

THE BUYERS NETWORK

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Better Value in Public Purchasing

Recent Legal Seminar Hosted by Purchasing Division Provides Critical Training to State-Employed Attorneys

The Purchasing Division offered its first ever legal seminar on state procurement practices on May 15, 2018, with approximately 70 state-employed attorneys from various departments and agencies in attendance.

"Purchasing touches virtually every corner of state government," said Purchasing Director Mike Sheets. "For this reason, the Purchasing Division felt it was important to offer a training focused specifically on the legal aspects of the state procurement process. We were overwhelmed with the interest we received as a result."

The seminar included presentations by Sallie Milam from the State Privacy Office, Bob Paulson and Jennelle Jones from the Department of Administration, Kimberly Weber from the Ethics Commission, John Gray from the Attorney General's Office, and Purchasing Division General Counsel Jimmy Meadows. Topics discussed included



Purchasing Division General Counsel Jimmy Meadows was one of several speakers at the Purchasing Division's recent legal seminar on state procurement practices. The event was attended by approximately 70 state-employed attorneys from within state government.

privacy issues, ethics in procurement, the legislative process, Freedom of Information Act requests, Office of Technology approvals related to contracts and more.

A post-event survey revealed that 99% of participants rated the event as "Good" or "Excellent."

All attorneys who attended this training received 5.3 In-House Continuing Legal Education (CLE) credits, with .60 Ethics credits.

INSIDE...

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- **Vendors Now Required to File for Electronic Funds Transfer Payment**
- **Agency SWAM Reports Due at the end of Fiscal Year 2018**

Fiscal Year 2019 State Agency Procurement Designation Forms Deadline Set for June 8, 2018

The submission deadline is quickly approaching for the annual *Agency Procurement Designation* form. This form is required each fiscal year, in accordance with 148 C.S.R. 1, which states that all purchases be approved by the secretary or head of the spending unit, or a designee, whose name must be filed with the Purchasing Director. The designee(s) is responsible for the procurement function of his or her agency, and all purchases for that spending unit must be processed through this person. Additionally, this person serves as the liaison between the Purchasing Division and the agency.

The *Agency Procurement Designation* form must be completed for each designee, indicating whether the individual will serve as the primary or back-up contact for the agency, and must be submitted for all state agencies under

Please see **DESIGNATION FORMS**, page 5

DIRECTOR'S COMMENTS

Purchasing Reminds Agency Procurement Officers of Legislative/Procedural Changes Taking Effect in June

By Purchasing Director Mike Sheets

The Purchasing Division was hard at work during the month of May hosting outreach seminars, special events and other educational training opportunities for our state agency procurement officers, local governments and other eligible organizations, and vendors.

These activities included the annual Purchasing Division Open House (see article on page 3), the Parkersburg local government and vendor seminars, our first-ever legal seminar on state procurement practices (see article on page 1), the West Virginia State Agency for Surplus Property's Open House for Eligible Organizations and the mandatory bi-annual training on purchasing processes and purchasing card rules for our state's high-level officials.

But in addition to those successful events, the Purchasing Division also worked tirelessly behind the scenes to ensure a smooth transition to changes made to the state purchasing process during the 2018 Regular Legislative Session, as well as other upcoming procedural changes, all of which become effective on June 8, 2018. Below is a brief overview of some of these changes:

Legislative Changes

- Allowing open-ended construction and maintenance;
- Relaxing RFP requirements to speed up the process;

- Converting sole source procurements to direct awards;
- Reducing the limit on secondary bidding;
- Expanding the debarment grounds to include deferred prosecution agreements;
- Removing traditional vendor preference for most solicitations and adding a reciprocal preference;
- Allowing for the standardization of certain commodities;
- And more!

Procedural Changes

- Increasing the agency delegated verbal bid limit from \$2,500.01 to \$5,000 to \$2,500.01 to \$10,000;
- Allowing screen prints from websites as documentation for verbal bids;
- Permitting longer-based terms for software contracts with maintenance, up to five years;
- Revising the *Request for Proposal and Expression of Interest Standard Formats* to provide clarification and more ease of use; and
- Lowering the limit from \$250,000 to \$100,000 for the allowable use of the Request for Proposal process, upon the Purchasing Director's approval.

The Purchasing Division will be hosting a webinar on Monday, June 4, 2018, from 2 p.m. to 3:30 p.m. to discuss these changes and how they may affect our state agency partners. Space for this webinar is limited to 100 individuals, so registration is required. To register, visit <http://www.state.wv.us/admin/purchase/training/LegislativeUpdate.shtml>. This webinar will be recorded for any person unable to participate in the webinar, and a link will be sent to all agency designated procurement officers once the recording has been posted online.

The Purchasing Division has also updated its master terms and conditions, forms, templates and the *Purchasing Division Procedures Handbook* due to these changes. Be sure to always reference the latest copy of these documents, which can be found on our website at WVPurchasing.gov.

During this transition period, I would like to encourage each of you to fully review the legislative and procedural changes, participate in the webinar, read the revised Handbook and share this information within your agencies. We always strive to ensure our processes are as efficient as possible, and we believe these changes will positively impact our processing time, vendor competition, and the ease of preparing solicitations and awarding contracts/purchase orders.



Long-Time Employee Recognized

The Purchasing Division would like to congratulate Debbie Watkins, who was recently honored by the Department of Administration during Public Service Recognition Week. Watkins was presented with a certificate from Cabinet Secretary John Myers for her 35 years of service in state government.

Watkins began her service with the Department of Administration in 1983, and within two years started working at the Purchasing Division where she has remained for the rest of her career. For the last 25 years, she has served as the Administrative Secretary for three different Purchasing Directors.

Congratulations to Watkins on this great achievement!



Purchasing Division's 11th Annual Open House Offers Many Features

The tradition continues with another successful Open House event. Approximately 75 agency procurement officers attended the Purchasing Division's 11th annual Open House on May 1, 2018. The event provided an opportunity for state agency procurement officers to talk one-on-one with Purchasing Division staff and meet people from other agencies.

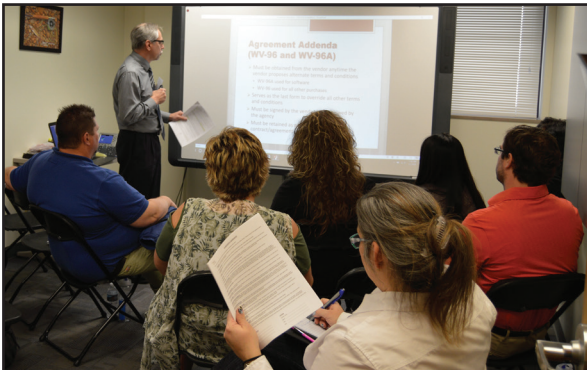
Additionally, three 30-minute informational sessions were offered on such topics as recent legislative updates resulting from Senate Bill 283, forms and documentation, and a question and answer session with Purchasing Division leadership.

"The Purchasing Division continually strives to find ways to build and maintain open lines of communication with our state agency procurement officers," said Purchasing Director Mike Sheets. "One of the ways we accomplish this goal is our annual Open House event. We were pleased with the turnout at this year's Open House and believe our agencies value this level of customer service."

The Purchasing Division extends its appreciation to all agency purchasers who attended this annual event.



Above, Buyer Supervisor Linda Harper and Senior Buyers Michelle Childers and Melissa Pettrey chat with John Hannan of the Insurance Commission at the Purchasing Division's annual Open House on May 1, 2018. Left, Assistant Director Frank Whittaker presented an informational class on "Forms and Documentation."



Vendors Now Required by Auditor's Office to File for Electronic Payments

All in- and out-of-state vendors doing business with the state of West Virginia are now required by the State Auditor's Office to receive payment through the state's Electronic Funds Transfer (EFT) payment system, or accept the State Purchasing Card. Those companies already doing business with the state will be requested to file for EFT at the time of their annual renewal if they haven't done so previously.

This changeover eliminates the need to print and distribute paper checks, saving taxpayers' money and state employees' time. This transition is similar to the one state employees experienced several years ago when switching to the electronic paycheck deposits.

Before the switch to EFT payments, the Auditor's office printed and distributed approximately 20,000 checks to vendors per week. Moving vendor payments to the EFT payment system will provide safety, speed, faster access to funds and all the other benefits of implementing modern technology to both the state and vendors. For more details, visit the www.wvsao.gov.

Upcoming Purchasing Division Dates to Remember

The Purchasing Division would like to remind you of some upcoming events and deadlines for this summer. To learn more or if you have questions, please visit our website at WVPurchasing.gov or contact us at Purchasing.Division@wv.gov.

Legislative and Procedural Updates Webinar
June 4, 2018 | 2 - 3:30 p.m.

WVSASP Customer Appreciation Day
June 6, 2018 | 8:30 a.m. - 6 p.m.

FY2019 Procurement Designation Forms Due
June 8, 2018

Purchasing as a Privacy Powerhouse - Webinar
June 13, 2018 | 10 - 11:30 a.m.

Lewisburg Seminar for Local Governments
June 14, 2018 | 10 a.m. - 12 p.m.

Lewisburg Seminar for Vendors
June 14, 2018 | 1:30 - 3:30 p.m.

Fixed Assets and Surplus Property - In House Training
June 27, 2018 | 10 - 11:30 a.m.

Annual Fixed Assets Inventory Certifications Due
July 15, 2018

Procurement Officer of the Year Award Nominations Due
July 27, 2018

Excellence in Specification Writing Nominations Due
July 27, 2018

New Fleet Law Changes Affects WV Surplus

State agencies, including the West Virginia State Agency for Surplus Property (WVSASP), are gearing up for a new fleet management law passed by the Legislature during the 2018 Regular Session.

Along with changing the Fleet Management Office's official name to the Fleet Management Division, this law requires every state-owned vehicle to be entered into the *wv*OASIS Fixed Assets System and re-registered with the state's Division of Motor Vehicles. The bill also requires every state agency to replace existing green and white license plates, which never expire, with new blue and gold plates that must be renewed every two years.

By July 15th of each year, agencies will be required to affirm as part of its inventory certification to WVSASP that all vehicles in the *wv*OASIS Fixed Assets System are accurate and current. To assist state entities in meeting these new inventory requirements, WVSASP has recently posted *wv*OASIS asset instructions and the required certification document on its website, WVSurplus.gov.

Officials with the Fleet Management Division have worked with *wv*OASIS and individual state agencies to prepare for the changes required under the new law.



In May, the Fleet Management Division conducted mandatory training for fleet coordinators to discuss changes resulting from House Bill 4015. The new law goes into effect on June 5, 2018.

For additional questions related to these new requirements, contact the Fleet Management Division at 1.855.817.1910. For questions relating to asset management, contact Assistant Purchasing Director Elizabeth Perdue at Elizabeth.J.Perdue@wv.gov.

WVSASP Conducts Eligible Organization Open House

On May 23, 2018, the West Virginia State Agency for Surplus Property (WVSASP) conducted an Open House for eligible organizations, including nonprofits, state agencies and local government entities. Representatives from more than 20 eligible organizations attended the event in Dunbar to learn about the benefits of shopping at and partnering with WVSASP. In addition to state agencies, other attending organizations included the Facing Hunger Foodbank and the Gilmore County Volunteer Fire Department.

"This event allows us to connect with state agencies, nonprofits and other eligible organizations who may not know what WVSASP can offer," shared Elizabeth Perdue, Assistant Purchasing Director and Manager of WVSASP. "We had several nonprofits attend who were learning about WVSASP for the first time."



During the Open House, WVSASP conducted two sessions that provided information on the state and federal surplus property programs. WVSASP staff members were also available to meet with attendees one-on-one and learn about their individual needs.

A post-event survey revealed the following information:

- 100% of respondents rated the event "Excellent" or "Good".
- 75% of respondents said they completed or updated an Application for Eligibility as a direct result of the Open House. The other organizations already had a current application on file.
- 100% of respondents indicated they were "Highly Likely" to recommend WVSASP to other organizations.
- 100% of respondents indicated they would be interested in attending a similar event in the future.

State agencies and other eligible organizations interested in learning more about WVSASP should visit WVSurplus.gov or call 304.766.2626. WVSASP also maintains a Facebook page at www.facebook/wvsurplus with information regarding weekly deals, the vehicle list and unique inventory.

The West Virginia State Agency for Surplus Property conducted an Open House for Eligible Organizations on May 23, 2018. Two informational sessions offered during the event discussed the state and federal surplus property programs. More than 30 individuals represented 20 eligible organizations during the event.

Purchasing Division Awards New Statewide Contract for Light Bulbs

A statewide contract for light bulbs and ballasts (LIGHT18) was recently awarded by the Purchasing Division to WV Electric Supply Co. This contract includes compact fluorescent lights, fluorescent bulbs, metal halide bulbs, light-emitting diode (LED) bulbs, incandescent bulbs, halogen bulbs, and high pressure sodium bulbs and associated ballasts.

A copy of this contract, including ordering instructions and a catalog, can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/swc/LIGHT.htm.

For questions regarding the items available on this contract, please contact WV Electric Supply Co. at:

Toll Free: 333.501.4739*

**this number is for orders related to the statewide contract only*

Direct: 304.399.4567

FAX: 304.523.5337

Email: state.contracts@wvaelectric.com

All other contract-related questions may be directed to Purchasing Division Senior Buyer Melissa Pettrey at Melissa.K.Pettrey@wv.gov.



DESIGNATION FORMS

Continued from Page 1

the Purchasing Division's authority regardless of whether the designee is expected to change or remain the same from the previous fiscal year. This form must be signed by the agency head prior to submission.

A list of current agency designated procurement officers can be viewed online at www.state.wv.us/admin/purchase/vrc/agencyli.html.

All designation forms for Fiscal Year 2019 must be received by the Purchasing Division no later than June 8, 2018, and should be sent to Amber Carter at Amber.L.Carter@wv.gov or faxed to 304.558.6026.

All questions regarding this requirement may be directed to Assistant Purchasing Director Diane Holley-Brown at 304.558.0661 or Diane.M.Holley@wv.gov.

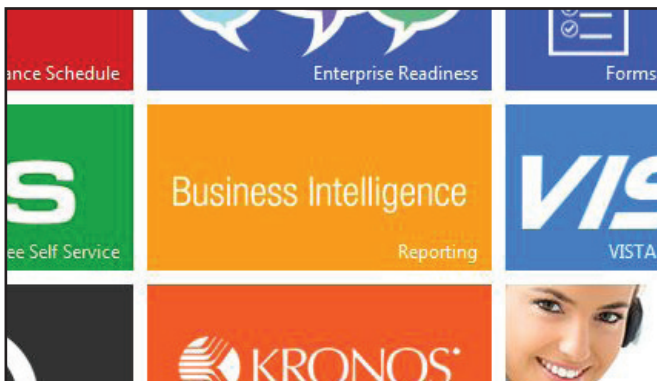
Agency SWAM Reports Due at the 2018 Fiscal Year End

State agencies are reminded that annual progress reports on small, women-, and minority-owned (SWAM) business procurements must be submitted at the end of each fiscal year to the Purchasing Division, in accordance with W. Va. Code § 5A-3-59(b).

To create the SWAM report for your agency, visit the Business Intelligence component of *wvOASIS* and use the report ID **WV-FIN-PROC-039**. This report will fulfill the requirements mandated by Code for all purchase orders and contracts with SWAM vendors. Any purchasing card transactions, however, will need to be added to this report or placed on the *SWAM Reporting Tool* available on the Purchasing Division's intranet at <http://intranet.state.wv.us/admin/purchase/procedures.html>.

Before submitting to the Purchasing Division, the cover page of the report must be signed and dated by the agency procurement officer to certify that the report is complete and accurate. If no SWAM vendors have been used by the agency during the fiscal year, the agency is still required to submit a signed and dated report noting that no purchases were made with SWAM vendors for that fiscal year. For a list of current SWAM vendors, visit www.state.wv.us/admin/purchase/WVSWAM.pdf.

Agencies may submit the SWAM report to Assistant Purchasing Director Diane Holley-Brown at Diane.M.Holley@wv.gov. Additional questions regarding this requirement may also be directed to Holley-Brown at 304.558.0661.



THE BUYERS NETWORK

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Hours: 8:15 a.m. to 4:30 p.m. (M-F)

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Current Statewide Contract Update

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

New Contract

Contract	Vendor	Commodity	Effective Date
LIGHT18	WV Electric Supply Co	Lamps/Lightbulbs	05/01/18 -04/30/19

Contract Renewal

Contract	Vendor	Commodity	Effective Date
SWC*22	G4S Secure Solutions INC	Security guard services	05/01/18 -04/30/19

Contract Extension

Contract	Vendor	Commodity	Effective Date
DRUGTES-TING17	HP Inc	Redwood Toxicology Lab	03/19/18 -08/19/18
SYSFURN15C	Contemporary Galleries	Office Furniture	04/13/18 -12/14/18

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
ELECMON14	Attenti US Inc	Electronic and Communication	To add corrected catalog

Mandatory High-Level Officials Training Now Available Online

A link to the recording of the bi-annual training on state purchasing procedures and the Purchasing Card Program, required for the state's high-level officials in accordance with W. Va. Code § 5A-3-60, has been posted on the Purchasing Division's website. Any individual who was unable to participate in the live webinar on May 10, 2018, may view the recording at www.state.wv.us/admin/purchase/training/mandatory.html.

Viewing the training online will suffice to meet the requirement. A Certificate of Completion, which can also be accessed at the link above, must be submitted to the Purchasing Division no later than June 30, 2018, to receive credit for Fiscal Year 2018. For more information regarding this training or to see whether you have already completed this training for this fiscal year, email Purchasing.Training@wv.gov.

MAILMCHN-18A	KOMAX LLC	Mailing Machines	To add ALL to the Authorized Departments
MAILMCHN-18B	Pitney Bowes Inc	Mailing Machines	To add ALL to the Authorized Departments
WVARF15	W. Va. Assoc. of Rehab Srvs.	Janitorial Services	To add new commodity 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
<u>Buyers</u>		
Heather Bundrage	Heather.D.Bundrage@wv.gov	558-2566

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