

THE BUYERS NETWORK

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Agency Purchasing Conference Registration Opens on July 13



The Purchasing Division returns to Canaan Valley Resort State Park in October for its annual Agency Purchasing Conference. Planning is underway for this valuable training event.

Registration for the 2015 Agency Purchasing Conference is scheduled to open July 13. After a webinar forum in 2014 due to the implementation of Phase C of wvOASIS, the conference will return this fall at Canaan Valley Resort State Park from October 13-16.

The conference includes a 30-minute Newcomer's Orientation which will take place during registration hours on the first day; three breakout sessions focused solely on wvOASIS procurement-related information; and several general sessions for all attendees to discuss such topics as purchasing updates relating to new legislation, the *Purchasing Division Procedures Handbook*, the legislative audit, and the new non-competitive/exempt list.

Once a participant's registration has been processed, he or she will receive an e-mail confirmation, along with his or her specific schedule of classes. Attendees will be able to individualize their agenda by selecting from a wide range of workshops tailored to fit their needs. There are 25 different workshop topics, all conducted by subject matter experts. The conference also provides participants with an excellent peer networking opportunity.

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Purchasing Division Issues New Procedures Handbook

Effective July 1, 2015, the new *Purchasing Division Procedures Handbook* has been posted, which provides agency procurement officers with current and detailed information that they may follow when purchasing commodities and services for their state agencies.

Due to the numerous changes to purchasing procedures as a result of Senate Bill 356 during the 2014 Legislative Session; the subsequent new *Code of State Rules*, Title 148, which passed during the 2015 Legislative Session; the recommendations issued during the Purchasing Division's recent legislative audit; and the implementation of the state's new Enterprise

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New Fiscal Year Brings Changes to Processes, Procedures and Rules Impacting Procurement

By Purchasing Director Dave Tinchler

Summer is finally here, and with it, the new fiscal year has commenced. While we all spent much of June busy with year-end closeout, it is now time to start anew. State agency purchasers can expect some changes to the state's purchasing processes and procedures, including the Non-Competitive/Exempt Commodities and Services list, the Purchasing Division Procedures Handbook, and Title 148, Series 1 of the *Code of State Rules*, which went into effect on July 1.

The Purchasing Division wants to assist our agency purchasers in understanding some of these changes, particularly the rules as they relate to change orders. A Legislative Audit, which was conducted on the Purchasing Division last year, concluded that the Purchasing Division should better comply with the legislative intent in processing change orders. Particularly, the recom-

mendations state that the Purchasing Division should "stop accepting and approving change orders after the fact that has monetary repercussions for the State."

During the 2015 Regular Session of the State Legislature, modifications were made and approved to our *West Virginia Code of State Rules* 148-1 et. seq. relating to procurement, which incorporated many of the recommendations from the Legislative Auditor.

Specifically, all changes to existing contracts that adds work or changes contract costs must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the commencement of any work. For more information on these and other



changes, view the article below that relates to change orders.

Also, please be advised that the revised Non-Competitive/Exempt Commodities and Services list went into effect July 1. A copy of this list can be found at www.state.wv.us/admin/purchase/news.html.

Finally, the Purchasing Division Procedures Handbook has a new look following its overhaul of procedural changes. The new handbook incorporates the changes made as a result of legislation as well as procedural changes.

Due to the many changes that are occurring at the beginning of this fiscal year, we wish to thank our agency purchasers for your patience and understanding during this transition.

New Rule Clarifies Agencies are to Submit Change Orders for Approval Prior to Work Commencement

The Purchasing Division was one of several agencies within the Department of Administration audited by the Legislative Auditor last year. The findings and recommendations of this audit were presented to the Legislature in January of 2015.

As part of the audit recommendations, it was clearly stated that the Purchasing Division cannot approve any change order after the work included within the change order has commenced. To view the Legislative Audit in its entirety, visit www.legis.state.wv.us/Joint/PERD/perdrep/Purchasing_1_2015.pdf.

Additionally, modifications were made and recently approved to *West Virginia Code of State Rules* 148-1 et. seq. relating to procurement, which incorporated many of the recommendations from the Legislative Audit.

As part of the new Rule, the Purchasing Division established requirements for change orders, which were not addressed previously; therefore, it is important that all state agency purchasers have a full understanding of these requirements. The new Rule became effective July 1, 2015.

State law generally, and *West Virginia Code of State Rules* 148-1-6.8 more specifically, provides the Purchasing Director with the authority and responsibility to review change orders as he or she reviews and approves the original contract. The new Rule requires that all changes to existing contracts that add work or changes the contract costs must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the commencement of any work.

The Rule further states that "state agencies must not permit vendors to per-

form work of an anticipated change order until such time as the change order has been formally approved by the Purchasing Division and the Attorney General's office, encumbered by the Purchasing Division, and mailed to the vendor."

To view the new the Rules for the Purchasing Division as well as those governing the West Virginia State Agency for Surplus Property, visit the links posted at: www.state.wv.us/admin/purchase/rules.html.

Please note that administrative changes to contracts *should* be made in advance and approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change. However, an administrative change is not required to be approved by the Purchasing Division and the Attorney General's office prior to the change being made.

Surplus Vehicle Auction Set for July 8



The West Virginia State Agency for Surplus Property has scheduled a mid-week vehicle auction for Wednesday, July 8. Approximately 50 state surplus vehicles will be up for bid during the auction.

The West Virginia State Agency for Surplus Property (WVSASP) will host a vehicle auction on Wednesday, July 8, at 2700 Charles Avenue in Dunbar. Approximately 50 state surplus vehicles will be up for bid during the auction.

WVSASP's previous vehicle auction sold more than 50 vehicles. Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue said the previous auction was a huge success, and as WVSASP prepares for a large-scale construction project beginning this summer, now seemed like a good time to offer another one to help clear the lot.

Gates will open at 8:30 a.m., with the auction scheduled to begin promptly at

10 a.m. Potential bidders may inspect the sale property beginning June 29 through July 7 from 8:30 a.m. to 4:30 p.m. at the Dunbar location.

Payment is required to be made on the day of the auction by cash, check, or credit, including Visa, MasterCard and Discover.

All property is subject to prior sale, and all vehicles must be removed from the lot within three business days of the auction.

For additional information, contact WVSASP at 304.766.2626 or toll-free at 1.800.576.7587.

For more details on this auction, access the auction notice at www.state.wv.us/admin/purchase/surplus/SurplusAuction.pdf.

New Buyer/Agency Assignments Announced

The Purchasing Division recently notified state agency designated procurement officers of changes to its buyer/agency assignments, which took effect July 1, 2015. The Purchasing Division assigns its buyers to specific agencies to create consistency in the state purchasing process as well as to cultivate productive working relationships. These goals allow the Purchasing Division to process purchasing transactions in the most efficient way possible.

The change was recently communicated in an e-mail from Assistant Purchasing Director Diane Holley-Brown. Assignments were modified due to organizational changes at the Purchasing Division, which sought to accommodate new members of

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Agencies Reminded to Submit SWAM Annual Report

The West Virginia Purchasing Division would like to remind state agencies that *West Virginia Code* §5A-3-59(b) requires them to submit an annual progress report on small, women-, and minority-owned (SWAM) business procurements at the end of each fiscal year.

The SWAM report may be downloaded through the Business Intelligence component of *wvOASIS* using the report ID **WV-FIN-PROC-039**. This report will satisfy the requirements by the Purchasing Division. However, the agency procurement officer must date and sign to certify on the cover page that the report is complete and accurate prior to submitting it to the Purchasing Division. Should the agency have no purchases for that fiscal year with any SWAM vendors, the cover page needs to be submitted noting that no purchases were made during the fiscal year with SWAM vendors, date and sign as indicated above.

Agencies may submit the SWAM report to Diane Holley-Brown at Diane.M.Holley@wv.gov or purchasing.requisitions@wv.gov. Additional questions regarding this report may be directed to Brown at 304.558.0661.

THE BUYERS NETWORK

Purchasing Division
State Capitol Complex
2019 Washington Street, East
Charleston, WV 25305-0130
Telephone: (304) 558-2306

Earl Ray Tomblin
Governor

Jason Pizatella
Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Diane Holley-Brown
Samantha Knapp
Editors

Aimee Cantrell
Chad Williamson
Contributing Reporters

Sheila Hannah Transitions into Buyer Role in ACA Unit



SHEILA HANNAH, BUYER

The Purchasing Division is pleased to announce that Sheila Hannah is the newest addition to its buying staff in the Acquisitions and Contract Administration (ACA) Section, effective June 15. Previously a purchasing assistant for ACA, Hannah currently resides in Sumerco, West Virginia.

Formerly of North Carolina, she recently graduated with a bachelor's degree in Business Management of Organizational Development from the University of Mount Olive, Wilmington Campus, in Wilmington, North Carolina. She offers experience, having worked as an accounting technician and assistant purchaser.

Kathryn Tweel Joins Purchasing Division as Part of Governor's Internship Program



KATHRYN TWEEL, INTERN

Kathryn Tweel, a student at Tufts University in Medford, Massachusetts, has joined the Purchasing Division as an intern through the West Virginia Governor's Internship Program.

During this summer, she will be working in the Communication and Technical Services Section, assisting with technical projects including website and application updates.

A resident of Charleston and graduate of George Washington High School, Tweel is pursuing her bachelor's of science degree in computer science. Just completing her freshman year, her hobbies include crocheting and baking. In her spare time, she volunteers with a Girl Scout troop on her college campus.

The Purchasing Division strongly supports the Governor's Internship Program and has actively participated as a mentor since the program began in 1989. The program matches high-achieving college students with programs that foster career growth and development in various participating state agencies.

The Purchasing Division welcomes Kathryn to its team!

Purchasing Division Accepting Nominations for Procurement Officer of the Year

The West Virginia Purchasing Division is pleased to commemorate the twentieth year of its recognition program for agency procurement officers. The Purchasing Division is now accepting nominations for the **2015 Agency Procurement Officer of the Year** award.

The program was implemented in 1996 as a way to recognize the dedication and hard work of state agency procurement officers who consistently

demonstrate the highest level of professionalism and performance. This opportunity allows agency purchasers to recognize their colleagues who have exhibited the highest standards in the purchasing profession and serve as leaders in the field.

Criteria guidelines that will be considered by an evaluation committee include, but are not limited to, tenure, performance, communication, professional development, and good purchasing practices. The recipient of the award will be recognized during a lunch banquet at the 2015 Agency Purchasing Conference. The nomination form can be found online at www.state.wv.us/admin/purchase/Conference/Agency/2015 and should be submitted no later than **Friday, August 21, 2015**.

Additional information about this award can be found at <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html>; this link is for an intranet site which may not be accessible on home computers. Questions may be directed to Assistant Purchasing Director Diane Holley-Brown at Diane.M.Holley@wv.gov or 304.558.0661.

New Code of State Rules and Exempt List in Effect

Agency procurement officers are reminded that the new *West Virginia Code of State Rules* and the new Non-Competitive, Exempt List of Commodities and Services went into effect on July 1, 2015.

The new Rule is posted at www.state.wv.us/admin/purchase/rule_148-01.pdf_070115.pdf and the Exempt List is included as Section 9 in the new *Purchasing Division Procedures Handbook*.

HANDBOOK

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Resource Planning system, *wvOASIS*, the Purchasing Division took this opportunity to reorganize and update its *Purchasing Division Procedures Handbook* so that it would be more current and applicable, as well as more user-friendly and easier to navigate.

Agency designated procurement officers received a preview of the new handbook on June 2 when the Purchasing Division released a draft version in order to obtain feedback. Several agency purchasers provided valuable assistance during this review.

Because of the substantial changes made in this new handbook, it is not feasible to provide an edited version or share an outline of all changes; therefore, it is extremely important for all agency procurement officers to read the entire handbook thoroughly to ensure that they have a complete understanding of the new processes and procedures.

“Our goal was to incorporate all of the new requirements and purchasing procedures in a clearer, more concise manner,” said Assistant Purchasing Director Diane Holley-Brown. “While incorporating the new and revised

procedures, we were able to better organize this valuable procurement resource to make information easier for our agency purchasers to find. Because so much information has changed, we are encouraging agency purchasers to take the time necessary to read the handbook *cover-to-cover* to make sure they are knowledgeable of all of the requirements.”

Additionally, the approved list of non-competitive, exempt commodities and services is incorporated in this new document in the same location as the previous handbook, Section 9.

Changes made to the handbook will be discussed in great detail during the 2015 Agency Purchasing Conference; therefore, all agency designated procurement officers are strongly urged to attend in order to learn more about this valuable resource and meet their required 10 hours of training as mandated in the *Code of State Rules* §148-1.

Questions related to the new *Purchasing Division Procedures Handbook* may be directed to Assistant Purchasing Director Diane Holley-Brown at Diane.M.Holley@wv.gov.

CONFERENCE

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The \$75 conference registration fee covers all conference materials, a welcome social, two hot breakfasts, two lunch buffets, and one banquet dinner. Payment is accepted online at the time of registration. The preferred method of payment is the State Purchasing Card. The State Travel Card is also accepted. For additional payment methods, contact Debbie Watkins at Debbie.A.Watkins@wv.gov or 304.558.3568.

Participants must make their own lodging arrangements. Rooms will be released for reservation on July 13. When making reservations, participants should indicate that they are attending the 2015 Agency Purchasing Conference to receive the contracted room rate.

Additional conference information can be found on the Purchasing Division’s website at www.state.wv.us/admin/purchase/Conference/Agency/2015/.

Any procurement officer who received his or her basic certification prior to October of 2013 is required to attend this year’s conference if that individual did not attend both of the two most recent conferences, including one of last year’s November webinars. Please see the recertification requirements on the Purchasing Division’s website at www.state.wv.us/admin/purchase/certification or contact Administrative Services Manager Samantha Knapp at Samantha.S.Knapp@wv.gov or 304.558.7022.

July 15 Deadline Approaching for Annual Agency Inventory Certification

The deadline for state agencies to submit their annual inventory certification to the Purchasing Division is drawing near. According to *West Virginia Code* §5A-3-35, the head of every spending unit must file an inventory of all real and personal property, equipment, supplies, and commodities in its possession as of the end of the fiscal year with the Purchasing Director on or before July 15 of each year. A physical inventory is required once every three years.

Agencies must complete the Inventory Management Certification Cover Sheet and submit it to the Purchasing Division no later than July 15, 2015. The Certification Cover Sheet should include:

- The date the last physical inventory was taken of all reportable assets under the agency head’s authority;
- Certification that the agency has entered all real property and all reportable assets in its possession for the current fiscal year into the *wvOASIS* Fixed Assets System;
- Certification that all outdated assets under the agency head’s administration were retired in conformance with West Virginia State Agency for Surplus Property (WVSASP) policy, procedures, and guidelines; and
- Certification that the information contained in the *wvOASIS* Fixed Assets System is to serve as the required inventory report that must be filed with Purchasing Division director.

“In *wvOASIS*, many assets are automatically created through the shell generation process,” stated Elizabeth Perdue, Assistant Purchasing Director and WVSASP Manager. “We would like to remind agencies to check for shell documents that have not been completed. This is a vital step in ensuring that all assets are entered before the year-end deadline.”

For information regarding inventory management policies and procedures, visit www.state.wv.us/admin/purchase/surplus/InventoryMgt. Additional questions regarding the reconciliation of fixed assets may be directed to Perdue at 304.766.2626 or Elizabeth.J.Perdue@wv.gov.

Current Statewide Contract Update

(As of June 15, 2015)

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.

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
PAINT13	Sherwin Williams	Paint and paint supplies	4/1/2013 -3/31/2016

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
CANLINE11A	Calico Industries	Can liners	5/11/2015 -11/14/2015
HOUSE14	Liberty Distributors Inc.	Household supplies	5/1/2015 -4/30/2016

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of change</u>
ESRI15	Environmental Systems Research Inc.	ESRI software suite	Change commodity quantities in wvOASIS from (1) to (0).
WWARF15	WV Assoc of Rehab Facilities	Workshop commodities and services	Include additional commodities to the original contract.

FOR MORE INFORMATION

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

<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
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
Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Laura Hooper	Laura.E.Hooper@wv.gov	558-0468
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
April Battle	April.E.Battle@wv.gov	558-2306
Sheila Hannah	Sheila.L.Hannah@wv.gov	558-4317

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.

ELECMON14	Electronic monitoring
GSD146425	Administration of state use program
TRAVEL13	Travel management

ASSIGNMENTS

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its buying staff as well as to alleviate the work load of buyer supervisors.

“It sometimes becomes necessary for us to reassign our buying staff to agencies to account for changes within our own division,” said Assistant Purchasing Director Mike Sheets. “However, we do our best to take into account existing relationships and ensure that any and all changes are necessary and productive.”

In cases where an agency has been assigned a new Purchasing Division buyer, that buyer will reach out to the appropriate

agency designated procurement officer(s), if he or she has not already done so, to introduce him or herself and to discuss any upcoming procurements for that agency.

The Purchasing Division continues to seek ways to better serve the state agencies with which we partner. We look forward to your feedback as we continue to make improvements that will make the purchasing process as seamless as possible.

To view the list of purchasing buyer assignments for agencies, visit www.state.wv.us/admin/purchase/byrassign.pdf.

Changes Made to State Travel Policy

Agencies should be aware that revisions have been made to the state travel policy, effective July 1, 2015. The new policy can be reviewed in its entirety at: www.state.wv.us/admin/purchase/travel/policy.html.

Travel coordinators are encouraged to review the new state travel policy. For more information, contact State Travel Manager Catherine DeMarco at 304.558.2613 or Catherine.A.Demarco@wv.gov.