

THE BUYERS NETWORK

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THE BUYERS NETWORK

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of Administration to Promote
Better Value in Public Purchasing

Ample Notice Allows WVSASP to Better Assist Agencies When Moving and Retiring Assets

While the process of moving and retiring assets can be a hectic and busy time, the West Virginia State Agency for Surplus Property (WVSASP) would like to offer some friendly reminders regarding this process. Following the tips below will help ensure a successful transition when moving to a new location.

In order to avoid scheduling conflicts, please give WVSASP one month's notice prior to a large move. While an exact moving date may not be known at that time, the advance notice will allow WVSASP to prepare space in its warehouse and coordinate the logistics of preparing for the property no longer needed. For example, does your agency need WVSASP to pick up the property or is your agency planning to hire a moving company?

Please see **RETIRING ASSETS**, page 4



When assets are being sent to the West Virginia State Agency for Surplus Property (WVSASP), it is critical that the process be planned and communicated in advance. While WVSASP can pick up assets from a location, its services are limited to only loading and transportation to the Dunbar warehouse.

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State Agencies are Reminded of Emergency Purchasing Processes

All state agencies are reminded to review the emergency state purchasing procedures, which are available on the Purchasing Division's website at WV-Purchasing.gov. According to Section 3.7.1.4 of the *Purchasing Division Procedures Handbook*, emergency purchases may be necessary when unforeseen causes arise but may not be used for hardship resulting from neglect, poor planning, or lack of organization by the spending unit. The Purchasing Director must conclude in good faith that some unforeseen event has created a situation requiring that commodities or services be immediately purchased by a state spending unit and must place that authorization in writing.

Despite their urgency, emergency purchases expected to exceed \$25,000 require a minimum of three bids, when possible, as well as Purchasing Division approval. When making this request, the agency should provide an estimated cost, specifics on the nature of the situation and the cause of the emergency. Approval should be obtained prior to making a purchase or executing any work

Please see **EMERGENCY PURCHASES**, page 5

Save the Date: Purchasing Division's Open House Set for May 1

DIRECTOR'S COMMENTS

Transparency Provides Immeasurable Value to Services Provided by the Purchasing Division

By Purchasing Director Mike Sheets

Transparency and openness are immeasurable components of the public procurement process. In the public sector where most goods and services are purchased using taxpayer dollars, it is important that constituents know exactly who is buying what, for how much, and the process used to award (or not award) the contract or purchase order.

Moreover, it is crucial that our state agency partners understand the laws and rules that govern the state purchasing process and that they follow them to the best of their ability to maintain the integrity of the process. Conformance to the laws and rules is demonstrated by a complete contract file. This file encompasses every required form and piece of documentation necessary so that any person not associated with the purchase can fully understand

the steps and decisions that have been made and why. We often say that the good concise contract file tells the story, from start to finish, of that particular procurement.

In an effort to provide transparency of all its programs and services, the Purchasing Division maintains a website and intranet site with current information that may be of interest to agency purchasers, vendors, and the general public. Some of the information currently shared on these sites includes bid opportunities; bids received; contract awards; emergency purchasing procedures; the Purchasing Division's Annual Report; our monthly newsletter, *The Buyers Network*; and other procedures as outlined in the *Purchasing Division Procedures Handbook*.

Beginning April 1, 2018, it is our intention to begin posting agencies' final inspection reports and, moving forward, all protest decisions as well as all legislative-required reports, including the stringing report, sole source purchases report, and the Comprehensive Recycled Products report. It is our belief that this information should be shared as a means of providing transparency and openness in the process, and that the information contained in these reports will help our agencies become stronger purchasing agents for the state.

We believe we offer a solid purchasing process to our agency partners in which we aim to provide consistency, authenticity, and credibility. We are always open to additional suggestions on how we can make the process even more transparent and effective to our audiences.



NASPO Outlines Top Priorities for State Procurement

The National Association of State Procurement Officials (NASPO) has released its 2018 list defining the "Top 10 Priorities for State Procurement." This list was created based on survey responses received by state central procurement officials nationwide and is meant to serve as a guide for procurement professionals in 2018. The West Virginia Purchasing Division is pleased to have implemented or already be practicing the priorities noted below:

1. Strengthening the strategic role of state central procurement

The Purchasing Division strives to lead by example, while also providing quality training and assistance to its state agency partners.

2. Procurement planning and effective sourcing strategies

The Purchasing Division continues to conduct strategic sourcing meetings with agencies that have a high dollar volume of purchases, which helps these agencies better plan for future procurements.

3. Driving procurement efficiently with automated software

2

solution

The Purchasing Division continues to utilize *wvOASIS* to process all procurements expected to exceed \$5,000. In addition to *wvOASIS* procurement capabilities, the Business Intelligence component of the system allows agencies to utilize applicable reports to assist them in the procurement process.

4. Risk management strategies, supplier relationships and contract management

The Purchasing Division places great emphasis on all three efforts. Most recently, the Division worked with the Board of Risk and Insurance Management to reduce risk to state agencies by requiring insurance on all contracts.

5. Building a world-class procurement profession

The training program offered by the Purchasing Division allows procurement officials to learn best practices, gain a better understanding of state laws and rules, and participate in its certification program.

Please see **NASPO PRIORITIES**, page 3

New Mini-Training Module on Vendor Fee Exemption Codes Added to Purchasing Website

In an effort to expand its online training offerings, the Purchasing Division continues to create new online modules covering pertinent purchasing-related topics.

The latest module to be developed discusses vendor registration fee exemption codes and when they are to be used. The module reviews the process to exempt vendors from the registration fee within *wvOASIS* for applicable transactions and the importance of distinguishing and entering the proper code for such transactions. These online training resources were designed for agency procurement officials to review from the convenience of their own offices.

This mini-module is the second one to be posted to the Purchasing Division's website (a mini-module on the blackout period was the first) and joins 11 other full modules. Each

mini-module counts as 15 minutes (.25 hours) of training credit toward the Purchasing Division's Certification Program and 10-hour designee requirement, while the full modules count as 30 minutes (.5 hours) of credit.

Please note that after viewing any of the Purchasing Division's online training modules, the viewer must print and complete the *Certificate of Completion* for the specific module and submit it to the Communication and Professional Development Unit of the Purchasing Division.

The certificate must be signed by the employee and his or her supervisor. Agency procurement officers may submit completed certificates by email to Purchasing.Training@wv.gov or by fax to 304.558.6026. For a direct link to the online training modules page or to view the certificates, visit www.state.wv.us/admin/purchase/training/modules.html.

The Purchasing Division continues to develop new agency resource modules on various topics to assist our agency purchasers. The latest is a mini-module on Vendor Registration Fee Exemption Codes, which was added recently. This brings the total to two mini-modules and 11 full modules.

West Virginia Purchasing Division
Agency Resource Module Series

Vendor Fee Exemption



NASPO PRIORITIES Continued from Page 2

6. Procurement reform and modernization

Each year, the West Virginia Legislature passes new laws and modifications to existing ones which can impact the procurement process. Through email notifications to our agency purchasers and articles included in *The Buyers Network*, the Purchasing Division offers many ways for procurement officers to keep informed of these changes and know how they will affect future purchases.

7. Procurement integrity, fair competition and transparent practices

The Purchasing Division maintains a transparency page on its website to reflect its efforts toward providing transparency and openness to state agencies, vendors, and the public. Among the information included is a Notice of Award report, a listing of all bids received, the Division's Annual Report, and more.

In addition to the Top 10 Priorities, NASPO has identified the "Top Three Horizon Issues for State Procurement." These emerging issues were identified by procurement officials due to their potential impact on state procurement. Among the issues noted was leveraging data management and advanced analytics in state procurement, something the Purchasing Division strives to work toward in the future.

For additional information or to view the complete listings, visit www.naspo.org.

March is Purchasing Month

Gov. Jim Justice has proclaimed that March 2018 be recognized as "Purchasing Month" throughout the state of West Virginia.

This proclamation is part of an annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The Purchasing Month proclamation highlights the initiatives which develop, support, and promote public procurement practitioners through educational and research programs.

The Purchasing Division is pleased that its vital function in the operation of state government has been recognized by Governor Jim Justice. Purchasing Month has been recognized in West Virginia since 2011 and honors the integrity and professionalism of all state purchasers, who are entrusted with the spending of tax dollars.

The official proclamation is on display at the Purchasing Division office in Building 15.



A proclamation by Governor Jim Justice recognizes March as Purchasing Month. The Purchasing Division is pleased the governor has recognized the state's commitment to responsible public procurement. The proclamation is proudly on display at the Purchasing Division offices.

Purchasing Tips and Tricks: State Agencies Are Encouraged to Only Require Documentation “With the Bid” in Instances Required by Law

Documentation should not be required “with the bid” in solicitations except in those instances that are required by law. Doing so will unintentionally disqualify vendors who can provide the needed documentation (and ultimately the product or service) but did not do so “with the bid.”

The best practice is to allow backup documentation, certifications, or other pertinent information to be obtained after the bid opening but prior to award. When the agency requires such documentation with the bid, it becomes very hard to defend not disqualifying a vendor who very obviously did not meet the mandatory of submitting the documentation required with the bid. Therefore, the agency will ultimately pay more for the product or service even though the low bidder met the specifications but failed to provide a simple piece of paper.

When a vendor fails to submit the proper documentation, but meets all other mandatory requirements, the agency often requests



that the Purchasing Division waive that requirement and move forward with the award. Unfortunately, that practice is not acceptable and almost always leads to contention, often spurring a protest from the vendor next in line for the award.

A change in the Instructions to Vendors, as part of the Purchasing Master Terms and Conditions, was recently made relating to this issue.

Purchasing Encourages Vendors to Participate in Upcoming Webinar

The Purchasing Division will present a vendor webinar, titled *Doing Business with West Virginia*, on Wednesday, March 14, 2018, from 10 a.m. to 11:30 a.m. This free webinar will highlight the guidelines and other information pertinent to current and potential vendors wishing to conduct business with the state of West Virginia.

Vendors will learn how to capitalize on their opportunity to bid and perform work for state government. Purchasing Division personnel will discuss how vendors may register their company with the Purchasing Division and how they may

submit bids for solicitations. Other topics will include how bids are evaluated, how changes to contracts are made, bidding limits and their requirements, and guidelines for marketing commodities and services to state agencies.

Registration and additional information on vendor training can be found in the Vendor Resource Center of the Purchasing Division’s website, located at www.state.wv.us/admin/purchase/vrc.

All other questions may be directed to Administrative Services Manager Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.

RETIRING ASSETS

Continued from Page 1

When scheduling a pickup, please provide WVSASP with at least two weeks’ notice. If an agency is moving, WVSASP needs enough time to load and remove all property prior to the lease expiring. Larger pickups could take more than one business day to transport. Extra time also allows for WVSASP to react to unexpected situations, such as discovering that items for pickup were not included on the retirement form.

Once a pickup has been scheduled, it is important to avoid changing the date as WVSASP may not be able to accommodate a last-minute schedule change. If your location does not have a loading area, it is the agency’s responsibility to secure parking meters or space for WVSASP’s truck. This may involve working with the city to make street closure arrangements.

Disassembly of all applicable items should be handled prior to WVSASP’s arrival. Waiting for the property to be disassembled could cause WVSASP to be late for other pickups or not have time to fully load your agency’s property. WVSASP staff is only able to provide loading and transportation services.

Finally, please remember that WVSASP cannot pick up any items that do not have the proper retirement documentation. All documents must be completed and receive approval by WVSASP.

By pre-planning and following these guidelines, your WVSASP pickup should go more smoothly. These guidelines are also important to remember if scheduling a delivery of assets to WVSASP. Further questions should be directed to your agency’s asset management coordinator. WVSASP maintains valuable information on its website at WVSurplus.gov.

DOING BUSINESS WITH WEST VIRGINIA
- AN INFORMATIVE WEBINAR FOR BUSINESSES -
OFFERED BY THE WEST VIRGINIA PURCHASING DIVISION

Local Government and Vendor Seminars Planned for 2018

Due to the success of its local government and vendor outreach efforts in 2017, the Purchasing Division has a full schedule of seminars scheduled around the state in 2018.

The goal of these seminars is to educate local government entities on how the Purchasing Division can be of assistance as well as the services offered by the West Virginia State Agency for Surplus Property, and to teach potential vendors how to do business with the state and, therefore, expand their own businesses.

"We know the seminars are getting the message across, because our buyers have received an increased number of calls from local government officials who are interested in acquiring items, such as vehicles, from our statewide contracts," said Purchasing Director Mike Sheets. "This interest will only increase after more seminars are conducted and information on our programs and services is shared. This, in turn, will increase our purchasing power for our statewide contracts, which we anticipate will result in better pricing."

Additionally, by increasing its vendor customer base, the Purchasing Division is encouraging a more competitive bidding process, ultimately leading to more savings for the state.

The 2018 local government and vendor seminar schedule is noted below:

April 19, 2018 - Huntington

Huntington State Office Building

May 17, 2018 - Parkersburg

WVU Parkersburg Community and Technical College

June 14, 2018 - Lewisburg

WV School of Osteopathic Medicine

July 12, 2018 - Wheeling

Northern Community and Technical College

August 16, 2018 - Elkins

DHHR Building

September 13, 2018 - Princeton

Concord University

November 15, 2018 - Logan

Logan State Office Building

December 4, 2018 - Charleston

Building 7 Training Center - Capitol Complex (Capitol Room)

For more information, view the flyer at www.state.wv.us/admin/purchase/LocalGovt/LocalFlyer2018.pdf. Questions about the seminars can be directed to Purchasing.Division@wv.gov and registration can be completed online at WV-Purchasing.eventbrite.com.

Any local government official who is not able to attend a seminar but is interested in learning more about the Purchasing Division's programs and services can do so by viewing the online resources available at www.state.wv.us/admin/purchase/LocalGovt. Among the resources is an online training module on the use of statewide contracts. Additionally, vendors may view information related to doing business with the state by visiting www.state.wv.us/admin/purchase/vrc.

EMERGENCY PURCHASES

Continued from Page 1

for any emergency which occurs during normal business hours. Agencies may proceed with the emergency purchase only for emergencies which occur outside of normal business hours but must provide immediate written justification and any supporting documentation of the action to the Purchasing Director on the first business day following the emergency.

While emergency purchases expected to cost \$25,000 or less also require a minimum of three bids, they do not require Purchasing Division approval. The agency should use discretion when determining what constitutes an emergency.

Emergency purchasing procedures bypass the competitive bid process so it is important that this process is only used in necessary circumstances. Normal purchasing procedures must be pursued first. Proper documentation and justification for making emergency purchases must be obtained. For more information, visit www.state.wv.us/admin/purchase/EmergencyProcs1.html.

THE BUYERS NETWORK

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Purchasing Welcomes Amber Carter

The Purchasing Division is pleased to welcome Amber Carter to its Communication and Technical Services section. Carter works as an Office Assistant 3 in the Communication and Professional Development Unit, assisting with training and communication needs.

A resident of Tornado, Carter graduated from Duval High School before attending a variety of higher education classes. Before joining the Purchasing Division, she worked for a local orthodontist for two years. Carter also worked for Thomas Hospital for more than 13 years. In her free time, Carter enjoys riding motorcycles with her fiancé, baking, and spending time with her two lovely daughters.

Welcome Amber Carter to the Purchasing Division!



Amber Carter
Office Assistant 3

Current Statewide Contract Update

(As of February 17, 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

| <u>Contract</u> | <u>Vendor</u> | <u>Commodity</u> | <u>Effective Date</u> |
|-----------------|-------------------|------------------|-----------------------|
| FUELTT17A | Harris Oil Co Inc | Fuels | 03/31/18 -03/31/19 |
| FUELTT17B | Woodford Oil Co | Fuels | 03/31/18 -03/31/19 |
| FUELTT17C | R T Rogers Oil | Fuels | 03/31/18 -03/31/19 |
| FUELTW17B | Woodford Oil Co | Fuels | 03/31/18 -03/31/19 |

| | | | |
|-------------------|--------------------------------|----------------------|-----------------------|
| FUELTW17C | Bruceston. Petroleum Co Inc | Fuels | 03/31/18 -03/31/19 |
| FUELTW17D | Tri State Petroleum Corp | Fuels | 03/31/18 -03/31/19 |
| FUELTW17E | R T Rogers Oil | Fuels | 03/31/18 -03/31/19 |
| SWCCE- NTREX15 | Frontier | Telecomm Services | 01/31/18 -01/31/19 |

Miscellaneous Actions

| <u>Contract</u> | <u>Vendor</u> | <u>Commodity</u> | <u>Description of Change</u> |
|-----------------|-------------------------------------|---------------------|-------------------------------------|
| NTIRE18 | Goodyear | Tires and Tubes | To add additional dealer agreement |
| WVRFJAN14 | WV Association of Rehabilitation | Janitorial Services | To add new CRP and revised pricing. |

Using Updated Terms and Conditions Vital Part of Solicitation Process

Throughout the year, the Purchasing Division makes routine updates to the Agency and Purchasing Master Terms and Conditions. These two documents are a critical part of the procurement process and outline the common legal requirements expected of the vendor. While email notifications are sent to agency designated procurement officers following any updates made to the terms and conditions, these notifications can easily be overlooked.

To ensure that the most recent Master Terms and Conditions document is always used for solicitations, the Purchasing Division recommends the agency establish a routine of downloading a new copy each time a new solicitation is put out to bid. The agency should never utilize the outdated terms and conditions offered in the drop down menu as a selectable item within wvOASIS.

By always downloading a copy directly from the Purchasing Division's website (or intranet site) and utilizing the "See Attached" option within wvOASIS, procurement officers can be confident they have selected the most current version. Inadvertently attaching outdated terms and conditions puts the Purchasing Division and agency at risk of accepting or agreeing to outdated contract terms.

The Master Terms and Conditions can be found under the Agency Resource Center at www.state.wv.us/admin/purchase/arc/default.html or at the Purchasing Division's Intranet site at <http://intranet.state.wv.us/admin/purchase/default.html> under "Purchasing Forms".

For questions regarding the Purchasing Division's Master Terms and Conditions, please contact your agency's designated Purchasing Division buyer.

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 |
| Linda Harper | Linda.B.Harper@wv.gov | 558-0468 |
| <i>Senior Buyers</i> | | |
| 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 |