

THE BUYERS NETWORK

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THE BUYERS NETWORK
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by the Purchasing Division
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Better Value in Public Purchasing

Drapes Acquired with Help from Purchasing Division Add to the Atmosphere at Culture Center

For more than 30 years, Mountain Stage with Larry Groce has been the home of live music on public radio. Produced by West Virginia Public Broadcasting, Mountain Stage often visits the West Virginia Culture Center to perform its two-hour concerts which can be heard every week on more than 240 stations across America, and around the world via NPR Music and www.mountainstage.org. Mountain Stage features performances from seasoned legends and emerging stars in genres ranging from folk, blues, and country to indie rock, synth pop, world music, alternative, and beyond.

The cozy, intimate setting at the Culture Center, which includes pieces of the set design such as lighting and drapes, adds to the magic of each performance. The Purchasing Division awarded the contract to Pittsburgh Stage, Inc., for new royal blue velour, 100% cotton drapes. As part of the procurement, the fabric had to be vat dyed and inherently flame resistant or fully flame retardant. All drapery fabric had to be in-



Photo Courtesy of the Governor's Office

In addition to Mountain Stage, the theatre at the West Virginia Culture Center also provides an environment for educational meetings, critical discussions and other entertainment performances.

spected for flaws and imperfections, which then were required to be removed. The hems could not have any raw edges exposed. Prior to sewing the bottom hem, the drapes had to hang undisturbed for two weeks for the fabric to settle.

"This was a detailed solicitation, and it's rewarding to be part of a purchase that enhances the professional look of the performances and reflect well on the state," said Buyer Supervisor Guy Nisbet. "Mountain Stage is a West Virginia treasure that brings visitors from all over the country and has listeners all over the world."

INSIDE...

- **Director's Comments:** Maintaining Current and Accurate Procurement Officer Listing Plays Important Role in Information Sharing
- Purchasing Division's 12th Annual Open House a Success
- List of Suggested Vendors Plays Critical Role in Solicitations

Purchasing Division Seeking 2019 Award Nominations

The West Virginia Purchasing Division is now accepting nominations for its recognition program, Procurement Officer of the Year (POOY), and the Excellence in Specification Writing award. Nominations for each must be submitted no later than Wednesday, July 24, 2019.

The POOY program, now in its 24th year, 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 that will be considered by an evaluation committee include but are not limited to tenure, performance, communication, professional development

Please see **NOMINATIONS**, page 4

Maintaining Current and Accurate Procurement Officer Listing Plays Important Role in Information Sharing

Throughout the year, the Purchasing Division makes every effort to communicate with our agency partners on law and rule changes, procedural updates, special events, training opportunities, and more. We also work to process countless contracts and change orders each fiscal year, with more than 1,700 contracts processed during Fiscal Year 2018 alone. However, we couldn't successfully do our part without the good working relationship and trust that has been built between the agencies and our staff.

In order for the Purchasing Division to ensure it communicates with the right people within each agency, it is vital that we maintain a current and accurate Procurement Officer Listing for agencies that fall under our authority. W. Va. 148 CSR 1.3.2 requires each agency head to file a designee responsible for the procurement function within that agency with the Purchasing Division. That individual must keep apprised of statutory and regulatory requirements and serves as the primary liaison between the Purchasing Division and the agency.

Each year, the Purchasing Division requires the *Agency Procurement Designation Form* to be completed and submitted, regardless if the designee(s) is expected to remain the same from the previous fiscal year. The Fiscal Year 2020 designation form was emailed to all primary and backup designated procurement officers in mid-May, with a deadline to submit the new form by Thursday, June 13, 2019.

This listing establishes our first points of contact within an agency to communicate changes or updates to the process. The procurement officers on this designee list are also provided the

first opportunity to register for the Agency Purchasing Conference; receive email notices with additional information, including *Purchasing Division Procedure Handbook* updates, forms updates, templates, and more; and are authorized to communicate directly with their designated Purchasing Division buyer on solicitation and contract issues.

We pride ourselves on the relationships and trust we build and maintain with our agency contacts. As Fiscal Year 2020 nears, I request that you take a close look at your agency's current procurement contact listing and submit the completed form(s) prior to the deadline. We accept new designation forms as changes occur throughout the year, so if your agency is unsure of who the procurement person will be or your procurement position is currently vacant, still be sure to submit a form to ensure your agency continues to receive important notifications. A new form can always be submitted at a later date.

A copy of the Procurement Officer Listing is maintained on the Purchasing Division's website and may be viewed at www.state.wv.us/admin/purchase/vrc/agencyli.html. All Fiscal Year 2020 forms can be submitted to Purchasing.Training@wv.gov.



Mandatory Training Recording for High-Level Officials Now Online

Purchasing Procedures and P-Card Training

WV.gov | Administration | Purchasing | Purchasing Training Center | Mandatory Training on Purchasing Procedures

In-House Training Program | Agency Purchasing Conference | Online Training Modules

Certification Program | Purchasing Procedures and P-Card Training

Mandatory Training on Purchasing Procedures and Purchasing Card Program

In 2014, the West Virginia Legislature amended state purchasing regulations by passing Senate Bill 356. The legislation, now recognized in West Virginia Code §5A-3-60, called for a mandatory training program for all high-level state government officials on state purchasing procedures and the Purchasing Card Program.

The code states that "All executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads are hereby required to take two hours of training on purchasing procedures and purchasing cards annually." This face-to-face training is offered twice per year and is recorded and posted online for later viewing.

The most recent live training was offered as a webinar on May 2, 2019. An audio and visual recording of this training can be found [here](#).

Mandatory Training Recording May 2, 2019

High-level officials who were unable to join the recent webinar of the State Officials' Purchasing Procedures and Purchasing Card Training may now view this training on demand. Presented by the West Virginia Purchasing Division and the State Auditor's Office, this bi-annual training provides information on purchasing procedures and purchasing card processes.

The State Officials' Purchasing Procedures and Purchasing Card Training is mandatory and must be completed each fiscal year as indicated in W. Va. Code §5A-3-60. Any high-level official who did not participate in the recent webinar and has not completed the training for this fiscal year must submit a Certificate of Completion by June 30, 2019, to ensure compliance for this fiscal year.

The Purchasing Division and the State Auditor's Office have scheduled its first Fiscal Year 2020 webinar for November 7, 2019. For additional information on who qualifies as a high-level state official or to view the training, visit www.state.wv.us/admin/purchase/training/mandatory.html. Questions regarding this training may be directed to Purchasing.Training@wv.gov.

Purchasing Division's 12th Annual Open House a Success

The tradition continues with another successful Open House event. Approximately 85 agency procurement officers attended the Purchasing Division's 12th annual Open House on May 9, 2019. The event provided an opportunity for state agency procurement officers to talk one-on-one with Purchasing Division staff and meet individuals from other agencies.

"I continue to be amazed at the response we get during this annual event," said Purchasing Director Mike Sheets. "Each year, I find the conversations with our attendees more profound than the year before. I think that is an indicator of the excellent job our staff does in conveying information to our peers, both formally and informally."

As part of the event, Purchasing Division staff presented three 30-minute informational sessions, including one on recent legislative rule changes resulting from Senate Bill 283, online resources and transparency, and a question and answer session with Purchasing Division staff.

"As always, the Purchasing Division did a fantastic job with the Open House," said Alicia Sodder of the Bureau for Public Health. "I want to thank everyone for providing such clear, informative training and always making us feel welcome. You always provide great support and we appreciate you."

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



Above, Senior Buyers Jessica S. Chambers and Brittany Ingraham visit with attendees at the 12th Annual Open House. Below, Jimmy Meadows, General Counsel for the Purchasing Division, presented on new legislative changes during an informational session.

List of Suggested Vendors Plays Critical Role in Solicitations

To ensure the best possibility of success in the procurement process, the Purchasing Division is reminding agencies to submit a list of at least three suggested vendors to the Purchasing Division after market research has been completed and prior to the release of the solicitation.

"If an agency wants to purchase a tractor, every vendor that has identified the commodity code for tractors within its vendor registration record should receive an email notification from *wvOASIS* for the solicitation that utilizes that commodity code. However, a busy vendor might not check their email on a regular basis," said Assistant Purchasing Director Frank Whittaker. "If there is direct communication from a buyer

to the vendor, that vendor might take a closer look at the solicitation and submit a bid.

"Let's say an agency misidentified the commodity code; the email from *wvOASIS* would then be directed to the wrong vendor. This process will make sure the right vendors are aware of the solicitation. Direct contact with vendors can also help rectify errors in the vendor bidding process," continued Whittaker.

Another potential problem is that when vendors register in *wvOASIS* and choose to receive notification about solicitations via paper, they might presume that they will receive bidding documents by mail, but that isn't the case.

"Vendors won't receive solicitations in the mail, and we can't be sure the com-

munication from *wvOASIS* will reach them, if for example the email address is wrong or the intended recipient is no longer with the firm," said Whittaker. "In order to ensure the likelihood that the vendor will receive the solicitation, we ask that the list of suggested vendors the agency provides include all contact information, including a fax number."

The goal is not to narrow competition to three vendors but to guarantee that at least three can bid.

"Competition drives prices, so if you have identified seven potential vendors, send us a list of seven to reach out to directly," Whittaker said. "We want to cast as wide of a net as we can to make sure the vendor community knows what opportunities are out there."

Purchasing Division Recognizes Latest Basic and Advanced Certification Recipients

The Purchasing Division is pleased to announce Kelly Vickers as the latest recipient in its West Virginia Procurement: Basic Certification program, and Malena Harding and Anthony Walizer as the latest recipients in its West Virginia Procurement: Advanced Certification program.

Vickers, a procurement administrator for the State Auditor's Office, has worked for the state for five years.

"I consider it a privilege to earn this certification," Vickers said. "I appreciate the Purchasing Division's assistance and support, not only in preparation for my test, but in my daily role as a procurement administrator."

Harding, an Administrative Services Assistant III who serves as the primary designated procurement officer for the Public Service Commission, has worked for the state for more than 16 years.

"I'm thankful to my agency for the support throughout this process," Harding said. "I learned a great deal going through the basic and advanced-level certifications. It's humbling to be one of the 13 names on the advanced certification list and I am proud of myself for completing the program."

Walizer, who serves as the Purchasing Director for DHHR's Bureau for Children and Families, has worked for the state nearly five years.

"I'm very proud and honored to have received the advanced certification," commented Walizer. "This purchasing knowledge and experience will help me to better serve my agency and fellow employees."

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 directed to Courtney Sisk Johnson at Courtney.S.Johnson@wv.gov or 304.558.4213.

The Purchasing Division would like to congratulate Vickers, Harding and Walizer on their noteworthy accomplishments!



NOMINATIONS

Continued from Page 1

and good purchasing practices.

The Purchasing Division introduced its latest award, Excellence in Specification Writing, at the 2017 Agency Purchasing Conference and announced its first recipient at the 2018 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 backbone for competitive purchasing by helping the agency get exactly what they need and also serve as the framework for vendors submitting bids. Good specifications decrease ambiguity and often result in a lower cost to the state. Additionally, they serve as the vendor's contract requirements throughout the life of the contract.

They have also been the reason behind protests, cancellation of solicitations, re-award of contracts, and more. The significance of writ-

ing good specifications reaches far and wide, but ideally, they provide protection to the state and its taxpayer dollars by ensuring that money is spent wisely.

This award is based on time, scope, money/pricing, administration, and appearance/readability.

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 a group luncheon at the 2019 Agency Purchasing Conference. Questions regarding these nominations may be directed to Acting Assistant Purchasing Director Samantha Knapp at Samantha.S.Knapp@wv.gov or 304.558.7022.



Chuck Bowman (above) of the Adjutant General's Office and the Division of Highways (below) were presented awards at the 2018 Agency Purchasing Conference.



WVSASP Open House for Eligible Organizations a Success

On May 16, 2019, the West Virginia State Agency for Surplus Property (WVSASP) held its 3rd Annual Open House for Eligible Organizations. Representatives from more than 25 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 Clay, Calhoun, and Mercer County Boards of Education; Challenged Athletes of WV; Kanawha Valley Senior Services; and Water Matters in West Virginia.

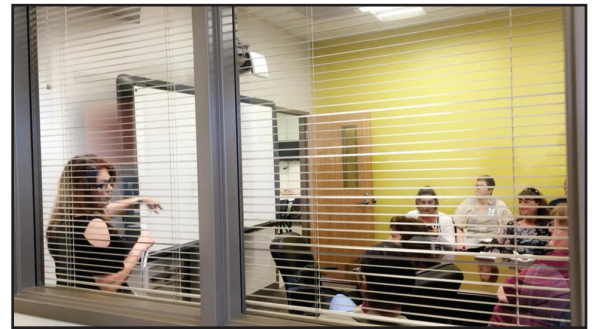
During the 2019 Open House, WVSASP presented two informational sessions on the state and federal surplus property programs. WVSASP staff was also on hand to meet with attendees one-on-one and learn about their individual needs.

Following the event, a survey was distributed to attendees. The results of this survey revealed the following

information:

- 88% of respondents said the event was "Excellent" or "Good".
- 50% of respondents said they completed or updated an Application of Eligibility as a direct result of the Open House.
- 88% of respondents indicated they were "Highly Likely" or "Somewhat Likely" to recommend WVSASP to other organizations.
- 50% of respondents indicated they were "Very Unfamiliar" or "Somewhat Unfamiliar" with WV Surplus prior to this event.

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.com/wvsurplus with information regarding weekly deals, the vehicle list, and unique inventory.



Above, Manager Elizabeth Perdue presented to attendees at the 3rd Annual Open House for Eligible Organizations while, below, attendees explored the WVSASP warehouse.



National Newsletter Recognizes West Virginia State Agency for Surplus Property

The West Virginia State Agency for Surplus Property (WVSASP) was recognized by the National Association of State Agencies for Surplus Property (NASASP) in its recent newsletter. Each month, the NASASP publishes a newsletter focused on important news related to federal and state surplus property matters. In the April 2019 issue, WVSASP was featured as one of the Donee Success Stories.

"WVSASP prides itself on being able to assist state agencies, local municipalities, and eligible organizations obtain surplus assets that will further their work within the state of West Virginia," shared WVSASP Manager Elizabeth Perdue. "It was an honor to be included in the NASASP success stories."

The Donee Success Story featured the Division of Highways, who obtained six Freightliners through the General Services Administration's Federal Surplus Property donation program. The trucks were converted into snowplows and salt spreaders for use along Corridor H and other West Virginia highways.

To view this article highlighting WVSASP, see the NASASP newsletter at www.nasasp.org/uploads/4/5/2/6/45267425/nasasp_newsletter_april_2019_1.pdf. For more information on WVSASP, visit WVSurplus.gov.

The West Virginia State Agency for Surplus Property was recognized for its work with the Division of Highways in the NASASP's newsletter.

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)

Jim Justice
Governor

Mike Sheets
Director
Purchasing Division

Editor
Samantha Knapp

Contributing Reporters
Jessica Chambers
Courtney Sisk Johnson

Donee Success Story

Division of Highways (West Virginia)



West Virginia Division of Highways
the Federal Surplus
Drivers in some West Virginia corridors drive on this winter thanks to the Surplus Property (WVSASP).

The West Virginia Division of Highways through the General Services Administration

Surplus Property donation program. The trucks were converted into snowplows for use along some West Virginia's highways.

Current Statewide Contract Update

(As of May 16, 2019)

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 statewide contracts.

Contract Renewals

Contract	Vendor	Commodity	Effective Date
MR018	Fastenal Co	Industrial process machinery/equip	07/01/19 -06/30/23
SWC*58	All American Poly Corp	Trash Can Liners	05/20/19 -05/19/20

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
IP19	Dell Marketing LP	Computer Equipment	To provide new part numbers for discontinued items
LIGHT18	WV Electric Supply	Lamps and Light bulbs	To publish the updated vendor catalog
WVARF19	WV Assoc. of Rehab Facilities	Janitorial Services	To update the item numbering sequence on the pricing pages

Purchasing Division Dates to Remember

The Purchasing Division would like to remind you of some upcoming events, noted below. For more information on these events, visit WVPurchasing.gov and click or contact us at Purchasing.Training@wv.gov.

Preparing & Evaluating RFPs — *In-House Training*
June 5, 2019 | 9 a.m. - 11:30 a.m.

WVSASP's Customer Appreciation Day — *Dunbar, WV*
June 6, 2019 | 8:30 a.m. - 6 p.m. — *Extended Hours*

Electronic Business with WV — *In-House Training*
June 12, 2019 | 10 a.m. - 11:30 a.m.

Opportunities for Local Governments — *Beckley, WV*
June 13, 2019 | 10 a.m. - 12 p.m.

Doing Business with West Virginia — *Beckley, WV*
June 13, 2019 | 1:30 p.m. - 3:30 p.m.

Statewide Contracts & Inspection Services — *Webinar*
June 26, 2019 | 9 a.m. - 11 a.m.

wvOASIS Procurement — *In-House Training*
July 10, 2019 | 9 a.m. - 11 a.m.

An Introduction to Purchasing — *In-House Training*
July 17, 2019 | 9 a.m. - 4 p.m.

Award Nominations Due — July 24, 2019

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
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094