

THE BUYERS NETWORK

JULY 2018

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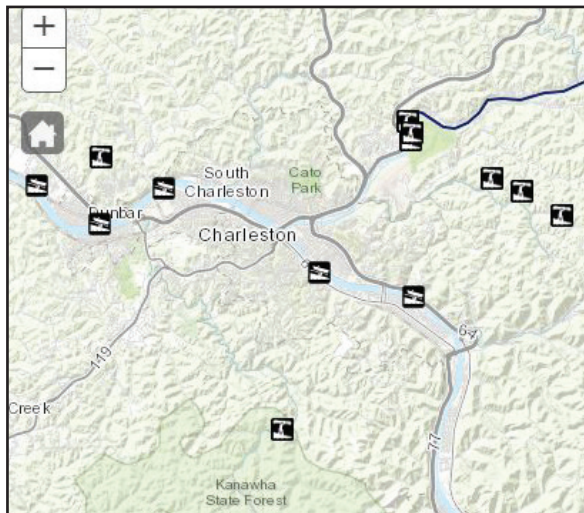
THE BUYERS NETWORK
is Published Monthly
by the Purchasing Division
of the West Virginia Department
of Administration to Promote
Better Value in Public Purchasing

Design Phase Awarded for Improvements Planned at Five Boating Access Sites Along the Elk River

The Elk River is a popular destination for both boaters and fishermen trying to reel in bass, catfish, musky and various other species, and also one that offers canoeing and kayaking opportunities. The West Virginia Division of Natural Resources, in collaboration with the West Virginia Purchasing Division, spearheaded a project to make it easier for boats to access the river. Improvements are planned at five access sites near Mink Shoals, Big Chimney, Blue Creek, and Upper and Lower Clendenin.

The Purchasing Division helped secure a contract that will study, design and prepare the project manual and drawings for the eventual construction. The vendor, Thrasher Group, will also provide quality assurance and control during construction. The construction phase will involve the creation of parking areas, signage and improvements to the boating access ramps themselves.

“This is a wonderful example of contin-



West Virginia citizens and visitors will soon be able to take advantage of five improved boating access sites. The Purchasing Division worked closely with the Division of Natural Resources to secure a contract for this project to improve tourism and outdoor activities in the Kanawha Valley.

ued outdoor investment for the citizens in and around the Kanawha Valley,” said Buyer Supervisor Guy Nisbet. “It brings people and nature closer together.”

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

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Registration for 2018 Agency Purchasing Conference Set to Kick Off on July 19, 2018

Registration for the 2018 Agency Purchasing Conference is set to kick off on July 19, 2018. The agenda for this three-day conference, scheduled to take place at Camp Dawson in Kingwood, West Virginia, will provide some new offerings among approximately 32 workshop topics, including *Forms and Documentation*, *Secretary of State Requirements* and *Insurance and Bonds*. A session geared specifically to boards and commissions will also be offered.

Those interested in attending the conference will be required to pay a \$100 conference registration fee, a decrease of \$75 from last year's fee, which will cover all conference materials, group meals, administrative costs and attendance to all workshop sessions. Once a participant's registration has been processed, he or she will receive an email confirmation, along with his or her

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DIRECTOR'S COMMENTS

Agency Procurement Officers Reminded of Important Upcoming Dates and Deadlines

By Purchasing Director Mike Sheets

The month of June saw many changes for the West Virginia Purchasing Division, including legislative and procedural updates that went into effect June 8, 2018. To help clarify these changes for our agency purchasers, a webinar was offered on June 4, 2018, followed by the posting of a new *Purchasing Division Procedures Handbook*, revised forms and templates, and updated terms and conditions (see page 5 for more information on these changes).

Another way we have been able to discuss these changes in more detail is through our strategic sourcing meetings we have conducted with certain agencies that either have unique procurement needs or process a high volume of transactions annually (see next month's issue for more information on these meetings).

Now that we've officially moved into summer, our busy schedules continue to remain steady. As our procurement officers digest all of the changes, there are some dates and deadlines they need to keep in mind. The Small, Women- and Mi-

nority-owned Business Certification annual reports, which are due annually at the close of each fiscal year, may be submitted to Purchasing.Division@wv.gov. Additionally, all agencies are required to submit their annual fixed assets inventory certification by July 15, 2018. This certification must include every state-owned vehicle, per the new fleet management law that took effect June 5, 2018. Be reminded that a physical inventory of state-owned assets is also required once every three years. For more information on this inventory certification requirement, see page 6.

The best way to know about purchasing procedures is by attending the Purchasing Division's annual Agency Purchasing Conference, for which we will be kicking off registration to all agency purchasers on July 19, 2018. Among the changes to this year's agenda: the schedule will offer a sixth concurrent workshop, expanded from the previous five; an increase in the number of external presenters and topics pertinent to the state purchasing process; and allow for the recognition of a recipient of our new award program, *Excellence in Specification Writing*, as well as our decades-old *Procurement Officer of the Year* program. To learn more information about the conference and its registration requirements, see page 1. All award nomination submissions are due by close of business on July 27, 2018. To learn more about our award recognition programs and the nomination submission process, see page 4.

As a result of many important and ongoing changes to the state purchasing process, the Purchasing Division is restructuring its buyer assignments, while also designating one buyer to handle all statewide contracts. To view the new agency assignments, please visit www.state.wv.us/admin/purchase/byrassign.pdf.

In looking ahead to see where the next few months take us, we encourage our agency procurement officers to continue to suggest ways to improve the state purchasing process. It was with the extensive input of our agency procurement officers that we worked together to make substantial changes this year that we anticipate will have a positive effect on the state procurement process.



Purchasing Division staff joined together in June to take the annual staff photograph (left) on the Capitol steps.

Pictured back row (l-r): Diane Holley-Brown, Mark Totten, Bob Ross, Guy Nisbet, Wendy Means, Mark Atkins, Greg Clay, Shane Hall, and Samantha Knapp;

3rd row (l-r): Jessica S. Chambers, Stephanie Gale, Linda Harper, Tara Lyle, Mitzie Howard, and Crystal Rink;

2nd row (l-r): Michelle Childers, Melissa Pettrey, Jimmy Meadows, Heather Bundrage, Frank Whittaker, Amber Carter, Mike Sheets, Millicent Mann, Elizabeth Perdue, Debbie Watkins, and April Battle;

Front row (l-r): Terra Oliver, Jessica Riley, Courtney Sisk Johnson, Lu Anne Cottrill, Beverly Toler, Alisha Pettit, Brittany Ingraham, Dianna Kirk, and Jennifer Fields.

Conference Grid

Tuesday, October 2		Registration will be held in the Front Desk/Billing Lobby	
Conference Registration 4:00pm - 7:00pm	Evening social will be held in the Liberty Restaurant and Lounge Food and beverages will be on your own		
Wednesday, October 3		Breakfast will be held in the Multi-Purpose Building	
Group Breakfast 7:00am - 9:00am	Registration will be held in the Auditorium Lobby		
Conference Registration 7:30am - 9:00am	This event will be held in the Multi-Purpose Building. Welcome remarks will be offered by Purchasing Director Mike Sheets.		
Commencement 9:00am - 9:45am	Advanced Track		
Workshops 10:00am - 11:00am	Beginner's Track	Agency Delegated Purchasing	Inspections: Making the Grade
Workshops 11:15am - 12:15pm	Public Procurement Basics	Correctional Industries	Statewide Contracts
Group Lunch 12:15pm - 1:45pm	Vendor Registration	Expressions of Interest	Developing Specifications for Requests for Quotations
Workshops 1:45pm - 2:45pm	Lunch will be held in the Multi-Purpose Building		
Workshops 3:00pm - 4:00pm	Legislative Reform... Procurement Roundtable Discussions ...	Special Purchases	State Ethics and Open Governmental Meetings Act
Banquet & Entertainment 6:00pm - 8:00pm	Developing Specifications for Requests for Quotations	Insurance and Bonds	Evaluating Requests for Proposals: Part I
Thursday, October 4		Banquet will be held in the Multi-Purpose Building	
Group Breakfast 7:00am - 9:00am	Breakfast will be held in the Multi-Purpose Building		
Workshops 9:00am - 10:00am	Requests for Quotations	Construction Purchases	Risks in Public Procurement
Workshops 10:15am - 11:15am	Evaluation to Award	Vendor Registration	Insurance and Bonds
Workshops 11:30am - 12:30pm	Transparency and Reporting	Preparing Requests for Proposals: Part I	Secretary of State Requirements
Group Lunch & Awards 12:30pm - 2:15pm	Lunch will be held in the Multi-Purpose Building		
Workshops 2:15pm - 3:15pm	Inspections: Making the Grade	How to Avoid Common Pitfalls in Public Procurement	Privacy and Cybersecurity
Friday, October 5		Dinner on your own	
Group Breakfast 7:00am - 8:30am	Breakfast will be held in the Multi-Purpose Building		
Workshops 8:30am - 9:30am	Electronic Business with West Virginia	Forms and Documentation	Agency Delegated Purchasing
Workshops 9:45am - 10:45am	Boards and Commissions	Risks in Public Procurement	Privacy and Cybersecurity
Workshops 11:00am - 12:00pm	Statewide Contracts	How to Avoid Common Pitfalls in Public Procurement	Secretary of State Requirements
		How to Avoid Common Pitfalls in Public Procurement	Privacy and Cybersecurity
		Agency Delegated Purchasing	Purchasing Card Program
		wwOASIS: Part I	Surplus Property/Fixed Assets
		wwOASIS: Part II	Transparency and Reporting

To rotate this page, please click the "U" icon in the top right menu. This grid is also available online at www.state.wv.us/admin/purchase/Conference/Agency/2018/Grid.pdf.

Purchasing Division Seeks Award Nominations

The Purchasing Division is now accepting nominations for its recognition program, *Procurement Officer of the Year* (POOY), and a new award, *Excellence in Specification Writing*. Nominations for both awards should be submitted no later than Friday, July 27, 2018.

Now in its 23rd year, the POOY program was implemented in 1996 to recognize the dedication and hard work of state agency procurement officers who consistently demonstrate the highest level of professionalism and performance. It 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 Purchasing Division introduced its newest award, *Excellence in Specification Writing*, at last year's conference. This award will be presented to an agency that demonstrates a strong ability to write specifications that are complete, concise and competitive. Specifications serve as

the foundation for competitive purchasing by helping the agency obtain what they need and also serve as the framework for vendors submitting bids. Good specifications decrease ambiguity, ultimately resulting in a lower cost to the state, and function as the vendor's contract requirements throughout the life of the contract.

Poor specifications have been the reason behind protests, the cancellation of solicitations, re-award of contracts and more. The significance of writing good specifications reaches far and wide, but ideally, they provide protection to the state and its taxpayer dollars by ensuring that the money is spent wisely.

This newest award will be based on the following criteria: scope, money/pricing, administration, time and appearance/readability. In short, the nomination submission should:

- Clearly state the work and provide the unit of measurement to accurately reflect the work, provide valid benchmarks for performance and be competitive in nature;
- Provide adequate time to solicit and evaluate bids;
- Use the right template, if applicable;

- Require little to no modifications;
- Adequately reflect the specification criteria, capturing all pricing in an apples-to-apples comparison;
- Provide a reasonable time for delivery and life of the contract; and
- Have clear headings that make sense, be organized in a manner that is easy to navigate and read, and be free of spelling and grammatical errors and ambiguous terms.



The criteria and nomination forms for both awards can be found on the Purchasing Division's intranet at <http://intranet.state.wv.us/admin/purchase/Recognition> (this link may not be accessible on home computers as it requires an individual to be on the state network).

The recipients will be recognized during the 2018 Agency Purchasing Conference. Questions regarding these awards may be directed to Assistant Purchasing Director Diane Holley-Brown at Diane.M.Holley@wv.gov or 304.558.0661.

PURCHASING CONFERENCE

Continued from Page 1

personalized class schedule. Payment will be accepted online at the time of registration. The preferred method of payment is the State Purchasing Card. For payment-related questions, contact Courtney Sisk Johnson at 304.558.4213 or Courtney.S.Johnson@wv.gov.

Participants must make their own lodging arrangements by calling 304.791.7022 or visiting <https://campdawsoneventcenter.org/lodging/lodging-reservations>. Camp Dawson has more than 500 lodging rooms available for reservation, so all confer-

ence attendees will be able to stay onsite for this year's annual training event. To receive the conference rate and a room within the Purchasing Division's block of rooms, reference the code (116314) and conference name (*WV Purchasing Division Conference*) when making any reservations.

To maintain their certification, procurement officers who received their basic certification after the 2015 conference but before the 2016 conference are required to attend this year's conference if that individual missed either the 2016 or 2017 conference. See the recertification requirements on the Purchasing Division's website at www.state.wv.us/admin/purchase/training/Certification.

Due to Camp Dawson's military restrictions, last minute registration changes may not be accepted. To enter the property, a photo ID is required. No exceptions will be made.

To view a copy of the conference grid, see page 3. Additional conference information can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/Conference/Agency/2018.



Purchasing Recognizes Latest Basic Certification Recipients

The Purchasing Division is pleased to announce Juan Haynes and Andrew Lore as the latest recipients in its West Virginia Procurement: Basic Certification program.

Haynes, the Purchasing Director for the Bureau for Behavioral Health and Health Facilities within the Department of Health and Human Resources, has worked for the state for 13 years. "I've learned so much from people in the Purchasing Division over the years," he said. "I'm thankful I've had everyone there to teach me things."

Lore, an Information System Consultant II for the West Virginia Office of Technology, has worked for the state since 2012, when he started as an intern in the Governor's Internship Program. "The certification program was a great opportunity to have in-depth discussions with the Purchasing Division staff, get answers to my specific questions, and have a larger conversation about the role of procurement in state government," Lore said. "I'd like to say 'thank you' to everyone for their time and assistance in helping me accomplish this."

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. Questions regarding the certification program may be sent to Samantha.S.Knapp@wv.gov.

The Purchasing Division would like to congratulate Haynes and Lore on their noteworthy accomplishment!

Upcoming Dates to Remember

SWAM Annual Reports

July 1, 2018

Wheeling Seminars for Local Governments and Vendors

July 12, 2018 | 10 a.m. and 1:30 p.m., respectively

Inventory Management Certifications Due

July 15, 2018

Procurement Officer of the Year and Excellence in Specification Writing Award Nominations Due

July 27, 2018

Elkins Seminars for Local Governments and Vendors

Aug. 16, 2018 | 10 a.m. and 1:30 p.m., respectively

Purchasing Division Publishes Updated Handbook, Forms and Templates Online

All changes to the procurement process due to the passage of Senate Bill 283 went into effect June 8, 2018. As a result of these changes, the West Virginia Purchasing Division published a new *Purchasing Division Procedures Handbook* and updated various forms, templates and the terms and conditions on its website.

Included in the new handbook as appendices are the following:

- Revised standard formats for the Request for Proposal and Expression of Interest procurement methods, as well as a new standard format for the standardization process;

- New insurance guidelines provided by the West Virginia Board of Risk and Insurance Management; and
- Revised process checklists.

The handbook is now posted online in PDF format only and includes clickable links throughout the document. The aforementioned updates and others can be viewed by accessing the handbook online at www.state.wv.us/admin/purchase/Handbook.

The revised Purchasing and Agency Master Terms and Conditions have also been posted online, along with several new or revised forms, including:

- Disclosure of Interested Parties to Contracts,
- Standardization Request and Notice Form (WV-80),
- Direct Award Posting;

Agency Request and Public Notice Form (WV-65/WV-65A),

- Revised specification templates,
- Construction Services Template (with and without AIA documents),
- Elevator Maintenance Template, and
- HVAC Maintenance Template.

All forms and templates can be found on the Purchasing Division's intranet site at <http://intranet.state.wv.us/admin/purchase/default.html>.

The Purchasing Division is committed to continually making positive improvements to its processes in compliance with state law and rule. Should you have any questions regarding these changes, please contact your agency designated procurement officer or your agency's assigned Purchasing Division buyer.

West Virginia Purchasing Division Procedures Handbook

STATE OF WEST VIRGINIA

Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

On June 8, 2018, legislative changes resulting from Senate Bill 283 went into effect, prompting the Purchasing Division to publish a new *Purchasing Division Procedures Handbook*, as well as revise various forms, templates and its terms and conditions.

Inventory Certifications Due to Surplus Property by July 15, 2018

The deadline for state agencies to submit their annual inventory certifications to the Purchasing Division is fast approaching. In accordance with W. Va. 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 on or before July 15 of each year. Once every three years, a physical inventory is required.

Agencies must complete the Inventory Management Certification Cover Sheet and submit it to the West Virginia State Agency for Surplus Property (WVSASP) no later than July 15, 2018. A copy of the Certification Cover Sheet can be found online at www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertificationCoverSheet.pdf.

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 *wv*OASIS Fixed Assets System;
- Certification that all outdated assets under the agency head's administration were retired in conformance with WVSASP policy, procedures and guidelines; and
- Certification that the information contained in the *wv*OASIS Fixed Assets System is to serve as the required inventory report that must be filed with Purchasing Director.

Agencies are also reminded to check for asset shell documents which should be completed, or the event type changed to "FA14," which will remove the shell document.

Because the July 15th deadline is set by West Virginia Code, no extensions will be granted. 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 Elizabeth Perdue 304.766.2626 or Elizabeth.J.Perdue@wv.gov.

Purchasing Division's Watkins Earns National Certification

The Purchasing Division would like to congratulate Administrative Secretary Debbie Watkins, who recently earned her Certified Administrative Professional (CAP) credential.

The CAP is a global professional certification for administrative professionals offered through the International Association of Administrative Professionals program. Those who meet the CAP's high standards and pass the certification exam prove that their expertise is relevant and current with the industry's measurement of knowledge and is based on skill assessment and industry competency.

"I have always loved my job and enjoy the variety of administrative duties that I perform. When I began studying for the CAP exam, there were areas I felt very confident that I knew, but there were also areas that I needed to spend more time on," said Watkins.

"It was a great way to challenge myself and I felt such a sense of accomplishment in passing the exam and being designated as a CAP."

The CAP demonstrates aptitude through an evaluation of skill and knowledge of administrative and office professionals. The CAP exam requires advanced ability in organizational communication, business writing and documentation production, technology and information distribution, office and records management, event and project management and operational functions.



Buyers Network

Property Connection Now Online

The third 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.

This issue highlights the Eligible Organization Open House and 2018 Customer Appreciation Day events recently held at WVSASP. Kanawha County Schools is also recognized as this quarter's eligible organization. Learn more in this issue about how the organization has benefited from WVSASP purchases.

To view the latest newsletter, visit WVSurplus.gov.

THE BUYERS NETWORK

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

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Current Statewide Contract Update

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

Contract Renewal

Contract	Vendor	Commodity	Effective Date
ABATMNT17	Custom Services Industries LLC	Asbestos removal	06/30/18 -06/30/19
CPHONE13AA	AT&T	Cellular Services	06/30/18 -06/30/19
MVAPRTS17	NAPA Auto Parts	Motor vehicles parts	06/15/18 -06/14/19
SWC*7	Capitol Business Interiors	Workstations and office packages	05/15/18 -12/14/18
TRAVEL18	National Travel Service Inc	Travel mgt.	07/01/18 -06/30/19

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
IPEQUIP	Alpha Technologies Inc	Internet protocol IP	To reissue to headquarters account
PKGSVS17	FEDEX	Letter or small parcel delivery	To publish the 2017 Service Guide
WVARF15	W. Va. Assoc. of Rehab Svcs.	Janitorial Services	To add new commodity line and pricing

Purchasing Division Buyer Assignments Change, with Sole State Contract Buyer Designated

The West Virginia Purchasing Division recently notified state agency designated procurement officers of changes to its buyer/agency assignments, which took effect July 1, 2018. 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 communicated in an email sent by Assistant Purchasing Director Diane Holley-Brown. Assignments were modified due to organizational changes at the Purchasing Division, which sought to accommodate new members of its buying staff as well as to alleviate the workload of buyer supervisors.

In any case 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 himself or herself and to discuss any upcoming procurements for that agency.

The Purchasing Division has also designated a statewide contracts buyer, Mark Atkins. Moving forward, Atkins will be the sole contact for all statewide contracts, instead of each contract having a separate buyer.

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.

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
<u>Buyers</u>		
Heather Bundrage	Heather.D.Bundrage@wv.gov	558-2566

Buyers Network