

Purchasing Division Unveils In-House Training Program Schedule Planned for 2015



Senior Buyer Evelyn Melton, left, discusses purchasing procedure during an in-house training program.

The West Virginia Purchasing Division is pleased to announce its schedule for the 2015 In-House Training Program. The 2015 schedule will offer a mixture of one-hour and multi-hour face-to-face sessions as well as an online quarterly webinar. According to Staff Development Specialist Samantha Knapp, “the schedule was lighter in 2014 with only 16 sessions offered due to the implementation of Phase C of *wvOASIS*. We really wanted to beef up this year’s offerings, so we expanded the schedule to include 26 sessions.”

Many of the classes offered will combine various parts of the purchasing process into a single session to ensure participants gain the most benefit from the class. Classes will be offered either in the Gaston Caperton Training Center in Building 7 or in the Purchasing Division’s first floor conference room. Registered attendees will be notified of the location beforehand.

“Our classes this year are pulled from the previous two years’ conference agendas and in-house schedules,”

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Agencies Must Follow Purchasing Rules When Piggybacking Contract, Regardless of Origin

State agencies that fall under the Purchasing Division's authority wishing to piggyback a contract from an agency not under Purchasing Division authority must still follow the procedures for piggybacking.

“Regardless of the contract’s origin, agencies without Purchasing Division authority are required to utilize these procedures,” said Alan Cummings, contract manager for the Acquisitions and Contract Administration section of the Purchasing Division.

Any agency wishing to utilize a piggyback contract should contact their agency procurement officer. For a list of agency procurement officers, please visit www.state.wv.us/admin/purchase/vrc/agencyli.html.

The agency procurement officers will work directly with their assigned Purchasing Division buyer to determine if the request may be processed as a piggyback contract. If so, the Purchasing Division will require the agency to complete the necessary documentation, including the *Cooperative Purchasing Request, Justification and Approval* form (WV-40).

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THE DIRECTOR'S COMMENTS

Enhanced Communication With Agency Partners Produces More Effective Transactions

By Purchasing Director Dave Tincher

As part of our daily practice, the Purchasing Division communicates with procurement officers throughout state agencies through various means, including our monthly e-newsletter, *The Buyers Network*, e-mail correspondence, individual meetings, etc. It is important to keep the communication flowing in order to alleviate any confusion regarding our procedures.

Our goal is to keep you informed of our current procedures, potential changes, upcoming special events and training opportunities. This communication is not one directional. Although it is important for us to share information with our agency partners, it is equally vital that we attain feedback from you. It is this exchange of information between our agencies that makes our processes and procedures most efficient.

We need to have a full understanding of your procurement needs and concerns so we can adequately serve

state agencies effectively. We cannot provide the quality commodities and services required by government without this two-way communication.

Similarly, our vendor community needs attention. We work with various businesses every day and want to make sure that they know the vendor registration requirements and the procedures in place to do business with the state of West Virginia. This can be accomplished through our website as well as telephone and in person conversations. Vendors are most often more than willing and able to serve their customers well, but need to be aware of our business processes and, when concerns arise, work together with your agency to resolve those issues.

Recently, the Purchasing Division joined the State Auditor's Office in pre-



senting information on purchasing processes and the State Purchasing Card Program at a mandatory training for state officials, in accordance with *West Virginia Code* §5A-3-60. During this training, I stressed the importance of the agency procurement officer's role in each agency's organization. The leaders within

state government were reminded that the agency designated procurement officer is trained and knowledgeable of state procurement procedures and practices. Therefore, their involvement in all levels of procurement is vital to ensure that the agency is in compliance with state laws and rules.

The Purchasing Division values your commitment to the state procurement process and looks forward to working together to continue practicing efficient processes and procedures in the future.

Agency Purchasing Webinar Conferences a Success



Participating in an Agency Purchasing Webinar Conference were, from left, Buyer Supervisor Tara Lyle, Attorney Jimmy Meadows, Senior Buyer Beth Collins and Staff Development Specialist Samantha Knapp.

The West Virginia Purchasing Division successfully completed three Agency Purchasing Webinar Conferences during the month of November. The webinars, which replaced the annual Agency Purchasing Conference this year and reached more than 200 agency purchasers, provided a high-level overview of the state purchasing process, reviewed changes to the law that resulted from the 2014 Legislative Session, and highlighted the Division's current review of Section 9 of the Purchasing Division Procedures Handbook and what steps agencies may take to advise the Purchasing Division against removing particular commodities and/or services from that list. Additionally, participants were asked

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TRAINING

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said Knapp. “For example, we have offered Change Orders and Addenda, but not in the last year. We are, however, offering it in 2015. We are also combining the Writing Specs class with the Contract Drafting class.

The new title is Developing Specifications and Contracts.” Knapp said information on wvOASIS would also be incorporated into the Vendor Registration class.

Space is limited. Registration is given

on a first-come, first-served basis. For more information, [visit www.state.wv.us/admin/purchase/training/inhouse.html](http://www.state.wv.us/admin/purchase/training/inhouse.html). For questions, contact Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.

2015 In-House Training Program Schedule

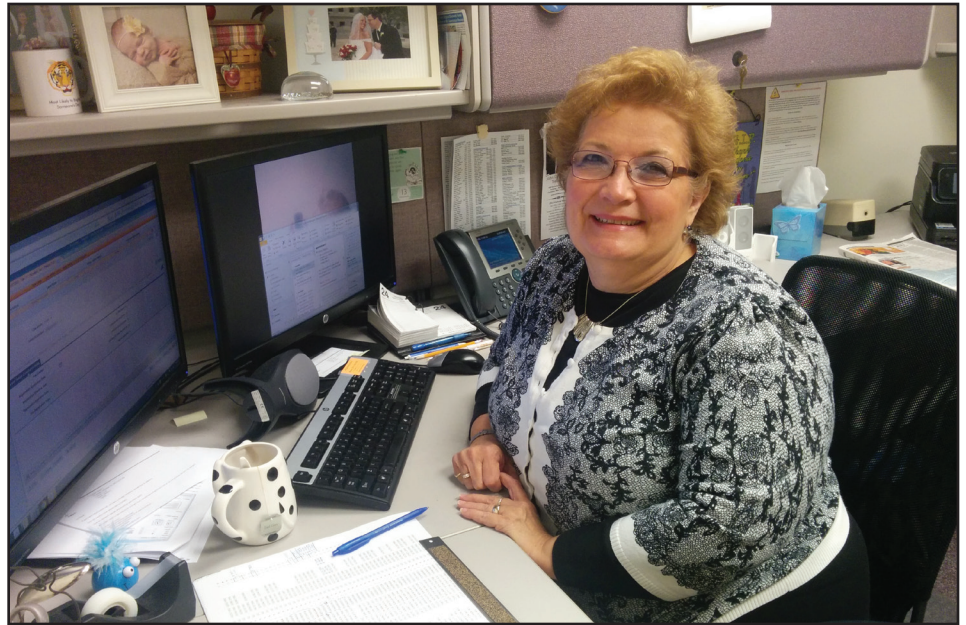
2015 Dates	Workshop Title	Time	Method
January 7	Specification Development	10 a.m. – 11 a.m.	Webinar
January 14	Best Value Procurements	9 a.m. – 12 p.m.	In-House
January 28	Change Orders & Addenda	10 a.m. – 11 a.m.	In-House
February 11	Surplus Property & Fixed Assets	10 a.m. – 11 a.m.	In-House
February 25	Implementing Special Purchases	10 a.m. – 11:30 a.m.	In-House
March 11	An Introduction to West Virginia’s State Purchasing Process	9 a.m. – 4 p.m.	In-House
March 25	Vendor Remedies	10 a.m. – 11 a.m.	In-House
April 8	Specification Development and Contracts	9 a.m. – 11 a.m.	In-House
April 15	Vendor Registration Procedures & Vendor/Customer Creation & Maintenance	9 a.m. – 11:00 a.m.	Webinar
April 29	Solicitation Process: From Pre-Planning to Post-Award	9 a.m. – 12 p.m.	In-House
May 6	Vendor Registration Procedures & Vendor/Customer Creation & Maintenance	9 a.m. – 11 a.m.	In-House
May 20	Travel Management	10 a.m. – 11 a.m.	In-House
June 3	Vendor Remedies	10 a.m. – 11 a.m.	In-House
June 10	Best Value Procurements	9 a.m. - 12 p.m.	In-House
July 1	Specification Development and Contracts	9 a.m. – 11 a.m.	In-House
July 15	An Introduction to West Virginia’s State Purchasing Process	9 a.m. – 4 p.m.	In-House
August 5	Vendor Registration Procedures & Vendor/Customer Creation & Maintenance	9 a.m. – 11 a.m.	In-House
August 12	Public Procurement: The Basics	10 a.m. – 11 a.m.	Webinar
August 26	Inspection Services & Contract Administration	10 a.m. – 11:30 a.m.	In-House
September 2	Change Orders & Addenda	10 a.m. – 11 a.m.	In-House
September 16	Solicitation Process: From Pre-Planning to Post-Award	9 a.m. – 12 p.m.	In-House
November 4	Surplus Property & Fixed Assets	10 a.m. – 11 a.m.	In-House
November 18	Vendor Registration Procedures & Vendor/Customer Creation & Maintenance	9 a.m. – 11 a.m.	In-House
December 2	Implementing Special Purchases	10 a.m. – 11:30 a.m.	In-House
December 9	Inspection Services & Contract Administration	10 a.m. – 11 a.m.	Webinar
December 16	Travel Management	10 a.m. – 11 a.m.	In-House

Vendor Performance Report An Option When Contract Specifications Not Being Met by Vendor

Maintaining quality and meeting contract specifications are vital, and require work and communication between the state agency, the vendor and the Purchasing Division. Establishing clear performance criteria is important to ensuring that the contract specifications and goals are met on time and to agency expectations. Agencies set the quality level through specifications, and the Purchasing Division works to maintain quality and reduce cost through the competitive bid process. Once the contract is awarded, the agency and the vendor must work together to make sure that the level of work quality is reached.

Assistant Purchasing Director Mike Sheets said agencies are encouraged to attempt to reach out to the vendor in the event that product quality and vendor performance expectations are not met, agencies are encouraged to contact the vendor to discuss their concerns. Agency procurement officers should maintain records of any communications with a vendor in the event of problems.

If the agency is unable to resolve the problem with the vendor, a complaint should be filed by the agency designated procurement officer with the Purchasing Division. The **Vendor Performance Report (WV-82)** is to be used to document all of the steps taken to try to resolve the problem. Subsequent written documentation, including



Lu Anne Cottrill, the Purchasing Division's quality control and transparency specialist, tracks and maintains all documentation related to vendor performance.

vendor and agency responses, should be attached to this form. To view this form, please visit the Purchasing Division's forms page on the state intranet at intranet.state.wv.us/form/default.html. Lu Anne Cottrill, the Purchasing Division's quality control and transparency specialist, tracks and maintains all documentation related to vendor performance.

Sheets said that all backup documentation on the matter should be included in the **Vendor Performance Report**. "Please include the section of

the contract not in compliance," Sheets said. "This helps to smooth communication upfront."

Whether the agency is able to resolve the issue or if the agency has exhausted all efforts for resolution and has requested the Purchasing Division's assistance, the **Vendor Performance Reports** and subsequent documentation needs to be submitted to Cottrill at 2019 Washington Street East, Charleston, WV 25305 (e-mail: Lu.A.Cottrill@wv.gov) for the Purchasing Division's records.

Deadline Approaching on Section 9 Documentation for Exemptions

Agency procurement officers are reminded that the deadline for providing additional documentation relating to the exemptions within Section 9 of the Purchasing Division Procedures Handbook is December 31, 2014.

As noted in the email sent on September 22, should agency purchasers wish the Purchasing Division to reconsider any potentially deleted exemptions, they must provide at a minimum, the following detailed information for each exemption:

- Why do you believe that it is impossible to submit for competitive bids the commodity and/or service described in the specified exemption?*
- How many times has your agency utilized this exemp-

tion in the past year? What has been the spend of these purchasing transactions for that time period?

- Provide detailed justification for utilizing this exemption.
- What suppliers do you use for each specific exemption?

**In some cases, there may be more than one potential vendor to provide that specific commodity or service, but the documentation must address why it is impossible to seek competitive bids. Should you have any questions, please contact your assigned buyer.*

Agency procurement officers may find the previous emails on the Purchasing Division intranet site at intranet.state.wv.us/admin/purchase/eArchive.html.

Members of the new Communications and Professional Development Unit are, front, from left, Office Assistant Carol Jarrett and Communications and Professional Development Manager Samantha Knapp, and back, Public Information Specialist Chad Williamson.



Purchasing Division Merges Two Units within CTS

The West Virginia Purchasing Division is pleased to combine its communication and professional development functions into one organizational unit. Previously, these functions were organized independently of one another; however, their responsibilities often coincided, according to Assistant Purchasing Director Diane Holley-Brown. The Communication and Professional Development Unit, which is part of the Communication and Technical Services Section of the Division, will oversee various functions within the Division.

Some of these responsibilities include coordinating the gathering and dissemination of information through newsletters, resource documents and other publications as well as organizing special events related to the division and the individual programs which are administered by the Division. Additionally, this unit oversees the planning, logistics, program development and implementation of all conferences and seminars, online agency resource modules, in-house training workshops, webinars, and the West Virginia Pro-

urement Certification Program. All of these training efforts provide educational and informational opportunities and guidance to all agency procurement officers and their field and support staff who procure under the Purchasing Division's authority.

While there will still be a clear division of duties among personnel, the new structure will bring greater efficiency and consistency to the Division's offerings, while eliminating any redundancies in efforts.

Samantha Knapp will serve as the manager of the Communication and Professional Development Unit. To kick off the New Year, she and her staff will begin working on developing some new and exciting projects and re-vamping existing ones to provide the greatest benefit to our agency partners.

"After years of these two units working hand-in-hand, it was a natural move to bring them officially together. We look forward to the new innovative ideas and programs that we can offer our agency purchasing partners and vendor community," Holley-Brown said.



Purchasing Division Adds Training Session to December

The Purchasing Division has added an additional class to its In-House Training Program schedule for the month of December. The new session, Vendor Registration Procedures and Vendor/Customer Creation and Maintenance, will focus on the vendor registration requirements outlined in West Virginia Code §5A-3 and then discuss how the vendor/customer's record can be created and maintained in wvOASIS. Individuals may register for this session using the 2014 In-House Training Program Registration Form posted on the Purchasing Division's website at www.state.wv.us/admin/purchase/training/inhouse.html. Space is limited and will be given on a first-come, first-serve basis.

The new Vendor/Customer training session is scheduled for Wednesday, December 10, from 9-11 a.m. and will be conducted in the Purchasing Division's 1st Floor Conference Room.

The other remaining sessions scheduled for 2014 include:

- December 3: Inspection Services and Contract Management (10 a.m. – 11 a.m.)
- December 17: Public Procurement: The Basics (Webinar) (10 a.m. – 11:30 a.m.)

The registration form can be submitted to Samantha.S.Knapp@wv.gov or faxed to the attention of the Communication and Professional Development Unit at (304) 558-6026. For questions regarding this training session, contact Knapp at (304) 558-7022.

Purchasing Bulletin Archives Available on Website

Among this year's changes to the state procurement process resulting from the implementation of Phase C of wvOASIS was the noticeable differences to the *West Virginia Purchasing Bulletin*, the long-established weekly publication used to advertise state government bidding opportunities to the vendor community since December 1, 1989. Since that time, the *Purchasing Bulletin* had been published by the Purchasing Division and contained solicitations processed through the formal purchasing process.

The last issue of the *West Virginia Purchasing Bulletin* in its traditional format, was the October 17, 2014 issue. After Phase C's July 8, 2014 go-live, solicitations out for bid began appearing in the new *West Virginia Purchasing Bulletin* that is part of wvOASIS's Vendor Self-Service system. The traditional format of the *West Virginia Purchasing Bulletin* continued to be produced by the Purchasing Division, parallel to the new wvOASIS format, until October 2014 in order for pre-wvOASIS solicitations out for bid to reach their bid-opening dates. The *West Virginia Purchasing Bulletin* is now completely transitioned to the Vendor Self-Service portal.

Because the online content within the Purchasing Division's *Purchasing Bulletin*, such as back issues and a Notice of Award Report, served as a valuable research tool for both state agency procurement employees and the vendor community, the Technical Services Unit has converted the formerly secure Bulletin portal at WVPurchasing.gov to a public archive for the Bul-

letin material published online from 2006-2014.

"During our publishing period, the Back Issues section of the Bulletin portal was frequented by state agency procurement employees when preparing an annual solicitation for their agency if they wanted to see prior years' RFQs and other files," said Technical Services Manager Mark Totten. "In addition, the vendor community would very often view the documents from when a project was previously out for bid, as well as the project's award information or posted bids that were received in response to the previous solicitation. Even

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West Virginia Purchasing Division

West Virginia Purchasing Bulletin Archives

WV.gov | [Administration](#) | [Purchasing](#) | [West Virginia Purchasing Bulletin Archives](#)

West Virginia Purchasing Division **WVPurchasing.gov**

The *West Virginia Purchasing Bulletin* Archives are maintained by:

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Earl Ray Tomblin
Governor

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Acting Cabinet Secretary
Department of Administration

David Tinchler
Director
Purchasing Division

The *West Virginia Purchasing Bulletin* in its traditional format, published by the West Virginia Purchasing Division from December 1, 1989 to October 17, 2014, has now completely transitioned to the wvOASIS ERP system where the new *West Virginia Purchasing Bulletin*, now part of the Vendor Self-Service portal, will continue to be the method used by the State of West Virginia to advertise competitive-bidding opportunities.

This new *West Virginia Purchasing Bulletin* went live with Phase C of the wvOASIS project on July 8, 2014. In its new location within Vendor Self-Service, the *West Virginia Purchasing Bulletin* is still designed to encourage vendors to do business with the State of West Virginia. This expanded bulletin in Vendor Self-Service at wvOASIS.gov contains, in addition to centralized solicitations expected to exceed \$25,000, now also contains bid opportunities at the agency-designated level expected to exceed \$5,000. Vendors are highly encouraged to view the *West Virginia Purchasing Bulletin* in VSS for even more state government bidding opportunities.

Vendor Registration is still administered by the West Virginia Purchasing Division in accordance with West Virginia Code §5A-3-12. If you have not done so already, vendors who were previously registered with the West Virginia Purchasing Division should activate their new vendor/customer profiles and create Vendor Self-Service accounts. More information on this process for both new and long-time members of our vendor community can be found on the Purchasing Division's [wvOASIS Procurement](#) page.

This page will be maintained by the Purchasing Division for the vendor community's reference purposes covering the period of the *West Virginia Purchasing Bulletin*'s online publication period from 2006-2014. This is the period of time in which the *Purchasing Bulletin* and its related documentation was published weekly at WVPurchasing.gov by the West Virginia Purchasing Division.

Hard copies of bid packages with detailed specifications for solicitations going through the formal purchasing process may still be obtained by using the following methods:

- Use our [Get RFQ Tool](#) at WVPurchasing.gov to order bid packages via U.S. Mail
- Fax your request in writing to 1-304-558-3970.
- Mail your request to the physical address listed on the left.
- Visit our offices in Building 15 of the West Virginia Capitol Complex, 2019 Washington Street, East, Charleston, West Virginia.
- Call 1-304-558-2306.

Questions concerning specifications expected to exceed \$25,000 may be directed to the appropriate state buyer by calling 1-304-558-2306 or toll-free 1-800-243-7298. Questions regarding agency-delegated solicitations may be directed toward that agency's designated procurement officer.

All centralized solicitation responses (bids) must be received by the Purchasing Division **PRIOR TO** the date and time of the bid opening in either the traditional hard copy format or electronically through the

Statewide Contract WVARF10 Extended Through End of Year

The statewide contract for mandatory commodities and services offered by non-profit workshops has been extended through December 31, 2014.

Assistant Purchasing Director Mike Sheets said WVARF10 has not changed from prior versions of this contract. The West Virginia Association of Rehabilitation Facilities is the sole provider on this contract. This contract includes absorbent products, bottled

water, condiment kits, courier services, data management, document imaging, grounds maintenance, interstate restrooms, janitorial services, laundry and linen service, low impact monitoring of roads and bridges, microfilming services, presort US mail, soap, survey stakes, and wiping cloths.

"This contract covers a wide swath of materials, ranging from bottled water to laundry services," Sheets said. "It

is a valuable contract utilized by many different agencies."

To review WVARF10, please visit www.state.wv.us/admin/purchase/swc/WVARF.htm. To review all statewide contracts, please visit www.state.wv.us/admin/purchase/swc. To view the list of Purchasing buyer assignments for agencies and statewide contracts, please visit www.state.wv.us/admin/purchase/byrassign.pdf.

wvOASIS Opens HR Staging Environment for Phase D

wvOASIS recently announced that the Human Resource Management (HRM) staging environment was open for human resource administrators to begin maintaining employee data prior for Phase D implementation, where this data will be converted into production.

According to the November 2014 issue of the wvOASIS newsletter, the Staging Environment data is very important for each agency to participate in updating and maintaining their employee data to produce an accurate payroll.

Each department's human resource administrators are working on their HR/Payroll Implementation Plan, a key part in the process to gain an understanding of changes in business practices. This process includes reviewing and identifying business



process changes, developing an implementation plan, submitting it to the Enterprise Readiness Team, and completing and continually reporting progress on the plan to wvOASIS.

An upcoming event in December relating to wvOASIS Phase D is the end user training for the time and leave management application. Additional information will be shared with the change leadership team members, agency liaisons, and the human resource and payroll administration. For additional information on all phases of wvOASIS, visit wvOASIS.gov.

WEBINARS

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to submit questions prior to the webinar to kick off the Question and Answer portion of the webinar. According to Staff Development Specialist Samantha Knapp, "Since the Purchasing Division has many opportunities for agency purchasers to learn about the state purchasing process and to ensure that participants got the most out of the webinars in the limited time we had, we decided to make the webinar all about changes and updates that have occurred since last year's conference and then open up the discussion to questions from the agencies. The agenda and its format reflected feedback that we have received from our conference evaluations each and every year."

When asked what they enjoyed most about the webinar presentation, one participant stated that it was "brief, on topic, and well presented."

Another noted that the "content was good and the length was appropriate." The greatest benefit to some, however, was having the presentation in-hand to follow along and the convenience of not having to leave their office.

To learn more about the state purchasing process, the Purchasing Division's agency resource modules provide additional information regarding various purchasing topics, from those geared toward beginners, such as Agency Delegated Purchasing and Basic Purchasing, to more advanced topics, including Best Value Procurement: RFP and Vendor Remedies. The modules can be viewed at www.state.wv.us/admin/purchase/training/modules.html. For face-to-face training opportunities, you may view the 2015 In-House Training Program schedule on Page 3

Purchasing Division Announces Latest Certification Recipient

The ranks of recipients in the West Virginia Procurement Certification program continue to grow as the Purchasing Division announces the latest recipient.

Nancy Godby of the West Virginia Medical Imaging and Radiation Therapy Technology Board of Examiners is the recent individual to receive West Virginia Procurement: Basic Certification since the program's inception. Currently, 40 procurement officers have achieved Basic Certification.

State agency procurement officials are encouraged to review the program's requirements and consider enrollment. To review the requirements and steps to enroll, visit www.state.wv.us/admin/purchase/training/Certification/.

Procurement officials who may have questions or would like to express their interest in this program are encouraged to contact our training staff: Staff Development Specialist Samantha Knapp at (304) 558-7022 or at Samantha.S.Knapp@wv.gov or Assistant Purchasing Director Diane Holley-Brown at (304) 558-0661 or at Diane.M.Holley@wv.gov.

THE BUYERS NETWORK

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Interested in past issues of *The Buyers Network*? Be sure to check them out on the Purchasing Division's website at: www.state.wv.us/admin/purchase/BN/bnlist.html

Current Statewide Contract Update

(As of November 15, 2014)

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 the specific statewide contract.

Out for Bid

Contract	Description	Bid Opening	Pre-bid
DEBT14	Debt collection	11/20/2014	No
LGLOVES	Latex gloves	12/02/2014	No

Under Evaluation

Contract	Description	Bid Opening	Under Eval.
DFS	Food, disposable products	09/17/2014	Yes

Contract Renewals

Contract	Vendor	Description	Dates
NTIRE13A	Goodyear Tire & Rubber Co,	Garbage can liners	11/15/2014 -05/14/2015

Contract Extensions

Contract	Vendor	Description	Dates
CANLINE11A	Calico Industries	Tires	11/15/2013 -11/14/2015

Miscellaneous Actions

Contract	Vendor	Commodity	Description of change
LARMS11	SHI International Corporation	Microsoft Enterprise software	To add additional SKU

FOR MORE INFORMATION

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

BUYER	EMAIL	PHONE
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-0067
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468
Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Greg Clay	Gregory.C.Clay@wv.gov	558-2566
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.Pettrey@wv.gov	558-0094

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this month, the following statewide contracts for which their expiration dates are approaching will be examined.

IP12	Computer peripherals
OIL10A	Motor oil
SBUS14	School buses

ARCHIVES

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after go-live for Phase C and the launch of the new Bulletin, we knew our material was still valuable for the same reasons it always had been, so we wanted to continue to make it available to anyone who might benefit from this historical data.”

In its new location at www.OASIS.gov, the West Virginia Purchasing Bulletin is still designed to encourage vendors to do business with the State of West Virginia. This expanded bulletin also contains bid opportunities at the agency-designated level expected to exceed \$5,000.

It is important that agency purchasers direct potential bidders to the new location of the West Virginia Purchasing Bulletin in order to encourage competition for the commodities and services state agencies need.

“One of the most sacred parts of the public procurement process is for potential bidders and citizens to be able to see what goods and services the state is purchasing,” Totten said. “Keeping this historical record available and making it public adds to our transparency efforts and also serves as a future resource for our agencies and the vendor community.”

PIGGYBACKING

Continued from Page 1

Should a state agency receive approval through the WV-40 process from the Purchasing Division to piggyback an existing contract, the agency must submit a **Requisition**, attaching the WV-40, indicating a release to the approved contract. Please note that certain additional Purchasing Division forms, such as the **Agreement Addendum (WV-96)**, **Purchasing Affidavit**, **Certificate of Non-Conflict**, may be applicable.

For procedures in utilizing piggyback contracts, please visit Section 8.8 of the Purchasing Division Procedures Handbook at www.state.wv.us/admin/purchase/Handbook.