

THE BUYERS NETWORK

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THE BUYERS NETWORK
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Driving Simulators Acquired by DOT

The Department of Transportation (DOT) recently obtained truck driving simulators for its Parkersburg office and training facility in Buckhannon. These simulators were acquired to help train employees on driving a truck with a snow plow. The Buckhannon training facility also obtained a simulator for operating a dozer.

Thanks to the snow plow training simulators, DOT employees are gaining practical experience on operating machinery. Learning in a safe environment how to react to different situations helps ensure safety on West Virginia roadways. In addition to the safety benefits, proper training also improves efficiency, which will save taxpayers money.

Worker safety will also be improved with the two CAT® dozer simulators acquired by the DOT. Each of these machines has multiple uses and can simulate dozers, excavators, and backhoes. The simulators will help the DOT extend the life of



New driving simulators were acquired by the Department of Transportation to extend their training efforts. The two CAT simulators shown above allow for training on several different pieces of heavy machinery.

the actual heavy machinery by not using it for training purposes.

The Purchasing Division is pleased to assist the DOT with this procurement that will provide valuable training to its employees.

INSIDE...

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Mandatory Reports Published, Submitted to Legislature

Each year, the Purchasing Division is required to prepare and submit various reports to the Legislature. These reports, which include an annual report on direct award procurements and semi-annual reports on occurrences of stringing and commodities sold to eligible organizations, were recently submitted for Fiscal Year 2024.

The semi-annual report on stringing was submitted electronically last month through the Legislature's database to the Joint Committee on Government and Finance. Stringing is defined in the Purchasing Division Procedures Handbook as "issuing a series of requisitions or dividing or planning procurements to circumvent the agency's delegated procurement threshold or otherwise avoid the use of sealed bids." During the year, Purchasing Division inspection staff review agency purchasing records, primarily for those transactions processed at the agency delegated

Please see LEGISLATIVE REPORTS, page 5

Fiscal Year Kicks Off with Conference News, Other Training and Reporting Updates

As we move forward into this fiscal year, the Purchasing Division is full steam ahead in planning its annual conference. Registration is set to open Aug. 7, 2024. This year's conference will once again take place at Oglebay Resort, where participants will have the opportunity to network, learn about new developments in procurement practices, and exchange ideas with peers from across our state agencies.

Participants will be welcomed with a reception on Tuesday, Oct. 22, and the conference will be held Oct. 23-25. Last year, we opted out of hosting a Wednesday evening banquet, which had become a staple of the conference. However, due to agency feedback from last year's conference, as well as inflation and an effort to keep costs down as much as possible, we will once again be leaving Wednesday evening open for our state employees to choose their own evening entertainment and dinner.

That said, we do have to increase the registration fee by \$25 for in-person attendance. We hope you understand that we must do so in order to provide the best conference to our attendees and still cover costs. As you know, the economic climate is challenging for our budgets, but we will get through this time and continue to ensure our taxpayer dollars are efficiently spent.

We look forward to seeing you at the conference this year, and should you have any questions, please don't hesitate to reach out to our conference coordinators at Purchasing.Training@wv.gov. For more information on this year's conference, visit www.state.wv.us/admin/purchase/Conference/Agency/2024.

I also want to extend a heartfelt invitation to all agencies to participate in the nomination process for the 2024 Procurement Officer of the Year award. This award recognizes individuals who embody excellence in our profession and demonstrate exemplary dedication and leadership. Please consider submitting a

nomination to honor a deserving colleague whose contributions have made a significant impact.

While we're on the topic of training, I am pleased to announce that we have a new training module on bonds available to our agency procurement officers. Bonds are used to safeguard the state against undue risk, and in this module, we discuss the different types of bonds used in the bidding process. For more on this new module, see the article on page 4.

Furthermore, I am pleased to report that we are operating business as usual with our annual legislative reporting obligations. These reports can be viewed on our website at www.state.wv.us/admin/purchase/LegisReports.html. For more on these most recent reports, see the article on page 1.

Lastly, I want to emphasize that your feedback is invaluable to us. Whether you have questions, suggestions for improvement, or ideas on how we can better serve your needs, we are here to listen. Your input helps us continuously enhance our services and ensures that we are meeting your expectations effectively.

Thank you for your ongoing dedication and commitment to excellence in procurement. Together, we strive to uphold the highest standards and continue advancing our profession for the betterment of our agencies and the customers we serve.



Clarification Regarding LAR Statewide Contract Onboarding Paperwork for Release Orders

The Purchasing Division recently became aware that Crayon Software Experts LLC, the statewide contract holder for Microsoft software licensing (LAR), has requested multiple state agencies to complete onboarding paperwork when entering into a release through the LAR statewide contract (LAR24). Please find an example of this onboarding paperwork at <https://tinyurl.com/LARonboarding>. The second page includes additional terms to which the State cannot

agree.

Crayon has been made aware of this fact. You should NOT sign and submit the second page of the onboarding paperwork. However, you may complete and return the first page with your agency's contact information.

To view the LAR24 statewide contract, visit www.state.wv.us/admin/purchase/swc/LAR.htm.

Should you have any questions or concerns regarding this paperwork or this contract, please email Statewide Contracts Buyer Supervisor Mark Atkins at Mark.A.Atkins@wv.gov.



Purchasing Now Accepting Nominations for 2024 Procurement Officer of the Year

The West Virginia Purchasing Division is now accepting nominations for Procurement Officer of the Year. All nominations for the 2024 Procurement Officer of the Year award must be submitted by Sept. 6, 2024.

The nomination form can be found online at <https://forms.gle/beiddBCYxQWAPVDK9>.

The Procurement Officer of the Year program was implemented in 1996 as a way to recognize the dedication and hard work of state agency procurement officers who consistently demonstrate the highest level of professionalism and performance. It allows agency purchasers to recognize their colleagues who have exhibited the highest standards in the purchasing profession and serve as leaders in the field.

Criteria guidelines that will be considered by an evaluation committee include, but are not limited to: tenure, performance, communication, professional development, and good purchasing practices. The recipient of the award will be recognized during a lunch banquet at the 2024 Agency Purchasing Conference in October.

The recipient of this award will receive a framed certificate and a special token of recognition. In addition, the Purchasing Division displays a plaque in its main office listing the current and past recipients of this award.



Dean Wingerd (center) was awarded the 2023 Procurement Officer of the Year at last year's Agency Purchasing Conference. Wingerd is joined by Purchasing Division Deputy Director Samantha Knapp and Assistant Director Frank Whittaker in this photo.

Procurement Officers Reminded to Follow Official Policy When Purchasing from Amazon

The Purchasing Division reminds agency procurement officers that the use of Amazon Business Prime requires following bidding procedures and policies that are in place for all purchases.

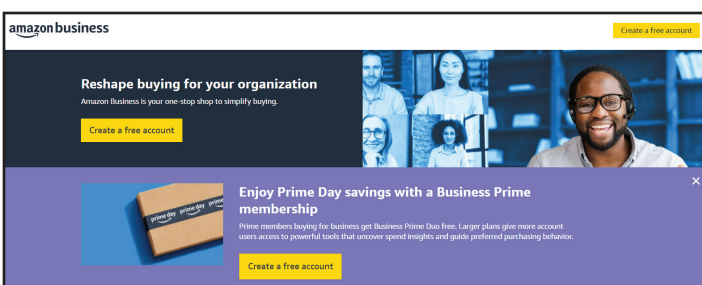
In 2019, the state entered into a terms agreement with Amazon Business Prime on behalf of all state agencies. The agreement allows agencies to make purchases more quickly with Amazon (when appropriate) because the terms and conditions have already been negotiated. In most cases, the state's account is strictly used for small dollar purchases that never exceed \$5,000 in a 12-month period. However, agencies are reminded that aggregate spend applies across the spending unit, and agencies should track that spend to ensure they are following the correct bidding requirements for the spending

threshold and seeking verbal or written bids when required.

The designated administrator for each group within the state of West Virginia's account has access to pull spend reports for his or her specific agency. To do this, the administrator should hover over his or her name in the upper right-hand corner of the screen once logged in and then select "Business Analytics." From there, the administrator can scroll to the "Reports" section. Report types include reconciliation, orders, refunds, and more.

Purchases under the \$5,000 threshold may be procured through the state's Amazon Business Prime account, while a screenshot of the Amazon item and its price may serve as one of the verbal bids for purchases between \$5,000 and \$20,000 in aggregate. By purchasing through the state's Amazon Business Prime account, state agencies will receive automatic tax-exempt purchasing, free two-day shipping on eligible items, business-specific pricing, access to a specialized Amazon Business Customer Service team, and more.

During the implementation phase of Amazon Business Prime, the Purchasing Division hosted two webinars for administrators and requisitioners. Both trainings are available on the Purchasing Division's webpage at www.state.wv.us/admin/purchase/SWC/AMAZON.htm.



Purchasing Training Module Sessions Now Available for Fiscal Year 2025 Viewing

The Purchasing Division has updated its course sessions for all online training modules within the state's learning management system, CourseMill. The only difference noticeable to viewers will be the course ID number under which each module is listed. The previous sessions were removed and replaced with sessions ending in "EFY25" to indicate the new fiscal year.

Anyone who watched an online module topic in Fiscal Year 2024 can now watch the same topic again in Fiscal Year 2025. This update was the result of a system limitation in which the user could not watch any one session from the Course Catalog more than once without un-enrolling and losing that historical data. The new sessions were created in CourseMill for the fiscal year that began July 1, 2024. The online training modules were designed for agency procurement officials to view on demand from the convenience of their own offices. Each full module counts as 30 minutes (i.e. .5 hours) of credit toward the Purchasing Division's Certification Program (if included in the required curriculum) and 10-hour designee requirement, while the mini-modules count as 15 minutes (i.e. .25 hours) of training credit. When viewing the modules in CourseMill, viewers need to take no other action than to simply view the

Purchasing Division Modules

MINI MODULES | 0.25 HOURS

- Bonds—
- Blackout Period—*PUR115EFY25*
- Compliance Verification Checklist for Requisition Submission—*PUR121EFY25*
- Construction Purchases—*PUR312EFY25*
- Market Research—*PUR122EFY25*
- Pre-Bid Conferences—*PUR209EFY25*
- Prohibited Contract Clauses Law—*PUR219EFY25*
- Standardization Process—*PUR311EFY25*
- Stringing—*PUR119EDY25*
- Vendor Registration Fee Exemption—*PUR215EFY25*

FULL MODULES | 0.5 HOURS

- Change Orders and Addenda*
- Drafting Specifications for RFQs—*PUR104EFY25*
- Fixed Assets and Surplus Property —*PUR305EFY25*
- Request for Proposals (RFP) Evaluation / Best Value Procurement—*PUR304EFY25*
- Request for Quotations (RFQ)—*PUR108EFY25*
- Special Purchasing Processes*
- Vendor Remedies: Protests, Circuit Court, and Claims Commission—*PUR206EFY25*

View directly on the Purchasing Division website and submit certificate to **Purchasing.Training@wv.gov.*

module. Upon completion, the participant will receive his or her Certificate of Completion via email.

To view the online training modules page, go to www.state.wv.us/

admin/purchase/training/modules.html or www.onlinelearning.wv.gov.

For questions related to these online training modules, email Purchasing.Training@wv.gov.

New Bonds Training Module Now Available

The Purchasing Division has published a Bonds mini online training module for procurement officers.

Bonds are used to safeguard the state against undue risk. There are

many different types of bonds used in the bidding process, and while they are most often used for construction contracts, they can also be used for any commodity or service if determined to be in the best interest of the state.

West Virginia Code mandates that bidders provide bonds intended to protect other parties prior to bidding on or receiving certain contracts.

The Bonds training module is available in CourseMill and is worth .25 hours of training toward certification, as well as the 10-hour yearly requirement for designated procurement officers. This and all other Purchasing Division training modules can be found online at www.state.wv.us/admin/purchase/training/modules.html.

Bonds

0% COMPLETE

- ☒ Bid Bond
- ☐ Labor and Materials Payment Bond
- ☐ Performance Bond
- ☐ Maintenance Bond
- ☐ Bond Rider/Increased Penalty Rider
- ☐ Additional Information

Bid Bonds

The West Virginia state purchasing process utilizes bid bonds in the bidding process as a way to protect the state from vendors who fail to accept the contract as bid. In these rare instances, a third party agrees to be liable to pay a certain amount of money. This bond is usually required for 5% of the total bid amount and must be provided with the bid for the bid to be considered for award. Agencies are not permitted to require bid bonds unless there is a statutory requirement to do so.

When a solicitation requires a bid bond, the Purchasing Division may accept an electronically submitted bid bond for the purposes of bid review, evaluation, and acceptance if that same bid bond would be considered valid if presented in its original form. If the electronic bid bond is not considered to be valid, the Purchasing Division buyer may request a copy of the original bid bond or a replacement bid bond with original signatures.

LEGISLATURE REPORTS

Continued from Page 1

level, to ensure those transactions are completed in accordance with the Purchasing Division's procedures.

For the period of Jan. 1, 2024, through June 30, 2024, there were no spending units that awarded multiple contracts for the same or similar commodity or service to an individual vendor during any 12-month period where the total value exceeded the agency's delegated procurement limit.

In July, the Purchasing Division also submitted a report noting the spending units that "requested a direct award for their commodities or services, the type of commodity or service, and results of the direct award process." From July 1, 2023, through June 30, 2024, the Division approved 42 direct award procurements.

The final report submitted to the Legislature on behalf of the West Virginia State Agency for Surplus Property detailed all commodities sold to eligible organizations from the period of Jan. 1, 2024, to June 30, 2024. The amount of sales totaled \$86,933.32.

All Legislative reports submitted by the Purchasing Division can be viewed online at www.state.wv.us/admin/purchase/LegisReports.html.



Upcoming Dates to Remember

To register for these and other Purchasing Division training sessions, visit www.onlinelearning.wv.gov and enter the course code listed below. For more information, contact Purchasing.Training@wv.gov.

wvOASIS Procurement
Aug. 7, 2024 | 1 p.m. - 3 p.m.
PUR208 (In-Person)

**Forms and Documents/
Inspection Services**
Aug. 21, 2024 | 9 a.m. - 11 a.m.
PUR309 (In-Person)
PUR309W (Webinar)

**Agency Delegated Purchasing/
Alternative Purchasing**
Sept. 11, 2024 | 9 a.m. - 11 a.m.
PUR221 (In-Person)
PUR221W (Webinar)

THE BUYERS NETWORK

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Telephone: 304-558-2306
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Latest WVSASP Newsletter Online

Did you know the West Virginia State Agency for Surplus Property (WVSASP) has its own newsletter? Published quarterly, this newsletter often features procedure changes, highlights of eligible organization, and inventory at the Dunbar warehouse.

In the latest issue, WVSASP shares its participation in a series of webinars for veteran owned small businesses, reflects on its first in-person Open House for Eligible Organizations since 2019, celebrates the success of its annual Customer Appreciation Day, recognized Frankie Sissions as the new vehicle coordinator, and Jason Hays as the Department's *Employee of the Month* for June.

To view this and past issues, visit WVSurplus.gov.

A preview of the "THE PROPERTY CONNECTION" newsletter, Second Quarter 2024, Vol. 40, Issue 2. The header features a map of West Virginia and the title. Below the header, there are three numbered icons: 1. "VETS ONLY: FED PROPERTY FOR ME EASY AS 1-2-3", 2. "VETERAN OWNED SMALL BUSINESS", and 3. "SAM.GOV". To the right of these icons is a section titled "Ongoing Webinar Series Hosted for Veteran-Owned Small Businesses Has National Reach" with a brief description. Below the icons is a section titled "In Other News..." with three bullet points: "A Message from WV Surplus: Spring and Summer Changes Keep WV Surplus Busy", "Customer Appreciation Day a Success for WV Surplus", and "WV Surplus Staff Member Recognized with Department Award". At the bottom, there is a section titled "WV Surplus Hosts Open House For Eligible Organizations" with a brief description. The newsletter also includes logos for VBOC, APEX, and other partners.

Current Statewide Contract Update

(As of July 15, 2024)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at www.state.wv.us/admin/purchase/swc. For more information, please contact the buyer assigned to statewide contracts.

New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
AEBATT-ERY21A	East Penn	Batteries	06/10/24 -01/14/25

Contracts Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
PESTCTR22	Standard Exterminating	Pest Control	07/15/24 -07/14/25

Miscellaneous Updates

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
AEBATT-ERY21	Taylor & Blackburn	Batteries	To end contract and reissue on AEBATTERY-21A with new vendor name
ESRI21	Environmental Systems Research	Geographic Information System	To publish updated pricing pages
WVARF23	WV Assoc. of Rehab.	Janitorial Services	To publish updated pricing pages

Expiring Statewide Contracts Tracking

(As of July 15, 2024)

The following contracts are set to expire within 90 days. This information is for planning purposes and may not reflect the current status of a contract. For more information on these or other statewide contracts, please contact Buyer Supervisor Mark Atkins.

RENEWAL REQUESTED

CPHONE20A CPHONE20C
CPHONE20B

ATTEMPT TO BID

TEMP21B TEMP21F
TEMP21C TEMP21G
TEMP21D TEMP21H
TEMP21E TEMP21I

TO BE DETERMINED

AIRFARE21 WVARF23
ESRI21 WVRFJAN23
OFFICE23

FOR MORE INFORMATION

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

BUYER	EMAIL	PHONE
<u>Supervisors</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
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Buyers Network