

THE BUYERS NETWORK

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THE BUYERS NETWORK
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Wagner named 2024 Procurement Officer of the Year

The Purchasing Division has named Roberta Wagner as the 2024 Procurement Officer of the Year. The announcement was made during the Purchasing Division's annual conference at Oglebay Resort in October.

Wagner is an Administrative Services Manager II for the Departments of Health, Health Facilities & Human Services, Office of Shared Administration.

"Roberta is the embodiment of a procurement professional and consistently delivers quality work products," said the colleague who nominated her. "She is always available to answer questions from her staff, co-workers, and spending units, and provides resources to accompany her answers when appropriate to help empower people. She is very articulate, which is an invaluable asset

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Roberta Wagner (left) was awarded the 2024 Procurement Officer of the Year at this year's Agency Purchasing Conference. Wagner is joined by Purchasing Director Samantha Willis and her supervisor, Bryan Rosen.

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Purchasing Stays Busy with Federal Year-End Work

While the state's fiscal year runs from July 1 to June 30, the federal fiscal year extends from Oct. 1 to Sept. 30, creating a busy end-of-year deadline for Purchasing Division staff.

David Pauline, senior buyer in the Acquisitions Unit of the Purchasing Division, processes requisitions on behalf of the West Virginia National Guard throughout the year. This includes when they receive money from the National Guard Bureau.

While the fiscal year spans a full 12 months, the National Guard often receives that funding a month or two before the federal year end, limiting the amount of time available to process these last-minute procurements and making this challenge even greater.

Forty-four solicitations went out for bid starting July 1, 2024, of which 18 were EOIs and 26 were CRFQs. Twenty-nine contracts were awarded for approximately \$7.4 million.

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Conference Comes to a Wrap, Focus Turns to Future Trainings and Initiatives

As Election Day approaches, we are all eagerly awaiting the results. This can be a tough time of year to work in government, as things feel a bit uncertain. However, our team at the Purchasing Division aims to provide consistency and stability in the procurement process now and into the future. No matter what changes may come, our core values will remain - to ensure effective stewardship of state dollars and to serve the state of West Virginia and her people. It is our duty as procurement officers, and my duty as the State Purchasing Director, to facilitate transparency and efficiency in state procurement. New beginnings, such as an election season, are an opportunity for us to highlight and reorient ourselves to our goals and purpose.

To that end, I think our 2024 Agency Purchasing Conference could not have come at a better time. For those of you who participated last month, either virtually or in person, thank you so much! It was so exciting to see everyone in West Virginia procurement come together to discuss and learn. I couldn't help but notice the camaraderie and friendship among everyone who was there, and I am so thrilled to be a part of this community. I hope each of you took away tidbits of information to share with your procurement staff. The conversation was invaluable, and I heard a lot of positive feedback regarding the structure of the sessions and the ease with which our staff presented compared to previous years.

You should have received an email with a link to the conference evaluation, regardless of how you attended. We would appreciate if you could complete that evaluation as soon as possible so we can discuss how to improve your experience in the coming years. Your feedback is helpful as we begin planning the upcoming year's conference; we want to ensure you get the information and support you need to excel in your careers. Please complete the evaluation no later than the close of business on Nov. 6, 2024.

I truly love attending conferences. I take it as an opportunity to do a deep dive into my work and use it to revitalize and remind myself why I do what I do. I hope each of you who participated also walked away refreshed and reenergized. I also hope that it was an

opportunity for you to better get to know the Purchasing Division staff and develop connections you can lean on throughout the year.

Without public procurement, many of our agencies would not have the equipment, supplies, or staff to serve our state. So, for those of you who attended, and those of you who were unable to make it, I hope you take away this one thing: what you do matters! Your hard work keeps West Virginia moving forward!

Later this month, we are offering our final quarterly conference call to all procurement officers. These calls are designed to start and continue conversation and collaboration among all of us. We work better when we work together, and I hope you all know that you are welcome to reach out to the Purchasing Division at any time with your thoughts, questions, and concerns as they come up. However, the quarterly call gives us a forum to discuss hot button issues or recurring questions and discuss potential solutions in a timely manner. The call should already be on your calendar so please plan to join and share your thoughts and experiences with us.

In addition to the quarterly conference call, we will also be offering a webinar to vendors on doing business with the state (page 3) and to veterans on obtaining property through the Federal Surplus Property Program (page 5), as well as recording and making available the two-hour training for high-level officials on purchasing procedures and P-Card rules.

Keep an eye out for these innovative offerings and more coming your way this year, and don't be surprised if we ask for some more personalized involvement from our agency procurement officers!



Staffing Change Announced by the Purchasing Division

The Purchasing Division is pleased to announce that Cody Rose has been promoted to supervisor of the Support Services Unit within its Business and Technical Services Section.

Rose originally joined the Purchasing Division in April 2019 as a driver at the West Virginia State Agency for Surplus Property in Dunbar before becoming the imaging operator for the division in May 2024.

"I'm very thankful for this opportunity," said Rose. "Hard work is noticed and rewarded in the Purchasing Division. This is a big step in my career that will benefit not only myself but my family as well. I am blessed to be here with all of my co-workers."

Congratulations to Rose on this new position!



Cody Rose
Support Services Supervisor

Buyers Network

Purchasing to Host Vendor Webinar on Nov. 7

The Purchasing Division has scheduled its fall vendor webinar, Doing Business with West Virginia, which will take place on Thursday, Nov. 7, 2024, and your help is needed to spread the word. This free webinar will highlight the guidelines and other information pertinent to current and potential vendors wishing to conduct business with the state of West Virginia.

During this presentation, vendors will learn how they can view solicitations published by West Virginia state government and how they can submit a bid. Additional information will be shared on how the state evaluates bids for award, the different procurement methods the state uses, and guidelines on how to market commodities and services to state agencies.

While this event is free, registration is required. Details on how to register are posted on the Purchasing Division's online Vendor Resource Center at www.state.wv.us/admin/purchase/vrc. Questions should be directed to **Purchasing.Training@wv.gov**.

Follow the steps below to register for this webinar:

- Go to <http://www.onlinelearning.wv.gov/student>.
- Click on Create New User button.
- Choose Purchasing from the Organization list.
- Fill out the Create New User profile. All fields marked with an asterisk (*) are required. The forms under the User Profile and Sub Orgs tabs must be completed.
- Once completed, click Create New User button and Accept the User Agreement.
- Select Enroll next to the VEN101 session. You will receive an email confirmation upon successfully enrolling.

DOING BUSINESS WITH WEST VIRGINIA - AN INFORMATIVE WEBINAR FOR BUSINESSES -

OFFERED BY THE WEST VIRGINIA PURCHASING DIVISION

West Virginia Purchasing Division staff will offer current and potential vendors valuable information on how to maximize their opportunity to bid and perform work for West Virginia state government.

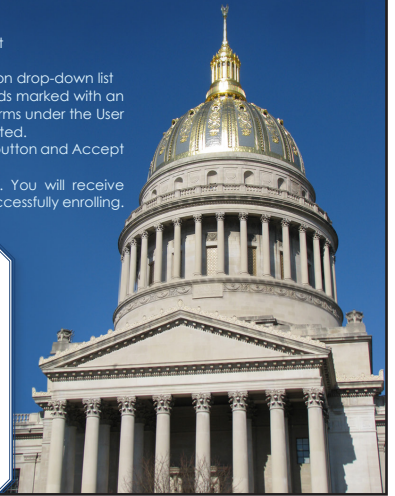
**THURSDAY, NOV. 7, 2024
10:00 A.M. - 11:30 A.M.**

REGISTER TODAY FOR THIS *FREE* WEBINAR

How to Register:

- Go to www.onlinelearning.wv.gov/student
- Click on Create New User button
- Choose "Purchasing" from the Organization drop-down list
- Fill out the Create New User profile. All fields marked with an asterisk (*) are required fields, and both forms under the User Profile and Sub Orgs tabs must be completed.
- Once completed, click Create New User button and Accept the User Agreement.
- Select Enroll next to the VEN101 session. You will receive an automatic email confirmation upon successfully enrolling.

Please feel free to share this information with others who may be interested in learning more about doing business with West Virginia state government. For additional information regarding this webinar, please contact:
Purchasing.Training@wv.gov



POOY

Continued from Page 1

working in procurement. Roberta is able to disseminate a variety of information to different audiences while maintaining the integrity of the procurement process and being a consummate professional.

"Roberta is always available for special projects and is willing to help others when needed," the colleague continued. "She is known to be a wealth of knowledge to those familiar with her work."

After receiving the award, Wagner said it was something she always wanted to achieve.

"It means a lot to me to receive this individual honor, but we're all in this together and we need to help each other out to make sure our people are taken care of to the best of our abilities," she said. "Always keep in mind that your people can either make you or break you, so treat them well. We are only as good as our weakest link, so make sure your people are trained. Teamwork, training, and customer service have

always been key to my leadership style."

Wagner graduated from York Vocational-Technical School as valedictorian with a certificate in graphic design/printing. She then earned the Certified in Production and Inventory Management certificate, which required more than two years of education and five exams, before beginning her career as a purchasing agent in the private sector. She started working for the state in January 2005 at the Purchasing Division as a senior buyer and was responsible for the DHHR file for eight years.

Wagner has earned the CPPB, CPPO, and NIGP-CPP national certifications, as well as the West Virginia Procurement: Basic Certification. She is also a Division of Personnel-certified trainer, and is a member of the NIGP, WV Chapter of NIGP, and the Association for Supply Chain Management.

2024 Agency Purchasing Conference Snapshots

Thank you to everyone who attended this year's conference. A full conference recap with survey results will be published in the December 2024 issue of The Buyers Network.



WVSASP to Present Webinar During National Veterans Small Business Week

As part of the annual National Veterans Small Business Week, the West Virginia State Agency for Surplus Property (WVSASP) is among the organizations invited to present to veterans across the state (and often across the country) on the veteran-owned small business program.

On Thursday, Nov. 14, 2024, WVSASP will present 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 will also learn about how to receive their Vet-Cert and use *SAM.gov*.

"We are excited to educate veterans during such an important week on the opportunities available to them through this program," said WVSASP Assistant Manager Mark Fox. "WVSASP is proud to once again be working with the West Virginia Small Business Administration on this project."

Registration for this webinar is free and open to veterans across the country. To register, visit <https://tinyurl.com/WVSurplusVeteranWebinar>. Questions regarding this event should be sent to WVSASP@wv.gov.



ORIENTATION TO THE VETERANS FEDERAL SURPLUS PROPERTY PROGRAM

◆ NOV. 14, 2024 ◆

Join WV Surplus during National Veterans Small Business Week for a free webinar to learn about this program. [Click here to learn more!](#)

FEDERAL YEAR END

Continued from Page 1

Pauline said some of the projects he processed were more than a million dollars, including the addition/alteration design of the Martinsburg Readiness Center and the restroom renovation in the United States Property and Fiscal Office in Buckhannon.

The last few months of the federal fiscal year require teamwork and cooperation to get through longer days, but it always gets done. Pauline is quick to point out that it isn't just him that works to get it completed on time.

"The Guard sends me their requisitions and thankfully their procurement team is outstanding in that they most always send clean and complete packages," Pauline said. "If their documentation were lacking, there is no way we would have been able to put out the volume that we did. Their professionalism needs to be recognized."

"We have a great team here at the Purchasing Division as well," Pauline continued. "My supervisor Josh Hager must review and approve the purchase orders, then Assistant Director Frank Whittaker reviews and approves them and sends them on to Assistant Director Greg Clay, who was extremely important in this process. He worked closely with the Attorney General's Office to expedite these contracts."

**Join us Nov. 19 at 9:30 a.m. for our
Quarterly Call! Registration not required.**

THE BUYERS NETWORK

Purchasing Division
State Capitol Complex
2019 Washington St., East
Charleston, WV 25305-0130

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

Jim Justice
Governor

Samantha Willis
Purchasing Director

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Samantha Knapp
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Jessica Chambers
Teresa Cutlip

Current Statewide Contract Update

(As of Oct. 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>
AIRFARE24	Delta	Air Fare	10/01/24 -09/30/25
MV25A	Thornhill Group Inc	Motor Vehicles	10/15/24 -10/14/25
MV25B	Matheny Motor Truck	Motor Vehicles	10/15/24 -10/14/25
MV25C	Stephens Auto Center	Motor Vehicles	10/15/24 -10/14/25
MV25D	Formula Motor Car Inc	Motor Vehicles	10/15/24 -10/14/25
MV25E	Thornhill Motor Car Inc	Motor Vehicles	10/15/24 -10/14/25

MV25F	Matheny Motor Truck	Motor Vehicles	10/15/24 -10/14/25
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Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
NTIRE21	Goodyear Tire	Tires	11/15/24 -11/14/25

Miscellaneous Updates

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
CRENTAL	Enterprise -20A	Rental Cars	To update vendor pricing

Expiring Statewide Contracts Tracking

(As of Oct. 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.

REQUESTING RENEWAL

DEBT23A	DEBT23D
DEBT23B	DEBT23E
DEBT23C	

TO BE DETERMINED

DATATRNSSEE	SANPAP23
MRO18	

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

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