

THE BUYERS NETWORK

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THE BUYERS NETWORK
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Purchasing's Willis Receives NASCA's 20 Under 40 Award

The National Association of State Chief Administrators (NASCA) has honored Purchasing Director Samantha Willis with a 20 Under 40 Award.

The 20 Under 40 Awards celebrate 20 nominees—both from state government and NASCA Corporate Partners—who are under age 40 and have demonstrated exceptional service to state government. The awards were presented during the NASCA Annual Leadership Conference in Las Vegas on May 15, 2025.

"I am honored to have received the NASCA 20 under 40 Award. It was a wonderful opportunity to represent West Virginia among my peers, while sharing best practices," said Willis.

Honorees are selected through a competitive nomination process that evaluates candidates on their leadership, innovation, impact on state government operations, and commitment to public service. A panel of peers and NASCA leadership reviews the nominations to identify rising stars who are shaping the future of public administration.



Founded in 1976, NASCA is the nation's only nonpartisan, nonprofit organization serving chief administrative officers (CAO). It provides a forum for state CAOs to exchange information and learn new ideas from each other and private sector partners. NASCA engages states in transforming government operations through shared knowledge, operational excellence, and thought leadership.

Congratulations to Director Willis on this accomplishment!

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Nominations Open for 2025 Procurement Officer of the Year

The West Virginia Purchasing Division is now accepting nominations for the 2025 Procurement Officer of the Year. This annual award honors state agency procurement officers who demonstrate exceptional professionalism, performance, and leadership in the public procurement field.

Nominations must be submitted no later than July 7, 2025. The nomination form is available online at <https://forms.gle/73edFEPHwbFBoE7q9>.

Established in 1996, the Procurement Officer of the Year program recognizes agency purchasers who go above and beyond in their roles, consistently upholding the highest standards of the purchasing profession. It provides an opportunity for peers to celebrate the outstanding contributions of their colleagues.

Please see POOY NOMINATIONS, page 3

Honoring Excellence and Building the Future of Public Procurement in West Virginia

Last month, I had the incredible honor of being named a recipient of the National Association of State Chief Administrators' (NASCA) 20 Under 40 Award during the organization's annual leadership conference. To be recognized among such a talented group of government leaders was both humbling and inspiring. I'm especially grateful to Department of Administration Cabinet Secretary Eric Householder for nominating me, and I remain committed to serving our state through innovation, collaboration, and integrity in public procurement.

In that same spirit of recognition, the Purchasing Division is **now accepting nominations** for the 2025 Procurement Officer of the Year award. This award honors a public procurement professional who goes above and beyond in their role—demonstrating excellence, ethical leadership, and a commitment to public service. If you know someone who embodies these values, I encourage you to nominate them by July 7, 2025.

We're also excited to announce early registration for our annual conferences will open on June 2 for Designated Procurement Officers (DPOs), with general registration opening on June 16. Early access ensures that those required to procure under W.Va. Code § 5A-3 have priority access to attend.

Two consecutive in-person conferences will be offered:

- **Fundamentals First:** Designed for those new to public purchasing or handling basic procurements.
- **Beyond the Basics:** Tailored for experienced procurement professionals or those managing more complex purchases.

Please note that attendees may register for only one conference, and no virtual option will be offered this year. However, a virtual conference is being planned for Spring 2026. Additional conference details are available on page 5 of this publication.

In preparation for the upcoming fiscal year, the Purchasing Division has distributed the 2026 Designated Procurement Officer (DPO) form to agencies. Keeping this information current is critical for ensuring that the appropriate personnel receive training updates and procurement communications. Those listed as DPOs are also eligible for early conference registration.

Per W. Va. CSR § 148-1-3, DPOs are responsible for reviewing and approving all purchases made by their agency. Their duties include ensuring compliance with purchasing rules, reviewing specifications, evaluating bids, maintaining documentation, and serving as the agency's primary liaison to the Purchasing Division. DPOs are required to complete 10 hours of purchasing training annually.

Agency staff should direct procurement-related questions to their DPOs before contacting the Purchasing Division. DPOs, in turn, are encouraged to reach out to their assigned Purchasing Division buyer for further support when needed.

Thank you for your continued commitment to ethical, effective, and efficient public procurement. Let's keep working together to serve West Virginia with excellence.



A handwritten signature in black ink that reads "Samantha Willis".

Purchasing's Shane Hall Recognized for 25 Years of Service



Shane Hall
Contracts Manager

Shane Hall, contracts manager for the Purchasing Division, was recognized last month for 25 years of service during a ceremony held as part of Public Service Recognition Week.

Hall began working for the state as a correctional officer. In 2006, he started in the Purchasing Division as an Inspector 2, then worked his way to Inspector 3 and contracts manager.

"I really enjoy the people I work with here. I enjoy my job and meeting people in other agencies," Hall said.

Hall has been named Employee of the Month

and received certification in both the basic and advanced procurement certification programs. He also obtained certification through the Council on Licensure, Enforcement and Regulation (CLEAR).

Hall said the best advice he's received in his 25 years with the state is "If it's not broken, don't fix it."

Hall lives in Logan with his wife and two kids. In his free time, he enjoys family time and being outdoors, including fishing and assisting his son with sports.

Agencies Reminded of SWAM Reporting Requirement

Designated procurement officers are reminded that all state agencies are required to submit an annual report detailing procurements made from small, women-, and minority-owned (SWAM) businesses. This requirement is in accordance with W. Va. Code § 5A-3-59(b), and the report must be submitted to the Purchasing Division at the end of each fiscal year.

To generate the SWAM report, agencies should access the Business Intelligence (BI) component of *wvOASIS* and use Report ID WV-FIN-PROC-039. To ensure all procurement activity is captured—including P-Card and GAX document payments—agencies may also reference BI Report ID WV-FIN-AP-061. These reports satisfy the reporting requirements for purchase orders and contracts awarded to SWAM vendors.

For consistency and ease of tracking, the report should be compiled and submitted as a single document. Prior to submission, the cover page must be signed and dated by the agency procurement officer to certify the report's completeness and accuracy.

If an agency has not conducted any business with SWAM vendors during the fiscal year, a cover page must still be submitted. In these cases, the cover page should indicate that no purchases were made from SWAM vendors and must still include the procurement officer's signature and date.

Designated Procurement Officers (DPO) that do not currently have access to Business Intelligence should have their supervisor contact the agency's *wvOASIS* security contact. The security contact will then coordinate with the *wvOASIS* Security Team to request access.

The completed SWAM report must be submitted to the Purchasing Division no later than July 30, 2025.

A list of current SWAM vendors is available at www.state.wv.us/admin/purchase/WVSWAM.pdf.

Reports should be submitted to Assistant Purchasing Director Samantha Knapp at Samantha.S.Knapp@wv.gov. Questions may also be directed to Ms. Knapp at 304-558-7022.

POOY NOMINATIONS Continued from Page 1

An evaluation committee will review nominations based on several criteria, including, but not limited to, tenure, job performance, communication skills, commitment to professional development, and adherence to best purchasing practices.

The recipient of this award will be announced during conference week in August.

The recipient will receive a framed certificate and a special token of recognition. Additionally, their name will be added to a commemorative plaque displayed at the Purchasing Division's main office, alongside past honorees.

The Impact of Tariffs on Public Procurement and Strategies for Cost Control

Tariffs, which are taxes imposed on imported goods, can significantly impact public procurement by raising the cost of materials, equipment, and services purchased by state and local agencies. As governments often rely on a range of domestic and international suppliers for infrastructure projects, transportation systems, IT equipment, and other essential goods and services, increased import costs can strain already tight budgets.

Tariffs on construction materials (like steel or aluminum), electronics and other manufactured goods can lead to higher bids from vendors, increasing the overall cost of public projects. Higher prices may force agencies to postpone projects, scale them back, or divert funds from other initiatives. Suppliers who rely heavily on imported goods might pull out of bidding due to unpredictable costs, reducing competition and potentially increasing prices further. Long-term contracts may become more complex, as vendors seek to include tariff-related price adjustment clauses, adding uncertainty to procurement planning.

The Purchasing Division recommends some steps you can take to navigate the uncertainty:

Review Commodities

- Identify commodities your office/agency purchases with significant price increase risks.
- Look for alternative products that are not impacted by the tariffs.

Review Contracts

- For "discount from list price" contracts, request current catalogs for baseline pricing.

Negotiate Price Increases

- Require detailed justification for all price increase requests, tariffs or otherwise.
- Expect vendors to absorb a portion of tariff-related costs, as these are considered business expenses.

Push Back on Unjustified Increases

- Reject preemptive price increase requests not based on actual cost increase (pass-through).

By proactively addressing the challenges posed by tariffs, state agencies can better manage procurement costs while continuing to deliver essential public services efficiently. Any specific questions about tariffs or their impact on an agency's specific contracts can be directed to the agency's assigned Purchasing Division buyer.

Purchasing Division Hosts Second Quarterly Call of 2025

Since their launch in 2023, the Purchasing Division's quarterly conference calls have become a valuable communication tool for agency procurement officers across the state. Designed to keep procurement professionals informed on current laws, procedures, and developments affecting state purchasing, the calls have been consistently well received, with attendance regularly topping 100 participants.

On May 20, approximately 100 agency participants joined the second quarterly call of 2025, held via Google Meet. To better tailor the content to participants' needs, the Purchasing Division began distributing a pre-call survey this year. Sent out a few weeks before each scheduled call, the survey invites agency staff to submit questions and suggest topics of interest. Responses help shape the agenda, ensuring that the information presented is both timely and relevant.

The May call featured presentations from several key division leaders:

- Assistant Director Samantha Knapp shared a summary of legislative changes from the 2025 Regular Session and provided details on the upcoming Annual Purchasing Conference.
- Assistant Director Frank Whittaker discussed the impact of Gov. Patrick Morrisey's executive orders, as well as recent tariff developments affecting public procurement.
- Surplus Property Manager Jessica Burns-McDonnell highlighted surplus policies now in effect.
- Buyer Supervisor Mark Atkins offered the latest information on statewide contracts and upcoming changes agencies should be aware of, with a focus on the copier statewide contract.

These quarterly calls offer a unique opportunity for ongoing professional development, fostering stronger collaboration between the Purchasing Division and agency procurement staff statewide.

Plans are underway for the next quarterly call. As in previous quarters, an email will be sent in advance inviting topic suggestions and questions to help guide the agenda.

For questions related to the quarterly calls or to ensure your agency is on the distribution list, please contact the Purchasing Division at purchasing.training@wv.gov.



Purchasing Division Assistant Director Frank Whittaker, Buyer Supervisor Mark Atkins, and Surplus Assistant Manager Mark Fox spoke to attendees of the West Virginia Association of School Board Officials conference on May 8, 2025. Topics covered the competitive bidding process, statewide contracts, and the State and Federal Surplus Property Programs.

Staffing Update Announced for Purchasing Division



Brandon Barr
Senior Buyer

The Purchasing Division is pleased to announce a recent staffing change. Buyer Brandon Barr was promoted within the Purchasing Division to serve as a senior buyer.

Barr originally joined the Purchasing Division in April 2022 as a purchasing assistant and was promoted to buyer in May 2023. A graduate of Sissonville High School, Barr attended West Virginia University and West Virginia State University, studying music education and trumpet performance. In his free time, Barr enjoys playing guitar, going to concerts, camping,

and playing disc golf at local courses.

"I am extremely humbled by this opportunity to become a senior buyer with the Purchasing Division," said Barr. "We have an amazing staff here at the Purchasing Division. Everyone is very knowledgeable, experienced, and always willing to help where needed. It's an honor to be a part of the team, and I am very excited about my new position."

Congratulations to Barr!

Purchasing Conference Registration Set to Open June 2

Registration for the West Virginia Purchasing Division's 2025 Annual Purchasing Conferences will open Monday, June 2, for Designated Procurement Officers (DPOs). All other eligible staff may register beginning Monday, June 16.

Due to limited space, early registration ensures that individuals required to procure under W. Va. Code §5A-3 have priority access to the conference best suited to their needs. Any early registration submitted by non-DPOs before June 16 will not be accepted and must be resubmitted.

This year's event introduces a new structure, featuring two consecutive in-person, two-day conferences held from Aug. 25–28, 2025, at The Resort at Glade Springs in Daniels, WV. Unlike recent years, there will be no concurrent virtual option. However, a virtual conference is being planned for Spring 2026.

Attendees may register for only one of the two conferences, based on their experience and purchasing responsibilities.

While the agenda will be limited to primarily Purchasing Division staff, subject matter experts from external agencies such as the Secretary of State's Office, Treasurer's Office, and the Auditor's Office (including its P-Card Program) will be invited to host vendor tables. These representatives will be available to answer questions and assist with agency-specific issues throughout the conference.

For the latest updates, visit the conference website at: www.state.wv.us/admin/purchase/Conference/Agency/2025



2025 WEST VIRGINIA ANNUAL PURCHASING CONFERENCE



PURCHASING Fundamentals First Aug. 25–26, 2025

Designed for newer procurement officers or those who handle basic-level purchasing tasks, this conference focuses on essential practices and foundational knowledge.

Highlighted sessions include but are not limited to:

- Introduction to Procurement and the Role of the Public Buyer*
- Understanding Bid Limits: *Central vs. Agency Authority and Responsibilities*
- From Specs to Pricing Pages: *Building Better Solicitations with Confidence*
- Red Flags and Roadblocks: *A Deep Dive into Procurement Challenges*
- Awarded—Now What? *Managing the Contract, Vendor Expectations, and Performance**



PURCHASING Beyond the Basics Aug. 27–28, 2025

Targeted to veteran procurement officers or individuals managing complex acquisitions, this conference offers deeper exploration into advanced topics, theory, and strategic approaches.

Highlighted sessions include but are not limited to:

- Principles and Practices for Construction Projects
- Contract Management: *Strategies for Success*
- Theory into Practice: *Building Better Procurement Frameworks**
- From Talk to Terms: *Navigating the Contract Negotiation Process**

* general session

THE BUYERS NETWORK

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

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Current Statewide Contract Update

(As of May 27, 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.

Contract	Vendor	Commodity	Effective Date
CONTRACT RENEWALS			
LIFTMV25	Mohawk Lifts LLC	Vehicle Lifts, Garage, & Fleet Maintenance Equipment	2/15/25-2/12/28
OIL22	Pugh Lubricants LLC	Oils, Lubricants, & Grease	6/1/25-11/30/25

Contract	Vendor	Commodity	Effective Date
EMERGENCY CONTRACTS			
EPORTAL16E	West Virginia Interactive LLC	Website management	5/1/25-7/31/25
Contract	Vendor	Commodity	Change
MISCELLANEOUS			
WVARFJAN23	WVARF	Janitorial Services	Updated pricing of certain commodity lines

Expiring Statewide Contracts Tracking

(As of May 27, 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 REQUESTED

MSMENTPRZ	IP23	TEMP24A
TEMP24B	TEMP24C	TEMP24D
TEMP24EE	TEMP24F	

BIDDING NEW CONTRACT

MVAPRTS21	ABATMNT21	TRAVEL21
	TIMECLOCK22	

PROCESSING NEW COOPERATIVE CONTRACT

CRENTAL20B

TO BE DETERMINED

PESTCTR22	DATATRNSSEE
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WEST VIRGINIA
PURCHASING DIVISION

FOR MORE INFORMATION

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

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