of an annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The Purchasing Month proclamation highlighted the initiatives that develop, support, and promote public procurement practitioners through educational and research programs.

The Purchasing Division was pleased that this vital function in state government continues to be recognized each year. Purchasing Month has been recognized in West Virginia every year since 2011 and honors the integrity and professionalism of all state purchasers who are entrusted with the spending of tax dollars.



## Purchasing Division and WVOT Work Together to Modify Existing RFP Approval Request Form

The Purchasing Division, in collaboration with the West Virginia Office of Technology (WVOT), updated the RFP Agency Approval Request (WV-110) form to include Chief Information Officer (CIO) approval, if necessary. While reviewing the CIO Approval Policy, the WVOT recognized that CIO approvals required during the RFP process were confusing for agencies, particularly those required on the front end of the process.

WVOT requires CIO approval at three different stages: at concept, prior to release, and prior to award. Of those, the concept stage was the most commonly missed approval.

“In an effort to prevent this as much as possible, the WVOT worked with the Purchasing Division to add a section to the WV-110 form,” said Andrew Lore, IT procurement and business services manager for WVOT. “It will now have check boxes to remind agencies to obtain CIO approval at the initial planning stage, when applicable.”

Agencies will continue to submit the RFP through the CIO approval process at the release and award stages as well.

# Program Accomplishments

## Acquisitions and Contract Administration Section

*The Acquisitions and Contract Administration Section is responsible for the procurement of products and services for state agencies in excess of \$50,000. It is committed to providing good customer service to agencies and vendors in an efficient and ethical manner that will reduce costs, maximize competition, promote good customer and vendor relations, protect public funds, ensure compliance with W. Va. Code and preserve the integrity in buying the best quality commodities at the lowest cost to taxpayers. Additionally, this Section oversees the Contract Management Unit, which includes Inspection Services.*

### Contract for Pipestem Tram Awarded Thanks to Assistance from the Purchasing Division

The installation of a new aerial tram is underway in West Virginia, thanks in part to the efforts of the Purchasing Division. The historic tram at Pipestem State Park originally opened in April 1971. Descending 3,410 feet into the Bluestone River Gorge, the new pulse gondola system will follow the same path but with more efficiency and greater capacity. The new tram will also feature a freight car that can transport bicycles, kayaks, and other sporting equipment down to the Bluestone River and Mountain Creek Lodge.

“When I heard the old tram was in disrepair, I didn’t think twice about replacing it,” said Gov. Jim Justice during a press conference at Pipestem Resort State Park. “This tramway has been an iconic spot in West Virginia for many years. It’s a place where hundreds of thousands of folks have created memories over the last 50 years, and I’m just thrilled that we’ve found a way to bring it back better than ever before.”

In addition to the Pipestem tram, the Purchasing Division assisted with awarding a contract for a second tram to be replaced at Hawks Nest State Park next year. Work on that project is expected to be completed in summer of 2025. The Purchasing Division is pleased to have helped facilitate the procurement of these projects for the state of West Virginia.



Originally built in the 1970s, the new tram design will bring additional accessibility to Pipestem. Following the same path as the original tram, the new tram will be able to transport bicycles, kayaks, and other sporting equipment down to the Bluestone River.

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## Murals Depict State History in Capitol Rotunda, Thanks to Assistance from Purchasing Division

New murals and pendentives were installed in the historic West Virginia State Capitol Rotunda during Fiscal Year 2024, thanks to assistance from the West Virginia Purchasing Division. The artwork, which depicted iconic state scenes and landmarks and were part of the Capitol's original design, were installed between April and November of 2024.

The murals never came to fruition during the building's original construction due to several challenges, including the Great Depression. The project was reprised by the staff of the Department of Arts, Culture, and History, who acquired the artwork and worked to get it installed. Using the guidelines under Section 9 of the Purchasing Division Procedures Handbook, the Department was able to retain the services of the artist through the Impossible to Bid List, and then secure the installation through the direct award process.

The Purchasing Division's role involved the construction aspect of the project, including the scaffolding. "The addition of these murals will really add to the beauty of the Capitol," said Deputy Purchasing Director Samantha Knapp. "We were happy to play a role in getting this project a few steps closer to completion, and the murals will be a lasting legacy to what our team was able to accomplish."

The murals were installed at the third floor level of the Rotunda, at approximately 52'10" above the first floor level. The artworks included: the Battle of Philippi Bridge, State Seal, Shiverree of Seneca Rock, and Harpers Ferry 1859.

The Purchasing Division is pleased to assist procurement officers with unique purchases such as this and other procurements handled in the state.



The Purchasing Division assisted in a project to install eight murals in the Capitol Rotunda. The decorative murals, which were part of the West Virginia Capitol's original design, depicted iconic state scenes and landmarks.

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## Purchasing Division Awards Multiple Statewide Contracts in Fiscal Year 2024

The Purchasing Division awarded several statewide contracts in Fiscal Year 2024. Below is a brief summary of a few of these contracts.

- The Purchasing Division awarded a statewide contract for office supplies to Huntington vendor Stationers Inc. this fiscal year. Historically, the state has utilized the NASPO cooperative contract for office supplies. However, following interest from local vendors wishing to bid on a statewide contract, the Purchasing Division published a solicitation. Stationers Inc. obtained the contract through competitive bid.
- The SIRNRADIO24 contract with Motorola Solutions Inc. provides SIRN network-approved two-way radios and accessories to all state agencies located within the state of West Virginia. It went into effect on Aug. 1, 2024.
- The statewide contract to provide software licensing at a discount (LAR24) was put out to bid, evaluated, and awarded to Crayon Software Experts LLC, effective April 1, 2024.

## Purchasing Division Negotiates Cooperative Contract to Secure Better Pricing for Division of Forestry

While a greater quantity of units purchased generally provides a lower cost, this was not the case for one agency during Fiscal Year 2024. During the award process for a communication radio solicitation, the Division of Forestry (DOF) discovered that the Public Service Commission (PSC), which had a contract with the same vendor for the same products, had renewed the contract at a lower cost, even though the estimated quantity by the PSC was lower than the anticipated usage by the DOF.

Upon that discovery, the Purchasing Division reached out to the second agency, the PSC, as well as the vendor, to request that DOF be allowed to join the PSC contract. Both agreed, leading the DOF to be added to the PSC contract. This allowed them to purchase radios at a significant savings to the agency.

There were a few key components that made this possible. First, the DOF tested the market by soliciting bids. This resulted in a single bid being received from the same vendor that held the PSC contract. Also, the items bid were a true “apples to apples” comparison between the DOF solicitation and the PSC contract. Finally, the vendor recently renewed the contract with the PSC, indicating that the pricing was still valid and appropriate. “Even though the planets had to align to make this possible, we continue to seek opportunities to help our customers navigate the requirements of proper public procurement,” said Assistant Director Frank Whittaker.



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# Contract Management Unit Responsible for Reviewing Procurement Transactions and Providing Training to State Agencies to Ensure Compliance

Throughout each fiscal year, Purchasing Division inspections staff work with state agencies to review purchasing records primarily for their delegated purchasing transactions. Inspections occur in arrears.

## Fiscal Year Inspection Statistics

During this fiscal year, inspectors within the Contract Management Unit opened and completed **47** individual inspections of various state agencies and related programs. This encompassed a total of **35,191** transactions of which **1,512** (approximately **4%**) were closely scrutinized. Of the transactions reviewed more closely, **116** were determined to have a finding (approximately **7.8%**).

Below are percentages based on the total number of transactions inspected during Fiscal Year 2024:

Finding	Percentage of Inspected Transactions
Failure to bid at central level (stringing)	0.0%
Failure to use statewide contracts	.19%
Failure to bid at delegated level	1.3%
Failure to check vendor registration/wrong vendor fee exemption code utilized	.46%
Failure to verify Workers' Compensation, Unemployment Compensation, Secretary of State registration, and/or state debarment	2.5%
Failure to issue a wvOASIS award document	1.1%
Failure to affix an asset identification tag	0.59%
Failure to include the <i>Non-Conflict of Interest</i> form	2.1%
Miscellaneous findings	1.7%

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## Protests During Fiscal Year 2024

W. Va. 148 C.S.R. 1-8 addresses the process by which a vendor may file a protest. There are two types of protests: protests of specifications, which must be filed with the Purchasing Division at least five business days before the scheduled bid opening, and protests of contract award, which must be filed within five days of the date of contract award. All protests, regardless if related to transactions processed by the Purchasing Division or by agencies under their delegated authority, must be submitted to the Purchasing Division.

During Fiscal Year 2024, **13** protests relating to central purchasing transactions and **two** related to agency delegated transactions were filed with the Purchasing Division. Every possible effort is made by the Purchasing Division to ensure that the bid and contract award processes are conducted in strict accordance with W. Va. Code and the Code of State Rules to ensure fair and consistent treatment of vendors. Of the **15** protests filed, all of the award decisions stood.

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## Business and Technical Services Section

*The Business and Technical Services (BTS) Section maintains the daily operation of the division's sections and functions using a variety of technology and business resources, ensuring these processes comply with legislative code and rule. BTS manages various web and intranet sites, the hardware and software of the division, as well as all e-procurement initiatives, including streamlining and improving statewide purchasing systems and processes.*

*Other operational functions handled by this section include managing the Vendor Registration Program, SWAM certification review and approval, delegated purchasing for the division's informational technology, P-Card oversight, imaging and records retention, bid and document receipt, purchase order encumbrance, vendor outreach, bid bond administration, the division's inventory and fixed assets, and the transparency of public documents and information. This section is also responsible for calculating state spend on contracts related to central procurement and administering the data reporting needs for the agency, directors, and procurement officers.*

### Vendor Self Service within wvOASIS

The Vendor Self Service (VSS) within wvOASIS contains bid opportunities for solicitations exceeding \$20,000, although agencies can use the VSS to post solicitations under that amount. Vendors may create an account through the VSS to view and, if desired, download the solicitations through this portal.

### Vendor Registration

The Purchasing Division's Vendor Registration Program continues to streamline the tools within the wvOASIS system and improve its functionality for the benefit of the vendor community and state agencies. The administrative piece of the Technical Services Unit strives to quickly and efficiently complete the process by which business entities become eligible to receive contracts and orders from West Virginia state agencies. In addition, so the vendor community may become knowledgeable of state procurement opportunities, the division conducts routine outreach, providing information on how prospective vendors may pursue state business.

In Fiscal Year 2024, the Purchasing Division created and/or approved a total of **108** Vendor/Customer Creation (VCC) documents and **3,109** Vendor/Customer Maintenance (VCM) documents in wvOASIS for a total of **3,217** new or modified vendor registration documents processed. These totals include documents reviewed by the Purchasing Division through system workflow from vendors using the Vendor Self Service (VSS) portal on wvOASIS.gov.

Additionally, **2,149** *Vendor Registration and Disclosure Statement* and *Small, Women-, and Minority-owned Business Certification* documents were processed during Fiscal Year 2024. This is the paper registration method for vendors not self-registering online.

A total of **2,149** vendors were taken off of Prevent New Orders (PNO) hold, which is done in most

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cases after a vendor has paid the vendor registration fee.

Finally, a total of **3,743** paid registrations were received via multiple payment methods during Fiscal Year 2024, with revenue generating **\$467,840.00**. The vendor registration annual fee is **\$125**.

### **Small, Women-, and Minority-Owned Business Certification**

The West Virginia Purchasing Division incorporates the Small, Women-, and Minority-Owned Business (SWAM) Certification application as part of the Vendor Registration and Disclosure Statement, in accordance with W. Va. Code § 5A-3-59 and the W. Va. § 148 C.S.R. 2-1. During Fiscal Year 2024, a total of **572** vendors were certified or updated their certifications through the Purchasing Division as SWAM businesses. Additionally, **960** vendors maintained their SWAM certifications this year, including **582** small businesses, **244** women-owned businesses, and **134** minority-owned businesses.

## **Purchase Order Encumbrance**

All purchase orders and subsequent change orders with a fixed amount are placed in the Purchase Order Encumbrance system. A total of **834** new contracts/Central Delivery Orders and **1,023** change orders were encumbered by the Purchasing Division during Fiscal Year 2024.

## **Records and Imaging**

All documents relating to Fiscal Year 2024 transactions were scanned and managed with the Division's imaging system. The total number of pages scanned for the Purchasing Division, which contained purchase orders, change orders, vendor registration forms, renewals and deposits and all supporting documentation, was **247,129** for Fiscal Year 2024.

## **Receipt of Incoming Sealed Bids**

The Support Services Unit is responsible for receiving paper sealed bids from vendors who are participating in the competitive bid process. During Fiscal Year 2024, there were **360** paper bids received by the Purchasing Division. Through *wvOASIS*, vendors may also submit electronic bids to the Purchasing Division. There were **1,330** electronic bids received through *wvOASIS* during this fiscal year. The total number of all incoming paper and electronic sealed bids for Fiscal Year 2024 was **1,690**.

## **Technological Initiatives**

The Technical Services Unit consists of four employees. The staff members are continually reviewing and looking for the most current and efficient tools for Division staff to carry out its daily business functions.

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One such project included:

- 1. Website Upgrade:** The Technical Services Unit, which manages the Purchasing Division's website, made upgrades and additions to *WVPurchasing.gov* for better transparency and access to information. The upgrades included adding a Google-based search bar to various pages of the site, such as the Bids Received and Notice of Award pages. The search function allows users to search by key words and even a shortened version of a solicitation or contract award number.

## **Internet and Intranet Statistics**

In addition to the many changes and updates made to the Purchasing Division's website and intranet during Fiscal Year 2024, the website statistics for this fiscal year are noted below:

Purchasing Division's Internet Site Statistics:

Total Hits:	15,828,015
Unique Visitors:	231,508
Visitor Sessions:	1,481,680
Average Visitors Per Hour:	26.36
Files Downloaded:	133,864

Purchasing Division's Intranet Site Statistics:

Total Hits:	20,647
Unique Visitors:	622
Visitor Sessions:	3,098
Average Visitors Per Hour:	.07

## **Outreach Ensures Vendor Accounts Remain Active**

The Vendor Resource Center (VRC), offered on the Purchasing Division's website at *WVPurchasing.gov*, provides a wealth of information for vendors and agency procurement officers. Among the information contained within the VRC is the Vendor Registration site. For a vendor to complete their eligibility to receive purchase orders exceeding an aggregate amount of \$5,000, they must submit payment of a \$125 annual fee. Letters are sent via U.S. mail to vendors after they register, informing them of their completed registration and future expiration date.

When a vendor's one-year registration period ends, their record is automatically put on "hold" by *WV*OASIS that prevents the award of new contracts or orders from state agencies. To help prevent this lapse in registrations, however, the Purchasing Division mails a letter via U.S. mail to a vendor's default Ordering Address approximately 30 days before that registration's expiration. As a result, it is important for vendors to keep their "order from" address current within their vendor account and also ensure their preferred ordering address for contract-related correspondence is set to "default" in the VSS.

Vendors are encouraged to routinely check their spam or junk folder in their email, as electronic

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communication from *wvOASIS* could go there. The Vendor Registration website also has a “Frequently Asked Questions” section that vendors are encouraged to read. Furthermore, the Vendor Resource Center (VRC) contains information on vendor registration, publications and documents, and links to additional resources. For more information, visit the VRC at *[www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc)*.



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## Communication and Training Section

*The Communication and Training (CT) Section is responsible for a variety of services offered to state employees, vendors, and the public. Their responsibilities include developing monthly newsletters; maintaining formal publications and documents, including the Purchasing Division Procedures Handbook and Annual Report; distributing guidance to all designated procurement officers through regular eblasts; maintaining the official Procurement Officer Listing; and much more. They also oversee the Purchasing Division's complete training program, including in-person workshops and virtual webinars; coordinate the annual Agency Purchasing Conference; manage the State Procurement Certification Program; develop online training modules; oversee compliance with training requirements for designated procurement officers; and more.*

### Professional Development and Training

The Purchasing Division maintains a comprehensive training program and continually strives to educate agency procurement officers, vendors, and the public in the most meaningful ways possible. This is managed through various methods of training, which are free and easily accessible to agency procurement officers, vendors, and political subdivisions. These trainings highlight the laws, rules, and procedures that govern the state purchasing process. From webinars to online training modules to conferences, the Purchasing Division provides ample opportunities for state employees to obtain the information needed to perform the procurement function for their agencies and/or for vendors and local government entities to participate in the procurement process.

These offerings allow participants who are required to procure under the Purchasing Division's authority, as well as those whose participation in the process is optional (i.e. political subdivisions and vendors) to learn the procurement laws, rules, and processes outlined in W. Va. Code 5A-3, 148 C.S.R. 1 and the *Purchasing Division Procedures Handbook*.

Below are some of the ongoing activities that the Purchasing Division achieved during this fiscal year to meet the needs of agencies, vendors, political subdivisions, and Purchasing Division staff.

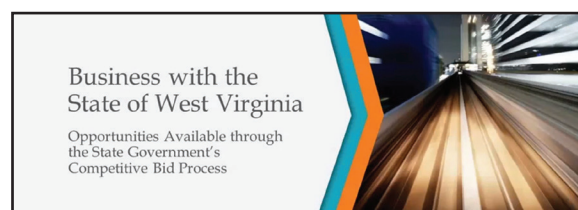
#### **2023 Agency Purchasing Conference**

The 2023 Agency Purchasing Conference was held both in-person at Oglebay Resort and Conference Center and virtually via Google Meet. A total of **185** agency procurement officers attended in-person and chose from 49 available sessions, and approximately **140** attendees logged on to view the **10** webinars offered by the Purchasing Division.

#### **Vendor Training Initiatives**

Each year, the Purchasing Division strives to educate vendors interested in doing business with the state. Outreach is conducted through various mechanisms, including but not limited to the Purchasing Division's online Vendor Resource Center, but the most notable method of outreach is through live webinars conducted each fall and spring. Those webinars are then recorded and posted on the Purchasing Division's Vendor Resource Center at [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc).

During Fiscal Year 2024, more than **150** vendors participated in the two webinars. As part of the webinars, Purchasing Division staff shared how vendors could maximize their opportunities to bid and perform work for West Virginia state government, how to market their commodities and services to West Virginia state agencies, how to register as a vendor with the Purchasing Division, and how to submit bids and proposals.



Open and fair competition in the state procurement process is always a top priority. By continuing to offer free informational webinars to vendors, the Purchasing Division is doing its part to ensure that vendors understand the competitive bidding procedures and fully participate in this process.

## In-House Training/Webinar Curriculum

Beginning in July 2023, the Purchasing Division transitioned to a hybrid model for its platform to educate agency procurement officers. Both in-person and webinar sessions were offered for most of the topics in Fiscal Year 2024. This allowed individuals whose needs are better met by attending training face-to-face with a presenter had that option, while the webinars were available for those who could not travel to the Purchasing Division offices. One session, An Introduction to West Virginia Purchasing, was offered as in-person only. This session was worth six hours of training credit and included the topics of basic purchasing, statewide contracts, vendor registration, developing specifications, and requests for quotations.

Topics for other sessions offered during the fiscal year included inspection services, fixed assets and surplus property, alternative procurement methods, construction purchases, and *wv*OASIS Tips and Tricks.

A total of **491** agency procurement officers attended the training sessions either online or in person.

The hybrid training program provides agency designated procurement officers with a reliable source of training opportunities to help them obtain the 10 hours of procurement training required by W. Va. § 148 C.S.R. 1-3.2.

## Online Training Modules

The Purchasing Division maintains online training modules within the state's online learning management system, CourseMill, to serve as a source of education for agency procurement officers to learn new purchasing topics, as well as obtain a refresher, when necessary, from the convenience of their own offices. Hosting the modules in CourseMill allows viewers to track their training participation more easily through the transcript feature within CourseMill, as well as print certificates as needed.

MINI MODULES	FULL MODULES	ON-DEMAND RECORDINGS
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Mini Modules   0.25 Hours
<b>Blackout Period (Catalog ID: PUR11SEFY24)</b> This module provides an overview of the blackout period, which occurs from the time a requisition is submitted to the Purchasing Division (or the time the solicitation is published at the agency-delegated level) to the time the contract/purchase order is awarded.
<b>Compliance Verification Checklist for Requisition Submission (Catalog ID: PUR12IEFY24)</b> To assist agencies in understanding the required documents necessary for a central requisition to move forward in the purchasing process, the Purchasing Division recently created a compliance verification checklist for requisition submission. The purpose of the checklist is to identify the documents that are always required with a requisition, ensuring they have been obtained and provided, as well as to list other documents that may be required (if statutorily required for the purchase as identified by the agency procurement officer), and offer the requesting agency and Purchasing Division buyer a way to track the submission and receipt of those documents. In this module, we'll take a closer look at this checklist, and more specifically the documents that are required with every new requisition, as well as those with change orders/renewals. We

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All modules are self-paced and available to our state agency procurement officers free of charge. Agency procurement officers may view these modules on the Purchasing Division's training website from their workplace, at home, or while on the go.

During Fiscal Year 2024, there were **18** modules (nine full modules and nine mini-modules) covering varying topics, from the blackout period and pre-bid conferences to requests for quotations and drafting specifications. A new module was created to educate procurement officers on the importance of market research. Agency procurement officers viewed the modules approximately **780** times.

### **Quarterly Calls**

The Purchasing Division continued offering quarterly conference calls to procurement officers during Fiscal Year 2024 as part of its comprehensive training program. The calls provided the division with an opportunity to share information related to laws, rules, procedures, and other current events in a timely manner. A real-time Q&A also allowed participants to receive answers to questions on the spot.

The calls were held via Google Meet and featured slideshow presentations, live demonstrations, and speakers from the Purchasing Division, who provided an overview and updates on a variety of topics, including travel management agreements, federal debarment searches, the federal property management system, bonds, statewide contracts, and more.

Though optional, more than **100** procurement officers participated in each of the four calls conducted on Aug. 1, 2023; Nov. 14, 2023; Feb. 6, 2024; and May 21, 2024.

### **High-Level Officials Purchasing Procedures and P-Card Training**

The West Virginia Purchasing Division continues to offer two webinars each year on the state's purchasing procedures and Purchasing Card Program to the state's high-level officials. The two-hour webinar, which is required by W. Va. Code § 5A-3-60, is co-presented by the Purchasing Division and the State Auditor's Office and is mandatory for all "executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads" to complete annually.



During Fiscal Year 2024, these webinars were offered on Nov. 8, 2023, and May 16, 2024. The webinars were recorded and posted on the Purchasing Division's website for online viewing for any individual who was unable to participate in either live webinar. More than **680** high-level state officials participated in or viewed this training this fiscal year.

# Purchasing Division Procurement Certification Program

The Purchasing Division continues to certify agency purchasers through the West Virginia Procurement Certification Program.

During Fiscal Year 2024, **three** agency buyers successfully completed the Basic Certification Program. This brings the number of total agency purchasers certified since the program’s inception to **122**. Additionally, there was **one** agency procurement officers certified at the advanced level, making the total since inception at **27**.



A complete list of certified individuals, their dates of certification/recertification and their applicable expiration dates may be found on the Purchasing Division’s website. For a direct link, visit [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). This webpage also contains the requirements to successfully complete the basic and advanced level certifications as well as the requirements to recertify.

## Staff Development

The West Virginia Purchasing Division conducts professional development sessions for its staff to ensure an adequate understanding of various laws, rules, and procedures. In addition to internal professional development training, Purchasing Division staff also regularly attend and participate in conferences conducted by national organizations, including the National Association of State Procurement Officials, National Institute of Governmental Purchasing, and the National Procurement Institute.

During Fiscal Year 2024, Deputy Purchasing Director Samantha Knapp, Assistant Director Guy Nisbet, Buyer Brandon Barr, Senior Buyer Melissa Pettrey, and Technical Services Manager Mark Totten (who also served as a guest speaker) attended NASPO Reach July 17-19, 2023, in Cleveland, Ohio; Totten and Senior Buyer Toby Welch attended NASPO Exchange March 5-7, 2024, in Nashville, Tenn.; and Public Information Specialist Teresa Cutlip attended the Association for Talent Development conference May 18-23, 2024, in New Orleans, La.

## Purchasing Division Training Summary

The Purchasing Division’s comprehensive training program affects many state employees throughout the year. Below is a summary of the training formats and participation in Fiscal Year 2024:

Description of Training	Statistics
Number of High-Level State Officials Trained on Purchasing Procedures and Purchasing Card Program	683
Number of In-Person/Webinar Training Sessions	18 (36 hours)
Number of Times Agency Procurement Officers Participated in Training Sessions	491
Number of Agency Conference Participants - Virtual	140



Number of Agency Conference Participants - In-Person	185
Number of Online Training Modules	9 full modules (4.5 hours) 9 mini-modules (2.25 hours) 1 On-Demand Recording
Number of Online Modules Viewed	781
Number of Individuals Attaining the WV Procurement: Basic Certification	3
Number of Individuals Attaining the WV Procurement: Advanced Certification	1
Number of Individuals Attaining Re-Certification	7

## Purchasing Division Develops New Instructional Guides for Agency Procurement Officers

The Purchasing Division published new instructional guides in Fiscal Year 2024. The instructional guide for Direct Award Request for Consideration (WV-65/65A) was published at the end of February 2024 and was part of a series of digital tools offered by the Purchasing Division.

“When completing the form for a direct award, it is important that an agency provides ample documentation and explanation,” said Deputy Purchasing Director Samantha Knapp. “We hope that the new instructional guides will assist procurement officers in providing all the necessary justifications so that the document can be approved without needing additional time for revisions.”

Published instructional guides are marked with various annotations to educate users throughout the form. The annotations highlight areas of importance and provide explanations on what needs to be checked or filled out, what can be left blank, when to fill out various parts of the form, and more.

All Purchasing Division forms and instructional guides can be found at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).

## New, Refreshed Modules Offer Additional Training Opportunities to Procurement Officers

The Purchasing Division updated and added online training modules during Fiscal Year 2024, including the Agency Delegated Purchasing and Market Research training modules.

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The Agency Delegated Purchasing module is targeted to all state employees making purchases on behalf of state spending units that fall under the authority of the West Virginia Purchasing Division. The goal of the module is to help agency procurement officers become more familiar with the laws, rules, and procedures governing the state purchasing process as outlined in W. Va. Code § 5A-3; W. Va. 148 C.S.R. 1; and the *Purchasing Division Procedures Handbook*. The module includes details on agency spending thresholds, as well as forms and documents that an agency procurement officer may need to complete a purchase. The Agency Delegated Purchasing training module provides .5 hours of training credit.

The Market Research module assists state agency procurement officers in understanding the role market research plays in any successful procurement. Market research is the process of gathering and assessing information on available products and vendors. The online training module outlines various methods for conducting market research, including speaking to agency experts, engaging consultants, and using the Vendors by Commodity report in Business Intelligence within *wvOASIS*. The Market Research mini-module is available in CourseMill and is worth .25 hours of training toward certification.

A list of all Purchasing Division training modules can be found online at [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html).

## Accessibility to Public Records

The Purchasing Division maintains the official file for contracts processed under its authority. The official file contains all documentation and correspondence in the possession of the Purchasing Division as it relates to the specific contract requested. All records of the Purchasing Division are available to be reviewed at no charge and/or copied during normal business hours, Monday through Friday, 8:15 a.m. to 4:30 p.m., holidays and weekends excluded.

The Communication and Training Section oversees the requests for public records through the Freedom of Information Act (FOIA) process. All FOIA requests received are properly entered into the Secretary of State's FOIA database, in accordance with W. Va. 153 C.S.R. 52.

During Fiscal Year 2024, the Purchasing Division responded to a total of **94** FOIA requests.

## Program Services Section

*This section is responsible for several of the programs administered by the division. The Fixed Assets Program maintains the state's inventory of property. The Surplus Property Unit manages the state and federal programs for property no longer needed within the respective governments. The Travel Management Unit offers guidance to state business travelers and oversees various statewide contracts for travel-related services.*

### Fixed Assets Management Program

As indicated by W. Va. Code §§ 5A-3-34 through 37, the Purchasing Division is tasked with the management of state inventories and property. This section requires the head of every spending unit of state government to file with the director, on or before July 15 of each year, an inventory of all real and personal property, and of all equipment, supplies, and commodities in its possession as of the close of the last fiscal year. Agencies are required to report their fixed assets with an acquisition value of \$1,000 or more in the WVSASIS Fixed Assets System and retire obsolete equipment in accordance with policy and procedure.

### Surplus and Federal Surplus Property Programs

The West Virginia State Agency for Surplus Property (WVSASP) has assisted thousands of eligible organizations for more than 70 years by offering quality, usable property at a substantially reduced price. The WVSASP is authorized to market state property to eligible organizations and to the general public. The WVSASP also works closely with the U.S. General Services Administration to administer the federal surplus property program for eligible organizations, including but not limited to state and local public entities, nonprofits, and veteran-owned small businesses.

#### Fiscal Year 2024 Statistics

The following are totals earned for various programs administered by the West Virginia State Agency for Surplus Property (WVSASP):

Federal Property Service Charge	\$190,536.01
State Property Service Charge	213,120.62
Public Daily Sales	747,479.34
Online Sales (GovDeals)	534,061.23
Scrap	18,501.26
<b>Gross Revenue.....</b>	<b>\$1,694,752.31</b>
<b>Amount Reimbursed to State Agencies</b>	<b>\$752,833.06</b>
<b>Net Revenue.....</b>	<b>\$941,919.25</b>



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## **State Vehicles**

There were **220** vehicles sold during Fiscal Year 2024. Below is a breakdown of the method by which they were sold:

Public Auction	<b>0</b>	<b>\$0.00</b>
Public Daily Sales	<b>104</b>	<b>594,098.58</b>
Online Sales (GovDeals)	<b>96</b>	<b>330,136.57</b>
Negotiated Sales	<b>17</b>	<b>157,200.00</b>
Fixed Pricing	<b>13</b>	<b>20,875.00</b>
<b>Total.....220.....</b>		<b>\$1,102,310.15</b>

## **Online Sales**

The West Virginia State Agency for Surplus Property (WVSASP) utilizes an online auction process to dispose of property that is not easily transportable to the Dunbar location, located too far from Charleston for it to be reasonably picked up, unique, or has been warehoused at WVSASP for an extended period of time.

Agencies are required to obtain approval for the disposition of all state property through WVSASP, unless statutorily exempt. Online sale sites, such as GovDeals, allow users to browse items for sale according to category, auction closing time, and state. The site is specifically designed for government sellers and allows for greater accountability for WVSASP.

WVSASP sold **307** items through GovDeals during Fiscal Year 2024. Items sold included but were not limited to a snapper mower, a 2013 Ford F-150, a 2013 GMC Sierra 2500 HD, a forklift, a Caterpillar generator, and one lot of lab equipment. Revenue from all online sales totaled **\$534,061.23**.

## **Daily Public Retail Sales**

The WVSASP has had the authority to sell state property to the public through daily retail sales since June 2008. All direct sale items are priced and sold on an “as is, where is” basis. Property is available at the Surplus Property facility at 2700 Charles Ave. in Dunbar. As a result of the daily public retail sales, **\$960,599.96** was generated in revenue during Fiscal Year 2024.

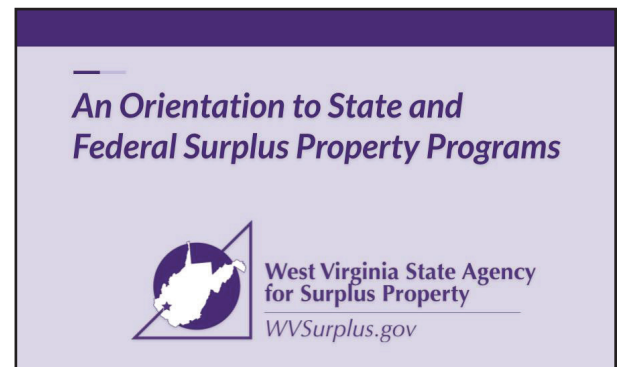
# **WVSASP Hosts Annual Events in Fiscal Year 2024**

From eligible organizations to members of the general public, the West Virginia State Agency for Surplus Property (WVSASP) hosted several outreach events in the last fiscal year. The first was its Open House for eligible organizations in May and the second was its Customer Appreciation Day in June.

The May Open House was the first time this outreach event had occurred in person since 2019. During and following the pandemic, the event was offered virtually as a presentation. The Open House was open to state agencies, local municipalities, volunteer fire departments, and other nonprofits, and was

attended by **20** individuals who represented more than **10** organizations. This included the Jackson County Community Foundation, the Pinch Volunteer Fire Department, the Town of Ceredo, the Bureau for Senior Services, and the Facing Hunger Food Bank. This event is an important outreach tool for WVSASP and provides an overview of its programs and how eligible organizations can become involved.

In June, members of the general public were invited to visit the Dunbar warehouse for its annual Customer Appreciation Day with a special reception offering after-hours shopping. While this annual event is appreciated by current WVSASP customers, it also brought in several first-time shoppers.



## **Retired Federal Property Program Offers Unique Access to Goods through WVSASP**

The West Virginia State Agency for Surplus Property (WVSASP) reminded agencies and other eligible organizations during Fiscal Year 2024 to consider obtaining retired federal property for their commodity needs. The Federal Property and Administrative Services Act of 1949 authorizes the WVSASP to coordinate the donation of federal property to state agencies, local public entities, nonprofit organizations, and veterans who own small businesses. Through this program, participants can request federal property through WVSASP, and if approved, receive it for a small acquisition fee.

“This program has allowed state agencies to receive a boat, a variety of vehicles, and construction equipment,” said former WVSASP Manager Tina Desmond. “We’ve even been able to assist other eligible organizations in acquiring items ranging from cleaning supplies to planes.”

During the last federal fiscal year (October 2022-September 2023), the Division of Highways obtained the following items through the federal program: forklifts; tools; pickup trucks; pneumatic tires; winches, hoists, and cranes; cargo trucks; a boom truck; a Ford F850 mobile lab; water storage tanks; trailers; motor vehicle maintenance items; and more.

For more information on these programs, visit [WVSurplus.gov](http://WVSurplus.gov) or email [WVSASP@wv.gov](mailto:WVSASP@wv.gov).

## **Surplus Property Introduces New Email Campaign Focused on Online Auction Efforts**

In an effort to make customers more aware of its online auctions, the West Virginia State Agency for Surplus Property (WVSASP) introduced a weekly email campaign during Fiscal Year 2024. The campaign highlighted current auctions offered through WVSASP’s online auction site, GovDeals. GovDeals auctions include items located at its Dunbar facility as well as other assets located around the state. Each

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listing on GovDeals includes pictures of each item, descriptions of those items, and other important details.

While the WVSASP Facebook page sometimes highlights GovDeals items, these posts are not comprehensive. Communicating all items available through GovDeals auctions via the email campaign ensured customers got a comprehensive look of the items available currently for bid.

“The reception to the new email campaign has been great,” said former WVSASP Manager Tina Desmond. “These weekly announcements are really helping our customers learn what is available through online auctions without having to visit the GovDeals website.”

Information provided in the emails include pictures of new items, the item’s inventory/reference number, where the item is located, and when the auction is set to expire. A link to each individual item’s auction is also available. The GovDeals emails are sent to individuals who are registered to receive notifications regarding public sale news.

Current property available for auction can be viewed through *GovDeals.com* by searching “West Virginia State Agency for Surplus Property” or “WV Surplus.”

## **Surplus Hosts Ongoing Webinar Series with National Reach for Veteran-Owned Small Businesses**

During Fiscal Year 2024, the West Virginia State Agency for Surplus Property (WVSASP) partnered with several organizations to present a series of webinars on the Veterans Small Business Enhancement Act of 2018, which allows veteran-owned businesses access to retired federal property. The first webinar, “An Orientation to Federal Surplus for Veteran Businesses,” was presented by WVSASP on June 27, 2024. A second and third session followed the next month.

More than **45** individuals attended the first presentation by WVSASP. While this webinar series was designed for veteran-owned small businesses in West Virginia, it had many attendees from outside the state, including Kentucky, Florida, Alaska, Wyoming, Texas, and Pennsylvania.

## **State Travel Management Office**

Information and statistics related to the State Travel Management Office and the travel-related contracts that are used by state employees are noted below:

### **Statewide Contract for Car Rentals [Enterprise and Hertz]**

To provide more cost-effective service to the state, the Purchasing Division elected to participate in car rental contracts with Enterprise and Hertz that were part of a national cooperative contract through NASPO ValuePoint.

Below is information relating to the cooperative contracts for rental vehicles.

*Enterprise*

The total number of rental days for the Fiscal Year 2024 was **97,554**, based on an expenditure of **\$3,844,979.01**, making the average cost of a rental car per day as **\$39.41**. Without a preferred car rental contract, the normal (average) daily rate is **\$92** for a savings of **\$5,129,988.99**.

*Hertz*

The total number of rental days for the Fiscal Year 2024 was **6,081**, based on an expenditure of **\$201,808**, making the average cost of a rental car per day **\$33.19**. Without a preferred car rental contract, the normal (average) daily rate is **\$65** for a savings of **\$193,457**.

*CDW (Collision Damage Waiver)*

The state’s rental car contracts include the insurance for collision damage waiver. The average cost of optional coverage provided by car rental companies is **\$32** per day. Based on **103,635** rental days, the state has saved **\$3,316,320** on rental insurance.

**Statewide Contract for Travel Management Services (National Travel)**

Year-end transactions include:

Exchanges	337
Refunds	11
Airline tickets	4,245
Service fees paid	\$98,374.63
Total Transactions	7,783
Cost	\$2,726,555.20
Full Fare	\$7,653,471.00
Savings	\$4,947,614.90

The Delta Partnership statistics for Fiscal Year 2024, as provided by Delta, indicate savings as shown below:

Tickets:	1,438
Cost:	\$1,007,200.60
Full Fare:	\$2,476,029.00
Savings:	\$1,468,828.30

**Mileage Reimbursement Rate**

The state of West Virginia adheres to the federal government’s mileage reimbursement rate for privately-owned vehicles set by the U.S. General Services Administration, in accordance with the State Travel Rules.

Effective Jan. 1, 2024, that rate was increased to **.67** cents per mile, up **.015** cents from the previous

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rate. That rate was increased July 1, 2023, which was increased .03 cents from the previous rate of **.655** on Jan. 1, 2023. The rate covers all operating costs, such as fuel, maintenance, and insurance, and no additional reimbursement will be made for such expense.

The State Travel Management Office notifies state agency travel coordinators regarding this type of change. To view the State Travel Rules, visit [\*www.state.wv.us/admin/purchase/travel/TravelRule.pdf\*](http://www.state.wv.us/admin/purchase/travel/TravelRule.pdf).

# Recognizing Excellence

The Purchasing Division values the work performed by agency procurement officers, and the tradition of the Purchasing Division to recognize those agency partners who display excellence in procurement practices continued during Fiscal Year 2024 with the *Agency Procurement Officer of the Year* (POOY) award. Many of the hundreds of hardworking state procurement professionals demonstrate noteworthy qualities on a daily basis, with many cost-saving results.

The Purchasing Division presented the *Procurement Officer of the Year* award on Oct. 26, 2023, at the annual Agency Purchasing Conference.

The criteria for the POOY award include such qualities as tenure, performance, internal training efforts, communication, cooperation and a positive image.

## Agency Procurement Officer of the Year

*The Agency Procurement Officer of the Year award was first introduced in 1996. Its purpose is to annually recognize one individual working in the procurement field who has demonstrated high levels of performance and professionalism.*

### **Procurement Officer Dean Wingerd** *Adjutant General's Office*

The Purchasing Division named Dean Wingerd as its Procurement Officer of the Year during the 2023 Agency Purchasing Conference at Oglebay Resort. Wingerd is a procurement analyst for the West Virginia Military Authority's Construction and Facilities Management office. He was a senior buyer with the Purchasing Division prior to that.

"Dean is outstanding at his job and the epitome of what a procurement officer should be. His work very seldom has to be returned," said the colleague who nominated him. "He is extremely quick to respond to emails. When he does, it is with the information requested and usually with a solution to the situation. He is always professional and courteous with his responses."

"I am honored and humbled to receive this award, and everyone who saw my face when they said my name knows that I was very surprised," Wingerd said. "Our agency has been fortunate to work with excellent buyers at the Purchasing Division."



**Dean Wingerd was named the 2023 Procurement Officer of the Year.**



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Wingerd has worked with several people in the Purchasing Division, including Buyer Supervisor Tara Lyle.

“Tara and I have completed hundreds of contracts and executed more than \$150 million of federal money in design, construction, and renovation projects for our Army National Guard facilities all over the state, under tight deadlines and regulated construction standards. These many projects and contracts help to support and improve the quality of life and training for the soldiers and leadership of the WV Army National Guard.”

Wingerd has also led or participated in central purchasing training, offering his agency expertise to his colleagues.

“I really enjoy being able to help my fellow procurement officers in other agencies and folks in my agency to learn the process and obtain the products and services they need,” Wingerd said. Wingerd has a bachelor’s degree in organizational management from Bluefield College and is a U.S. Army veteran. He previously worked in procurement for Georgetown University as well as for several coal companies.

The Agency Procurement Officer of the Year award program was created in 1996. Since that time, the Purchasing Division has recognized **29** individuals, including Wingerd, for their outstanding performance, dedication, and leadership in the area of procurement. This marks the 28<sup>th</sup> year that the Purchasing Division has named an Agency Procurement Officer of the Year. The Purchasing Division values the expertise and cooperation of those who handle the daily procurement operations within each agency.

The criteria used in making this selection include tenure, performance, communication skills, internal training efforts, cooperation with agency and purchasing staff, projecting a positive image, exhibiting good purchasing practices, and participation in professional purchasing organizations.

For a list of past winners, visit the Purchasing Division’s intranet site at <http://intranet.state.wv.us/admin/purchase/Recognition>. The complete list of recipients is noted below:

- 2023:** Dean Wingerd (West Virginia Military Authority)
- 2022:** Morgan Sheets (Department of Health and Human Resources)
- 2021:** Andrew Lore (Office of Technology)
- 2020:** Robert Price (Department of Health and Human Resources)
- 2019:** Malena Harding (Public Service Commission)
- 2018:** Chuck Bowman (Adjutant General’s Office)
- 2017:** Althea Greenhowe (Department of Health and Human Resources)
- 2016:** Darlene Hovatter (Division of Juvenile Services)
- 2015:** Angela Negley (Division of Natural Resources)
- 2014:** Bryan Rosen (Department of Health and Human Resources)
- 2013:** Becky Jones (West Virginia Lottery) and  
Charlyn Miller (Division of Rehabilitation Services)
- 2012:** Bruce Blackhurst (Division of Juvenile Services)
- 2011:** Belinda Burdette (Alcohol Beverage Control Administration)
- 2010:** Les Smith (Division of Tourism)
- 2009:** Jamie Adkins (Department of Environmental Protection)
- 2008:** Pam Hodges (Regional Jail Authority)
- 2007:** Karen Lane (Division of Motor Vehicles)
- 2006:** Gloria Anderson (Division of Culture and History)



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**2005:** Diana Joseph (Division of Natural Resources)  
**2004:** Carole Woodyard (West Virginia State Police)  
**2003:** Syble Adkins (Department of Revenue)  
**2002:** Ratha Boggess (Treasurer's Office)  
**2001:** Bev Carte (Division of Natural Resources)  
**2000:** Lendin Conway (Department of Environmental Protection)  
**1999:** Jo Miller Bess (Department of Health and Human Resources)  
**1998:** Lt. Col. Jim Powers (West Virginia State Police)  
**1997:** Susie Teel (Department of Environmental Protection)  
**1996:** Edi Barker (Bureau of Employment Programs)

# Annual Statistical Data

## Fiscal Year 2024 AWARD TRANSACTION SUMMARY

### New Purchasing Award Transactions and Delivery Orders

Designation	Total Count	Percentage	Total Amount	Percentage
In-WV*	25,499	58.21%	\$237,215,049.94	40.52%
Out-WV	20,063	41.79%	\$348,246,208.02	59.48%
TOTAL	45,562	100.00%	\$585,461,257.96	100.00%

*\*In-state vendors are based on the ordering address selected by the procurement officer on the award document.*

Average Contract Value (Excluding Delivery Orders):	\$195,601.01
Average Transaction Amount (Including Delivery Orders):	\$12,849.77

## Procurement Type Breakdown

Procurement Type Name	Total Count Per Type	Count Percentage	Procurement Type Amount	Amount Percentage
Agency Delivery Order	43,609	94.60%	\$205,137,181.30	35.04%
Central Master Agreement*	626	1.09%	\$0.00*	0.00%
Central Delivery Order	472	1.74%	\$206,943,066.10	35.35%
Central Purchase Order	399	1.27%	\$112,590,032.72	19.23%
Central Contract - Fixed Amount	192	0.60%	\$31,968,707.40	5.46%
Central Direct Award	157	0.47%	\$28,208,183.27	4.82%
Statewide Contract (Open-End)**	58	0.11%	0	0.00%
Central Emergency Purchase	30	0.09%	\$565,717.76	0.10%
Central Cancel and Re-Award	10	0.02%	(\$27,350.37)	0.00%
Agency Cancel and Re-Award	4	0.02%	\$75,719.78	0.01%
<b>TOTAL</b>	<b>45,557</b>	<b>100.00%</b>	<b>\$585,461,257.96</b>	<b>100.00%</b>

\*Central Master Agreements, including statewide contracts, are open-end contracts issued by the Purchasing Division from which delivery orders may be made. A delivery order issued from a Central Master Agreement at the agency level is an agency delivery order. Delivery orders that must be processed through the Purchasing Division are central delivery orders.

\*\* For the purpose of this Annual Report, only agency delivery orders made against a Central Master Agreement issued by the Purchasing Division are included.

## **Top Agencies by Volume**

*(including Award Transactions and Delivery Orders)*

<b>Agency</b>	<b>Total Count</b>	<b>Total Percentage</b>	<b>Procurement Type Amount</b>	<b>Amount Percentage</b>
<b>Division of Corrections and Rehabilitation</b>	8,141	15.00%	\$10,663,473.33	1.82%
<b>Department of Environmental Protection</b>	4,123	8.15%	\$18,779,101.99	3.21%
<b>Division of Natural Resources</b>	3,311	7.54%	\$44,411,385.22	7.59%
<b>Division of Highways</b>	2,765	7.68%	\$94,163,824.30	16.08%
<b>General Services Division</b>	2,352	5.05%	\$46,301,436.96	7.91%
<b>Division of Health</b>	2,148	7.37%	\$26,392,594.62	4.51%
<b>Division of Human Services</b>	2,115	7.41%	\$159,670,539.81	27.27%
<b>Division of Motor Vehicles</b>	2,078	3.67%	\$7,503,518.64	1.28%
<b>Lottery Commission</b>	1,445	2.50%	\$30,357,810.52	5.19%
<b>West Virginia State Police</b>	1,238	2.12%	\$4,806,940..25	0.82%
<b>Adjutant General</b>	1,098	2.66%	\$34,284,540.05	5.86%
<b>Veterans Affairs</b>	963	1.71%	\$3,219,872.45	0.55%
<b>Division of Rehabilitation Services</b>	913	2.36%	\$419,242.48	0.07%
<b>Department of Education</b>	887	1.97%	\$1,188,687.11	0.20%

<b>Consolidated Public Retirement Board</b>	818	2.12%	\$1,448,813.13	0.25%
<b>Information Services and Communications</b>	753	1.39%	\$10,299,025.72	1.76%
<b>Workforce West Virginia</b>	750	2.02%	\$2,123,865.73	0.36%
<b>Division of Arts, Culture and History</b>	581	1.13%	\$1,120,896.85	0.19%
<b>Public Service Commission</b>	581	0.91%	\$1,696,831.46	0.29%
<b>Other</b>	<b>8,548</b>	<b>17.24%</b>	<b>\$86,608,857.34</b>	<b>14.79%</b>
<b>Total</b>	<b>45,557</b>	<b>100.00%</b>	<b>\$585,461,257.96</b>	<b>100.00%</b>

*\* Note that state agencies that are fully or partially exempt from the Purchasing Division's authority may issue delivery orders against the Purchasing Division's statewide contracts. The statistics above include delivery orders that are processed at the agency level against statewide contracts issued by the Purchasing Division.*

## **Top Frequently-Purchased Commodities by Count\***

*(Including Delivery Orders)*

<b>Commodity Type and Name</b>	<b>Total Count</b>	<b>Count Percentage</b>	<b>Total Value</b>	<b>Value Percentage</b>
<b><i>44120000 - Office supplies</i></b>	32,165	15.26%	\$2,454,936.51	0.42%
<b><i>22101900 - Building construction machinery and accessories</i></b>	15,656	7.43%	\$1,912,243.83	0.33%
<b><i>23150000 - Industrial process machinery and equipment and supplies</i></b>	14,636	6.94%	\$4,817,245.24	0.82%
<b><i>80161801 - Photocopier rental or leasing service</i></b>	12,903	6.12%	\$1,144,799.41	0.20%
<b><i>44101501 - Photocopiers</i></b>	10,400	4.93%	\$1,348,356.59	0.23%
<b><i>81102600 - Sampling Services</i></b>	8,783	4.17%	\$1,532,992.72	0.26%
<b><i>83111603 - Cellular telephone services</i></b>	6,050	2.87%	\$2,021,421.21	0.35%
<b><i>50202301 - Water</i></b>	5,120	2.43%	\$388,366.19	0.07%
<b><i>47130000 - Cleaning and janitorial supplies</i></b>	4,298	2.04%	\$1,448,530.49	0.25%
<b><i>25172500 - Tires and tire tubes</i></b>	4,102	1.95%	\$2,812,020.77	0.48%
<b><i>15100000 - Fuels</i></b>	3,964	1.88%	\$11,451,185.98	1.96%
<b><i>78181507 - Automotive and light truck maintenance and repair</i></b>	3,766	1.79%	\$3,988,089.02	0.68%
<b><i>43210000 - Computer equipment and accessories</i></b>	3,442	1.63%	\$4,384,098.04	0.75%
<b><i>50000000 - Food, beverage and tobacco products</i></b>	2,906	1.38%	\$205,376.36	0.04%



<b>Commodity Type and Name</b>	<b>Total Count</b>	<b>Count Percentage</b>	<b>Total Value</b>	<b>Value Percentage</b>
<b><i>76110000 - Cleaning and janitorial services</i></b>	2,905	1.38%	\$14,014,833.65	2.40%
<b><i>81112103 - World wide web WWW site design services</i></b>	2,844	1.35%	\$3,506,867.85	0.60%
<b><i>73161605 - Motor vehicles parts or accessories manufacture services</i></b>	2,325	1.10%	\$411,295.68	0.07%
<b><i>14110000 - Paper products</i></b>	2,181	1.03%	\$1,537,880.98	0.26%
<b><i>56000000 - Furniture and furnishings</i></b>	2,101	1.00%	\$3,249,041.57	0.56%
<b><i>31210000 - Paints and primers and finishes</i></b>	1,801	0.85%	\$261,548.71	0.04%
<b><i>Others</i></b>	68,459	32.47%	\$521,042,362.16	89.23%
<b>Total</b>	210,807	100.00%	\$583,933,492.96	100.00%

*\*The commodity data is based on UNSPSC Codes, which are used in the wvOASIS Enterprise Resource Planning System, and is extracted at the commodity level, not by transaction. Therefore, the total count is higher since each transaction may have more than one commodity line.*

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## Significant Limitations on Reporting

### **General Accounting Expenditures (GAX) Payments**

*Approximately \$3 Billion*

The *WV*OASIS Enterprise Resource Planning system allows agencies to create payment transactions called General Accounting Expenditures (GAX). These transactions do not require any reference to a contract and cannot accurately account for spend on that contract. Therefore, these payments cannot be included in the reported statistics in this Annual Report.

During Fiscal Year 2024, according to *WV*OASIS reporting, the state of West Virginia processed **306,347** GAX payment transactions for a total payment of **\$3,148,240,684.00**. The average GAX payment was **\$10,276.74**.

### **West Virginia Purchasing Card Procurements**

*Approximately \$516 Million*

The Purchasing Division is responsible for issuing the contract to administer the West Virginia Purchasing Card Program. In coordination with the State Auditor's Office, this program processes payments made by state employees authorized to use their Purchasing Card. If the Purchasing Card transaction is not referenced to an existing contract, the Purchasing Division is unable to connect the payment to a specific contract.

For Fiscal Year 2024, according to *WV*OASIS reporting, the state of West Virginia processed **324,491** Purchasing Card transactions for a total payment of **\$516,382,350.30**. The average Purchasing Card payment was **\$1,591.36**.

### **Use of Statewide Contracts by Exempt Agencies**

As a result of state agencies acquiring legislative exemptions to W. Va. Code § 5A-3, the West Virginia Enterprise Resource Planning Board has converted many Purchasing Division-administered contracts in the *WV*OASIS system for use by exempt agencies. After the effective date of the legislative exemption from the Purchasing Division, these agencies continue to benefit from the centralized contracting process. Competitively-bid contracts created by the Purchasing Division in previous fiscal years and used by currently-exempted agencies accounted for millions in exempted state agency spend during Fiscal Year 2024.