

# THE BUYERS NETWORK

MARCH 2025

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

## Purchasing Division Updates Procurement Forms

The Purchasing Division is currently reviewing its forms to ensure they meet the continuing needs of agency procurement officers, as well as align with their original intent. As part of this review process, existing forms are being updated and new forms are being developed as needed.

The latest form, the *Emergency Purchase Request Form for Central Purchases* (WV-45), was developed to bring consistency to the process of requesting approval for emergency purchases that exceed an agency's delegated spending authority.

Previously, agencies submitted requests via email. However, 148 C.S.R. 1-7.6.2 outlines specific requirements for non-delegated emergency purchase requests, including:

- A description of the emergency circumstances that prompted the request.
- The proposed remedy for the emergency.
- The estimated cost of the emergency purchase.
- The proposed contract duration or quantity needed.

The form was designed to streamline requests and ensure all required information is provided in a standardized format, facilitating a thorough and

Please see **FORMS**, page 3

WEST VIRGINIA PURCHASING DIVISION  
**Emergency Purchase Request Form for Central Purchases**  
(Purchases Exceeding Agency's Delegated Spending Threshold)

**Statutory Authority:** Pursuant to West Virginia Code §5A-3-15 and 148 C.S.R. 1-7.6, the director may authorize, in writing, a state spending unit to purchase in the open market, without filing requisition or estimate, specific commodities for immediate delivery to meet bona fide emergencies arising from unforeseen causes.

**Follow-up Award Requirements:** Effective July 1, 2024, agencies have delegated authority, upon written approval, to process all emergency purchases as agency contracts. Agencies must submit all contract documents to [Purchasing.Division@wv.gov](mailto:Purchasing.Division@wv.gov) no later than 30 days of issuance.

**Description of the emergency circumstance(s) that led to this emergency purchase request:**  
(What is the emergency situation? Provide detailed information.)

**Proposed remedy:**  
(What is the item or service that needs to be purchased to remedy the emergency situation in the short term?)

**Estimated cost:**  
(How much will the items or service cost to rectify the situation? Include total cost.)

**Proposed duration/quantity:**  
(If a service is needed, how long will you need it until you can properly bid out a long-term solution? If an item is needed, how many does your agency need?)

Rev: 1/13/2025  
West Virginia Purchasing Division  
Emergency Purchase Request Form (WV-45)

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## Purchasing Division Provides Vendor Payment Planning Steps

As part of its quarterly conference call last month, the Purchasing Division shared some key steps agencies can take to ensure smooth and timely payments to vendors. Having a properly structured contract and a matching invoice can significantly expedite payments and ensure agencies receive needed goods and services without fail.

Here are some best practices for vendor payment planning:

- Engage multiple vendors to align pricing and payment structures with industry standards (e.g., lump sum, milestone payments, or commodity-based).
- Set reasonable timelines in solicitations, considering factors like customization vs. off-the-shelf products.
- Define contract scope and duration clearly, ensuring the correct commodity line type (item vs. service) is selected

Please see **VENDOR PAYMENT**, page 2

## Enhancing Procurement Transparency, Efficiency

As we transition to spring, the legislative session, and the new administration, the Purchasing Division remains committed to enhancing transparency and efficiency. In this issue, we highlight several key updates and initiatives that reflect our ongoing efforts to support this commitment.

One of our primary focuses has been reviewing and updating procurement forms to align with current needs and regulatory requirements. This issue highlights recent changes made to several forms to provide a structured, improved format for requests and approvals while ensuring compliance with all laws and rules. See the article on page 1 for more information on these forms.

Additionally, we wanted to remind procurement officers of the *Vendor Non-Performance Notification Form* (WV-82), available for agencies to formally notify vendors of issues. To complement this form, we also maintain a *Vendor Non-Performance/Breach of Contract Demand Letter* template, which agencies can customize to formally communicate performance concerns with vendors. These resources are designed to promote better communication, accountability, and resolution of issues before formal action is required. See the article on page 3 for more.

Training and professional development continue to be a priority. We are pleased to recognize Larry McDonnell for successfully completing the NASPO IT Procurement Certification. This intensive program equips procurement professionals with

specialized knowledge of IT purchasing, an area that continues to evolve rapidly. Larry's achievement not only enhances his expertise but also strengthens the resources available within our division to support IT-related procurements.

For our vendor community, we are excited to announce our spring vendor webinar, "Doing Business with West Virginia," scheduled for March 13 (page 3). This free webinar will provide vendors—both new and existing—with valuable insights into the state's procurement process, including bid submission, evaluation criteria, and best practices for marketing their goods and services to agencies. We encourage agency procurement officers to share this opportunity with vendors who may benefit from the session.

Lastly, we take a moment to reflect on the life and contributions of Melissa Pettrey, a dedicated member of our team who will be greatly missed. Melissa's kindness, generosity, and commitment to the Purchasing Division left a lasting impact on those who had the privilege of working with her. We extend our heartfelt condolences to her family and friends.

Thank you for your continued dedication to the procurement process. We welcome your feedback and are here to assist you with any purchasing-related needs.



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

### Purchasing Division Hosts First Quarterly Call of 2025

Approximately 140 agency representatives participated in the Purchasing Division's first quarterly call of 2025 on Feb. 4. The calls were established in 2023 to provide procurement officers the opportunity to stay current with laws, rules, procedures, and other events in the Purchasing Division.

The call was held via Google Meet and featured speakers from the Purchasing Division. Director Samantha Willis provided guidance on Gov. Patrick Morrisey's executive orders; Surplus Manager Jessica McDonnell discussed the new reimbursement process for agencies and gave an overview of the federal property program; Buyer Supervisor Mark Atkins gave an update on statewide contracts; Assistant Director Frank Whittaker discussed pre-specifications meetings with vendors; and Senior Buyer Toby Welch presented best practices for vendor payment planning.

The next call is scheduled for May 20, 2025. An email will be distributed prior to the call to solicit suggestions for the agenda.

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### VENDOR PAYMENT Continued from Page 1

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to avoid payment issues.

- Include all costs up front (e.g., installation, maintenance, shipping) to prevent unapproved charges. A vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided in the solicitation or included in the unit price or lump sum amount that was bid.
- Coordinate with accounts payable to ensure familiarity with the contract and payment terms.

For additional assistance, contact your agency Purchasing Division buyer.

# Purchasing Division's McDonnell Earns NASPO Infrastructure Technology Procurement Certification

The Purchasing Division is pleased to recognize Larry McDonnell for his successful completion of the National Association of State Procurement Officials (NASPO) Information Technology (IT) Procurement Certificate Program.

The eight-week program offers a comprehensive exploration of IT procurement strategies and practices. Beginning with an overview of enterprise systems and procurement processes, participants delve into solicitation development, including market research and vendor engagement. The course progresses to evaluation criteria and negotiation strategies, equipping learners with the skills to manage contracts effectively from solicitation through to implementation and change management. Additionally, sessions focus on IT project management, cybersecurity considerations, and the impact of emerging technologies, fostering a holistic understanding that is essential for effective IT procurement professionals. The program wraps up with participants presenting a capstone project during the last week.

McDonnell, who formerly worked in procurement for the West Virginia Office of Technology, said it was an honor to be asked to participate.

"I really enjoyed getting to take a course that meshes both of my passions into one program, and it was a good networking opportunity," he said. "I got to learn about other states' purchasing procedures and their processes for procuring IT hardware, software, and services. It was about as intense as one of the courses in my graduate program."

Congratulations to McDonnell on this achievement!



**Larry McDonnell**  
Senior Buyer

## Vendor Non-Performance Form, Template Demand Letter Available to Agencies

The Purchasing Division reminds agency procurement officers that the *Vendor Non-Performance Notification Form* (WV-82) is available for agencies' use when addressing vendor issues. The form, which previously served as a notification from the agency to the Purchasing Division of issues the agency was experiencing with a vendor, now allows the agency to notify the vendor directly. The notice can be used for contract- or performance-related issues.

When an agency experiences issues with vendors, the most important step is to properly notify the vendor of the issues and allow them the opportunity to resolve the issues. To ensure this occurs, the form can be used to provide that notification.

In past instances when the Purchasing Division became involved, a demand letter was sent to the vendor outlining the issues and identifying consequences should the issues not be resolved in a timely manner. To give agencies the tools needed to complete this process, the Purchasing Division also maintains a *Vendor Non-Performance/Breach of Contract Demand Letter* template. The template is modifiable so the agency can change it to meet its specific needs.

Both of these documents can be found on the Purchasing Division's Forms page at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html). Completed forms and supporting documentation may be sent to your assigned Purchasing Division buyer should your attempts to resolve the issues fail.

Should you have any questions about these forms, please contact your assigned Purchasing Division buyer.

## Vendor Webinar

Doing Business with West Virginia  
March 13, 2025 | 10 am - 11:30 am

(via Google Meet)

Log in information will be sent to the email provided on the registration form here:

<http://bit.ly/3XjQ3Rk>.

## FORMS

Continued from Page 1

expedient review by the Purchasing Division.

Two additional forms, the *Cooperative Purchasing Request* (WV-40) and the *Direct Award Request* (WV-65), have been revised to provide additional clarification on required information needed as part of those requests. While the forms were not significantly changed, minor updates were made to clarify required information, helping to streamline and expedite your requests. Please be as specific as possible when completing these forms.

The forms are available on the Purchasing Division's Forms page at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).

## Purchasing Division's Pettrey Remembered as Kind, Generous Co-Worker



**Melissa Pettrey**

The Purchasing Division is mourning the loss of one of its longest-serving employees. Senior Buyer Melissa Pettrey passed away unexpectedly on Jan. 20, 2025.

Assistant Director Samantha Knapp worked with Melissa for more than 12 years.

"I considered her a friend and will remember all the times I spent in her office chatting with her while treating myself to the candy she always had sitting out, or admiring her gnome collection, her paintings, or the many trinkets and decorations she had out for that season's holiday. She will be incredibly missed," said Knapp.

"She had this aura about her that made you feel at ease and comfortable. Her genuine friendship, concern, and desire to help

will never be forgotten," said Administrative Secretary Jennifer Fields. "You could laugh or cry with her, and just be yourself and honest about whatever life was throwing at you. She was selfless and had such a giving nature. I will cherish the memories like our recipe swapping, our love of plants, her emotional support chocolate, holiday texts, little gifts she left on my desk for even the smallest of occasions, and most of all our conversations about family and life."

In addition to her Purchasing Division family, Melissa is survived by her daughter and son-in-law, two grandsons, a sister, and a brother. Everyone in the Division will miss her very much.

## Who We Are: Support Services Unit Helps Purchasing Division Staff, Vendors, Community

The Support Services Unit of the Business and Technical Services Section plays a vital role in the daily operations of the Purchasing Division. Managed by Support Services Supervisor Cody Rose, the unit includes Office Assistant II Katy Bell and Imaging Operator Angelina Villanueva. A second Office Assistant II position is currently vacant.

As new requisitions come in from agencies, Rose enters them into the Division's requisition tracking system, ReqTrak. Requisitions for change orders are sent to the file room for staff to pull the contract file, and all other requisitions are approved by Rose and sent directly to the assigned buyer for that agency. The front office staff also time stamps all mail and paper and faxed bids received by the Purchasing Division, as well as secures all bids until the time of the bid opening.

Bell is responsible for getting the Division's mail to and from the central mail room, as well as to and from the West Virginia State Agency for Surplus Property (WVSASP), a separate section of the Purchasing Division. In her role, Bell also serves as the backup encumbrance clerk.

The encumbrance position is held full time by Rose. As part of the encumbrance process, Rose reviews all contracts before they are sent to the Attorney General's (AG) Office for approval as to form.

Villanueva maintains the Purchasing Division's file room. As part of her responsibilities, Villanueva scans all official contract files to the Division's server once encumbered.

"I check and make sure the information is correct. I'm the last set of eyes to check a contract before it goes to the AG's Office," Rose said. "When contracts come back to the Purchasing Division, I double check the information and then I encumber the contract." Four copies of each contract are prepared, with a copy sent to the awarded vendor, the agency for which the contract was awarded, and the State Auditor's Office. Meanwhile, Villanueva scans the copy that stays in the Purchasing Division.

"I have a small but great crew," Rose said. "We get stuff done."

**The Support Services Unit is made up of Cody Rose, Katy Bell, and Angelina Villanueva (top to bottom).**



# Purchasing Division Updates Standardization Online Training Module

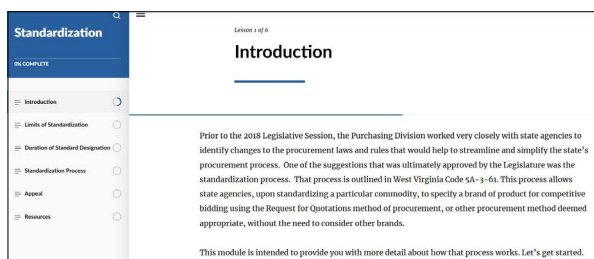
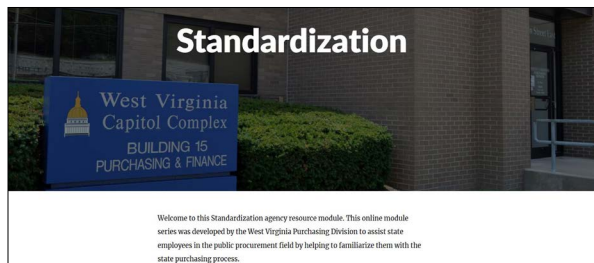
The Purchasing Division is pleased to offer an updated Standardization online training module for agency procurement officers.

Prior to the 2018 Legislative Session, the Purchasing Division worked very closely with state agencies to identify changes to the procurement laws and rules that would help to streamline and simplify the state's procurement process. One of the suggestions that was ultimately approved by the Legislature was the standardization process. That process is outlined in West Virginia Code 5A-3-61.

What this means is that state agencies, upon standardizing a particular commodity, may specify a brand of product for competitive bidding using the Request for Quotations method of procurement, or other procurement method deemed appropriate, without the need to consider other brands.

The updated training module defines the topic and outlines the process for standardization.

The Standardization module, along with other training modules, can be found online 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).

### Intro to Purchasing

March 19, 2025 | 9 a.m. - 4 p.m.  
PUR102 (*In-Person Only*)

### Vendor Remedies

April 2, 2025 | 10 a.m. - 11 a.m.  
PUR415 (*In-Person*)  
PUR 418 (*Webinar*)

### wvOASIS Procurement

April 16, 2025 | 9 a.m. - 11 a.m.  
PUR208 (*In-Person Only*)

## 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)

## New Employee Joins Purchasing's Communications and Training Section



**Jessica Carl**  
Public Information Specialist II

The Communication and Training section of the Purchasing Division welcomed a new member to its team. Jessica Carl joined the Division in January as a Public Information Specialist II.

A native of Kanawha County, Jessica is a graduate of Kansas State University, where she earned a Bachelor of Fine Arts with a focus in graphic design. She comes to the Purchasing Division after nearly 17 years in the Department of Commerce's Marketing and Communications Division. Jessica lives in Charleston with her husband, Charlie, their two sons, Chase and Joey, two geriatric Chihuahuas, and two cats. When she's not working, she enjoys thrifting and traveling with her family.

Welcome Jessica to the Purchasing Division!

**Patrick Morrissey**  
Governor

**Samantha Willis**  
Director  
Purchasing Division

Editors  
**Samantha Knapp**  
**Courtney Johnson**

Contributing Reporters  
**Teresa Cutlip**  
**Jessica Carl**

# Current Statewide Contract Update

(As of Feb. 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>CONTRACT RENEWALS</b>			
<b>COMTRKR-N22</b>	Ean Holdings LLC	Commercial Truck Rental Services	2/1/22-1/31/26

<b>EMERGENCY CONTRACTS</b>			
<b>EPORTAL-16E</b>	West Virginia Interactive	E-Portal Services	7/1/24-4/30/25
<b>DATATR-SEE</b>	Verizon Business	Data Transport-Multi-Protocol Label Switching	1/1/25-6/30/25

Contract	Vendor	Commodity	Description of Change
<b>MISCELLANEOUS</b>			
<b>ESRI24</b>	Environmental Systems Research Institute	ESRI Software Suite, Support, & Maintenance Services	Update Pricing List
<b>IP23</b>	HP Inc.	Computers & Accessories	Replace End-of-Life Models
<b>OFFICE 23</b>	Stationers Inc.	Office Supplies	Update Catalog

## Expiring Statewide Contracts Tracking

(As of Feb. 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

DIGCOP22	EQRENT22A
SYSFURN23	EQRENT22B

### RENEWAL REQUESTED

SIRNRADIO24	HOUSE22
LIGHT23	

### BIDDING NEW CONTRACT

FUELTT21	FUELTW21A
FUELTW21B	FUELTW21C

### TO BE DETERMINED

RECMGT22	VOIP19
CENTREX23	

## 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