

# THE BUYERS NETWORK

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

## WV Surplus Helps State Police Save Thousands Thanks to Federal Surplus Program

When searching for hard-to-find or expensive items, state agencies are reminded to consider retired federal property. The Federal Property and Administrative Services Act of 1949 authorizes the West Virginia State Agency for Surplus Property (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.

Recently, the West Virginia State Police saved more than \$30,000 by purchasing 163 chairs through the Federal Surplus Property Program.

"We were in the market for new chairs for our academy, and I reached out to Jessica Burns-McDonnell at Surplus," said Maj. Jesse Kincaid of the West Virginia State Police. "She researched and found what we needed and arranged to have them delivered. This saved us a substantial amount of money and the chairs are exactly what we needed. To purchase similar chairs brand new would have cost approximately \$32,000, so we saved thousands by utilizing Surplus. They are great quality chairs and we spent



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## SAVE THE DATE: 2025 Purchasing Conferences Set for Week of Aug. 25

The Purchasing Division has scheduled its annual conference for Aug. 25-28, 2025, at The Resort at Glade Springs in Daniels, West Virginia.

The schedule will be different from years past in that the first part of the week will be a two-day Intro to Purchasing conference and the second half will be a two-day Advanced Purchasing conference. State procurement officers will be asked to select the one conference that best fits their needs.

More information will be provided in the coming months.



## Expanding Opportunities: Training Opportunities, Conferences, and Cost-Saving Resources

While I have been busy trekking back and forth across California Avenue to the capitol during the Legislative Session, my staff has been hard at work planning and facilitating training opportunities for a variety of customers. Last month, we hosted our bi-annual webinar for vendors (see article on page 5). These webinars normally see participation from about 100 businesses, but we're pleased to share that participation more than tripled this time around. There is a clear thirst for knowledge and desire to do more business with West Virginia. For that reason, we're asking for your help to spread the word. The webinar was recorded and posted on our website [here](#). Please share this link with business representatives during your conversations with them.

Prior to the webinar, we had two staff members attend the 2025 NASPO Exchange. Our participation gave vendors on the national level the opportunity to market their goods and services to our state representatives, and allowed us to highlight how we can help them expand their businesses. Looking forward, we have some exciting opportunities for vendors in the works. More on that to come later!

I'm also pleased to announce that we finally have a date set for our 2025 Agency Purchasing Conference. Or rather, conferences. That's right! While additional information will be shared next month, we wanted to let you know of one big change coming this year. For 2025, we will offer two smaller conferences for varying levels of knowledge and experience. The first conference, focused on the basic building blocks of public purchasing, will take place on Monday, Aug. 25, 2025, and Tuesday, Aug. 26, 2025, while the second conference covering the more complex fundamentals of public purchasing, including procurement theory, will take place later that week on Wednesday and Thursday. There will be limited space in each, so please keep an eye out for registration information, and don't hesitate to reach out with any questions you may have (see the article on page 1).

We wanted to remind state agencies to consider retired federal property when seeking costly or hard-to-find items. The West Virginia State Agency for Surplus Property (WVSASP) facilitates federal property donations to eligible groups, often at a fraction of the original cost. Recently, the West Virginia State Police saved more than \$30,000 by purchasing 163 chairs for just \$1,200 – and no, that is not a typo (see page 1). Items like boats, planes (think Marshall Flight School), vehicles, and equipment have also been obtained through this program. Additionally, limited federal property is also available at WVSASP's warehouse in Dunbar. For more information on the Federal Property Program, contact Jessica Burns-McDonnell or Mark Fox at 304-766-2626. And if you are not already, give us a follow on our **Facebook page** where we post updates regarding property.

Want to check out what property is available and learn more about the state and federal property programs? Join us for our Eligible Organization Appreciate Day on Wednesday, May 14. This

is a great opportunity to make sure you have an updated **Application for Eligibility** on file. Pre-registration is not required but is appreciated. To register, complete this **form**.

Additionally, WVSASP has introduced a new policy that state agencies should be aware of when retiring property. This policy outlines guidelines for the transportation and towing of retired state vehicles. The policy was designed to ensure that the vehicle retirements are handled consistently based upon the condition of the retired vehicle, and agencies are encouraged to familiarize themselves with the policy when planning to retire vehicles. See page 4 for more information.

In closing, these updates reflect our continued efforts to support both state agencies and businesses in navigating procurement processes, maximizing resources, and expanding opportunities. We encourage you to stay informed, participate in upcoming events, and take advantage of available resources. As always, our team is here to assist with any questions or guidance you may need. Stay tuned for more updates, and thank you for your ongoing collaboration.



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### STATE POLICE Continued from Page 1

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just \$1,200.”

In the past, federal property obtained by other state agencies and eligible organizations included a boat, planes, vehicles, construction equipment, and cleaning supplies.

WVSASP currently has a limited amount of federal property immediately available at its warehouse in Dunbar.

For more information on these programs, contact Surplus Manager Jessica Burns-McDonnell or Federal Property Director Mark Fox at 304-766-2626.

# Mandatory High-Level Officials Training Open for Registration

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Rules training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session, scheduled for Thursday, May 8, 2025, will be conducted online as a webinar from 9 a.m. to 11 a.m.

Offered twice per year, this training is mandatory for high-level state officials as indicated in W.Va. Code § 5A-3-60. The code requires all high-level state officials to annually complete two hours of training on purchasing procedures and purchasing card processes. Information on how to register for this live online training can be found on the Purchasing Division's website at <https://www.state.wv.us/admin/purchase/training/mandatory.html>. The webinar will be recorded and posted within CourseMill for later viewing. Instructions on how to view the recording can be found at the aforementioned link.

This training must be completed by June 30, 2025, to remain in compliance with state code. Anyone who attended the November 2024 webinar or viewed its recording has met the requirement for this fiscal year.

## Who counts as a high-level official?

- Executive department secretaries
- Commissioners
- Deputy commissioners
- Assistant commissioners
- Directors
- Deputy directors
- Assistant directors
- Department heads
- Deputy department heads
- Assistant department heads

## Purchasing Staff Members Attend NASPO Exchange

Two Purchasing Division staff members recently attended the the National Association of State Procurement Officers (NASPO) Exchange conference in Las Vegas, Nevada.

The NASPO Exchange builds relationships among the vendor community and state governments' central purchasers, the largest consumers of goods and services in the country. According to NASPO, this conference is an event where learning, networking, and partnering come together to develop business relationships to support public procurements that are effective, efficient, transparent, and fair. Technical Services Manager Mark Totten and Buyer Brandon Barr represented the Purchasing Division at the conference, which was held March 4-6, 2025.

"Attending the NASPO Exchange conference was an insightful and valuable experience, with approximately 1,100 procurement and supplier attendees," Barr said. "I had the opportunity to engage with

a diverse range of vendors offering a wide array of commodities, providing them with key points of contact and supplemental information to help them compete effectively in our state's bidding process."

"Being part of the largest NASPO Exchange in history was an extraordinary experience. It is an invaluable opportunity to connect businesses with our purchasing processes. Throughout the week, West Virginia's delegation was heavily engaged with businesses from all over the country," Totten said. "The number of scheduled business meetings was greatly increased this year, which will yield tremendous results for the state."

NASPO is a nonprofit association dedicated to strengthening the procurement community through education, research, and communication. It is made up of the directors of the central purchasing offices of the 50 states, District of Columbia, and territories of the United States.



**Technical Services Manager Mark Totten (top) and Buyer Brandon Barr recently attended the largest NASPO Exchange in the conference's history. More than 1,100 procurement officers and suppliers attended, providing an opportunity for marketing and education alike.**



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## New Policy for Transfer and Sale of Retired State Vehicles

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The West Virginia State Agency for Surplus Property (WVSASP) has developed a new policy for the timely transfer and sale of retired state vehicles. This policy, which is effective as of March 17, 2025, outlines the expectations for agencies to deliver vehicles to the Dunbar location and details the process for scheduling pickups, associated fees, and conditions for vehicle acceptance.

State agencies must deliver any vehicle retired from the Fixed Asset System within *wv*OASIS to WVSASP within 90 calendar days of its retirement if the vehicle is located within 100 miles of Dunbar. It is highly encouraged that any vehicle within 200 miles in good driving condition be sold at the Dunbar location to maximize profits. The disposing agency is responsible for coordinating and arranging transportation of the vehicle to WVSASP. Failure to meet this requirement within the 90 days may result in the Fixed Asset Disposal (FD) document being rejected back to the agency.

WVSASP may be available to pick up vehicles that meet specific conditions. To schedule a vehicle pickup, agencies must make the request at least one week prior to the requested date. A \$40 service charge applies to all scheduled pickups. Agencies will not be invoiced for the service charge. That amount will be deducted from the agency's reimbursement amount for that vehicle. If an agency needs to cancel a scheduled pickup for any reason, they should do so at least 24 hours in advance. When picking up a vehicle, the WVSASP will conduct a visual inspection of the vehicle upon arrival to ensure that it meets acceptance requirements. The inspection may include turning on the vehicle and checking essential systems, such as the brakes and transmission. Vehicles must have enough fuel to maintain at least 1/8 of a tank upon arrival at the WVSASP location in Dunbar. For vehicles that pass inspection and are deemed safe to drive, a transportation fee of \$1.25 per mile will be charged. If a vehicle cannot be safely driven but meets towing criteria — including fitting on WVSASP's trailer

and having tires that hold air — the WVSASP may provide towing services at a rate of \$40 per hour plus \$1.25 per mile. If a vehicle fails to meet acceptance requirements for pickup or towing, the \$40 service charge will still apply, and the agency will be responsible for otherwise arranging to get the vehicle to the WVSASP location in Dunbar. For vehicles located within

200 miles of the WVSASP, the agency will be responsible for coordinating and arranging alternative transportation of the vehicle to the WVSASP. If a vehicle is located more than 200 miles from the WVSASP and cannot be safely driven, the agency may sell it through GovDeals, the state's online auction site.

The WVSASP can deny any request for services, including vehicle pickups, due to scheduling limitations, resource availability, or safety concerns. Any questions regarding the new policy can be directed to Surplus Manager Jessica Burns-McDonnell at [Jessica.L.BurnsMcDonnell@wv.gov](mailto:Jessica.L.BurnsMcDonnell@wv.gov) or 304-356-2425.



**Above is a sampling of vehicles that were retired from West Virginia state agencies and sent to the West Virginia State Agency for Surplus Property for resale.**

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## Purchasing Division Issues Emergency Contract for Records Storage

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An emergency contract has been issued with Iron Mountain for the storage of state records. Agencies are encouraged to transfer their records to the State Records Center as soon as possible.

Record management services with Iron Mountain expired Feb. 14, 2025, resulting in the need for an emergency contract, since about 40,000 boxes of files are still being stored there.

The contract can be found at <https://www.state.wv.us/admin/purchase/swc/recmgt.htm>.

A State Records Center was established in March 2023 for the storage of records. Staff members are available to provide records management services and to facilitate the pickup and delivery of records between agencies and the Records Center.

Agencies are encouraged to request retrieval of their boxes from Iron Mountain to be delivered to the State Records Cen-

ter. A total of 125 boxes are permitted each day.

The Public Records Management and Preservation Act (W.

Va. Code 5A-8-1, et seq.) sets forth the provisions for the management of state and local records with the goal of promoting efficiencies, preserving records that document the state's history, and ensuring that records needed to continue the operations of state government are preserved in the event of a disaster. The Act provides that the Secretary of the Department of Administration is the state records administrator who is responsible for oversight of the records management program.



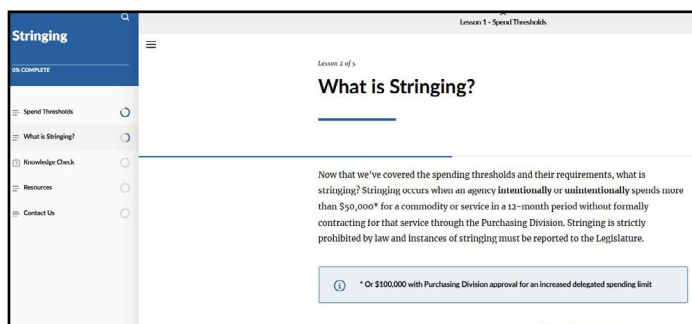
## Purchasing Division Updates Stringing Online Training Module

The Purchasing Division is pleased to offer an updated online training module on stringing for state procurement officers.

Stringing occurs when an agency intentionally or unintentionally spends more than \$50,000, or \$100,000 for those agencies with Purchasing Division approval for an increased delegated spending limit, for a commodity or service in a 12-month period without formally contracting for that service through the Purchasing Division. Stringing is strictly prohibited by law and instances of stringing must be reported to the Legislature.

Each January and July, the Purchasing Director submits a report to the Joint Committee of Government and Finance summarizing the Division's findings of any spending unit that awarded multiple contracts for the same or similar commodity or service to an individual vendor over any 12-month period with a value exceeding \$50,000, or \$100,000 with Purchasing Division approval for an increased delegated spending limit, in accordance with West Virginia Code § 5A-3-10(b). In addition to agencies self-reporting stringing activities within their agencies, the Purchasing Division inspectors also report findings of stringing as part of their inspection process, which are also included in the biannual reports to the state legislature.

This updated training module, along with others, can be found at <https://www.state.wv.us/admin/purchase/training/modules.html>.



## Upcoming Dates to Remember

To register for these and other Purchasing Division training sessions, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov) and enter the course code listed below. For more information, contact [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

### Vendor Remedies

April 2, 2025 | 10 a.m. - 11 a.m.

PUR415 (In-Person)

PUR415W (Webinar)

### wvOASIS Procurement

April 16, 2025 | 9 a.m. - 11 a.m.

PUR208 (In-Person Only)

### Alternative Procurement Methods

April 30, 2025 | 10 a.m. - 11 a.m.

PUR 409 (In-Person)

PUR409W (Webinar)

## Purchasing Webinar Reaches Record Audience of Potential Vendors

The Purchasing Division presented its vendor webinar, titled "Doing Business with West Virginia," on March 13, 2025. To date, this vendor webinar had its highest attendance ever recorded. More than 300 vendors participated.

This webinar provides information and training to current and potential vendors wishing to conduct 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/proposals for solicitations.

The webinar was recorded and may be viewed online at <https://www.youtube.com/watch?v=axoIKldlZIE&t=3s>.

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](http://www.state.wv.us/admin/purchase/vrc). Questions regarding this training may be sent to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

Buyers Network

## THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of March 20, 2025)

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 the buyer assigned to statewide contracts.

Contract	Vendor	Commodity	Effective Date
<b>EMERGENCY CONTRACTS</b>			
RECMGT22E	Iron Mountain	Record Management Services	2/15/2025-2/14/2026

Contract	Vendor	Commodity	Description of Change
<b>MISCELLANEOUS</b>			
IP23	HP Inc.	Computers & Accessories	Update part numbers

## Expiring Statewide Contracts Tracking

(As of March 20, 2025)

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 IN PROCESS

SIRNRADIO24      EQRENT22B  
CENTREX23

### RENEWAL REQUESTED

HOUSE22      CANLINER22  
LIGHT23      EPORTAL

### BIDDING NEW CONTRACT

FUELTT21      FUELTW21A  
FUELTW21B      FUELTW21C

### PROCESSING NEW COOPERATIVE CONTRACT

FUELTT21

### TO BE DETERMINED

MSMENTPRZ      OIL22

## 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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David Pauline	David.H.Pauline@wv.gov	558-0067
Toby Welch	Toby.L.Welch@wv.gov	558-8802
<u>Buyer</u>		
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