

State Agencies Using Amazon Services Encouraged to Join State Business Prime Account

The Purchasing Division encourages agencies to move to the state's Amazon Business Prime account, rather than having their own individual accounts.

It is important to check who might be on your agency's Amazon account, as positions and job responsibilities can change. Once that individual is determined, please encourage them to change to the statewide account.

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 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.

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 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



Please see AMAZON BUSINESS, page 2

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Surplus Property Streamlines Reimbursement Process

The West Virginia State Agency for Surplus Property (WVSASP) is implementing changes to streamline its reimbursement process. As of Jan. 1, 2025, reimbursements will be processed automatically for items sold on behalf of state agencies.

For an item to be reimbursed automatically you will need to do the following:

- Create a Fixed Asset Document for any item for which you expect reimbursement. This will speed up the reimbursement process.
- Only items that are entered into WvOASIS will qualify for the automatic reimbursement.
- The item must be retired through a Fixed Asset Document prior to delivery or pickup. All items that are delivered or picked up on a WV-103 that are not retired through a Fixed Asset Document

Please see REIMBURSEMENT, page 5

Embracing Change and Strengthening Excellence in Procurement

As we welcome new leadership, I am reminded of the importance of adaptability and innovation in the field of public procurement. The Purchasing Division is committed to navigating changes and evolving procurement processes to better serve the needs of our state and be good stewards of our taxpayer dollars. We are also committed to assisting our new Governor in assessing the current state of affairs in West Virginia and seeking efficiency and improvement to push our State forward.

Upon being sworn in as Governor, Patrick Morrisey signed Executive Order 4-25 on Jan. 14, 2025, that requires all expenditures exceeding \$100,000 obtain prior approval from the Governor's Office. To assist our agencies and our Governor with this evaluation of State spending, we have developed a memorandum template for agencies' use.

Agencies under the Governor's authority must submit the memo with all requisitions expected to exceed \$100,000 containing the appropriate signatures. Requisitions submitted without the required Governor's Office signatory will be returned to the agency. Agencies or Elected Officials that are not under the Governor's authority can disregard this request.

With the legislative session kicking off later this month, our team will be closely monitoring introduced bills. At this time, we do not anticipate introducing any of our own legislation but will keep you apprised of any other bills that may affect the procurement process.

As always, we are continuing to focus on initiatives that will help create more efficiencies in the way we do business. Two current initiatives include a streamlined reimbursement process implemented by our Surplus Property Unit and growing usage of the state's Amazon Business Prime account.

Surplus Property recently introduced a new process to im-

prove the efficiency of reimbursements to agencies. Agencies are eligible for reimbursement up to 55% of the sale price for all items sold in excess of \$250.

Our Surplus team has created a new model for processing these reimbursements that will ensure agencies recoup those costs quickly and efficiently. To learn more about this new process, see the article on page 1.

Additionally, we would like to remind you of our statewide Amazon Business Prime account. Any agency currently with an individual account is encouraged to transition to the statewide account, which includes pre-negotiated terms, built-in tax-exempt purchasing, and business-specific pricing. There is no cost to state agencies as the annual cost is covered by the Purchasing Division. Additional information regarding the state's Amazon Business Prime account can also be found on page 1.

Although this issue does not cover it, I want to also take a moment to inform you about an exciting project we are currently undertaking. A common piece of feedback we receive regularly is that our website could be more user-friendly and easier to navigate. In response, we are in the process of developing a new website, which we anticipate launching later this spring. We look forward to sharing more details about this project as they become available.

Thank you for your ongoing dedication to upholding the principles of public service. Your efforts play a critical role in maintaining trust and accountability within our state government. Together, let's continue building a procurement system that exemplifies excellence and integrity. As always, if there is anything we can do to assist you, please don't hesitate to reach out.



Purchasing Issues Guidance Regarding Procurements Exceeding \$100,000

Pursuant to Executive Order 4-25, signed by Gov. Patrick Morrisey on Jan. 14, 2025, all expenditures exceeding \$100,000 must be reviewed by the Governor's Office in advance. To remain in compliance with this directive, an agency submitting a requisition to the Purchasing Division must include a copy of a signed memorandum for the procurement to be processed as usual. Any requisition received without Governor's Office review or approval will be returned to the agency to seek that approval.

To obtain a copy of the memo template, please email your assigned Purchasing Division buyer.

AMAZON BUSINESS Continued from Page 1

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.

Online training for the state's Amazon Business prime account is available on the Purchasing Division's webpage at www.state.wv.us/admin/purchase/SWC/AMAZON.htm.

Purchasing Conducts Midyear Review of Training Hours

We are more than halfway through Fiscal Year 2025, and the Purchasing Division has completed its midyear review of required training hours for agency designated procurement officers.

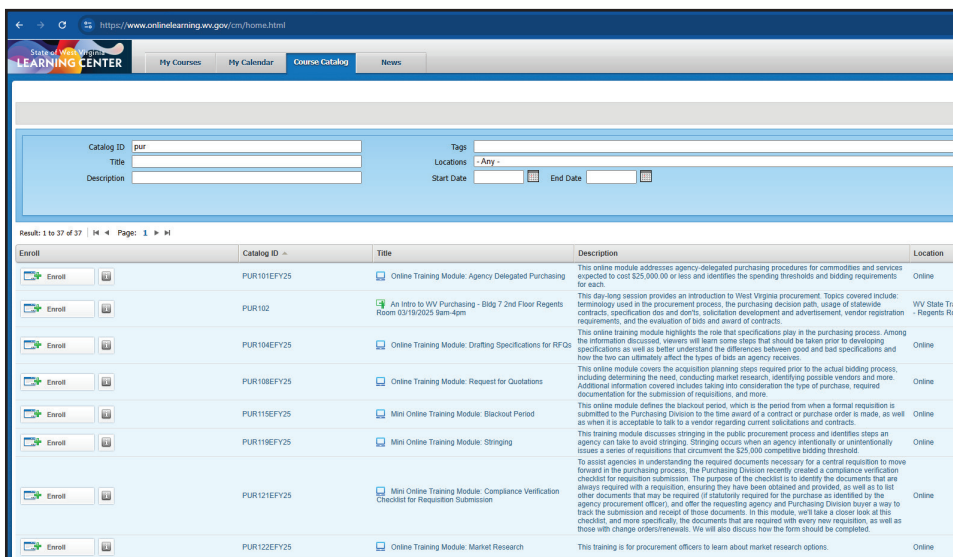
The Code of State Rules requires all designees to participate in 10 hours of training offered by the Purchasing Division each fiscal year. Training eligible toward this requirement includes webinars, online modules, conference sessions, and in-person training. Pro-

curement officers can also track their own training participation for the year. To view their transcript of completed training sessions, individuals should log in to CourseMill at www.onlinelearning.wv.gov and click on the "Transcript" tab near the top of the page. All completed courses will be listed. This report can be downloaded or printed. Certificates of completion for individual classes can also be printed. Any discrepancy in the hours reported and those sessions that the designee

believes he or she attended should be brought to the Purchasing Division's attention.

Please note that training hours from the 2024 Agency Purchasing Conference are not included within CourseMill. Each attendee was emailed a certificate of attendance at the end of the conference that included his or her training hours earned. To request a copy of this certificate, email Purchasing.Training@wv.gov.

In addition to fulfilling the training hour requirement mandated by code, classes offered by the Purchasing Division will also count toward the WV Procurement: Basic or Advanced Certification program. If you are a designated or backup procurement officer and did not receive an email with your total completed hours for Fiscal Year 2025, email Purchasing.Training@wv.gov.



Enroll	Catalog ID	Title	Description	Location
	PUR101EFY25	Online Training Module: Agency Delegated Purchasing	This online module addresses agency-delegated purchasing procedures for commodities and services expected to cost \$25,000.00 or less and identifies the spending thresholds and bidding requirements for each.	Online
	PUR102	An Intro to WV Purchasing - Bldg 7 2nd Floor Regents Room 03/19/2025 9am-4pm	This day-long session provides an introduction to West Virginia procurement. Topics covered include: terminology used in the procurement process, the purchasing decision path, usage of statewide contracts, specification development and solicitation development and advertisement, vendor registration requirements, and the evaluation of bids and award of contracts.	WV State Training - Regents Room
	PUR104EFY25	Online Training Module: Drafting Specifications for RFQs	This online training module highlights the role that specifications play in the purchasing process. Among the information discussed, viewers will learn some steps that should be taken prior to developing specifications as well as better understand the differences between good and bad specifications and how the two can ultimately affect the types of bids an agency receives.	Online
	PUR108EFY25	Online Training Module: Request for Quotations	This online module covers the acquisition planning steps required prior to the actual bidding process, including determining the need, conducting market research, identifying possible vendors and more. Additional information covered includes taking into consideration the type of purchase, required documentation for the submission of quotations, and more.	Online
	PUR115EFY25	Mini Online Training Module: Blackout Period	This online module defines the blackout period, which is the period from when a formal requisition is submitted to the Purchasing Division to the time award of a contract or purchase order is made, as well as when it is acceptable to talk to a vendor regarding current solicitations and contracts.	Online
	PUR119EFY25	Mini Online Training Module: Stringing	This training module discusses stringing in the public procurement process and identifies steps an agency can take to avoid stringing. Stringing occurs when an agency intentionally or unintentionally issues a series of requisitions that circumvent the \$25,000 competitive bidding threshold.	Online
	PUR121EFY25	Mini Online Training Module: Compliance Verification Checklist for Requisition Submission	To assist agencies in understanding the required documents necessary for a central requisition to move forward in the purchasing process, the Purchasing Division recently created a compliance verification checklist for requisition submission. The purpose of the checklist is to identify the documents that are always required with a requisition, ensuring they have been obtained and provided, as well as to list other documents that may be required (if statutorily required for the purchase as identified by the agency procurement officer), and offer the requesting agency and Purchasing Division a way to track the submission and receipt of those documents. In this module, we'll take a closer look at this checklist, and more specifically, the documents that are required with every new requisition, as well as those with change orders/renewals. We will also discuss how the form should be completed.	Online
	PUR122EFY25	Online Training Module: Market Research	This training is for procurement officers to learn about market research options.	Online

The state's online learning center allows registered users to review their transcripts on demand. This can help procurement officers track their progress toward completing the 10 hours of required training.

Biannual Reports Submitted to 2025 Legislature

Each year, the Purchasing Division is required to submit various reports to the West Virginia Legislature, including a stringing report in accordance with W. Va. Code § 5A-3-10(b) and a list of commodities sold by the West Virginia State Agency for Surplus Property (WVSASP) to eligible organizations in accordance with W. Va. Code § 5A-3-45. Recently submitted reports, as well as historic copies of all reports, are available on the Purchasing Division's website.

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 members review agency purchasing records, primarily for

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

For the period of July 1, 2024, to Dec. 31, 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.

For WVSASP, the semi-annual commodity report covered all sales for the second half of Fiscal Year 2024. From July 1, 2024, to December 31, 2024, sales to eligible organizations totaled \$155,719.75. Eligible organizations include state agencies, local municipalities, and nonprofits.

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

Travel Coordinators Asked to Update Contact Information

The Purchasing Division is asking agencies to identify their State Agency Travel Coordinators and update the information as needed.

A list of agency travel coordinators can be found at <https://www.state.wv.us/admin/purchase/travel/coordinators.html>. If your agency is not listed, or if the name of the coordinator is incorrect, please fill out a Coordinator Designation Form, which is available at <https://www.state.wv.us/admin/purchase/travel/CoordinatorDesignation-Form.pdf> and send to Jessica Burns-McDonnell at Jessica.L.BurnsMcDonnell@wv.gov.

The primary responsibility of the travel coordinator is to approve travel within the departments, agencies, and spending units. Each department, agency, or spending unit should have at least one primary State Agency Travel Coordinator and as many backup Travel Coordinators as necessary.

To ensure adequate understanding of the State Travel Rules, the designee(s) will receive regular communication with any updates to the policies, clarification of rules, and processing information. It will be the responsibility of the designated State Agency Travel Coordinator(s) to disseminate this information to state employees within his or her department, agency, or spending unit.

New Mileage Rate

The state's mileage reimbursement rate for privately-owned vehicles has been increased to reflect the federal government rate set by the U.S. General Services Administration (GSA).

Effective Jan. 1, 2025, the current GSA rate became 70 cents per mile, up from the previous rate of 67 cents. Questions regarding the mileage reimbursement rate should be directed to your agency's travel coordinator or Jessica Burns-McDonnell at Jessica.L.BurnsMcDonnell@wv.gov.

For other questions related to travel, visit www.state.wv.us/admin/purchase/Travel.

Meet the Staff: Inspectors

During the next few months, the various sections of the Purchasing Division will be highlighted in The Buyers Network. This month we introduce you to our inspections team.

In accordance with W. Va. § 148 C.S.R. 1-4.16, the Purchasing Director appoints inspectors to review and audit spending unit requests, purchases, and other transactions that fall under the authority of the division to ensure compliance with state laws, regulations, and procedures. This team of inspectors includes five members: Contracts Manager Shane Hall and inspectors Mitzie Howard, Jason Thompson, Samantha Chaney, and Bob Ross.

"The inspection unit's goal is to help agencies with questions, training, and to identify what they are doing right as well as what areas they need to improve on in the procurement process," Hall said.

The primary focus of inspections is on agency delegated procurements, but inspectors may request documentation for formal purchases, if needed.

One thing the inspectors would like procurement officers to know is that they are not the police, and not disciplinarians.

"We aren't out to get you. We are here to help you," Thompson said.

Inspectors as disciplinarians may be rooted in the thought that any findings they might come across when working with an agency will result in the loss of an agency's delegated spend. While extreme circumstances might have that result, it is highly unlikely.

"What we do is similar to an audit, and it can appear to some to be snooping or an invasion of privacy when an inspector wants to look at an agency's procurement files," Chaney said.

Inspectors check for a variety of things during an inspection, including stringing, statewide contract usage, and award documents. They also look for bid documents, vendor registration, verification searches, asset tags, and non-conflict of interest documents.

Inspectors provide relevant training for agency personnel. If something is missing or done incorrectly, inspectors will instruct the agency on areas of improvement. This one-on-one instruction has been valuable for agency personnel.

"We are a teaching tool," Howard said.

"Our goal as inspectors is to educate and not punish," Ross agreed. "We want to teach state agency procurement officials the proper policies and procedures related to purchasing."

The Inspections Unit also maintains the Purchasing Support Email Helpline, Purchasing.Help@wv.gov.

Final agency inspection reports are available at www.state.wv.us/admin/purchase/Inspection/inspectReports.html.



Shane Hall



Mitzie Howard



Jason Thompson



Samantha Chaney



Bob Ross

REIMBURSEMENT

Continued from Page 1

prior to arriving at the warehouse are not eligible.

- The Fixed Asset Document must contain the correct funding and department information for the reimbursement in the comments section.

With receipt of the information above:

- The WVSASP will reimburse 55% of the sale price for items sold for \$250 or more.
- Each month the agency will be automatically reimbursed for the items that are sold.
- Each month the agency will receive an email with a detailed breakdown of reimbursed items.
- If there are any issues with the funding information, the WVSASP will contact you to resolve them.

This new process will help prevent delays and ensure more efficient reimbursements. Please note that if the item is sold on-site through GovDeals, that payment is being handled by a third party. The automatic reimbursement will occur when the GovDeals payment is received by the WVSASP.



Vendor Webinar Set for March 13

The Purchasing Division has scheduled its spring vendor webinar, *Doing Business with West Virginia*, which will take place on Thursday, March 13, 2025, and we need your help 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 increase their knowledge of West Virginia solicitations 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 at <https://forms.gle/4VUqSpKXrmSXsy3x7>. 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.



Buyers Network

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.

State & Federal Surplus Property

Feb. 12, 2025 10 a.m. - 11 a.m.

PUR414 (In-Person)

PUR414W (Webinar)

Preparing & Evaluating RFPs

Feb. 26, 2025 9 a.m. - 11 a.m.

PUR303 (In-Person)

PUR303W (Webinar)

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)

Patrick Morrisey
Governor

Samantha Willis
Director
Purchasing Division

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Samantha Knapp
Courtney Johnson

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Teresa Cutlip

SAVE THE DATE: QUARTERLY CONFERENCE CALL

FEB. 4, 2025
9:30 A.M.

Current Statewide Contract Update

(As of Jan. 15, 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. For more information, please contact the buyer assigned to statewide contracts.

New Contracts

Contract	Vendor	Commodity	Effective Date
AEBATT-ERY25	East Penn Manufacturing	Automotive & Equipment Batteries	1/15/2025-1/14/2026

Contract Renewals

DEBT23A	DTG Holdings Inc.	Debt Collection Services	1/1/2023-12/31/2025
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Contract Renewals Cont.

DEBT23B	I C System Inc.	Debt Collection Services	1/1/2023-12/31/2025
DEBT23C	Penn Credit Corp.	Debt Collection Services	1/1/2023-12/31/2025
DEBT23D	AllianceOne Receivables Management Inc.	Debt Collection Services	1/1/2023-12/31/2025
DEBT23E	The CBE Group Inc.	Debt Collection Services	1/1/2023-12/31/2025

Expiring Statewide Contracts Tracking

(As of Jan. 15, 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.

CONTRACT EXPIRED; WILL NOT RENEW

FASTEN22

RENEWAL IN PROCESS

COMTRKRN22

BIDDING NEW CONTRACT

FINANCE21

RENEWAL REQUESTED

EPORTAL16E DIGCOP22
SYSFURN23

TO BE DETERMINED

RECMGT22 VOIP19
EQRENT22A EQRENT22B

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
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