

THE BUYERS NETWORK

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THE BUYERS NETWORK
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value in public purchasing.*

Urban Farm Provides Unique Learning Opportunities

From trees to bees, procurement solicitations are often a little wild for Patriot Guardians.

The West Virginia Military Authority started Patriot Guardians to provide non-formal agricultural education and hands-on learning opportunities for veterans, as well as active duty members of the military and their families. Patriot Guardians is a grant-funded program providing hands-on experiences from hobbyists to professionals across the state, including their orchard in Summersville and urban farm in Dunbar.

Currently, the Patriot Guardians has 30,000 square feet of production space that allows them to conduct their workshops and education programs. Participants receive education and hands-on training on fruit and vegetable production, post-harvest handling, and market development. The Patriot Guardians Urban Farm also hosts chickens for educational purposes that



From its orchards to its urban farm, Patriot Guardians provides opportunities for veterans, active duty members of the military, and their families.

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Conference Oct. 22-25

Surplus Participates in Webinar for Veteran-Owned Businesses

The West Virginia State Agency for Surplus Property (WVSASP) has partnered with several other 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, "Orientation to Federal Surplus for Veteran Businesses," was presented by the WVSASP on June 27, 2024. Two additional sessions (VetCert: Certification for Veteran-Owned Small Businesses [VOSB] and **SAM.gov** Registration) are scheduled for July. More than 45 individuals attended the first presentation. While this webinar series was designed for West Virginia VOSBs, it had attendees from outside the mountain state, including Kentucky, Florida, Alaska, and Pennsylvania.

Attendees learned the history of the program, how to apply with the WVSASP, how to screen for property, and what compliance requirements

Please see VETERANS WEBINAR, page 6

New Fiscal Year Brings New Opportunities

As we close out Fiscal Year 2024, I would like to acknowledge everyone's hard work and dedication to serving the State of West Virginia and her people. In my three months with the Purchasing Division thus far, I have had the opportunity to witness first hand the passion and commitment to the procurement process by both the employees here in our division and procurement officers throughout the State. Each of you plays an important role in ensuring our State taxdollars are used responsibly, effectively, and to the benefit of our entire State. Thank you for all you do!

The start of a new fiscal year presents us with fresh opportunities and challenges. It is a time for us to reflect on our accomplishments and to set ambitious yet achievable goals for the year ahead. I encourage each of you to approach this year with renewed vigor and enthusiasm, and to keep our key purpose in mind: the Purchasing Division is here to serve as your accountability partner. Everyone on our team works hard to ensure we serve agencies to the best of our ability. Please know that you can call on us at any time, with any questions, and we will help you address your concerns and identify a path forward. Our role is not to shut down your ideas or stifle your agency's goals but to guide you to find the highest and best use for the resources at your disposal.

Our team will continue to collaborate with each of you and take your feedback to heart, so that we can better serve the State and her people. Moving forward, the Purchasing Division will continue to focus on developing and awarding contracts that meet the needs of our state agencies, increasing vendor competition and reducing costs to the state, ensuring compliance with state laws and rules, and providing excellent customer service.

With that, here are a few reminders I would like to provide as we move forward into the new fiscal year:

- If you have not done so, please send your completed FY2025 Procurement Officer Designation Form to **Purchasing.**

Training@wv.gov. This document is required to be completed by the agency head each fiscal year and must be submitted even if the designees from the previous year will remain the same.

- Each agency must submit an annual progress report on purchases made from small, women and minority-owned (SWAM) businesses to the Purchasing Division each fiscal year, pursuant to W. Va. Code §5A-3-59(b). That report can be submitted to **Purchasing.Division@wv.gov.**
- Submit your annual inventory certifications by July 15, 2024. For more on this requirement, see the article on page 4.
- Our second semester schedule of training classes for 2024 has been published on our webpage, and these sessions are now open for registration. View the schedule here or go to **onlinelearning.wv.gov** to register.

As part of my onboarding, I've learned much more about the West Virginia State Agency for Surplus Property (WVSASP) and have been so pleased by the interesting and unique finds available at our location in Dunbar. From office furniture to electronics, these items are available at significantly reduced prices compared to retail. I wanted to remind our agency partners that you, as state employees, may also benefit from the items at WVSASP. Check them out Monday through Friday from 9 a.m. to 4 p.m.

Thank you once again for your hard work and commitment. Here's to a successful and productive new fiscal year ahead!



New Visitors and Old Friends Attend Surplus Property's Annual Customer Appreciation Day



Each June, the West Virginia State Agency for Surplus Property (WVSASP) hosts its annual Customer Appreciation Day event. This event, which includes a special after-hours reception, allows WVSASP staff to celebrate their customers with light refreshments and extended shopping hours.

This year's reception was on June 11, 2024. Those who attended shopped for items such as file cabinets, air purifiers, electronics, office supplies, and more.

State employees, except for Purchasing Division employees, may acquire property from WVSASP for personal use as long as they purchase as a member of the public.

To learn more, visit **WVSurplus.gov** or call 304-766-2626. WVSASP also maintains a Facebook page at **www.facebook.com/wvsurplus.**

Purchasing Division Creates Both Hands-On and Hybrid Sessions for Second Semester Schedule

The Purchasing Division is continuing a hybrid approach with its second semester training schedule, with most sessions offering procurement officers the opportunity to attend a training session either in person or online.

The training on Wednesday, Aug. 7, “wvOASIS Procurement,” is an in-person only class and will accommodate a maximum of 10 participants in Building 15. This hands-on session will be limited to one person per agency. If you register for the training then find out you cannot attend, please let the Purchasing Division know, as there will be a wait list for those wishing to attend.

Regardless of the session format, participants will need to register via CourseMill. When registering, participants will see two sessions listed for the same topic: one in-person and one webinar. Registration is only needed for one session.

No training will be offered in October, as the Purchasing Division

will be hosting its annual conference at Oglebay Resort in Wheeling Oct. 22-25, 2024.

To register for these training sessions, visit 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 cannot remember your password, simply click on the “Forgot your User ID or Password?” button and you will receive an email to reset your password.

Questions regarding the training program should be directed to Purchasing.Training@wv.gov.

DATE	COURSE TITLE	CATALOG ID (IN-PERSON)	CATALOG ID (WEBINAR)	TIME
July 10	Preparing and Evaluating RFPs	PUR303	PUR 303W	9 a.m. - 11 a.m.
July 24	Market Research/Statewide Contracts/RFQs	PUR406	PUR406W	9 a.m. - 12 p.m.
August 7	wvOASIS Procurement	PUR208	n/a	1 p.m. - 3 p.m.
August 21	Forms and Documents/Inspection Services	PUR309	PUR309W	9 a.m. - 11 a.m.
September 11	Agency Delegated Purchasing/ Alternative Purchasing	PUR221	PUR221W	9 a.m. - 11 a.m.
November 20	Purchasing as a Privacy Powerhouse	n/a	PUR201W	10 a.m. - 11:30 a.m.
December 4	EOIs and Construction	PUR302	PUR302W	9 a.m. - 11 a.m.
December 11	Purchasing for Boards and Commissions	PUR306	PUR306W	9 a.m. - 11 a.m.

GUARDENS

Continued from Page 1

helps teach others proper backyard poultry housing, handling, and management.

While its program provides opportunities for personal and professional growth, Patriot Gardens is also working to improve the agricultural economy and environment. In 2023, the Patriot Gardens Urban Farm and Orchard sold more than 1,250 pounds of produce, collected more than 1,020 pounds of honey across its 80 hives, generated more than \$5,000 in on-base farmers’ markets, and engaged with more than 4,100 participants.

With more than 25 workshops scheduled each month and

plans to develop more workforce opportunities throughout 2024, Patriot Gardens procures a wide range of unique items. This includes various fruit trees for its orchards, honey bees (growing its hives from 80 to 150), a honey processing machine, electric fence wire and insulators, peanut butter (to encourage bears to lick the electric fence and learn to be scared of that area), lime, metal buildings, and tons of poultry manure.

The Purchasing Division is pleased to assist the West Virginia Military Authority’s Patriot Gardens with its many procurements that are needed to keep this program growing.

Annual Inventory Certifications Due by July 15, 2024

In accordance with W. Va. Code § 5A-3-35, state agencies are required to annually submit inventory certifications to the Purchasing Division on or before July 15 of each year. This report must be filed by the head of each spending unit and include all real and personal property, equipment, supplies, and commodities in its possession as of the end of the fiscal year. Additionally, a report of physical inventory is required once every three years.

Agencies must complete the *Asset Management Certification Cover Sheet* and submit it to the West Virginia State Agency for Surplus Property (WVSASP) no later than July 15, 2023. A copy of the *Asset Management Certification Cover Sheet* can be found online at www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertificationCoverSheet.pdf.

The *Certification Cover Sheet* should include:

- The date the last physical inventory was taken of all reportable assets

under the agency head's authority;

- Certification that the agency has entered all real property and all reportable assets in its possession for the current fiscal year into the *wvOASIS Fixed Assets System*;
- Certifications that all outdated assets under the agency head's administration were retired in accordance with WVSASP policy, procedures, and guidelines; and
- Certification that the information contained in the *wvOASIS Fixed Assets System* is to serve as the required inventory report that must be filed with WVSASP.

Agencies are also reminded to check for asset shell documents which should be completed, or the event type changed to "FA14," which will remove the shell document.

Any agency that is exempt from WVSASP must still complete the *Vehicle Inventory Certification Cover Sheet*, as required by the W. Va. Code § 5A-12-7. This document, which must also be

submitted by July 15 of each year, certifies the following:

All vehicles and equipment requiring a state license plate, including vehicles with a rating of more than one ton, requiring a commercial driver's license to operate, and all-terrain vehicles, have been entered into the *wvOASIS Fixed Assets System*.

All exempt agencies that own state vehicles shall annually affirm to the WVSASP that the vehicles and equipment reported in the *wvOASIS Fixed Assets System* are accurate and current.

The *Vehicle Inventory Certification Cover Sheet* is online at www.state.wv.us/admin/purchase/surplus/InventoryMgt/VehicleInventory_AsetMgmtCertificationCoverSheet.pdf.

Because the July 15 deadline is set by West Virginia Code, no extensions will be granted. For information regarding inventory management policies and procedures, visit www.state.wv.us/admin/purchase/surplus/InventoryMgt.

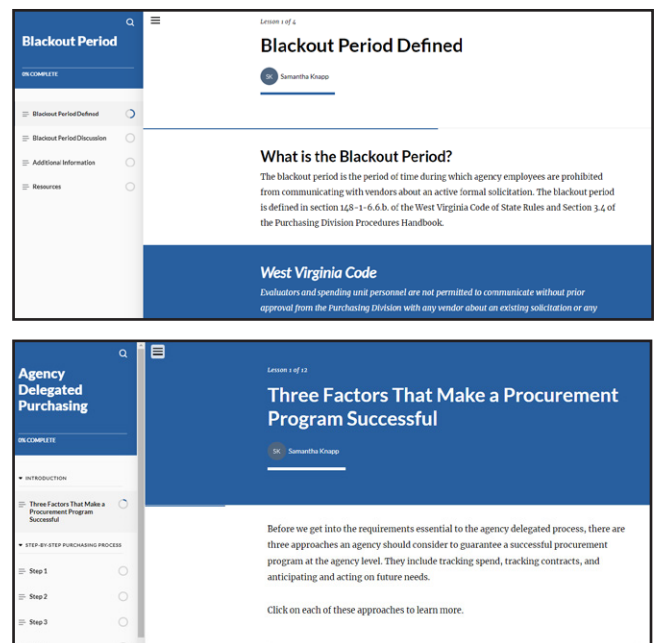
Purchasing Publishes New and Updated Training Modules on Agency Purchasing, Blackout Period

The Purchasing Division has published two online training modules for agency procurement officers.

A new Agency Delegated Purchasing module has been created and 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, which is worth .5 hours of training, provides details on agency spending thresholds, as well as forms and documents that an agency procurement officer may need to complete a purchase.

The Blackout Period module, which provides .25 hours of training, has been updated and discusses the time during the formal solicitation process in which agency contact with potential vendors is prohibited.

Both trainings are available on CourseMill. A list of all Purchasing Division training modules can be found online at www.state.wv.us/admin/purchase/training/modules.html.



Purchasing Begins Planning 2024 Annual Agency Conference Set for Oct. 22-25 at Oglebay

Plans are coming together for the 2024 Agency Purchasing Conference, which will again be held at Oglebay Resort in Wheeling, W.Va., from Oct. 22-25. The conference will offer more than two dozen topics and an option to attend virtually.

“Oglebay provided a great location for the conference last year, and we are looking forward to being there again this October,” said Deputy Purchasing Director Samantha Knapp. “This year’s conference offers a little bit of everything for procurement officers, whether they are just starting out or seeking some refresher courses.”

The conference provides attendees with a closer look at the state purchasing process while also allowing them to connect with their peers. This year’s conference agenda features traditional offerings such as statewide contracts, forms and documents, and *wvOASIS* Procurement. The roundtable discussions offered last year are again on the schedule.

A copy of the conference grid can be seen on Page 7. Please note that some minor changes may occur prior to registration opening. An official grid will be sent to procurement officers with registration instructions later this month. Registration will open Aug. 7, 2024, and attendees can make their lodging reservations on that day as well.

Nominations will open for the 2024 *Procurement Officer of the Year* (POOY) award later in July. Each year, the Purchasing Division recognizes an individual who has demonstrated high levels of performance and professionalism. Procurement officers are encouraged to consider who they think may be deserving of this award and submit that nomination once the form opens. The recipient will be recognized during the Thursday luncheon at the conference.

For the latest news, check the conference website at www.state.wv.us/admin/purchase/Conference/Agency/2024. Questions can be directed to Courtney Johnson at 304-558-4213 or Courtney.S.Johnson@wv.gov.

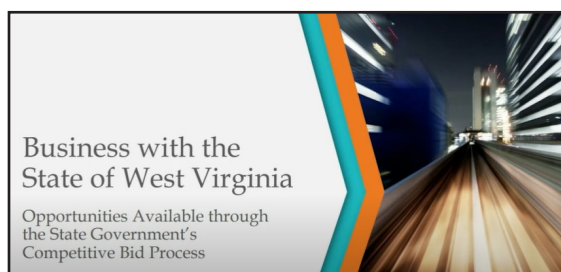


Reminder: Vendor Webinar Resource Available Online

The Purchasing Division’s vendor webinar, “Doing Business with West Virginia,” is online and available to view at your convenience.

The webinar provides information and training to current and potential vendors who are interested in conducting business with the state of West Virginia. The Purchasing Division implemented these 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.

The latest copy of this webinar can be found on the Purchasing Division's Vendor Resource Center page at www.state.wv.us/admin/purchase/vrc/default.html#VendorResourceModules. The presentation may also be streamed directly through YouTube at <https://youtu.be/XgD28geqA7o>.



Information regarding other vendor training opportunities can be found on the Vendor Resource Center of the Purchasing Division’s website, located at www.state.wv.us/admin/purchase/vrc. Questions regarding this training may be sent to Purchasing.Training@wv.gov.

THE BUYERS NETWORK

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Charleston, WV 25305-0130

Telephone: 304-558-2306
8:15 a.m. to 4:30 p.m. (M-F)

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Purchasing Director

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Courtney Johnson

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VETERANS WEBINAR
Continued from Page 1

they will need to follow when property is obtained. A copy of this webinar has been posted to YouTube at <https://youtu.be/tqTN9Imux2k>.

“We are excited to be joining so many wonderful organizations to help educate veterans on this program,” said Purchasing Director Sam Willis. “The WVSASP has already helped several veterans in West Virginia acquire property, and we want to help others achieve this same success.”

For this webinar series, the WVSASP worked with the West Virginia Department of Agriculture’s Veterans & Heroes to Agriculture Program, the ODU Veterans Business Outreach Center, the West Virginia Women’s Business Center, the Regional Contracting Assistance Center, Inc. APEX Accelerator, and the West Virginia Small Business Administration.

For more information on this program, visit WVSurplus.gov and select “Veterans” under the programs menu. To register for the next two sessions, visit <https://tinyurl.com/VeteranTraining>.

Current Statewide
Contract Update
(As of June 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.

New Contracts

Contract	Vendor	Commodity	Effective Date
LDPHON -E22	Touchtone	Long Distance Phone Services	08/17/24 -08/16/25

Expiring Statewide
Contracts Tracking
(As of June 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.

RENEWAL REQUESTED

PESTCTR22 TIMECLOCK22

ATTEMPT TO BID

ESRI21 TEMP21F
TEMP21B TEMP21G
TEMP21C TEMP21H
TEMP21D TEMP21I
TEMP21E

TO BE DETERMINED

CPHONE20A EPORTAL16
CPHONE20B OFFICE23
CPHONE20C WVARF23

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

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
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<u>Senior Buyers</u>		
John Estep	John.W.Estep@wv.gov	558-2566
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
Larry McDonnell	Larry.D.McDonnell@wv.gov	558-2063
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
David Pauline	David.H.Pauline@wv.gov	558-0067
Toby Welch	Toby.L.Welch@wv.gov	558-8802
<u>Buyer</u>		
Brandon Barr	Brandon.L.Barr@wv.gov	558-2652

2024 Agency Purchasing Conference									
Tuesday, October 22		Registration will be held in the Glessner Lobby						VIRTUAL ONLY	
Conference Registration 3:00pm - 6:00pm		Evening social will be held in the Fort Henry Room and Hickman Lounge Light refreshments and beverages will be provided							
Evening Social 6:00pm - 7:00pm									
Wednesday, October 23									
Group Breakfast 7:00am - 8:30am		Breakfast will be held in the Glessner Auditorium							
Conference Registration 7:30am - 9:15am		Registration will be held in the Glessner Lobby							
Commencement 9:15am - 9:30am		This will be held in the Glessner Auditorium							
Workshops 9:45am - 10:45am		Agency Delegated Purchasing		Vendor Self Service		Payment Process		EOIs & Construction	
Workshops 11:00am - 12:00pm		Vendor Registration		Secretary of State		Roundtable Discussions			
Group Lunch + General Session 12:00pm - 1:30pm		Lunch will be held in Glessner Auditorium							
Workshops 1:45pm - 2:45pm		P-Card Program		Form & Documents		Commodity Codes		RFQs from A to Z	
Workshops 3:00pm - 4:00pm		Change Orders		Contract Negotiations		Payment Process		Preparing and Evaluating RFPs	
Dinner will be on your own								Agency Delegated Purchasing Inspections	
Thursday, October 24									
Group Breakfast 7:00am - 8:30am		Breakfast will be held in Glessner Auditorium							
Workshops 9:00am - 10:00am		Alternative Purchasing Methods		Vendor Self Service		Purchasing Gone Wrong		RFQs from A to Z	
Workshops 10:15am - 11:15am		Forms and Documents		Inspections		Ethics & Open Meetings Act		Vendor Registration	
Break 11:15am - 11:30am									
Group Lunch & Awards 11:30am - 12:45pm		Lunch will be held in the Glessner Auditorium							
Workshops 1:00pm - 2:00pm		Tools and Resources		Contract Negotiations		Roundtable Discussions		Real Estate	
Workshops 2:15pm - 3:15pm		Inspections		WYOT Requirements		Correctional Industries		Statewide Contracts	
Dinner will be on your own									
Friday, October 25									
Breakfast will be on your own									
Workshops 8:30am - 9:30am		Purchasing Gone Wrong		Alternative Purchasing Methods		Correctional Industries		Ethics & Open Meetings Act	
Workshops 9:45am - 10:45am		P-Card Program		Agency Delegated Purchasing		Preparing & Evaluating RFPs		wvOASIS Procurement	
Workshops 11:00am - 12:00pm		Commodity Codes		Real Estate				WYOT Requirements	
								Surplus Property/Fixed Assets	
								Forms & Documents	
								WYOT Requirements	
<div><div>2024 Agency Purchasing Conference Schedule</div><div><div>To rotate this page, please click the "☰" icon in the top right menu.</div><div>A virtual option is available (see final column of grid).</div><div>Registration will open Aug. 7, 2024.</div><div>A synopsis for each class will be posted on the Purchasing Division's conference webpage at www.state.wv.us/admin/purchase/Conference/Agency/2024 in the coming weeks.</div><div>Nominations for the Procurement Officer of the Year award will open later this month.</div><div>Questions regarding the conference should be sent to Courtney Johnson.</div></div></div>									

To rotate this page, please click the "↻" icon in the top right menu.

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