

## Great Collaboration Among Agencies Resulted in the Completion of the Building 3 Renovation

Renovations made to Building 3 on the Capitol campus are now complete and agencies have begun moving in. The renovated building offers panoramic views of the Capitol campus and downtown Charleston. Described as the largest construction project on the Capitol grounds since the completion of the Culture Center, the project required the collaboration of the Purchasing Division and General Services to make this project a success.

“This was a major project due to the size and age of the building and the sheer scope of the upgrades. Essentially, the contractors took it down to the shell and re-did it,” said Buyer Supervisor Guy Nisbet. “We worked closely with both the engineering firm and the General Services Division to ensure the specifications complied with West Virginia law and policy.”



**The renovation project of Building 3 required the collaboration of several agencies within state government. This state building will serve as the new office spaces for many of the Department of Commerce agencies as well as the Division of Personnel.**

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## Purchasing Division Continues its Annual Strategic Sourcing Meetings

Last year, the Purchasing Division implemented an initiative with its largest customers to review procurement trends and to plan appropriately for purchases expected in the upcoming fiscal year. The goal was to create a proactive dialogue with these agencies regarding their procurement framework. Following the success of those meetings, the Purchasing Division continued these meetings for Fiscal Year 2018.

As of August 1, 2017, the Purchasing Division met individually with purchasing representatives from the General Services Division, Adjutant General's office, Division of Corrections, Division of Public Transit, Lottery Commission and Division of Highways. Upcoming meetings include the Department of Health and Human Resources, State Auditor's office, Department of Agriculture, and Secretary of State's office.

The agenda includes presenting agency procurement officials with a list of

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# Purchasing Finalizes Details for Annual Conference and Places New Focus on Local Government Entities

By Acting Purchasing Director Mike Sheets

The West Virginia Purchasing Division has always made it a priority to focus its efforts on professional development and training for our state agency procurement officers. For the second consecutive year, the Purchasing Division has offered its annual Agency Purchasing Conference in late August at Canaan Valley Resort and Conference Center. We look forward each year to this three-day conference and meeting with our state agency partners.

Networking has always been one of our main priorities for the conference. During our group meals, our staff will be spread throughout the banquet room. Each table will display the name of one staff member who will be sitting at that table. We encourage you to search out the person you would like to meet to discuss specific issues with or just get to know a little better.

Additionally, the Purchasing Division focuses primarily on teaching the formal purchasing process (i.e. \$25,000+) during their conference workshops. While each agency must follow our general guidelines at the agency-delegated level, they may make create more stringent spending levels based on their internal controls, if so desired. Often-

times, we hear feedback from attendees that they would like to see more agency-delegated training. Because every agency is just a little bit different in terms of their internal controls, this is just not feasible. However, I encourage our attendees to use their attendance at the conference as an opportunity to ask other state agencies how they handle specific transactions or mitigate certain issues. We learn more from you, and you learn more from each other during this training event.

As our Purchasing staff spends the next few weeks concluding their updates to presentations, handouts, and activities for the conference workshops, and as selections for meals and other conference offerings are finalized, I have challenged our staff with another focus for the upcoming months.

Although state agencies continue to be our primary target when it comes to training and development, *West Virginia Code* permits our agency to offer certain programs and services to political subdivisions. One of these programs is the use of statewide contracts that are bid and processed by the West Virginia Purchasing Division, as long as the political subdivision has the authority in their own state statute and local ordinance to participate and the vendor is willing to extend its volume discounted pricing that was included in the original contract to these local governmental entities. Following the 2017 Regular Session of the State Legislature and after close review of our laws and rules, I believe it is our duty to notify and encourage our local government entities to use these contracts and join us in their potential savings.

Last month, we offered our initial communication to local governments to inform them about this awareness campaign and all the services we have to offer them. The Purchasing Division has worked on several resources, including a new website geared toward municipalities, counties, fire departments, and county boards of education, and an online training module to inform them about statewide contracts and the benefits of their use. Getting the most usage out of our statewide contracts is a good starting point, but we hope to expand our services in the years to come.

We are pleased that we can serve so many of our state agencies and local governments, but I believe that there is so much more we can do. I'll be sharing more information regarding our local government initiative as it becomes available.

We look forward to seeing you later this month at the conference.



## Purchasing Upgrades its Requisition Tracking System for Internal Use and Analytical Reporting for State Purchases

ReqTrak, the Purchasing Division's internal requisition tracking system, has recently been refit to accommodate the newest version of Microsoft Access and partially renovated for some wvOASIS-era functions.

Now rebranded as ReqTrak Classic, this system has proven to be essential to the Division by providing detailed information from the receipt of the requisition to the award of a contract. Although the ReqTrak Classic system is only used internally within the Purchasing Division, a statewide report is published daily for agencies to research the current status of requisitions

going through the centralized procurement process. In addition, ReqTrak Classic generates information for each agency's strategic sourcing planning meetings and any ad-hoc reporting necessary for state procurement operations and decision making.

It is important for agency procurement officers to take time to review the Daily Requisition Tracking Report to receive the most recent status of the purchasing transactions which are being

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# Open-End Contracts Allow Division of Corrections Facilities to Stay Ahead of Mechanical Issues

To plan ahead for unforeseen and unplanned equipment malfunctions, the Division of Corrections (DOC) has taken a proactive approach by creating a variety of open-end contracts for maintenance. When emergency situations occur, such as a boiler or elevator breaking, DOC already has multiple contracts in place to respond.

“Having open-end maintenance contracts is a logical choice for our agency,” explained Cody Taylor, procurement officer for DOC. “We don’t have to keep going back and bidding out this type of work time after time.”

DOC currently has 18 open-end contracts in place that range from kitchen equipment and boilers to elevator and chairlift maintenance. Most of these contracts are awarded on a yearly basis with the option to renew. Because of the number of facilities that DOC manages, there are separate contracts in place for each facility. This ensures that the company awarded the contract can service that individual facility, wherever it might be.

“Many of our facilities are aging,” added Taylor. “It is easier to have someone on call and ready to assist rather than rushing around when something goes wrong.”

The Purchasing Division is pleased to recognize DOC’s proactive approach with these open-end maintenance contracts. By already having these contracts in place, DOC facilities can operate more efficiently, save money and avoid making emergency purchases. The Purchasing Division encourages all agencies to plan ahead for situations such as these to ensure they can quickly respond when disasters strike.



**The Division of Corrections has awarded several open-end maintenance contracts. These contracts, such as the contract that provides service for two 400-gallon domestic hot water heaters at Anthony Correctional Center, allow the Division to respond quickly to equipment malfunctions.**

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## STRATEGIC SOURCING

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their expiring contracts as well as procurements made during the previous fiscal year. Additional topics addressed during these meetings include consolidating procurements, internal controls and procedures, legal issues and procurement training platforms.

“We want to talk about processes without any outside noise or influence,” said Acting Purchasing Director Mike Sheets. “These meetings provide a 360-degree view of where the agencies have been, where they are now, and where they’re going.”

The Purchasing Division wants to improve the procurement process and its relationship with the agencies under its authority. “We’re looking for feedback on all aspects: training, inspection, and current and future procurements,” Sheets said. “We learn the structure and organization of agencies

and they learn more about us.”

“Some of the meetings involve forecasting. In the past, if an agency received bond money for several projects, the Purchasing Division may not have been aware of it ahead of time. By conducting these meetings, everyone is on the same page so the procurement process can flow more smoothly,” Sheets said.

“Before the inspection process began in 2007, the Purchasing Division wasn’t as close to agencies at a more internal level,” he added. “Now we get into the weeds with them regarding their delegated purchases. The benefit is that we’re involved more and have improved our outreach to agencies.”

One example of how the Purchasing Division has benefited in a positive way from these meetings is learning that the General Services Division’s focus is now transitioning more from building

to maintenance. “It has meant a shift in the way they buy. There is less overhead and smaller contracts,” Sheets said. “The Building 3 renovation was one massive contract. In a year, that will turn into smaller maintenance contracts, such as maintaining the elevators. That change affects how we work and means a different use of our resources.”

Full access to those resources is available to everyone who attends a Strategic Sourcing meeting. “There is no jumping around from the Director’s Office to the buyer. Everybody is at the table, and it’s meant to be an interactive conversation,” said Assistant Purchasing Director Frank Whittaker. “We hope the agencies walk away feeling that we’re all in this together. We want to help them get where they need to go.”

# Purchasing Recognizes Basic Certification Recipients

The Purchasing Division is pleased to announce Jordan Kirk, Chris Orcutt and Beverly Ruppert as the latest recipients in its West Virginia Procurement: Basic Certification program.

Kirk, the Purchasing Director for DHHR's Bureau for Public Health, has worked for the State for approximately 10 years.

"I am thankful to the Purchasing Division for this recognition," Kirk said. "This certification allows me to be confident that I understand the procedures when I am assisting my staff in the future."

Orcutt is the Purchasing Director for the Bureau for Behavioral Health and Health Facilities within DHHR. He has worked for the State since 1992, except for three years he spent in the Kanawha County Sheriff's Department.

"My time working as the Fixed Assets Team Lead alongside Elizabeth Perdue on the wvOASIS project gave me a lot of insight and experience in purchasing on the back end of the process," said Orcutt. "However, if it were not for the assistance of several of my peers who showed me the process of purchasing from start to finish, achieving this goal would not have been possible. Hopefully I will be able provide the same guidance and assistance to others that was afforded to me and help them to achieve the same goal."

Finally, Ruppert has served as the procurement officer for the West Virginia Veterans Nursing Facility in Clarksburg for the past six months. She previously worked for the Division of Corrections for more than four years.

Ruppert was inspired to pursue cer-

tification by a quote from author Roy T. Bennett, who says, "Don't let others tell you what you can't do. Don't let the limitations of others limit your vision. If you can remove your self-doubt and believe in yourself, you can achieve what you never thought possible."

"I love working for the state of West Virginia and all of the training it provides," she said. "I have learned so much during my five years."

State agency procurement officers interested in participating in the basic and/or advanced certification program may review the requirements at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification).

The Purchasing Division would like to congratulate Kirk, Orcutt, and Ruppert on this noteworthy accomplishment!

## BUILDING 3

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There were several smaller projects related to the renovation that required different solicitations to be let by the Purchasing Division, including those for data connection and furniture.

"Building 3 was like the tree trunk and these other projects were the branches. We had to work together within the Purchasing Division, with other agencies, and with the vendor community," Nisbet continued. "It was rewarding because we don't often get to see the fruits of what we do. With this project, we can walk around the Complex and see the lights on and people working in the building. It's nice to see the finished product."

Building 3's original design featured individual offices around the perimeter, with a reception area in the center. During the renovation, the walls were removed and replaced with a more modern, open-air floor plan to hold more employees in the building.

Each floor contains a conference room, kitchenette and break room. Other updates to the building include data closets to provide easy access to computer and telecommunications systems, ADA-accessible doorways and restrooms, and a lactation station. The exterior was restored to its original appearance, as was the building's iconic green marble art deco in the first-floor lobby.

Space that once housed the main lobby's newsstand was repurposed as the building's security checkpoint. The marble and brass window counters that were formerly part of the Division of Motor Vehicles' customer service area have been restored to their original appearance. The customer side of that room will be a visitors' center for the Division of Tourism, while the space behind the counters will house the Division's 1-800-CALL-WVA call center.

About one-quarter of the first floor will serve as a large conference room, with an adjacent kitchen to cater on-site events. Two smaller meeting rooms will be located nearby, one dedicated for Tourism's use and one that will be available by reservation.



**Renovations to Building 3 are now complete and agencies are set to move in. Pictured below is Bob Krause of the General Services Division, along with Senior Buyer Jessica Chambers and Buyer Supervisor Linda Harper.**



# Agencies Reminded of the Importance of Fully Completed Pre-Bid Conference Sign-In Sheets

The Purchasing Division would like to remind agencies to properly complete the pre-bid meeting sign-in sheet with both the date and solicitation number at the time of the pre-bid meeting. Because most pre-bid meetings are conducted by the agency, the Purchasing Division needs to quickly identify the vendors who attended to ensure they receive any subsequent addendums.

Pre-bid meetings are conducted mainly for construction or highly complex projects but may be used for other solicitations as well. A mandatory pre-bid meeting means that only vendors who attend can bid on the project. A project for which the pre-bid meeting is non-mandatory may receive bids from any vendor.

“A pre-bid meeting is valuable from the standpoint that it gives vendors the ability to see what they need to do and allows them time to ask questions,” said Buyer Supervisor Guy Nisbet. “This will hopefully cut down on the time needed during the Question and Answer period because vendors have already had a chance to receive clarification, which will ultimately reduce the total solicitation time.”

Request for Quotation Number: <b>#####</b>	Date: <b>Month Date, Year @ 11:00 AM. EST.</b>
Project Description: <b>Project Description</b>	
<b>PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.</b>	
Firm Name: _____	Firm Name: _____
Firm Address: _____	Firm Address: _____
Representative Attending: _____	Representative Attending: _____
Phone Number: _____	Phone Number: _____
Fax Number: _____	Fax Number: _____
Email Address: _____	Email Address: _____

**A pre-bid conference sign-in sheet (above) plays a critical role in the solicitation process. Properly completed forms will allow the Purchasing Division to know when a meeting occurred and which vendors attended.**

The first addendum that is posted is typically the mandatory pre-bid meeting sign-in sheet. It makes the attendance public knowledge to other vendors.

“Let’s say a new roof is needed for a state park lodge. That is awarded to a general contractor,” Nisbet said. “But there may be a third-party supplier who can provide extra sheeting, if needed. The third-party supplier can look at the pre-bid meeting list and let the contractors know the costs of sheeting, so they can calculate that in the bid.”

The pre-bid meeting sign-in sheet becomes part of the contract, so it is important that information, such as addresses, is written clearly and legibly. If a vendor is not in wvOASIS, the Purchasing Division is unable to issue future addendums without the vendor’s correct address.

## REQTRAK

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processed for their agency. Equally, it is vital to share this information with others in their organization, including staff, employees in field offices, and agency leadership. To view the Daily Requisition Tracking Report, visit <http://intranet.state.wv.us/admin/purchase/purapps.html>.

“The ReqTrak Classic project’s successful completion means we are able to harness the reporting power of the system’s combined years of data from the pre- and post-wvOASIS periods,” according to Mark Totten, Technical Services Manager. “ReqTrak Classic’s re-designed graphical user interface is more eco-friendly as well, which improves readability and lowers printing cost when records are printed for our internal contract workflow.”

ReqTrak was initially implemented in February 2002, as a Purchasing Division initiative to improve the tracking within the state procurement process. Performance can be monitored in different ways and through various reports, including by agency, buyer, transaction type, date, and more by using the report filter.



## THE BUYERS NETWORK

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 Acting Director  
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# Current Statewide Contract Update

(As of July 17, 2017)

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 the specific statewide contract.

## New Contract

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
ABATMNT17	Custom Services Industries LLC	Asbestos removal	07/01/17 -06/30/18
DRUG-TESTING17	Redwood Toxicology Lab.	Drug Screening	06/20/17 -03/19/18
TRAVEL18	National Travel Services Inc	Travel Agents	07/01/17 -06/30/18

## Contract Renewal

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
AIRFARE17	Delta Airlines Inc	Travel facilitation	10/01/17 -09/30/18
TEMP16A	WV Association of Rehab Facilities	Temporary Manual Labor	07/15/17 -07/14/18
TEMP16B	Kelly Services Inc	Temporary Manual Labor	07/15/17 -07/14/18
TEMP16C	Express Services	Temporary Manual Labor	07/15/17 -07/14/18
TEMP16D	Saunders Staffing	Temporary Manual Labor	07/15/17 -07/14/18
TEMP16E	22nd Century Technologies Inc	Temporary Manual Labor	07/15/17 -07/14/18
TEMP16F	Adecco USA Inc	Temporary Manual Labor	07/15/17 -07/14/18
TEMP16G	Manpower of WV	Temporary Manual Labor	07/15/17 -07/14/18

## Miscellaneous Actions

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Description of Change</b>
MVAPRTS17	NAPA Auto Parts	Auto Parts	To correct authorized department code

PKGSVS17	FedEx	Letter or small parcel delivery services	To establish the shipping weight for contract usage of 150 pounds maximum
SWC*23	HP INC	Computer Equipment	To upload most recent e-catalog
WVARF15	WV Association of Rehab Facilities	Water	To update vendor address and add two items

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>E-MAIL</b>	<b>PHONE</b>
<u>Supervisors</u>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<u>Senior Buyers</u>		
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Charles Barnette	Charles.D.Barnette@wv.gov	558-2566
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