

THE BUYERS NETWORK

April 2019

VOL. 29, ISSUE 4

THE BUYERS NETWORK

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

New Law Expands Federal Surplus Property Scope to Veteran-Owned Businesses

The West Virginia State Agency for Surplus Property (WVSASP) will soon be able to distribute federal property to veterans. Signed into law in January 2019, Public Law 15-416, also known as the “Veterans Small Business Enhancement Act,” will provide veterans who own small businesses a unique economic opportunity by allowing them to acquire equipment and property through the Federal Surplus Property Program.

“WVSASP is excited for the new possibilities this bill provides,” said WVSASP Manager Elizabeth Perdue. “Up until now, WVSASP has

only been able to connect state agencies, local municipalities and other eligible organizations with assets through the Federal Surplus Property Program. This will provide our brave service members a resource for their new careers.”

At this time, policies and procedures are not in place to distribute federal surplus property. The Small Business Administration, General Services Administration, the National Association of State Agencies for Surplus Property, and state surplus property agencies are working together to develop these policies



Recent federal legislation was passed to allow veteran small business owners to acquire federal surplus property.

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Annual Open House Event Provides Unique Opportunities

The Purchasing Division would like to invite all state agency procurement officers to the Purchasing Division's 12th annual Open House. Scheduled for May 9, 2019, from 10 a.m. to 2 p.m., this free event is open to all state agency purchasers who perform work under W. Va. Code §5A-3 and will take place at the Purchasing Division's main office located at 2019 Washington Street, East, in Charleston.

The Open House is an important annual event that provides agency purchasers the opportunity to network with their peers and meet with Purchasing Division staff. Refreshments are provided to create an environment of positive discourse and learning.

Please see **OPEN HOUSE** page 4

RESCHEDULED: Purchasing's Open House Scheduled for May 9, 2019

Change Comes in Many Forms and Brings Positive Outcomes for the Purchasing Division

The days and months following the Legislative Session can be a time for change and growth, clarity, or even a period of relative calm for some agencies. The Purchasing Division and its processes will experience very few changes as a direct result of this Legislative Session. We were, however, tasked with promulgating Rules following the 2018 Legislative Session, which were introduced and passed in both the House and Senate this Session. An overview of the new Rules will be presented during one of our 30-minute informational sessions being offered at next month's Open House on May 9, 2019. I encourage you to attend, gain some valuable information, and network with your peers and Purchasing Division staff. For more information on the Open House, see the article on Page 1. To learn more about the new Rules, check out next month's issue of *The Buyers Network*.

Change comes in many forms. Despite the minimal impact the Legislative Session had on the West Virginia purchasing process, agencies will see some changes in the statewide contracts that we offer. Due to minimal use, and in an effort to eliminate single-use products, the Disposable Food Service Products contract will not be renewed following its expiration last month. Other statewide contracts that have expired and will not be renewed include Telephones, Licensing and Accessories and Information Technology and Advisory Services. Meanwhile, we are pleased to have some new contracts in place and on the horizon that we believe will benefit our agency partners, including the furniture and VOIP

statewide contracts. For more information on these contracts, see the article on Page 6.

Perhaps the most notable change in recent months stems from the federal government. The West Virginia State Agency for Surplus Property (WVSASP) will soon be able to distribute federal property to veterans thanks to the Veterans Small Business Enhancement Act, signed into law in January 2019. While there are no policies and procedures yet in place for this initiative, state surplus property agencies are working with the National Association of State Agencies for Surplus Property to develop policies and put Memoranda of Agreements into place. WVSASP is pleased that it will soon be able to connect veterans with good, usable property at an affordable price for their businesses. For more on the Veterans Small Business Enhancement Act, see the article on Page 1.

As we continue through 2019, I hope you let change be a driving force, not a road block. Change brings opportunity, efficiency, and a learning experience. It brings cost savings. It connects resources. Change is what we make it, but it's also what can be.



Planning for Annual Purchasing Conference Underway

While the Purchasing Division's annual conference is still five months away, staff members are already hard at work preparing for this big event. This year's Agency Purchasing Conference, which is scheduled to take place at Lakeview Resort in Morgantown, WV, from September 17-20, 2019, will provide attendees with a closer look at the state purchasing process and allow them to connect with their peers.

This year's conference will feature four new classes: Critical Thinking in Public Procurement, Managing Your Vendor, Fraud in Public Procurement, and Payment Process. Other classes returning from last year include Office of Technol-

ogy Requirements, Electronic Business with West Virginia, and Forms and Documentation, among others.

In response to last year's feedback, the Purchasing Division will again be offering six concurrent classes with more visual elements in the presentations. The Boards and Commissions class has been expanded to a two-hour session to allow for more discussion and time for questions. The Purchasing Division will also return to hosting the evening social on the first night with refreshments and a chance for attendees to network and relax.

"We want our attendees to get the most out of their time at the conference," said Acting Assistant Purchasing Director Samantha Knapp. "In addition to the new sessions added to this year's agenda, our staff has been hard at work the last few months updating our training presentations. Screenshots have been added, where applicable, and examples and real-life

scenarios incorporated. We're excited to share these revamped presentations with our agency partners."

Conference registration opens at the end of July. Additional information will be shared as it becomes available. For more information regarding this year's conference, visit www.state.wv.us/admin/purchase/Conference/Agency/2019.

Please note that any procurement officer whose basic and/or advanced certification is expected to expire within the next year is required to attend this year's conference if that individual only participated in one of the last two Agency Purchasing Conferences. For information regarding this re-certification requirement, please see the re-certification guidelines on the Purchasing Division's website at www.state.wv.us/admin/purchase/training/certification or contact Courtney Sisk Johnson at 304.558.4213 or Courtney.S.Johnson@wv.gov.



Registration is Now Open for the Mandatory Training for High-Level Officials Scheduled for May 2, 2019

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session, scheduled for May 2, 2019, will be conducted online as a webinar. This training, offered twice per year, is mandatory for high-level state of-

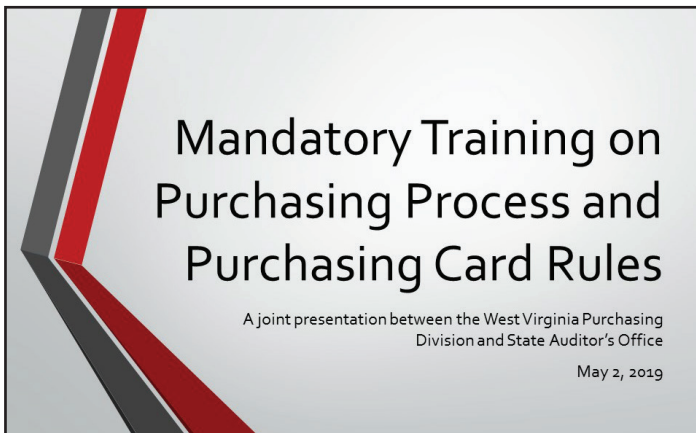
officials as indicated in W. Va. Code §5A-3-60.

The Code requires all high-level state officials, including "executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads" to annually complete two hours of training on purchasing procedures and purchasing card processes.

Space is limited to the first 100 people to register. To register for this live online training, complete the online form posted at www.state.wv.us/admin/purchase/training/mandatory.html.

For those individuals who are unable to attend this live online training, a video recording of this training will be posted on the Purchasing Division's website following the event.

Any individual who did not participate in the November 2018 webinar or who has not viewed the recording and submitted the subsequent Certificate of Completion must complete the training by June 30, 2019, to remain in compliance for this fiscal year.



Agency Purchasers Encouraged to Consider Pursuing the West Virginia Procurement: Advanced Certification Program

Several WV Procurement: Basic Certification candidates have visited the Purchasing Division in recent months to fulfill the requirements for that program, but did you know that procurement officers who have obtained basic certification can further develop their education and skills by obtaining an advanced-level certification? The Purchasing Division encourages agency procurement officers to think long-term and consider the WV Procurement: Advanced Certification program to showcase their level of knowledge related to the state procurement process.

To earn the advanced certification, applicants must:

- Have already earned the basic certification (but do not need to be currently certified),
- Attend at least three of the last five conferences and complete 30 hours of classes or learning sessions offered by the Purchasing Division,
- Have at least three years of experience in public procurement at a professional level,
- Present a one-hour training session for at least five agency-level employees that highlights multiple purchasing-related topics (the training materials require advanced approval of the State Purchasing Director), and
- Successfully complete an advanced-level examination.

The Purchasing Division administers the West Virginia Procurement Certification Program to provide professional

development and recognition to procurement officers whose job duties fall primarily under the authority of W. Va. Code 5A-3. This program, which promotes the public procurement function for the state of West Virginia, is just one way the Purchasing Division aims to ensure that procurement officers are performing the procurement function correctly and efficiently.

The Division of Personnel has approved both the basic and advanced certifications as an acceptable certification for the Pay Plan Implementation eligibility under the Professional Skills/Competencies Policy, should the agency wish to offer a salary increase to its employees of up to five percent per level of certification.

Since training hours are a component of the program, please note that the 2019 Agency Purchasing Conference is scheduled to take place September 17-20, 2019, at Lakeview Resort and Conference Center in Morgantown, WV.

Agency purchasers who are interested in pursuing the West Virginia Procurement Certification Program may contact Purchasing.Training@wv.gov.



Open House

Continued from Page 1

“Whether you have been an agency purchaser for two days, two months or 20 years, I encourage you to attend our annual Open House,” said Purchasing Director Mike Sheets. “This is an opportunity to meet with peers who face the same procurement challenges and get expert advice from our staff. We want this event to encourage communication between agency purchasers and our staff.”

Included in this year’s agenda are three 30-minute informational sessions, covering the topics of new legislative rules, online tools

and resources, and a Question and Answer session with staff. Agency purchasers will receive one hour of training credit toward the 10-hour training requirement for designees and the State Procurement Certification Program. Attendees will also be entered into a drawing for a chance to win free registration for the 2019 Agency Purchasing Conference in September.

RSVPs are encouraged but not required. Please contact Courtney Sisk Johnson by close of business on May 1, 2019, at 304.558.4213 or Courtney.S.Johnson@wv.gov.

Upcoming Purchasing Division Dates to Remember

Purchasing Risks, Ethics, & Common Pitfalls

— *In-House Training*
April 3, 2019 | 9 a.m. - 12 p.m.

Seminars for Local Governments and Vendors

— *Moorefield, W. Va.*
April 18, 2019 | 10 a.m. and 1:30 p.m., respectively

Purchasing for Boards and Commissions

— *In-House Training*
April 24, 2019 | 9 a.m. - 12 p.m.

Purchasing as a Privacy Powerhouse

— *Webinar*
May 15, 2019 | 10 - 11:30 a.m.

WEST VIRGINIA PURCHASING DIVISION

OPEN HOUSE

MAY 9, 2019 | 10 A.M. — 2 P.M.

2019 Washington St. E., Charleston, WV

You are invited to attend the Purchasing Division's annual Open House, where you can meet our staff, connect with your peers, enjoy refreshments, and attend three valuable informational sessions. Bring documentation that you may wish to review with your assigned buyer.

Please RSVP by May 1, 2019, to
Courtney.S.Johnson@wv.gov

The following 30 minute informational sessions will be offered on a first-come, first-served basis:

New Legislative Rules 10:15 a.m.

Q&A with Purchasing Staff 11:00 a.m.

Online Tools and Resources 11:45 a.m.

Enter for a chance to win a complimentary registration to the 2019 Agency Purchasing Conference at Lakeview Resort in Morgantown, WV, from September 17-20, 2019.

VETERANS BILL

Continued from Page 1

and put in place Memoranda of Agreements (MOA). Once the MOA has been finalized and signed, WVSASP will be able to begin the process of getting good, usable federal property in the hands of veteran-owned businesses.

All state offices and eligible organizations have access to federal surplus property and are encouraged to check with WVSASP before buying brand-new. Be reminded that state employees, except for Purchasing Division employees, may also acquire state property at WVSASP’s warehouse in Dunbar for personal use as long as they purchase as a member of the public.

Purchasing Division's Clay Earns National Certification

The Purchasing Division is pleased to announce that Greg Clay, contracts manager for the Purchasing Division, has received his national Council on Licensure, Enforcement and Regulation (CLEAR) certification. The National Certified Investigator and Inspector Training Basic Program recognizes advanced standards for regulatory investigators and inspectors through a standard curriculum developed and presented by the Council.

Potential recipients can only apply for CLEAR certification after completing a 24-hour course, achieving a minimum 70% grade on the course examination and meeting the one-year employment requirement.

"While there are various types of inspections, the CLEAR Inspection Training assured me that the inspection process we have within the Purchasing Division's Inspection Services Unit has been and remains an excellent process," Clay said. "We try to stress the purpose and importance of an inspection while identifying the sections of an organized inspection, resulting in a clear, concise, and objective written report for all agencies."

CLEAR promotes regulatory excellence through conferences, educational programs, webinars, and seminars. The organization provides networking opportunities, publications, and research services for those involved with, or affected by, professional and occupational regulation. CLEAR has defined



Contracts Manager Greg Clay earned his national Council on Licensure, Enforcement and Regulation certification. Clay oversees the Purchasing Division's Inspection Services Unit which audits procurement documents to ensure conformance with state purchasing rules and regulations.

its own educator role as proactively identifying critical issues; providing a dynamic, interactive forum for exploration of these issues; and, collecting and disseminating relevant information on them.

Procurement Officer Profile: Virtz Finds the Challenge of Public Procurement Satisfying



**Jessica Virtz
PEIA Designated
Procurement Officer**

The primary designated procurement officer for the Public Employees Insurance Agency (PEIA), Jessica Virtz understands the complexities of the procurement process and everything that goes with it. A native of Cross Lanes, she earned a Bachelor of Science in accounting from the University of Phoenix. She began working in customer service for PEIA in December 2011. She moved into Premium Accounts after a year and then into her current position in 2015.

Her current position includes procurement for PEIA and the Retiree Health Benefit Trust Fund, accounts payable and cash management. She says it's a challenge because procurement and accounts payable can be complex, with many rules in place from different state agencies.

"There's a real sense of satisfaction when I successfully navigate it all," Virtz said. "The work that I do directly

affects our agency's ability to provide appropriate services to every state employee, and we are able to positively affect thousands of people across the state. It's rewarding to know that I can contribute to that."

When she's not working, Virtz is finishing a master's in accounting from DeVry University and plans to sit for the Certified Public Accountant exam. She also stays busy with her two boys, ages 13 and 11.

Buyers Network

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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New Statewide Contracts for Furniture, VOIP Services Awarded

The Purchasing Division recently awarded two new statewide contracts, one for furniture and another for VOIP (Voice Over Internet Protocol) services. Both contracts, SYSFURN19 and VOIP19, became effective March 1, 2019.

Questions relating to these specific statewide contracts may be directed to the respective vendor representative listed below:

Furniture (SYSFURN19)

Capitol Business Interiors
Kelli Bragg, Contract Manager
Janet Clayman, Contract Manager
304.343.7551
kbragg@champion-industries.com
jclayman@champion-industries.com

To view the furniture statewide contract, visit www.state.wv.us/admin/purchase/swc/SYSFURN.htm.

VOIP Services (VOIP19)

Lumos Networks, LLC
Greg Florence
304.414.0411
florenceg@lumosnet.com

To view the VOIP statewide contract, visit www.state.wv.us/admin/purchase/swc/VOIP.htm.

Should you have any questions regarding this contract or others, please contact Purchasing Division Senior Buyer Mark Atkins at Mark.A.Atkins@wv.gov. For additional information on all statewide contracts, visit www.state.wv.us/admin/purchase/swc.

2019 SEMINARS SCHEDULED FOR LOCAL GOVERNMENTS AND VENDORS

MOOREFIELD - APRIL 18TH
BECKLEY - JUNE 13TH
FAIRMONT - AUGUST 8TH

For more information or to register, visit:
WVPurchasing.gov or WVPurchasing.Eventbrite.com.

Current Statewide Contract Update

(As of March 20, 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.

New Contracts

Contract	Vendor	Commodity	Effective Date
VOIP19	Lumos Networks	Telecomm Srvs	03/01/19 -02/28/23

Contract Renewals

Contract	Vendor	Commodity	Effective Date
FUELTT17A	Harris Oil Co Inc	Fuels	04/01/19 -03/31/20
FUELTT17B	Woodford Oil Co	Fuels	04/01/19 -03/31/20
FUELTT17C	R T Rogers Oil Co Inc	Fuels	04/01/19 -03/31/20

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

Buyers Network