

# THE BUYERS NETWORK

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

## Pipestem's Zipline to Offer Twist on Outdoor Adventure

Pipestem Resort State Park sits on the east rim of the Bluestone River Gorge with the scenic Bluestone River 1,200 feet below. The 4,050-acre park is located on the border of Summers and Mercer counties and features two hotels, one of which is at the bottom of the gorge and can only be accessed by an aerial tramway. In addition to canyon floor sites, Pipestem offers elevated views from the Bolar Lookout Tower overlook.

Soon, the resort will offer a new way to take in the beauty of the canyon. The park is in the first phase of constructing a zipline, which will offer visitors a unique and exciting approach to experiencing the outdoors.

"This is just another example of how the state and the West Virginia Division of Natural Resources are continually looking for



Photo courtesy of WV Department of Commerce

**The Purchasing Division is pleased to process a variety of unique projects, such as Pipestem Resort State Park's upcoming zipline attraction. Currently in the first phase of the project, the attraction will feature 10-15 zipline runs from the top of the canyon to the bottom.**

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## Purchasing Division Sets 11<sup>th</sup> Annual Open House for May 1

The Purchasing Division is pleased to announce that the 11<sup>th</sup> annual Open House has been scheduled for Tuesday, May 1, 2018, from 10 a.m. to 2 p.m. This free event, which is open to all state agency purchasers who perform work under *West Virginia Code* §5A-3, will take place at the Purchasing Division offices located at 2019 Washington Street, East, in Charleston.

The Open House event provides agency purchasers with the opportunity to network with their peers, discuss ongoing solicitations with Purchasing Division personnel, and learn more about the purchasing process, while asking questions on a variety of purchasing-related topics.

"There are new faces in both the Purchasing Division and among our state agencies, so the annual Open House is a great opportunity for people to connect, get to know one another, and talk about solutions for any issues their agencies might be facing," said Purchasing Director Mike Sheets. "Having open lines of communication helps everyone do their jobs more efficiently and effectively."

This year's agenda includes three 30-minute informational sessions for

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## DIRECTOR'S COMMENTS

# Preparation Crucial in Public Procurement Process

By Purchasing Director Mike Sheets

The West Virginia Purchasing Division encourages its state agency partners to be proactive in planning for all major upcoming procurements. From allowing ample lead time for more complex procurements to conducting adequate market research, agencies should understand the importance of planning ahead for their procurements.

In 2016, the Purchasing Division began offering strategic sourcing meetings for agencies with a high-dollar volume of purchases. Initially, these meetings focused on where the agency had been, namely its past purchases and the processes the agency utilized to obtain what it needed. While those meetings were largely successful, the Purchasing Division is planning to again offer these meetings in 2018 while somewhat shifting its focus.

During the next few months, agency personnel will be invited to meet with Purchasing Division staff to discuss their procurements

for the upcoming fiscal year and the steps necessary to ensure these procurements go smoothly and quickly. During the meeting, agencies' personnel will also take a look at their upcoming expiring contracts and determine the next course of action for those commodities and/or services.

Furthermore, each agency's officials will be provided a series of reports to review in advance of their scheduled meeting, which the Purchasing Division hopes will assist them in planning their procurements for the upcoming fiscal year. These reports include a list of the agencies' active solicitations, a summary of their procurement transactions, and a list of their upcoming expiring contracts, as noted above. For information on these and other reports available to agencies, see the article on page 4.

To assist agencies in planning for future purchases and to ensure accuracy and efficiency in the process, the Purchasing Division continually updates its *Purchasing Division Procedures Handbook*, sends out email notifications of changes to processes and procedures, and offers ample opportunities for training and networking. One specific opportunity available to agencies is our annual Open House event scheduled for Tuesday, May 1, 2018, from 10 a.m. to 2 p.m. at the Purchasing Division offices. We will be offering three 30-minute informational sessions, including a question and answer session with Purchasing staff, an update on legislative changes affecting procurement, and a new session on forms and documentation. For more information on this event, see the article on page 1.

Although the internal processes utilized by agencies may vary significantly, the Purchasing Division wants to ensure that every agency has access to the resources and information that will assist them in planning their procurements. Please don't hesitate to reach out to us should you have any questions specifically related to your agency or if you're unsure as to where to find information and resources that can assist you in your job.



## Agency Purchasing Conference Planning Begins!

Planning is underway for the 2018 Agency Purchasing Conference, which is scheduled to take place at Camp Dawson in Kingwood, October 2-5, 2018. The location change is in response to past survey feedback from participants that indicated they would prefer to stay at a location that could accommodate lodging for all conference attendees, avoiding having some to stay off-site. Camp Dawson has more than 500 sleeping rooms, which will accommodate all attendees.

This three-day training opportunity will provide attendees with a closer look at the state purchasing process as well as offer ample time for peer networking.

Registration for conference attendance and workshops is set to open in mid-July. However, attendees may make their lodging reservations at Camp Dawson at any time by calling 304.791.7002 and referencing the Purchasing Division's confirmation number and name, 116314, WV Purchasing Division Conference, to reserve a room in the Purchasing

Division's block of rooms.

The conference agenda has been expanded this year to include a sixth concurrent workshop, for a total of 66 sessions. A Beginner's Track will be offered to individuals with two years or less experience in the public procurement field or those who simply need a refresher, while the Advanced Track will be open only to those individuals listed as their agency's primary or backup designated procurement officer.

In addition, the agenda will include new topics this year, including the Secretary of State's requirements, the State Ethics and Open Governmental Meetings Act, Office of Technology requirements, forms and documentation, and a session geared toward those individuals who purchase specifically for boards and commissions. Furthermore, a self-led Certifica-

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Please see **CONFERENCE**, page 5

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# Purchasing's Spring Vendor Webinar a Success

The Purchasing Division presented its vendor webinar, titled *Doing Business with West Virginia*, on March 14, 2018. This webinar, which is offered biannually, provides information and training to current and potential vendors wishing to conduct business with the state of West Virginia.

The Purchasing Division implemented these webinars several years ago as part of an initiative to reach out to the vendor community to educate them on how to participate in the competitive bid process. During the webinar, vendors received guidance on how to capitalize on their opportunities to bid and perform work for state government, how to register their company with the Purchasing Division, and how to submit bids for solicitations.

To date, this vendor webinar had its highest attendance ever recorded; more than 60 vendors participated. "We are proud that these vendor webinars have been so successful," said Com-

munication and Professional Development Manager Samantha Knapp. "We believe that by doing our part to reach out to and educate the vendor community, the competitive bid process will be positively impacted, reducing money spent and increasing money saved for our state agency partners while still obtaining the necessary product or service to meet their needs."

The fall presentation of this webinar is currently scheduled for August 22, 2018. Details regarding that event will be shared on the Purchasing Division's website prior to the scheduled webinar.

Additional information regarding other vendor training opportunities can be found on the Vendor Resource Center of the Purchasing Division's website, located at [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc). Questions regarding this training may be sent to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

## Purchasing Continues Vendor Notification of Registration Expiration

In an effort to make the procurement process more communicative, the Purchasing Division is continuing to provide vendors with advance notice of their one-year registration period expirations. Since February, the Purchasing Division is sending a monthly postal mailing to vendor contacts whose entities show a registration expiration date approaching within a 30-day period.

"Prior to the implementation of *wvOASIS*'s Phase C in 2014, the Purchasing Division's primary communication with vendors regarding their upcoming registration expiration was through notices automatically generated by the TEAM Purchasing System and sent by U.S. Mail," said Technical Services Manager Mark Totten. "Several years into the electronic-only communication through *wvOASIS*, we identified the best way to maximize communication with the state of West Virginia's vendor community was a hybrid approach that re-incorporates physical letters sent directly to vendor contacts. With more vendors maintaining their Purchasing Division registration status without interruption, and simultaneously keeping their Ordering and Payment addresses up to date, we expect the contract award process at both the agency and centralized levels to be expedited."

The Purchasing Division conducted its second post-*wvOASIS* expiration-related mass mailing to vendors in December 2017 to inform several thousand vendors that their registration had expired within the last several years. Since February, mailings have occurred in the middle of each month to inform vendors of impending expiration dates.

Questions regarding a vendor's registration record can be sent to [Purchasing.VendorRegistration@wv.gov](mailto:Purchasing.VendorRegistration@wv.gov).

Vendors wishing to learn more about competitive bidding strategies and opportunities can visit the Vendor Resource Center at [www.state.wv.us/admin/purchase/vrc/](http://www.state.wv.us/admin/purchase/vrc/) or make an in-person appointment with the Purchasing Division Vendor Registration Office by calling 304.558.2311.

## OPEN HOUSE

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attendees, including topics on legislative purchasing updates, forms and documentation, and a question and answer session with staff. Refreshments will also be available for the duration of the event. Attendees will receive one hour of training credit toward the State Procurement Certification Program as well as toward the 10-hour training requirement for designees, and will also have the chance to win a free registration to the 2018 Agency Purchasing Conference.

To RSVP, contact Public Information Specialist Courtney Sisk Johnson by close of business on April 25, 2018, at 304.558.4213 or [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).



**OPEN HOUSE**

**WEST VIRGINIA PURCHASING DIVISION**

You are invited to attend our annual Open House, where you can meet our staff, connect with your peers, enjoy refreshments, and attend three valuable informational sessions. Bring documentation that you may wish to review with your assigned buyer. Our staff will be available to you!

**MAY 1, 2018**

**10 A.M. — 2 P.M.**

2019 Washington St. E.  
Charleston, WV

Feeling lucky? One of our Open House attendees will win a complimentary registration to the 2018 Agency Purchasing Conference at the Camp Dawson Event Center in Kingwood, WV, from October 2-5, 2018. All Open House participants will be eligible.

The following informational sessions will be offered on a first come, first served basis:

Session	Time
Purchasing Legislative Updates	10:15 a.m. - 10:45 a.m.
Forms and Documentation	11:00 a.m. - 11:30 a.m.
Question and Answer	11:45 a.m. - 12:15 p.m.

**RSVP TO [COURTNEY.S.JOHNSON@WV.GOV](mailto:COURTNEY.S.JOHNSON@WV.GOV) BY APRIL 25, 2018**

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# Purchasing Provides Valuable Resources and Reports to Agency Purchasers for Daily Use

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The Purchasing Division wants to make its agency procurement officers aware of some resources and reports at their disposal to make the purchasing process more effective and efficient. These resources and reports can be used by agencies to calculate spend, determine which contracts are nearing expiration, manage procedural requirements, and more. Below is a listing and brief description of these resources and reports:

## Spend Reports

The reports below, which can be found in Business Intelligence within *wvOASIS*, allow agencies to calculate all purchases for a period of time, and detail awards for an agency in a fiscal year, including from which fund a payment was made.

- [WV FIN AP 026](#)—Comprehensive Payment Details by Vendor
- [WV FIN AP 055I](#)—Disbursements for Service Date Range
- [WV FIN PROC 028](#) – Procurement Award Accounting Detail
- [WV FIN PROC CC 002](#) – Procurement Transaction Summary

## Small, Women-, and Minority-Owned (SWAM) Businesses

These resources and reports include a template for reporting agency awards to SWAM-certified vendors, which is required by the Legislature at the end of each fiscal year. The list of current SWAM vendors is updated daily, which allows agencies to check if a vendor is SWAM-certified and should make it easier to track and collect data for reporting purposes.

- [WV FIN PROC 039](#) – SWAM Report
- [SWAM Supplemental Report](#) – Intranet (<http://intranet.state.wv.us/admin/purchase/procedures.html>)
- [Daily Online SWAM Listing](#) – Internet ([www.state.wv.us/admin/purchase/VendorReg.html](http://www.state.wv.us/admin/purchase/VendorReg.html))

## Expired Contracts

The Purchasing Division posts a monthly expiring-contracts report, which lists centralized open-end contracts for all state agencies that are scheduled to expire within 90 days. To view the latest report, visit [http://intranet.state.wv.us/admin/purchase/eArchive/2018\\_0302c.html](http://intranet.state.wv.us/admin/purchase/eArchive/2018_0302c.html). This report is generated within *wvOASIS*, and the information is intended to serve as a guide for agency planning regarding its specific contracts. Agencies can use this

report to check agency master agreements as well.

- [WV FIN PROC 042](#) – Expired Contracts Report

## ReqTrak

A statewide report is published daily for agencies to research the current status of transactions going through the centralized procurement process.

- [Daily ReqTrak Report](#) – Intranet (<http://intranet.state.wv.us/admin/purchase/purapps.html>)

## Statewide Contracts

This resource provides a listing of recent updates to statewide contracts.

- [SWC Update Report](#) – Internet (SWC page - [www.state.wv.us/admin/purchase/swc/RecentUploads.pdf](http://www.state.wv.us/admin/purchase/swc/RecentUploads.pdf))

## Vendor Registration

This resource contains information for state agency purchasers regarding the Purchasing Division's vendor registration policies and procedures and their role in the vendor registration process required by *West Virginia Code* §5A-3-12.

- [Vendor Registration Agency Guide](#) – Intranet (<http://intranet.state.wv.us/admin/purchase/VendorReg.html>)

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## Purchasing Shares Latest Personnel Changes

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Recently, three Purchasing Division employees transitioned into new roles within our organization. Melissa Hitt is now an Inspector I, Jordan Parsons transitioned to a Purchasing Assistant, and Bob Ross is our new Imaging Operator I.

Hitt, formerly the Communication and Technical Services (CTS) Imaging Operator, has worked for the Purchasing Division for more than three years. Her new position of Inspector I is within the Acquisition and Contract Administration section.

“I am excited about my new position which will enable me to continue to grow within the Purchasing Division,” shared

Hitt. “I am ready to learn all I can about what it means to be an inspector and apply what I learn in the field, so to speak.”

Parsons also previously worked in CTS as a receptionist and office assistant during her three years with the Purchasing Division. “I’m excited to learn more about procurement and work more closely with the buyers,” explained Parsons.

Ross, who has only been with the Purchasing Division for six months, will remain within CTS as he transitions from an Office Assistant to the Imaging Operator position.

“I’m looking forward to the added responsibilities of my new position as well as learning the finer points of how the Purchasing Division and state government operates as a whole,” said Ross.

The Purchasing Division congratulates all of our employees who have accepted new roles within our organization.



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**The West Virginia Purchasing Division is pleased to announce that Melissa Hitt, Bob Ross, and Jordan Parsons (left to right) recently transitioned into new positions.**

## Legal Seminar on State Purchasing Practices Scheduled for May 15

Next month, the Purchasing Division will host its first ever Legal Seminar on State Procurement Practices. This free event is scheduled for Tuesday, May 15, 2018, from 9:00 a.m. to 3:15 p.m. in the Capitol Room of the Caperton Training Center (Building 7) on the Capitol campus.

During the seminar, presentations will be offered on the legal issues related to state procurement, including an overview of the procurement process, privacy issues, ethics in procurement, and other topics. In addition to Purchasing Division General Counsel Jimmy Meadows, presenters will include Sallie Milam from the State Privacy Office, Jennelle Jones and Bob Paulson from the Department of Administration, Kimberly Weber from the Ethics Commission, and John Gray from the Attorney General's Office.

"The purpose of this legal seminar is to educate attorneys employed by West Virginia state government on the purchasing laws and practices, while saving the state money by offering continuing legal education (CLE) credits at no cost," said Meadows.

The training has been recognized by the West Virginia State Bar for 5.4 in-house CLEs. Attendees will be required to stay for the duration of the seminar to receive CLE credit and are encouraged to know or bring with them their State Bar ID Number, as it will be needed when attendees sign in for the training.

Registration for this training can be completed at [www.state.wv.us/admin/purchase/training/LegalSeminar.shtml](http://www.state.wv.us/admin/purchase/training/LegalSeminar.shtml). Questions may be emailed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

## ZIPLINE

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opportunities to showcase what West Virginia has to offer by investing in the State Park system and improving the outdoor experience," said Buyer Supervisor Guy Nisbet. "The zipline will join hiking trails, trout fishing, golf, and swimming among the many amenities offered by the state park."

The Purchasing Division recently helped secure TERRADON Corporation as the vendor that will study, design, and prepare construction contract plans and specifications for the construction. TERRADON will also conduct all sur-

veying and environmental clearance and will perform periodic inspections during construction. The design plans will call for 10 to 15 zipline runs starting near the Canyon Rim Center and ending near the bottom of the tram crossing the Bluestone River. Runs will be tree to tree, although towers may be necessary due to site conditions.

The Purchasing Division is currently accepting bids for the construction aspect of the project. The deadline to submit a bid is April 26, 2018, at 1:30 p.m.

The Purchasing Division is pleased to showcase this effort as one of the many unique projects processed through its central office.

**Buyer Supervisor Guy Nisbet and Purchasing Assistants Millicent Mann and Jessica Riley look over the solicitation for architectural and engineering services for the Pipestem zipline. The contract was awarded to TERRADON Corporation.**



Buyers Network

## CONFERENCE

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tion Study Group will again be offered for agency purchasing personnel who wish to participate in the West Virginia Procurement Certification Program.

Please note that any procurement officer whose basic or advanced certification is expected to expire within the next year is required to attend this year's conference if that individual only participated in one of the last two Agency Purchasing Conferences. Information is available on the Purchasing Division's website at [www.state.wv.us/admin/purchase/training/certification](http://www.state.wv.us/admin/purchase/training/certification) or you may contact Administrative Services Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

More details on registration and the workshop sessions will be shared on the Purchasing Division's conference website at [www.state.wv.us/admin/purchase/Conference/Agency/2018/default.html](http://www.state.wv.us/admin/purchase/Conference/Agency/2018/default.html) as they become available.

## THE BUYERS NETWORK

Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
Charleston, WV 25305-0130  
Telephone: 304.558.2306  
Hours: 8:15 a.m. to 4:30 p.m. (M-F)

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Governor

**John Myers**  
Cabinet Secretary  
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# Current Statewide Contract Update

(As of March 15, 2018)

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

Contract	Vendor	Commodity	Effective Date
ITCONSULT	Gartner Inc	R&D Services	03/06/18 -03/31/19

## Contract Renewal

Contract	Vendor	Commodity	Effective Date
PAINT17	Sherwin Williams	Paint	03/31/18 -03/31/19
SWC*4	Alpha Technologies Inc	Internet Hardware	03/30/18 -03/30/19
SWC*21	Apollo Oil LLC	Lubricants and oils and greases	03/24/18 -03/24/19

## Purchasing Recognizes its Three Latest Basic Certification Recipients

The Purchasing Division is pleased to announce Greg Clay, Shane Hall, and Mitzie Howard as the latest recipients in its West Virginia Procurement: Basic Certification program. All are members of the Contract Management Unit of the Purchasing Division.

Clay, the State Contracts Manager, has worked for the state for four years. "I really appreciate the opportunity for our unit to advance our knowledge and obtain our certification in procurement," Clay said. "I would like to thank everyone who helped us achieve this goal."

Hall, an Inspector III, has worked for the state for more than 18 years. "I am very thankful for the opportunity to take the Basic Certification test," he said. "I look forward to more opportunities in the future."

Howard, an Inspector II, has worked for the state for nearly six years. "I am grateful to have had the opportunity to obtain the Basic Certification," she said. "I am looking forward to pursuing other certifications as well."

State agency procurement officers are encouraged to pursue this state procurement certification that has been recognized by the Division of Personnel. For more details on the Basic and/or Advanced certification, please visit [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification).

Questions regarding these procurement certification programs may be directed to Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) or 304.558.7022.

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
MAILMCHN-18A	Komax LLC	Mail Machines	Accounting Adjustment
MAILMCHN-18B	Pitney Bowes Inc	Mail Machines	Accounting Adjustment
SWC*1	Gartner Inc	R&D Services	To assign contract from vendor account to the headquarters account
SWC*19	KOMAX LLC	Photocopiers	To replace the mono-chrome bands 4, 5 and 6 and provide a revised catalog.
WVARF15	WV Assoc. of Rehabilitation Facilities	Janitorial Services	To provide updated pricing

## FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<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>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
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
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