

THE BUYERS NETWORK

FEBRUARY 2017

VOL. 27, ISSUE 2

THE BUYERS NETWORK
is Published Monthly
by the Purchasing Division
of the West Virginia Department
of Administration to Promote
Better Value in Public Purchasing

Revised Fixed Assets and Surplus Property Agency Resource Module Available

The West Virginia Purchasing Division is pleased to announce the development of a *Fixed Assets and Surplus Property* agency resource module, which has been updated and made available on the Purchasing Division's website. This module was developed to assist state agency officials in understanding the requirements of maintaining fixed assets as well as properly disposing of assets no longer needed by state agencies.

Each state agency is required to maintain an inventory of reportable fixed assets and must document these assets within the wvOASIS Fixed Asset System. In addition to highlighting the process of adding and maintaining fixed assets in the system, this module also discusses the various methods of disposition once those assets are no longer needed. The information contained in this module is further outlined in *West Virginia Code* §5A-3; Title 148, Series 1 of the *Code of State Rules*; the *Purchasing Division Handbook*; and the *Surplus Property Operations Manual*, which can be found on the Surplus Property website.

This module is available on demand at www.state.wv.us/



The Purchasing Division has published its eleventh training module, *Fixed Assets and Surplus Property*. The module is available on the Purchasing Division website.

[admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html). When completed, a certificate may be printed and signed by your supervisor

Please see **FIXED ASSETS MODULE**, page 5

INSIDE...

- **Director's Comments:**
Procurement Officers Can Play an Important Role in Governor Jim Justice's Cost Savings Initiative
- wvOASIS: Fixed Assets Training Resumes at WVSASP
- Blackout Period Critical for Procurement Officers
- New Vendor Registration Guide for State Agencies Now Online

Mid-Year Audit of Training Hours Completed for Designated Buyers

The West Virginia Purchasing Division recently completed its mid-year audit of the training hours required of all state agency designated procurement officers. As specified in *West Virginia Code of State Rules* 148-1-3.2, each spending unit's procurement officer is required to take 10 hours of training through the Purchasing Division each year. Previously, this training was encouraged but not required. To view a listing of those individuals required to abide by this Rule, visit www.state.wv.us/admin/purchase/VRC/agencyli.html.

Training hours are tracked on a fiscal year basis. The mid-year audit is done to inform procurement officers if they have met the requirement, or if they have not, to let them know how many hours they still need to obtain by the end of the fiscal year to be in compliance.

Procurement officers can meet the requirement by attending monthly Purchasing Division In-House Training workshops, participating in Purchasing Division

Please see **TRAINING AUDIT**, page 5

THE DIRECTOR'S COMMENTS

State Agency Procurement Officers Can Play a Role in Governor Jim Justice's Cost Savings Initiative

By Purchasing Director Dave Tincher

Following the Inauguration of our 36th Governor Jim Justice and in sight of our impending Legislative session, West Virginia and its state agencies are excited for the new ideas that will be implemented in the coming year. During his first week in office, Governor Justice expressed that one of his initial objectives is to find cost-saving measures in order to trim waste in the State Budget.

Although developing solicitations that encourage vendor competition is nothing new, it is more important than ever before to develop quality solicitations, provide better tracking of our state agencies' fixed assets and disposition of assets, and ensure that our agency procurement officers have the training and education needed to do their jobs effectively.

The Purchasing Division has kicked off the New Year by focusing on our training program to ensure we are doing our part in moving the state forward. In January, we resumed our *wvOASIS*: Fixed Asset System training. This three-hour workshop, which was last offered in 2015, will offer hands-on practice in the *wvOASIS* Fixed Asset System. Asset

Management Coordinators will have the opportunity to input their agency's assets into the system with one-on-one guidance. The workshop will be offered once per month at the Surplus Property location in Dunbar with a maximum capacity of four attendees per session. More information on this training can be found on Page 3.

The Purchasing Division is also focusing our efforts in the coming months on updating all of our online resource modules to ensure the information contained within these training tools is current and accurate. In January, we published a new Fixed Assets and Surplus Property module, and this month, we expect to post the revised Change Orders and Addenda module. Look for others to be updated in the coming months. For more information on the Fixed Assets and Surplus Property module, see the article on Page 1.

Please be reminded that Legislative Rule requires all agency designated procurement officers to attend 10 hours of training offered by the Purchasing Division each year, which is tracked on a fiscal year basis. The aforementioned modules count as credit toward this requirement, as do all In-House Training workshops and webinars. To register for any of our upcoming trainings, please visit www.state.wv.us/admin/purchase/training/inhouse.html and click on the appropriate training registration button.

By better understanding the laws and rules which govern the state purchasing process, we can ensure that our state's taxpayer dollars are being spent efficiently and effectively, hence resulting in cost savings and cutting waste. Thank you for your commitment to public procurement and upholding the integrity of the process.



Whittaker Promoted to Assistant Purchasing Director

The Purchasing Division congratulates Frank Whittaker, Certified Public Procurement Buyer (CPPB), on his recent promotion to Assistant Purchasing Director. In this new position, Whittaker will oversee the Acquisition and Contract Administration Section.



Frank Whittaker
Assistant Purchasing Director

Whittaker has worked in various procurement roles since the mid-1990s. During his time in the private sector, he was involved in technology sales to county and state government entities. In 2005, he was hired as a procure-

ment officer for the Tax Department, before accepting a position with the Purchasing Division as a senior buyer in 2008. Whittaker was later promoted to buyer supervisor in 2013.

"When I worked in the private sector, I thought I knew everything about West Virginia purchasing procedures because the state was my primary customer," Whittaker said. "Then when I came to the state, I had some 'aha' moments as I learned the process from this side. With each new position, there has been another layer of detail and a deeper understanding. I expect to continue to learn in this new role and I'm excited for the opportunity."

Whittaker earned the CPPB certification through the National Institute of Governmental Purchasing in 2013.

When he's not working, Whittaker enjoys spending time with family and restoring vintage motorcycles with his son, as well as participating in church activities.

wvOASIS: Fixed Asset Training Resumes at WVSASP

The West Virginia State Agency for Surplus Property (WVSASP) is pleased to announce that it will resume hosting its hands-on training for the wvOASIS Fixed Asset System. This training, which was previously offered in 2015, is open to all State Agency Asset Management Coordinators. Offered once per month, this training will be limited to four participants per session. The Asset Management Coordinator is the person responsible for adding, maintaining, retiring and certifying his or her agency's fixed assets in the wvOASIS Fixed Asset System.

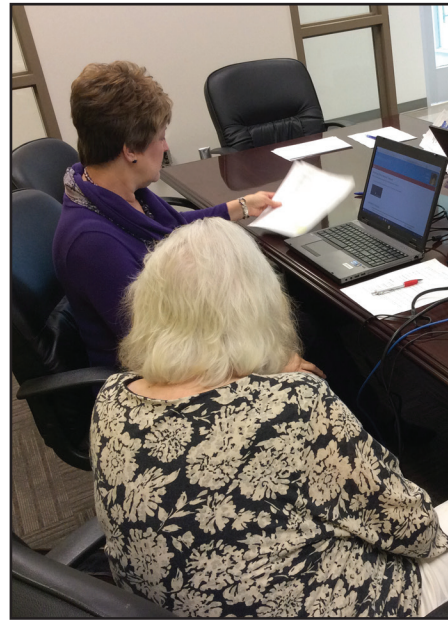
During this training, participants will learn how to add new assets to the wvOASIS Fixed Asset System, run agency reports containing an overview of their inventory, and retire property. Participants will be expected to bring agency-specific information with them and will practice processing documents in the system with one-on-one assistance.

Each training session will last three hours and will take place in WVSASP's Conference Room at 2700 Charles Avenue in Dunbar. Registration will be given on a first-come, first-served basis.

The training schedule for 2017 kicked off on January 25, 2017. Dates for the remaining sessions for the first half of this year are as follows:

- February 22
- March 29
- April 26
- May 17
- June 28

Questions regarding the content of these training ses-



The West Virginia State Agency for Surplus Property (WVSASP) recently kicked off its monthly hands-on training for State Agency Asset Management Coordinators. This training, which takes place at its Dunbar location, provides guidance on adding and modifying assets in the wvOASIS Fixed Asset System, as well as properly disposing of property no longer needed.

sions may be directed to Sherry Fewell at 304.356.2424 or Sherry.L.Fewell@wv.gov. Questions regarding registration may be directed to Stephanie Mosley at 304.558.2744 or Stephanie.M.Mosley@wv.gov. More information regarding this Fixed Assets training can be found at www.state.wv.us/admin/purchase/training/inhouse.html.

Closer Look at Document Validation Reveals Opportunity for More Efficient Processing

All wvOASIS documents have a set of buttons on the Header for common processing actions, such as Edit, Copy, Validate and Submit. The buttons are more or less self-explanatory. For example, the main purpose of the Validate button is to check the document for errors. What many purchasers do not know, however, is the Validate button performs additional actions on procurement documents.

Below is a list of the actions performed when a procurement document is validated:

1. The document is checked for errors.
2. If the document is the first document in the chain, a **procurement folder** is created.
3. A link to the new document is added to the procurement folder.
4. Any information that can be inferred from **referenced documents** is copied to the new document.
5. All information on the document is saved.



At first, the list of actions may seem underwhelming, but a closer look reveals an opportunity for more efficient processing.

When exactly is the best time to validate a procurement document? There are two factors that should be considered. First, when a requisition is copied forward to create an award, the commodity lines appear immediately on the new document, but the accounting lines are not inferred until the Validate button is clicked. Second, if the correct pricing information is entered on the commodity lines before the Validate button is clicked, the system will automatically adjust the accounting Line Amounts from the requisition to the correct values, saving time and keystrokes.

So, to answer the original question, the best time to validate an award document is immediately after the commodity pricing is confirmed—even if this means skipping ahead to complete the Commodity section first.

When processing procurement documents in wvOASIS, procurement officers are encouraged to use the 'Validate' button. This simple action will check the document for errors and can help create more efficient processing.

Purchasing Division Honors Two Certification Recipients

The Purchasing Division is pleased to recognize two of its employees who recently received certification in procurement.

Diane Holley-Brown received her Certified Public Procurement Officer (CPPO) certification through the Universal Public Procurement Certification Council (UPPCC) and Debbie Watkins earned her West Virginia Procurement: Basic Certification program through the Purchasing Division.

Holley-Brown serves as the assistant purchasing director, overseeing the Communication and Technical Services Section. She previously earned her Certified Professional Public Buyer (CPPB).

Watkins is the administrative secretary to the Purchasing Director and serves as the agency designated procurement officer. Taking this step for the formal state certification allowed Watkins to experience different areas within the procurement process.

"Although I have worked in Purchasing for more than 30 years, the certification training experience provided an informative and thorough examination of the purchasing process," shared Watkins. "As the procurement officer for the division, I have always been familiar with the purchasing process, but this certification program gave me an opportunity to learn more details that are involved in



Debbie Watkins of the Purchasing Division earned her West Virginia Procurement: Basic Certification in January. This program is open to all state procurement officers.

the day-to-day procurement process. It was a great experience!"

State agency procurement officers interested in participating in the basic and/or advanced certification programs may review the requirements at www.state.wv.us/admin/purchase/training/Certification. Questions regarding the certification program may be directed to Communication and Professional Development Manager Samantha Knapp at Samantha.S.Knapp@wv.gov or 304.558.7022.

The Purchasing Division would like to congratulate Diane and Debbie on their noteworthy accomplishments!

Latest Surplus Newsletter Now Available Online

The 2016 fourth quarter issue of *The Property Connection*, produced by the West Virginia State Agency for Surplus Property (WVSASP), is now available online at www.state.wv.us/admin/purchase/surplus/propertyconnection. WVSASP publishes this quarterly newsletter geared toward daily sales customers and eligible organizations, including state agencies.

This newsletter focuses on procedural updates, inventory changes, general news and eligible organization highlights. Articles in the current issue feature WVSASP's continued improvements, a schedule of events for 2017, one customer's DIY project and how Recovery Point West Virginia uses WVSASP to keep administrative costs down.

For additional news and updates, please visit WVSurplus.gov or call 304.766.2626.



Individuals are also encouraged to visit at its Dunbar location and follow WVSASP on Facebook at www.facebook.com/WVSurplus/.

Blackout Period Critical for Procurement Officers

During the solicitation process, it is critical that agencies be mindful of the "blackout period." From the time a requisition is submitted to the Purchasing Division to the time the award of a contract is made, evaluators and agency procurement officers may not communicate with potential vendors regarding the published solicitation.

An award is considered complete only when the contract has been signed by the Purchasing Division, approved "as to form" by the Attorney General's Office, and encumbered and placed in the U.S. mail. This is in accordance with the *West Virginia Code of State Rules* and is outlined in the *Purchasing Division Procedures Handbook*.

Should vendors have questions regarding the solicitation currently out for bid, they may use the formal question and

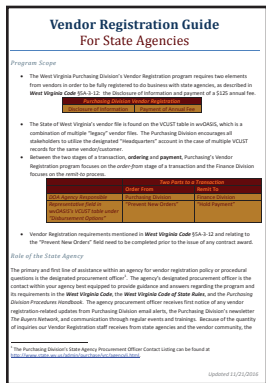
answer (Q&A) period to seek clarification. The responses to all questions will be issued as an addendum to the solicitation, which will ensure that all vendors who are interested in submitting a bid will have access to the same information. The Q&A deadline will be noted in the solicitation and should be submitted to the Purchasing Division buyer.

Additionally, while agency personnel may not speak to a vendor regarding an on going solicitation, they may discuss existing contracts or other matters unrelated to the solicitation currently out for bid. Please be clear when speaking to vendors that you may only discuss contracts that have already been awarded. If you are unsure that contacting a vendor would violate the blackout period, contact your Purchasing Division designated buyer prior to speaking to the vendor.

New Vendor Registration Guide for State Agencies Now Online

The Purchasing Division has posted a new publication, a *Vendor Registration Guide for State Agencies*, on its intranet site.

The goal of this document, which illustrates the vendor registration steps required for procurement employees to successfully process a purchasing transaction, is to provide a framework for the process in a clear, concise format. Most importantly, it outlines the vendor registration program's scope, including a chart that breaks down the two parts of a transaction; details the role of the state agency in the vendor registration process; and includes a specific checklist for procurement officers to follow to determine whether a vendor is in good standing with the Purchasing Division.



to determine whether a vendor is in good standing with the Purchasing Division.

tion based on information contained within *wvOASIS*.

Vendor registration should be among the first steps in the purchasing process in order to meet requirements and maintain an acceptable record of who is doing business with the state.

The Guide streamlines information about vendor registration in one place to assist state agencies in their role and to improve efficiency in the overall vendor registration process.

"This guide puts many of the program's details and objectives that we have been emphasizing in training into a concise reference with a broader perspective that is more easily understandable against the backdrop of the entire procurement process," said Technical Services Manager Mark Totten.

To view the Guide, visit the Vendor Registration's intranet page at <http://intranet.state.wv.us/admin/purchase/VendorReg.html>.

To assist agency purchasers with their role and responsibilities in the vendor registration process, the Purchasing Division has created a *Vendor Registration Guide for State Agencies*.

TRAINING AUDIT

Continued from Page 1

webinars or viewing self-paced online training modules on the Purchasing Division's website. Attendance at the annual Agency Purchasing Conference also counts toward the 10-hour requirement.

Questions regarding training hours may be directed to Stephanie Mosley at Stephanie.M.Mosley@wv.gov or 304.558.2744. To view the Legislative Rule noting this requirement, visit www.state.wv.us/admin/purchase/rule_148-01.pdf_062216.pdf.

FIXED ASSETS MODULE

Continued from Page 1

for credit. This module serves as .5 credit hours towards the certification requirements. Please send the *Certificate of Completion* to Stephanie Mosley at Stephanie.M.Mosley@wv.gov. For questions regarding this module and the Purchasing Division's training program, contact Communication and Professional Development Manager Samantha Knapp at Samantha.S.Knapp@wv.gov.

Statewide Contract Update Allows Tires to Be Purchased with ARI

A change made to the statewide contract for new tires (NTIRE13A) will now allow the fleet management contractor, Automotive Resources International (ARI), to facilitate the purchase of Goodyear tires using the statewide contract. Pricing will remain the same with no additional fees.

To purchase new tires for a state vehicle, drivers need to call ARI at 1-800-CAR-CARE prior to taking the vehicle to a shop. They will then be directed to the nearest location to purchase the tires. Drivers will need to indicate at the point of sale that this purchase is to be billed through ARI. By processing this purchase through ARI, agencies will no longer need to

pay a separate invoice for tires or create a Centralized Delivery Order or Agency Delivery Order for tire purchases.

This partnership with Goodyear and ARI will remain in effect for the remainder of the statewide contract. If an agency does not use ARI for vehicle management, tires can still be purchased as they have been in the past directly through NTIRE13A.



THE BUYERS NETWORK

Purchasing Division
State Capitol Complex
2019 Washington Street, East
Charleston, WV 25305-0130
Telephone: 304.558.2306

Jim Justice
Governor

John Myers
Cabinet Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Editors
Diane Holley-Brown
Samantha Knapp

Contributing Reporters
Jessica Chambers
Courtney Sisk Johnson

Current Statewide Contract Update

(As of January 18, 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. For more information, please contact the buyer assigned to the specific statewide contract.

New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
PAINT17	Sherwin Williams Co.	Paint and Paint	04/01/17 -03/31/18
PKGSVS17	FEDEX	Small Package Delivery Service	01/09/17 -11/28/21
SWCSBUS17A	Blue Bird Bus Sales	Buses	01/01/17 -12/31/17
SWCSBUS17B	Matheny Motor Truck Co.	Buses	01/01/17 -12/31/17
SWCSBUS17C	Worldwide Equipment of WV	Buses	01/01/17 -12/31/17

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
OFFICE15	Office Depot Inc	Office Supplies	01/08/17 -12/19/19
PKGSVS16	FEDEX	Small Package Delivery Service	11/14/16 -01/09/17

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
SWC*22	G4S Secure Solutions USA Inc	Security Guard Services	05/01/17 -04/30/18
DEBT15F	Conserve	Debt Collection	01/01/17 -12/31/17

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
DEBT15A	Penn Credit Corp	Debt Collection	To correct the start dates for commodity lines 1-8
DEBT15E	Pioneer Credit Recovery Inc	Debt Collection	To correct the start dates for commodity lines 1-8
DIGCOP12A	Komax LLC	Photocopiers	To replace Bizhub 364e with Bizhub 368
FOOD16A	A F Wendling Inc	Food Distributuion Services	To add case pricing for food items

FOOD16B	US Foods	Food Services	To add case pricing for food items
PBKCR10B	Enterprise Rent A Car	Vehicle Leasing	To correct and republish NASPO Value-point Price
FUELTT14B	Harris Oil Co.	Fuel Truck Transport	To change variable of the motor fuel excise tax rate
FUELTT14C	R T Rogers Oil Company Inc.	Fuel Truck Transport	To change variable of the motor fuel excise tax rate
FUELTT14AA	R T Rogers Oil Company Inc.	Fuel Truck Transport	To change variable of the motor fuel excise tax rate

FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
<i>Senior Buyers</i>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Charles Barnette	Charles.D.Barnette@wv.gov	558-2566
April Battle	April.E.Battle@wv.gov	558-0067
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Linda Harper	Linda.B.Harper@wv.gov	558-0468
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402