

# THE BUYERS NETWORK

FEBRUARY 2019

VOL. 29, ISSUE 2

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

## WVSASP Helps Town of Fayetteville Acquire Several Trucks to Serve as Snow Plows this Winter

When state assets that are in good condition are no longer needed by the owning state agency, those assets are retired to the West Virginia State Agency for Surplus Property (WVSASP). At the WVSASP warehouse in Dunbar, these items are first made available for purchase to other state government agencies, local municipalities and eligible organizations. For residents of the Town of Fayetteville, this means they can rest easier this winter knowing additional snow plows will be out clearing their roads. Working with WVSASP, the town was able to purchase several trucks that were modified with snow plows.

“WVSASP vehicles have been a fiscally conservative way to stretch our budget,” shared Town of Fayetteville Superintendent Bill Lanham. “For example, the purchase of pickup trucks for salting city streets. Salt is very abrasive, and it does not take a long time to cause rust to develop in the beds of



Using trucks purchased from the West Virginia State Agency for Surplus Property, the Town of Fayetteville was able to add additional snow plows to its fleet. For local government entities, the savings realized from purchasing retired state assets helps them stretch their budgets.

trucks.”

As a long time shopper of WVSASP, Lanham has seen how its resources can support the smaller budgets of local government entities and eligible organizations.

“WVSASP vehicles are also beneficial for municipal employees to use in parks and cemeteries as support vehicles for grass mowing and maintenance

Please see **TOWN OF FAYETTEVILLE**, page 4

## INSIDE...

- **Director's Comments:**  
New Year Brings New Opportunities for Agencies, the Purchasing Division, and Local Governments Alike
- **New Statewide Contracts**  
for Computers and Long-Distance Phone Service Awarded
- **Procurement Officers**  
Encouraged to Say No to Gifts

## Purchasing Division Introduces New Inspection Report Format

Effective February 1, 2019, agencies will see a newly designed inspection report that is more streamlined and efficient. For the last few months, Purchasing Division Contracts Manager Greg Clay and his team of inspectors have talked about ways they could update the report to make it more useful for agencies. The previous format detailed only what state agencies did wrong, but the inspectors also wanted to include areas in which the agency excelled.

Previously, the reports were organized by transaction. Each transaction included the findings, explanation, requirements and recommendations for that transaction. If 300 transactions were inspected and 50 were found to

Please see **INSPECTION REPORT**, page 4

**2019 Agency Purchasing Conference Scheduled for Sept. 17-20**

## New Year Brings New Opportunities for Agencies, the Purchasing Division, and Local Governments Alike

Last month marked the start of a new Legislative Session. Although the Purchasing Division doesn't expect any sponsored legislation this year, it will introduce its updated Rules (W. Va. 148 C.S.R. 1) with changes resulting from Senate Bill 283 passed during the 2018 Legislative Session. Among the changes are revised rules related to standardization, direct award, open-ended construction and maintenance, and more. Once approved, the new rules will be maintained on our website along with all versions of the rules dating back to June 10, 2006. These can be accessed at [www.state.wv.us/admin/purchase/rules.html](http://www.state.wv.us/admin/purchase/rules.html).

As we move into this busy season, we have some other exciting announcements. We are pleased to announce the dates and location for our 2019 Agency Purchasing Conference. This year's conference will be held at Lakeview Resort in Morgantown, WV, from September 17-20, 2019. We are excited to begin planning and preparing our agenda

and workshop content and think you'll be pleasantly surprised with some of the changes we'll be making this year. More information will follow in the next issue of *The Buyers Network*. In the meantime, you can visit [www.state.wv.us/admin/purchase/Conference/Agency/2019](http://www.state.wv.us/admin/purchase/Conference/Agency/2019) for additional information.

The Purchasing Division also recently awarded two new statewide contracts. The new vendor for the IP contract is Dell, and the contract went into effect January 15, 2019. The second contract, LDPHONE19, was issued to Method One Communications, effective February 1, 2019. To learn more about these new statewide contracts, see the article on page 4 or contact Statewide Contracts Buyer Mark Atkins at [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

Effective January 1, 2019, the Purchasing Division will utilize a new format for its inspection reports. Without compromising any information previously stored in the old format of the report, the new format will decrease the number of pages in most cases. In one instance, a report was decreased from 98 pages to 24 pages. Additionally, the revised format will allow agencies to more easily see where its strengths and weaknesses lie. For more on this new format, see the article on page 1.

And finally, we are pleased with all the work the West Virginia State Agency for Surplus Property (WVSASP) does for and with our state agencies and other eligible organizations. In this issue, we highlight purchases made by the Town of Fayetteville. While saving money, Fayetteville was able to add to its fleet of snow plows by purchasing trucks from WVSASP. To view this article, see page 1. If your agency has made a purchase from WVSASP lately that you would like to share, please email Editor Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

As always, thank you for all of the hard work you do on a daily basis. Please let us know how we can better serve you.



## Including Service Dates in RFQ is Critical for Software Maintenance and Support



When developing a Request for Quotation (RFQ) for software maintenance and support, it is vital that state agency procurement officers include the dates of service. Including the beginning and end dates of service is now required for all software maintenance and support solicitations. In order to assist agency procurement officers with this task, an RFQ Software Maintenance and Support template has been created.

"Defining the list of services with the contract will help agencies better plan for support services by knowing when a license is set to expire," explained Assistant Purchasing Director Frank Whittaker. "By building this requirement into the specifications, we are ensuring that agencies and vendors know what to expect to help avoid lapses in service."

In addition to documenting the start and stop dates of service, this template also includes the total number of licenses to be purchased by the agency.

The Request for Quotation template for software maintenance and support will be available on the Purchasing Division's Intranet site at <http://intranet.state.wv.us/admin/purchase> in the coming months. Questions regarding this template should be directed to your agency's designated buyer.



# Local Governments Eligible to Use Statewide Contracts

While statewide contracts are mandatory for use by all state agencies under the Purchasing Division's authority, these contracts can also serve another purpose. Statewide contracts established between the state and vendor may also be used by local government entities such as towns, cities and municipalities.

"There are many benefits to using statewide contracts such as the accessibility and cost savings they provide," explained Purchasing Director Mike Sheets. "We work hard to develop statewide contracts so we can better serve all the people of West Virginia."

All statewide contracts include language allowing for local governments to take advantage of the price. One contract successfully utilized by Wood County and the Berkeley County Public Service Water District is the motor vehicle contract. Each organization purchased Jeeps at the negotiated price point established in the statewide contract.

Local organizations interested in learning more about how to utilize the Purchasing Division's statewide contracts are invited to attend seminars scheduled for 2019 in Moorefield, Beckley and Fairmont titled "Opportunities for Local Governments." While these seminars are free, registration is required. For additional information or to register for one of these events, please visit <https://wvpurchasing.eventbrite.com>.

The Purchasing Division also maintains a website directed to local government entities at [www.state.wv.us/admin/purchase/LocalGovt](http://www.state.wv.us/admin/purchase/LocalGovt). Questions can be sent via email to [Purchasing.Division@wv.gov](mailto:Purchasing.Division@wv.gov).

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## Local Government Outreach

WV.gov | Administration | Purchasing | Local Government Outreach

Welcome to the West Virginia Purchasing Division's Local Government Outreach website, part of [WVPurchasing.gov](http://WVPurchasing.gov).

### OPPORTUNITIES FOR LOCAL GOVERNMENTS

JOIN THE PURCHASING DIVISION FOR A FREE INFORMATIONAL SEMINAR ON OPPORTUNITIES AVAILABLE FOR LOCAL GOVERNMENTS

— CLICK TO SEE THE FULL 2019 SEMINAR SCHEDULE —

In accordance with W. Va. Code § 5A-3-8, the Purchasing Division is authorized to "make available the facilities and services of the division to counties, county schools, municipalities, urban mass transportation authorities, created pursuant to article twenty-seven, chapter eight of this code, mass transportation divisions of county and municipal governments, volunteer fire departments, and other local governmental bodies within this state. The actual expenses incurred thereby shall be paid by the local governmental body."

As a result, the Purchasing Division wants our state local government entities to be informed and hopes that this website will provide you with valuable information and opportunities for your organization. Whether it is to make these local government entities aware of the substantial savings of utilizing statewide contracts for various commonly-used

The Purchasing Division maintains a website dedicated to local government entities. On the site, which can be accessed online at [www.state.wv.us/admin/purchase/LocalGovt](http://www.state.wv.us/admin/purchase/LocalGovt), local government entities can learn about training opportunities, upcoming events, and how to utilize statewide contracts. Also contained on this page are answers to frequently asked questions and a Notice of Award report.

## Procurement Officers Encouraged to Say No to Gifts

As stewards of taxpayer money, it is important for agency procurement officers to exhibit ethical behavior when interacting with vendors. While the solicitation of gifts is strictly prohibited, accepting promotional items or gifts is not always black and white. When in

doubt, it is always best to just say "no."

According to W. Va. Code § 6B-2-5(c)(1)(A), "no official or employee may knowingly accept any gift, directly or indirectly, from a lobbyist or from any person whom the official or employee knows or has reason to know: Is doing or seeking to do business of any kind with his or her agency."

There are several exceptions to this policy, but taking advantage of those exceptions is not without risk. The exception provisions for items of \$25 or less or meals with the person/company present, for example, create a rebuttable presumption that the gift did not impair the impartiality and independent judgment of the government official. In other words, if it can be shown

that the gift did impair the impartiality and independent judgement, accepting the gifts will lead to an ethics violation and even potential criminal penalties.

Jimmy Meadows, General Counsel for the Purchasing Division, says "accepting these types of gifts, while potentially lawful, simply isn't worth the risk to the individual government official and the negative perception of bias that it creates in the procurement process."

If you find yourself in a situation of being offered a gift or promotional item and don't know if you should accept, contact the Ethics Commission at [ethics@wv.gov](mailto:ethics@wv.gov) or call 304.558.0664 for confidential advice.



# New Statewide Contracts for Computers and Long-Distance Phone Service Awarded

The Purchasing Division recently awarded two new statewide contracts, one for computers (including desktops and laptops), monitors, docking stations, and other peripheral equipment, and another for long-distance phone service. The first contract, IP19, became effective January 15, 2019. The latter, LDPHONE19, became effective February 1, 2019.

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

## Computers (IP19):

**Vendor:** DELL Marketing LP  
**Contact:** Ian Ciemania  
**Phone:** 304.333.3456  
**Email:** [Ian.Ciemania@dell.com](mailto:Ian.Ciemania@dell.com)

To view the IP statewide contract, visit [www.state.wv.us/admin/purchase/swc/IP.htm](http://www.state.wv.us/admin/purchase/swc/IP.htm).

## Long Distance Telephone Services (LDPHONE19)

**Vendor:** Method One Communications  
**Contact:** Kent McMillion  
**Phone:** 304.720.6460  
**Email:** [kmcmillion@Method1.net](mailto:kmcmillion@Method1.net)

To view the LDPHONE19 statewide contract, visit [www.state.wv.us/admin/purchase/swc/LDPHONE.htm](http://www.state.wv.us/admin/purchase/swc/LDPHONE.htm).

Should you have any questions regarding these contracts, please contact Purchasing Division Senior Buyer Mark Atkins at [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov). For additional information on all statewide contracts, visit [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

## INSPECTION REPORT

Continued from Page 1

be noncompliant, the agency's report would incorporate at least one page for each non-compliant transaction, making the report no less than 50 pages. The goal of the new format was to get away from including the information repetitively. For example, if several transactions had the same finding, then the explanation, requirement, and recommendation would be listed separately for each transaction. With assistance from Purchasing Division General Counsel Jimmy Meadows, Clay designed a new report that organizes the information by finding rather than transaction.

Under each finding is the list of transactions which are found to be in noncompliance. At the bottom of each section, the requirements and recommendations are noted only once. Therefore, in the previous example, a report that was 50 pages could now be reduced to as few as 15-20 pages while still including the exact same information as the previous report.

"By grouping the transactions to the individual finding, we think this will have a larger impact when an agency views the report," Clay said. "I also think the new report makes a clear path in referencing the individual findings within the final report to the comparison page and the corrective action plan request."

All inspection reports completed as of April 2, 2018, can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/Inspection/inspectReports.html](http://www.state.wv.us/admin/purchase/Inspection/inspectReports.html).

## TOWN OF FAYETTEVILLE

Continued from Page 1

crews," explained Lanham. "This leaves room in the budget for the purchase of new vehicles and equipment for use in the street, sanitation and other various departments of cities or towns.

"Throughout my 21-year career, I have purchased numerous vehicles, equipment, office furniture, desks, chairs, bookshelves and filing cabinets for the City of Dunbar and the Town of Fayetteville."

Any state office or organization that has a need should consider checking with WVSASP before buying brand new. State employees, except for Purchasing Division employees, may also acquire property at WVSASP for personal use as long as they purchase as a member of the public.

To stay up-to-date with WVSASP news, "Like" their Facebook page at [www.facebook.com/WVSurplus](http://www.facebook.com/WVSurplus). The warehouse can be visited Monday-Friday, excluding state holidays, from 8:30 a.m. to 4:30 p.m. at 2700 Charles Avenue in Dunbar.

Buyers Network



The truck shown above is one of many items purchased by the Town of Fayetteville from the West Virginia State Agency for Surplus Property.



# Procurement Officer Profile: Malena Harding Leads a Team That is Motivated by Results

Despite working as the Public Service Commission's (PSC) primary procurement officer and P-card coordinator since 2013, Malena Harding learns something new in her job every day.

"We are considered a small agency but I'm not so sure about that," Harding said. "We have 11 different divisions and almost 300 employees at the PSC. I get to work on a lot of unique projects because of the variety of services provided here."

A native of Sissonville who now lives in Cross Lanes, Harding earned a Regents Bachelor of Arts, with an emphasis on Business Management and Organizational Leadership, from the West Virginia University Institute of Technology. She also earned several trade school certifications.

Her state government career began in 2003, when she was hired by the Division of Highways' Weight Enforcement section. The division was transferred later that year to the PSC, where she worked in the Utilities, Transportation Enforcement, and Administration Divisions before accepting her current Administrative Services Assistant III position.

In her current role, she is responsible for all aspects of purchasing from discussing the budget and financials with the Chief

Financial Officer, to preparing bid packages, to contract award and management. She reviews all requisitions and processes those herself or delegates them to other authorized staff members. She is also responsible for P-card delegation and transaction approvals for the agency.

"I worked in the old financial systems and the implementation of *wvOASIS* changed almost everything, processing-wise anyway," she said. "It was a challenging transition for sure, but I do like that at the agency level we can release a bid package to the vendor community by using *wvOASIS*. It makes it so much easier to reach a larger vendor pool. And purchasing rules are always changing so it's important to network with your peers, be flexible and not stress over little changes here and there."

Harding calls her co-workers "amazing" and says they work together as a team.

"This job is fast-paced, and we are busy from the time we walk in the door until the time we go home," she said. "It helps to work with people who are supportive and driven by results."

Harding stays busy at home with her husband Gary (they'll celebrate their 25<sup>th</sup> wedding anniversary this summer), their 20-year-old son, and a chubby spoiled cat.



**Malena Harding (shown above) serves as the primary designated procurement officer and P-card coordinator for the West Virginia Public Service Commission.**

## Purchasing Recognizes Latest Basic Certification Recipients

The Purchasing Division is pleased to announce Beverly Toler and Heather White as the latest recipients in its West Virginia Procurement: Basic Certification program.

Toler is the supervisor of Support Services for the Purchasing Division, which covers purchase order encumbrance, bid receipt/requests, entering requisitions, record retention, and FOIA requests. She has worked for the state for 18 years.

"It is very rewarding to be recognized and achieve this new level in the purchasing field," she said. "It makes me proud that I've accomplished attending the classes, conferences, studying and passing the test."

White, a Purchasing Assistant for the Department of Health and Human Resources, has worked for the state for three years.

"I'm happy to have attained this achievement and I'm excited for the opportunities it will provide," she said.

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](http://www.state.wv.us/admin/purchase/training/Certification). Questions regarding the certification program may be sent to [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).



### THE BUYERS NETWORK

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Purchasing Division

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**Jessica Chambers**  
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# Current Statewide Contract Update

(As of January 18, 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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact the buyer assigned to statewide contracts.

## New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
DEBT19A	Quality Asset Recovery LLC	Debt collection	01/01/19 -12/31/19
DEBT19B	Penn Credit Corp	Debt collection	01/01/19 -12/31/19
DEBT19C	Ars National Services Inc	Debt collection	01/01/19 -12/31/19
DEBT19D	I.C. System, Inc.	Debt collection	01/01/19 -12/31/19
DEBT19E	Pioneer Credit Recovery Inc	Debt collection	01/01/19 -12/31/19
IP19	Dell	Computer Equip.	01/15/19 -01/14/20
SBUS19A	Blue Bird Bus Sales of Pitt.	Busses	01/01/19 -12/31/19
SBUS19B	Matheny Motor Truck Co	Busses	01/01/19 -12/31/19

SBUS19C	Worldwide Equipment of WV	Busses	01/01/19 -12/31/19
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## Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
WVARF19	WV Assoc. of Rehabilitation	Janitorial Svcs	To include additional Commodities/ Services to the Contract
WVRFJAN19	WV Assoc. of Rehabilitation	Janitorial Svcs	To update the Hourly Rate Sheet

## FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

<b>BUYER</b>	<b>E-MAIL</b>	<b>PHONE</b>
<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
<i>Buyer</i>		
Heather Bundrage	Heather.D.Bundrage@wv.gov	558-2566

## Upcoming Purchasing Division Training Dates to Remember

The Purchasing Division would like to remind you of some upcoming events, noted below. For more information on these training events, visit [WVPurchasing.gov](http://WVPurchasing.gov) and click on the Training link or contact us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

Statewide Contracts, Agency Delegated Purchasing and Inspections — *In-House*  
February 13, 2019 | 9 a.m. - 12 p.m.

Developing Specifications and Contracting — *Webinar*  
February 27, 2019 | 10 a.m. - 11:30 a.m.