

THE BUYERS NETWORK

MAY 2025

VOL. 35, ISSUE 5

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



Photo courtesy of Chris Dorst, Charleston Gazette-Mail

Contract Awarded for Hawks Nest Tramway Passenger Terminals

Construction on the new tramway at Hawks Nest State Park began late last year and is on track to be completed in 2025. As part of this project, construction of new upper and lower passenger terminals will soon be underway thanks to a contract recently awarded to BPI Inc., based in Winfield.

“We are excited to see this stage of the project begin. Once the terminals are constructed, energizing and programming the tram will finalize the project,” said Matt Yeager, the Division of Natural Resources’ chief of planning, engineering, and maintenance.

In the years since the Hawks Nest tramway closed, the state park has operated a shuttle van to take guests to Hawks Nest Lake, where they can board New River Jet Boat rides. Completion of the tram will make access to the lake faster and more convenient.

The Purchasing Division is glad to support state agencies with these purchases, helping to bring such unique projects to fruition through careful planning.

Agency Procurement Officer Designation Forms Due to Purchasing by June 13

Designated procurement officers (DPO) should keep an eye out for the annual *Designated Procurement Officer Form* for Fiscal Year 2026, which is scheduled to be emailed to all current designees later this month.

In accordance with 148 C.S.R. 1, all purchases for state agencies must be approved by the secretary, head of the spending unit, or a DPO, whose name must be filed with the Purchasing Director. The DPO is responsible for the procurement function of his or her agency, and all purchases for the spending unit must be processed through that person. Additionally, the designee serves as the liaison between the Purchasing Division and the agency, and as the purchasing process expert and point of contact for agency delegated procurements.

The *Designated Procurement Officer Form* must be completed for each designee, indicating whether the individual will serve as the

INSIDE...

- **Procurement Officers Invited to WVSASP Open House**
- **List Highlighting CRP Offerings Now Available to State Agencies**
- **Putting Faces to Procurement: Be a Part of the Upcoming 2025 Procurement Directory**
- **Purchasing Division Updates Drafting Specs Module**

Please see **DESIGNATION FORM**, page 3

Spring Updates from the Purchasing Division

The 2025 Regular Session of the Legislature came to a close on April 12, 2025, so I would like to give everyone a little legislative update for legislation that may be of interest. First a couple of minor procurement-related changes:

- Senate Bill 734 repealed the environmental procurement initiative within the A. James Manchin Rehabilitation Environmental Action Plan (REAP) Program. This is a minor change eliminating a few requirements, such as the provision of a 10% preference for recycled paper products over non-recycled and requirements for the use of composting in landscaping projects. This will provide little change to West Virginia's procurement space, allowing us to continue purchasing those recycled products or not. Remember, for those of you utilizing federal funds, be sure to double check your federal requirements before making any changes to future solicitations.
- Senate Bill 573 prohibits state agencies and political subdivisions from restricting the use, purchase, or sale of motor vehicles based on energy or power source. This bill does not have any direct implications for the current procurement process for vehicles, as our vehicle contracts are awarded to a number of vendors with a variety of full/propulsion options.

More substantially, Senate Bill 587 created a new article of code, W. Va. Code § 5-22B-1 et seq., which allows government construction management at-risk (CMAR) contracts for contracts exceeding \$20 million. Under this scenario, an agency would utilize a new two-step process. Phase one would include a qualifications evaluation, resulting in a prequalified firms list, and phase two would entail a request for proposal evaluation to identify the prequalified contractor to oversee the implementation and construction of the project. These are best suited for jobs where a project design is standardized or already in-hand at

the agency level. The West Virginia Purchasing Division is instructed to promulgate rules for this program and create forms, as well as provide annual reporting. Such rules and forms will be forthcoming.

Finally, House Bill 2002 calls for greater transparency and efficiency in the state's permitting processes, and our division is playing a key role in this effort. Specifically, the Purchasing Division will be coordinating the collection and organization of data needed to inform the development of a statewide Permitting Dashboard. The dashboard will provide a clear, accessible view of permitting timelines and statuses across various agencies, as set forth in this legislation. Though the Permitting Dashboard will not go into effect until Jan. 1, 2027, research going on now will play an important role in this project.

Internally, the Purchasing Division is conducting a comprehensive review of the *Purchasing Division Procedures Handbook*, the *Surplus Property Handbook*, and all forms and supporting documents, including terms and conditions. This will ensure our resources are current, accurate, and aligned with best practices. Any suggestions for updates to our handbooks or associated forms are welcome! More information on updates to these resources will be provided as it becomes available.

Thank you, as always, for all you do!



Procurement Officers Invited to WVSASP Open House



The West Virginia State Agency for Surplus Property (WVSASP) is busy preparing for its annual Open House for Eligible Organizations, scheduled for May 14, 2025. This event invites state agencies, local municipalities, and eligible organizations (e.g. churches, schools, volunteer fire departments, etc.) to visit the WVSASP warehouse in Dunbar, meet the staff, and learn about the programs and services it offers. Light refreshments will also be offered.

"We are looking forward to being able to connect face-to-face with our eli-

gible organizations," said WVSASP Manager Jessica Burns-McDonnell. "Whether you are with a state agency and are familiar with our services or have just learned about WVSASP, I hope you will consider joining us at this event."

WVSASP will present information on its state and federal surplus property programs at 10:30 a.m. and 12:30 p.m. on the day of the event. Assistance will also be provided for any eligible organization wishing to update its *Application for Eligibility* on file, which can be accessed online at **WVSurplus.gov** under "forms."

While you are not required to RSVP to the Open House, it is encouraged. Registration can be completed online at **bit.ly/4IH6XnD**. Questions regarding this event may be directed to Jessica Burns-McDonnell at 304-356-2425.

DESIGNATION FORM

Continued from Page 1

primary or backup contact for the agency and must be submitted for all state agencies under the Purchasing Division's authority regardless of whether the designee is expected to change or remain the same from the previous fiscal year. This form must be signed by the agency head prior to submission. A list of current agency designated procurement officers can be viewed online at www.state.wv.us/admin/purchase/vrc/agencyli.html.

All designation forms for Fiscal Year 2026 must be received by the Purchasing Division no later than June 13, 2025, and should be emailed to Purchasing.Training@wv.gov. Questions related to this requirement can be directed to Assistant Purchasing Director Samantha Knapp at 304-558-7022 or Samantha.S.Knapp@wv.gov.

List Highlighting CRP Offerings Now Available to Agencies

To increase awareness of goods and services available through West Virginia's nonprofit workshops, the Purchasing Division has launched an initiative to identify specific commodities and services offered by Community Rehabilitation Programs (CRPs).

In accordance with West Virginia Code §5A-3-10(f)(2), a list of available goods and services has been published on the Governor's Committee for the Purchase of Commodities and Services from the Handicapped (GCPCSH) website at <http://gcpcsh.wv.gov/commodity.html>. This list is based on commodity codes provided by the CRPs in wvOASIS, allowing state agencies to easily identify goods and services available from these entities.

Each CRP's wvOASIS vendor number is also included on this list to assist with identifying vendors for future transactions.

For more information, please contact Mark Totten at 304- 558-7839.

Putting Faces to Procurement: Be Part of the Upcoming 2025 Procurement Directory



The Purchasing Division is excited to announce that the third edition of *Procurement Profiles: A Directory of State Procurement Officials* is on the horizon—and we want you to be a part of it! Originally introduced in 2021 to help state procurement officers stay connected during the pandemic, and then published again in 2023 due to popular demand, this directory has

become a valuable resource for getting to know your fellow procurement professionals across the state. It's a chance to put faces to names and connect with your peers in the field.

To build the 2025 edition, the Purchasing Division will soon be sending out an email containing a submission link. Please keep an eye on your inbox—we want to ensure as many procure-

ment professionals as possible are included.

"This publication is a great resource for state procurement officers to learn who's who in procurement and to share a little about themselves as well," said Purchasing Director Samantha Willis. "We encourage everyone to participate. The more submissions we receive, the more comprehensive the directory will be."

Participation is voluntary but strongly encouraged. In addition to your basic contact information, you'll have the opportunity to submit a headshot (or schedule one if you don't have one on hand), share your years of service in state government, and answer a few lighthearted questions to help others get to know you. The deadline to submit this information will be June 6, 2025.

If you have questions or need to schedule to have your photo taken, contact Jessica Carl at Jessica.M.Carl@wv.gov.

Don't miss the opportunity to be part of this publication—stay tuned for the email and get ready to submit your profile!

Quarterly Conference Call
May 20, 2025
9:30 a.m.

Google Meet:

meet.google.com/zzg-guvz-eut

Email questions to Purchasing.Training@wv.gov



Behind the Scenes: The Technical Services Unit's Role in Supporting Public Procurement

If you've ever needed to get a vendor registered, searched for a posted bid online, viewed the latest statewide or other awarded contracts, or utilized the Purchasing Division's website, chances are you've benefited from the work of the Technical Services Unit. Part of the Business and Technical Services (BTS) section, this behind-the-scenes team plays a vital role in keeping the day-to-day operations of the division running smoothly. From managing the technology used by staff to ensuring vendors are properly registered and bids are visible to the public, the Technical Services Unit supports nearly every function that helps state procurement officers do their jobs effectively.

Each year, the state of West Virginia purchases billions of dollars in products and services from tens of thousands of vendors. Ensuring those vendors meet all legal and procedural requirements is one of the many responsibilities of the Technical Services Unit within the BTS section of the Purchasing Division.

Led by Assistant Director Greg Clay, BTS oversees a wide range of operational and technical support functions. Among those, the Vendor Registration Program stands out as one of the most visible and vendor-facing services. Technical Services Manager Mark Totten and employees Carol Hudnall and Chris Seckman all play a role in assisting vendors get registered and are often the first point of contact for those new to doing business with the state. Known for their professionalism and helpfulness, this team has earned a reputation as strong ambassadors for all of state government.

Vendor registration is a critical first step in the state's procurement process. While vendors are not required to register to submit bids, registration is mandatory to receive purchase orders or contracts from state agencies. Through registration, the Technical Services Unit collects and verifies key information, such as tax identification numbers, legal business names, physical addresses, and more. This information not only protects agencies from doing business with bad actors but also strengthens the integrity of the state's procurement process.

Beyond their direct interactions with ven-

dors, the team also plays an important liaison role between the Purchasing Division and other state agencies. By answering questions, clarifying registration requirements, and helping agency staff navigate vendor-related issues, they contribute to smoother procurement processes across all branches of state government.

The team takes this responsibility seriously—not just as public employees, but as residents and taxpayers. They ensure equal access for vendors of all technical backgrounds, working closely with them by phone, email, mail, and even fax. These ongoing relationships often stretch over years, even if the vendor and staff never meet in person. In many cases, the same staff member may speak with a vendor annually, building familiarity and trust over time.

While vendor registration is a prominent part of the Technical Services Unit's portfolio, it is far from their only responsibility. The unit also manages the Purchasing Division's hardware and software needs, oversees its internal inventory and fixed assets, and prepares a variety of routine reports. These tasks ensure the division operates efficiently and can respond effectively to both internal and external demands.

The unit also plays a key role in managing the division's website, which serves as an essential hub for communication and information-sharing. BTS employee Alisha Pettit, a programmer analyst who is currently leading a major project to completely revamp the Purchasing Division's website, is focusing her work on enhancing navigation, accessibility, and transparency for vendors, state agencies, legislators, and the public alike.

Finally, the Technical Services Unit ensures the timely online posting of bids received and contracts awarded, maintaining transparency and public trust in the procurement process.

Whether interacting with vendors, managing complex technical systems, or supporting internal operations, the Technical Services Unit remains a vital engine powering the Purchasing Division's mission. Their work may happen mostly behind the scenes, but its impact is felt across every aspect of state procurement.



Greg Clay



Mark Totten



Carol Hudnall



Chris Seckman



Alisha Pettit

Managed by Assistant Purchasing Director Greg Clay (top), the Technical Services Unit within the Business and Technical Services Section consists of Technical Services Manager Mark Totten, Vendor Registration Coordinator Carol Hudnall, Quality and Control Transparency Specialist Chris Seckman, and Programmer Analyst Alisha Pettit.

Section 9 Considerations Made on an As-Needed Basis

While every effort should be made to obtain commodities and services through competitive procurement, the Purchasing Division recognizes there are rare instances when this is not possible. In accordance with W. Va. Code § 5A-3-10 and the Code of State Rules § 148-1-4.1, the Purchasing Division director can establish a list of commodities and services that are considered impossible to procure through competitive bidding. This list can be found in Section 9 of the *Purchasing Division Procedures Handbook*. Spending units may purchase the commodities and services on the list directly from the vendor and are not required to have contracts for purchase of those items approved by the Purchasing Division.

The decision to add a commodity or service to the Impossible to Bid list is considered on an as-needed basis.

A spending unit's request to add commodities or services to this list must be accompanied by written justification and an explanation of why competitive bids are not possible. The request can be made by using the *Section 9 Addition Request Form* (WV-67).

There are 31 commodities and services categorized as "Impossible to Bid" within Section 9, including advertising, aviation fuel, postage, professional association dues, commodities obtained through the Federal Surplus Property Program, and copies of government documents/records obtained from the government. Procurement officers are reminded that while Section 9 commodities and services may be purchased without advertisement or bid, some items still require additional permissions, such as artwork and historical items.

When procurement officers find a commodity or service they believe cannot be competitively bid, they are encouraged to use the WV-67 form to report it to the Purchasing Division for review. As part of this form, a written statement and justification as to why it is impossible to bid and why it should be included in Section 9 is required.

The WV-67 is available at www.state.wv.us/admin/purchase/forms.html. Once completed, the form should be submitted to Purchasing.Division@wv.gov. Questions regarding commodities or services already included in Section 9 should be sent to the agency's designated procurement officer.

Purchasing Division Updates Drafting Specs Module

The Purchasing Division has updated its Drafting Specifications for RFQs online training module. This module aims to educate procurement officers on how to develop effective specifications for requests for quotations and the role they play in successful procurements.

Specifications are used to explain the type of commodity or service needed, the quality level of that good or service, and any special requirements in design, performance, delivery, and usage. The purpose of specifications is to describe exactly what your agency needs, with no chance of misinterpretation.

The Drafting Specifications module is available in CourseMill and is worth .5 hours of training toward certification, as well as the 10-hour yearly requirement for designated procurement officers.

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

Conference Registration to Open Soon



Due to limited space and a new conference format, the Purchasing Division will offer **early registration** to the Agency Purchasing Conference for *designated procurement officers* beginning **Monday, June 2, 2025**. All other registrations will not be considered and must be resubmitted when registration opens for everyone on June 16, 2025.

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 Morrissey
Governor

Samantha Willis
Director
Purchasing Division

Editors
Samantha Knapp
Courtney Johnson

Contributing Reporters
Teresa Cutlip
Jessica Carl

Current Statewide Contract Update

(As of April 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.

Contract	Vendor	Commodity	Effective Date
CONTRACT RENEWALS			
CENTREX23	Frontier West Virginia Inc.	Local Exchange Services	4/1/23-3/31/26
CANLINER22	Calico Packaging LLC	Trash Can Liners	6/1/22-5/31/26
EQRENT22B	Sunbelt Rentals Inc.	Equipment Rental Services	5/15/22-3/16/26
HOUSE22	Liberty Distributors Inc.	Housekeeping Supplies	5/1/22-4/30/26
LIGHT23	WV Electric Supply Co.	Light Bulbs & Ballast	5/1/23-4/30/26
SIRNRADIO24	Motorola Solutions Inc.	Two-Way Radios & Accessories	4/1/24-3/31/26

Contract	Vendor	Commodity	Effective Date
NEW CONTRACTS			
FUEL25A	R.T. Rogers Oil Company Inc.	Tanker Wagon (TW) & Tanker Truck (TT)	4/1/25-3/31/26
FUEL25B	Bruceton Petroleum Co. Inc.	Tanker Wagon (TW) & Tanker Truck (TT)	4/1/25-3/31/26
FUEL25C	Belmont Petroleum Corp.	Tanker Wagon (TW) & Tanker Truck (TT)	4/1/25-3/31/26

Expiring Statewide Contracts Tracking

(As of April 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.

RENEWAL REQUESTED

TIMECLOCK22 OIL22
EPORTAL16E

BIDDING NEW CONTRACT

MVAPRTS21 ABATMNT21
TRAVEL21 TRAVEL21

PROCESSING NEW COOPERATIVE CONTRACT

CRENTAL20B

TO BE DETERMINED

MSMENTPRZ DATATRNSEE



FOR MORE INFORMATION

Below is a list of Purchasing Division buyers.

SUPERVISORS

Mark Atkins	Mark.A.Atkins@wv.gov	304-558-2307
Josh Hager	Joseph.E.Hageriii@wv.gov	304-558-8801
Tara Lyle	Tara.L.Lyle@wv.gov	304-558-2544

SENIOR BUYERS

John Estep	John.W.Estep@wv.gov	304-558-2566
Crystal Hustead	Crystal.G.Hustead@wv.gov	304-558-2402
Larry McDonnell	Larry.D.McDonnell@wv.gov	304-558-2063
David Pauline	David.H.Pauline@wv.gov	304-558-0067
Toby Welch	Toby.L.Welch@wv.gov	304-558-8802
Brandon Barr	Brandon.L.Barr@wv.gov	304-558-2652