

# THE BUYERS NETWORK

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**THE BUYERS NETWORK**  
*is published monthly by the  
Purchasing Division of the  
West Virginia Department of  
Administration to promote better  
value in public purchasing.*

## Purchasing Wraps Up Successful 2024 Conference

More than 200 attendees came to Oglebay Resort in Wheeling last month for the Purchasing Division's annual Agency Purchasing Conference. The three-day training opportunity provided attendees with a closer look at the state purchasing process, as well as offered ample time for peer networking. The conference agenda included 47 in-person sessions, with topics ranging from change orders and commodity codes to contract negotiations and common pitfalls in procurement. The conference also featured a virtual option that offered 10 webinars for participants who were unable to travel to the conference.

Following the conclusion of the Purchasing Division conference, attendees were invited to provide valuable feedback through an online evaluation. Approximately 65%, or 139 of this year's 216 in-person agency attendees, took time to evaluate the 2024 conference, providing constructive feedback and offering suggestions for next year's conference.

As part of the evaluation, conference participants rated various categories in a four-scale survey, ranging from "Excellent" to "Poor."

- 100% said conference registration was "Excellent" or "Good"



**In October, more than 200 agency procurement officers attended the 2024 Agency Purchasing Conference in person. A virtual option was also offered.**

Please see **CONFERENCE**, page 4

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## Statewide Contracts for Vehicles and Trucks Awarded

The Purchasing Division is pleased to announce that new statewide contracts for motor vehicles, including trucks, are now in place. The vehicle contracts (MV), which became effective Oct. 15, 2024, contain 19 different makes and models and were awarded to the following:

- Thornhill Group, Inc.
- Matheny Motor Truck Co.
- Stephens Auto Center
- Formula One Motor Car Inc.
- Thornhill Motor Car, Inc.

The truck statewide contract (MVTRUCK), meanwhile, contains 2025 Classes 20-39, GVWR 8500 lbs or heavier. Those contracts, which became effective October 29, 2024, were awarded to:

- Matheny Motor Truck Co.
- Mid-State Automotive Inc.

Please see **VEHICLES**, page 4

## Purchasing Division Reflects on 2024, Looks Ahead

For me, endings are a wonderful time to look back and reflect. As we wrap up 2024 and start preparing to move into 2025, I want to thank you all for teaching me so much in the short time since I entered the world of procurement. I truly believe our jobs are among the most important in state government. Without the goods and services that we buy every day, our state agencies could not function. It has been incredible to watch you all interact with my team and trade expertise in service of the State of West Virginia. The give and take between agencies as subject matter experts and central procurement as process experts has been enlightening and inspiring to watch. Truly, the balance and coordination you show is something every level of government should strive to achieve.

During our most recent quarterly conference call, we mentioned that we are conducting an audit of our forms, as well as reviewing our terms and conditions and the *Purchasing Division Procedures Handbook*. We want to make sure the tools we offer are serving you and your agencies effectively. So, as users of these tools, we ask that you bring us any suggestions you have for updates including language that could be clarified, forms that could be simplified, or even formatting issues you identify. We

want any changes we make to be made in service to you and your teams.

As we proceed into 2025, we seek to continue offering valuable training opportunities, while still making ourselves available to answer questions and/or help you determine the best path forward with your everyday and unique purchases. Registration is now open for our first semester Training Program sessions and our communications team has already put together an excellent lineup of courses. We will continue to offer these in a hybrid format, except for the day-long session, which will take place in Building 7 (the Caperton State Training Center). See the schedule and registration details on page 3.

Thank you for everything that you do. I hope your holidays are merry and bright! We'll see you next year!



**Row 1 (left to right):** Katy Bell, David Pauline, Larry McDonnell, Samantha Willis, Frank Whittaker, Carol Hudnall, Wendy Pettry, and Krista Chadband

**Row 2:** David Botkins, Jason Hays, Cheryl Cohen, Samantha Chaney, Jennifer Fields, Courtney Johnson, Alisha Pettit, Frankie Sisson, and Samantha Knapp

**Row 3:** Christopher Seckman, Brandon Barr, Melissa Pettrey, Tara Lyle, Mitzie Howard, Teresa Cutlip, Josh Hager, Mark Fox, and Cody Rose

**Row 4:** Nick Downs, Toby Welch, Mark Atkins, Bob Ross, Jason Thompson, Shane Hall, Greg Clay, and Dana Hoffman



# Training Schedule Announced for First Half of 2025

Registration is now open for the first semester of the Purchasing Division's 2025 training program.

Courses include hybrid sessions, which offer the option of attending either in-person or via webinar. One session, "An Intro to WV Purchasing," on March 19, 2025, is an in-person session only. It will be held in the Regents Room in Building 7.

"The schedule includes topics that are beneficial to both new and experienced procurement officers, and will help those who are interested in Basic Certification to meet the core curriculum requirements," said Deputy Director Samantha Knapp. "Procurement officers appreciate

the hybrid format that we will continue to offer, and it's really the best of both worlds. People who prefer to learn in an in-person classroom environment have that option, while others can learn without ever having to leave their offices."

To register for any of these training sessions, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov) and log in with your User ID (i.e. your A, B, or E number) and password. Once logged in, click on the Course Catalog tab and search for the courses that begin with the ID "PUR" or simply type the Catalog ID for the course you're interested in into the Catalog ID field. If you have not logged into CourseMill previously,

your password should be "password." You will be prompted to change it once logging in. If you can't remember your password, simply click on the "Forgot your User ID or Password?" button and you will receive an email to reset your password.

All sessions are worth one credit per one hour of training for the 10-hour training requirement for designated procurement officers, per 148 C.S.R. 1-3.2.

To view the 2025 Training Program schedule, visit [www.state.wv.us/admin/purchase/training/inhouse.html](http://www.state.wv.us/admin/purchase/training/inhouse.html).

For more information on the training program, visit [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).

DATE	CLASS/EVENT TITLE	CATALOG ID (IN-PERSON)	CATALOG ID (WEBINAR)	TIME
Jan. 15	Agency Delegated Purchasing and Commodity Codes	PUR412	PUR412W	9 a.m. - 11 a.m.
Jan. 29	Change Orders	PUR413	PUR413W	10 a.m. - 11 a.m.
Feb. 4	Quarterly Call*	N/A	N/A	9:30 a.m. - 11 a.m.
Feb. 12	State and Federal Surplus Property	PUR414	PUR414W	10 a.m. - 11 a.m.
Feb. 26	Preparing and Evaluating RFPs	PUR303	PUR303W	9 a.m. - 11 a.m.
March 19	Intro to Purchasing (Regents Room)	PUR102	N/A	9 a.m. - 4 p.m.
April 2	Vendor Remedies	PUR415	PUR415W	10 a.m. - 11 a.m.
April 30	Alternative Purchasing	PUR409	PUR409W	10 a.m. - 11 a.m.
May 7	Inspections and Contract Administration	PUR416	PUR416W	9 a.m. - 11 a.m.
May 14	Privacy as a Purchasing Powerhouse	N/A	PUR201W	10 a.m. - 11:30 a.m.
May 20	Quarterly Call*	N/A	N/A	9:30 a.m. - 11 a.m.
June 4	Vendor Registration and Electronic Business	PUR417	PUR417W	9 a.m. - 12 p.m.
June 11	Market Research, Statewide Contracts, and RFQs from A to Z	PUR406	PUR406W	9 a.m. - 12 p.m.
*Designates Purchasing-certified event				

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## CONFERENCE

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- 93% said conference organization was “Excellent” or “Good”
- 93% said the variety of classes was “Excellent” or “Good”
- 92% said their overall opinion of the conference was “Excellent” or “Good”

Additionally, 99% of survey respondents found the overall quality of the conference sessions to be professional and effective; 98% found the conference atmosphere to be conducive for learning; and 96% found the learning environment engaging. Positive comments regarding the conference included the following:

- There was good energy, good food, and lots of learning going on.
- The conference was very well organized and all of the Purchasing staff did a great job with their presentations.
- I learned a whole lot that will help me in my job and contacts that I can call or email if I have a problem.
- The conference gets better every year. The staff is the GREATEST.
- The workshops were very informative and interactive. The PowerPoint presentations have a lot of good information in them for future reference.
- The location is beautiful but as for the actual conference, I love that it is interactive. As I am introduced to additional aspects of my job, it is nice to hear what issues people may have and how to overcome those.
- I learned something new in each class.
- I enjoyed networking, and the entire atmosphere this year was AMAZING.

Virtual attendees were also surveyed. Sixty-five of the approximately 140 virtual participants responded, and 64 of

those rated it as “Excellent” or “Good.” Also:

- 100% said the overall quality of the webinars presented was professional and effective
- 94% said the webinar content was appropriate for their level of knowledge
- 95% said they will be able to use the information learned in the webinars in their daily tasks

“I am so grateful for the virtual conference option as I have a little boy at home. Attending online allows me to not have to travel and still provides me with valuable information and the opportunity to ask questions,” said one attendee.

“As the Executive Director and purchasing backup of a small board, the virtual option gives me the opportunity to conduct my normal business during breaks while still attending and receiving the hours needed each year to remain compliant,” said another.

“The sessions were designed well, and being able to ask questions live during the presentation was incredibly helpful,” said another.

The Purchasing Division would like to thank all respondents of this survey and will take into consideration all feedback as it begins to plan the 2025 Agency Purchasing Conference.



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## VEHICLES

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- Stephens Auto Center
- Thornhill Group Inc.

Procurement officers are encouraged to view the Ordering Instructions for these contracts and familiarize themselves with the ordering requirements. Additionally, the complete contracts, as well as a fleet award synopses, can be viewed within each contract webpage.

Upon completion of all contracts, vehicles will be removed from the Section 9: Impossible to Bid List this month.

West Virginia state agencies doing business pursuant to W. Va. Code § 5A-3 must issue a Central Delivery Order (CDO) for

the procurement of any motor vehicle on these contracts. Prior to any purchase, the Vehicle Request Form (DOA-FM-059), along with supporting documentation, must be submitted to the Fleet Management Division (FMD) for approval. Once approved by the FMD, the agency should prepare and submit the CDO to the Purchasing Division, along with the Class Pricing Page, for processing. For vehicles that are leased, the CDO and accompanying documentation will be prepared by the FMD on the agency's behalf.

Please note that the CDO will be published on the Purchasing Division's

Awarded Contracts webpage. An email notifying the vendor of the order will be sent to the vendor, who may download the order accordingly.

Should you have any questions related to this contract, you may contact Fleet Coordinator Lori Harper at 304-352-6079/ [Lori.M.Harper@wv.gov](mailto:Lori.M.Harper@wv.gov) or Director Kenny Yoakum at 304-558-2106 Ext. 57082/ [Kenny.H.Yoakum@wv.gov](mailto:Kenny.H.Yoakum@wv.gov).

Additional questions may be directed to Purchasing Division Buyer Supervisor Mark Atkins at [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

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# Purchasing Division Trains Vendors, Veterans, and High-Level Officials Through Webinars

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The Purchasing Division offers a variety of training webinars throughout the year, and not just for state procurement officers.

Each year the division hosts webinars for vendors, veterans, and high-level state officials.

The vendor webinar, "Doing Business with West Virginia," was held in November. The webinar provided information and training to current and potential vendors who are interested in conducting business with the state of West Virginia.

The Purchasing Division implemented the vendor webinars several years ago as part of an initiative to reach out to the vendor community to educate them on how to participate in the competitive bidding process. During the webinar, vendors receive guidance on how to capitalize on their opportunities to bid and perform work for state government, how to register their company with the Purchasing Division, and how to submit bids or proposals for solicitations.

As part of the annual National Veterans Small Business Week last month, the West Virginia State Agency for Surplus Property (WVSASP) was among the organizations invited to present to veterans across the state (and often across the country) on the

veteran-owned small business program. WVSASP provided information on the Veterans Small Business Enhancement Act of 2018, which allows veteran-owned businesses access to retired federal property. In addition to the WVSASP presentation, "An Orientation to Federal Surplus for Veteran Businesses" attendees also learned about how to receive their VetCert and use SAM.gov.

Training for high-level officials on purchasing procedures and the Purchasing Card program is required by W. Va. Code §5A-3-60. Co-presented twice a year by the Purchasing Division and the State Auditor's Office, the content of this training is updated before each presentation to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law. High-level officials must attend one of the live webinars or watch the recording once each fiscal year. To view the recording of the webinar presented on Nov. 14, 2024, visit [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html). Questions regarding this training may be directed to Deputy Purchasing Director Samantha Knapp at 304-558-7022.

## Treasurer Releases Restricted Financial Institutions List

State procurement officers are advised not to do business with companies on a Restricted Financial Institution list prepared by the West Virginia Treasurer's Office.

Pursuant to West Virginia Code §§12-1C-1, et seq., the West Virginia Treasurer's Office compiled a list of financial institutions that are engaged in a boycott of energy companies, as defined in West Virginia Code §12-1C-1(a)(2).

Financial institutions included on the list are referred to as restricted financial institutions. In selecting a financial institution to enter into a state banking contract, as that term is defined in West Virginia Code §12-1C-1(a)(1), the State Treasurer is authorized to take any and all of the following actions:

- Disqualify a restricted financial institution from the competitive bidding process or from any other official selection process;
- Refuse to enter into a banking contract with a restricted financial institution based on its restricted financial institution status; and
- Require, as a term of any banking contract, an agreement by the financial institution not to engage in boycotts of energy companies for the duration of the contract.

The West Virginia State Treasurer's Office determined which financial institutions should be on the list based on publicly available statements published by the financial institutions. The financial institutions on the list include BlackRock, Inc.; The Goldman Sachs Group; JP Morgan Chase & Co.; Morgan Stanley; HSBC Holdings PLC; Citigroup, Inc.; TD Bank, N.A.; and Wells Fargo & Company.

Following a financial institution's inclusion on the Restricted Financial Institution List, the State Treasurer will remove the institution from the list if the institution demonstrates that it has ceased all activity that boycotts energy companies according to West Virginia Code §§12-1C-1, et. seq.

Inclusion on the restricted financial institution list is not an indication of unsafe or unsound operating conditions at any financial institution nor any risk to consumer deposits.

### THE BUYERS NETWORK

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*What are your professional and/or procurement goals for the new year?*

As we prepare for the start of the new year, it's time to make positive resolutions and set personal and professional goals. The Purchasing Division wants to know how you will make 2025 your best year yet in procurement. Write better specifications? Attend more training? Improve internal procedures? To submit your answer, visit <https://forms.gle/iMaANGBoWPxgyb1F7>.

## Expiring Statewide Contracts Tracking

(As of Nov. 18, 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.

### NEW CONTRACT IN PROCESS/ UNDER NEGOTIATION

ESRI

MRO18

### RENEWAL REQUESTED

DEBT23A

DEBT23E

DEBT23B

IP23

DEBT23C

SANPAP23

DEBT23D

### TO BE DETERMINED

AEBATTERY21

DATATRNSSE

FASTEN22

A copy of this report can also be seen by visiting the Statewide Contracts webpage or by clicking [here](#).

## Current Statewide Contract Update

(As of Nov. 18, 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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact Buyer Supervisor Mark Atkins.

### Miscellaneous

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
BUILDSUP-PLY22	Lowes Home Centers LLC	Walk-In Building Supplies	To add commodity line
MVARPTS-21	NAPA Auto Parts	Motor Vehicle Auto Parts	To add commodity line

## FOR MORE INFORMATION

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

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