

# THE BUYERS NETWORK

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**THE BUYERS NETWORK**  
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by the Purchasing Division  
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## Purchasing, DEP Collaborate on Acid Drainage Project

The 2018 Agency Purchasing Conference in Preston County gave several attendees the chance to see the results of their work in person at the T&T Water Treatment Plant at Muddy Creek near Albright, West Virginia.

The plant processes polluted water from three abandoned mine sites. As part of this process, a lime slurry is added to two 80-foot tanks, called clarifiers. When the lime is added, the iron and aluminum drop to the bottom. The metal sludge is then pushed to the middle, drains out, and is pumped back into the T&T mine nearby.

Last summer, the Purchasing Division and the Department of Environmental Protection worked together to purchase Geotextile-style containers to hold the mine sludge underground; polymer additives for water (in wastewater treatment applications, liquid polymer is used to separate solids from water to help the “sludge” settle); hydrated lime, which is used



Members of the Purchasing Division and the Department of Environmental Protection were able to see the results of their procurements for the acid drainage project in person during October. Their visit to the T&T Water Treatment Plant included the viewing of two large clarifiers, shown left. Each clarifier is an 80-foot tank that helps process polluted water from three abandoned mine sites.

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## Technology Announces New Policy Review for Procurements

The Office of Technology (OT) has introduced a new policy to help accelerate the approval process for technology procurements. This new policy, CTO-END Policy 18-001, was published by Chief Technology Officer (CTO) Joshua Spence on December 10, 2018.

“The purpose of this policy is to improve the efficiency and effectiveness of the CTO review process for technology procurements under specific conditions,” explained Spence. “The accelerated approval process is designed to specially address procurements leveraging certain statewide contracts regardless of dollar value and for specific technologies when procured under the \$2,500 limit.”

This new policy applies to all agencies that are subject to CTO review. The CTO Review Accelerated Approval Submission Form was emailed to procurement officers last month and can also be found at [technology.wv.gov](http://technology.wv.gov) under “IT Policies.”

“This is the first of many initiatives designed to improve the CTO review process,” added Spence.

Questions regarding this policy enhancement should be directed to the Consulting Services section of OT at [Consulting.Services@wv.gov](mailto:Consulting.Services@wv.gov).

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## DIRECTOR'S COMMENTS

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# Purchasing Division Looks Ahead to the New Year

By Purchasing Director Mike Sheets

Once again, we find ourselves at the start of a new year; a time when we can reflect back on the year but also look forward. Last month, I highlighted some of the achievements of the Purchasing Division and our state agency partners in 2018. This month, I would like to take a look at some of our division's New Year's resolutions for 2019.

According to the dictionary, a resolution is a firm decision to do or not to do something, and while the idea of wanting to do something is admirable, it is our actions that carry weight. In 2017, the Purchasing Division kicked off an outreach initiative for local government entities and vendors in which we traveled statewide sharing information regarding our programs and services. We continued these seminars in 2018. In that time, we reached approximately 120 local government representatives and 300 vendors.

Although the feedback we re-

ceived as a result of these seminars has been strictly positive, we will be scaling back our travel this year and will instead be more strategic in our outreach, visiting three cities in various regions across the state. Meanwhile, we will be continuing our online efforts with webinars, as well as offer a new vendor event that we're planning for the fall. Details regarding the latter will be shared at a later time. For more on the 2019 schedule of local government and vendor seminars and webinars, view the articles on page 3.

In 2019, we will also resolve to show rather than just tell people how state procurement works. Each year, we receive feedback following the Agency Purchasing Conference requesting more training on *wvOASIS* processing, and while developing a full training showing a solicitation fully from beginning to end would be an impossible task given all of the varying factors, we will be incorporating more *wvOASIS* screenshots in our presentations, or live demonstrations, where possible. Barring any issues with technology, we think you will find value in this more modern training approach.

This year, we will also continue our strategic sourcing meetings with agencies that process a high-volume of solicitations. We will be introducing our Legislative Rule this Session to correspond with changes resulting from Senate Bill 283, which passed during the 2018 Legislative Session, as well as looking for other ways to improve and expedite the state purchasing process. And we will continue to effectively communicate with and train our state agency procurement partners. Most importantly, we will continue to maintain transparency.

I look forward to all that the Purchasing Division and our state agency partners will accomplish this year. What will your New Year's resolution(s) be?



## Quarterly Property Connection Now Available Online

The fourth quarter issue of *The Property Connection*, produced by the West Virginia State Agency for Surplus Property (WVSASP), is now available online at [www.state.wv.us/admin/purchase/surplus/propertyconnection](http://www.state.wv.us/admin/purchase/surplus/propertyconnection).

WVSASP publishes this quarterly newsletter to focus on procedural updates, inventory changes, general news and stories highlighting eligible organizations and how they have benefited from their purchases. Articles published in the current issue feature the Town of Fayetteville who are using vehicles purchased at WVSASP to make its roads safer this winter; a look at the annual Holiday Gift Guide that was presented on its Facebook page; how the Division of Highways plans to use tulip bulbs acquired through WVSASP to brighten up West Virginia rest areas; and information regarding some of WVSASP's 2019 events.

To view the latest newsletter or for more WVSASP news and updates, visit [WVSurplus.gov](http://WVSurplus.gov) or call 304.766.2626.

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The West Virginia State Agency for Surplus Property published its 2018 Holiday Gift Guide on its Facebook page during the month of December. To see all of the items posted, including the iPads shown right, visit [www.facebook.com/WVSurplus](http://www.facebook.com/WVSurplus).





# 2019 Seminars for Vendors and Locals Announced

Last year, the Purchasing Division met with more than 200 vendors and approximately 60 local government officials to talk about its programs and services. Following the success of these events, the Purchasing Division will continue its local government and vendor outreach efforts in 2019.

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.

“The response to these semi-

nars has been overwhelmingly positive,” shared Purchasing Director Mike Sheets. “Traveling around the state allows the Purchasing Division to meet with vendors who may have hesitated to participate in the bidding process previously or local governments who wish to learn how to take advantage of the Purchasing Division’s statewide contracts.”

In addition to the dates listed below, the Purchasing Division will also offer an online webinar on February 7, 2019. To learn more about the webinar, view the article below. Agency procurement officers are encouraged to share this information with potential vendors.



**At the Charleston, W. Va., seminar (pictured above), Purchasing Division Assistant Director Frank Whittaker educated approximately 60 vendors on how they could do business with the state. Following the success of these seminars in 2018, the Purchasing Division has scheduled additional dates in 2019.**

## 2019 SEMINAR DATES AND LOCATIONS

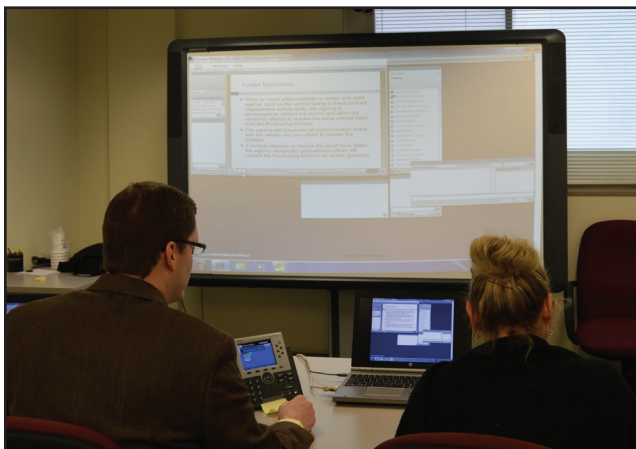
**APRIL 18, 2019**  
**MOOREFIELD, W. VA.**  
Eastern Community & Technical College  
316 Eastern Drive

**June 13, 2019**  
**BECKLEY, W. VA.**  
DHHR Building  
407 Neville Street

**August 8, 2019**  
**FAIRMONT, W. VA.**  
Fairmont State University  
1201 Locust Avenue

*Space is limited. Registration is required. To register for these events, visit <http://WVPurchasing.eventbrite.com>.*

## Registration Now Open for Vendor Webinar



**Mark Totten (left) and Crystal Rink (right) co-presented at one of the Purchasing Division’s previous vendor webinars. Webinars serve as an important resource for potential vendors wishing to do business with the state.**

The Purchasing Division will present a vendor webinar, titled *Doing Business with West Virginia*, on Thursday, February 7, 2019, from 10 a.m. to 11:30 a.m. The webinar provides guidelines and information 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 to 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 on the Vendor Resource Center of the Purchasing Division’s website, located at [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc).

All other questions may be directed to Courtney Sisk Johnson at 304.558.4213 or [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).

# Purchasing Recognizes Latest Advanced Certification Recipient



The Purchasing Division is pleased to announce Michelle Childers as the latest recipient in its West Virginia Procurement: Advanced Certification program.

Childers, a senior buyer for the Purchasing Division, has worked for the state for three years.

“While obtaining the Advanced Certification provides some validation for me, I look forward to future opportunities of learning and experience that will promote my professional growth and help me to better serve my agency customers,” Childers 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). A list of all current basic and advanced certification recipients are also listed online. Questions regarding the certification program may be directed to Courtney Sisk Johnson at [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov) or 304.558.4213.

The Purchasing Division would like to congratulate Childers on her noteworthy accomplishment!

## ACID DRAINAGE

Continued from Page 1

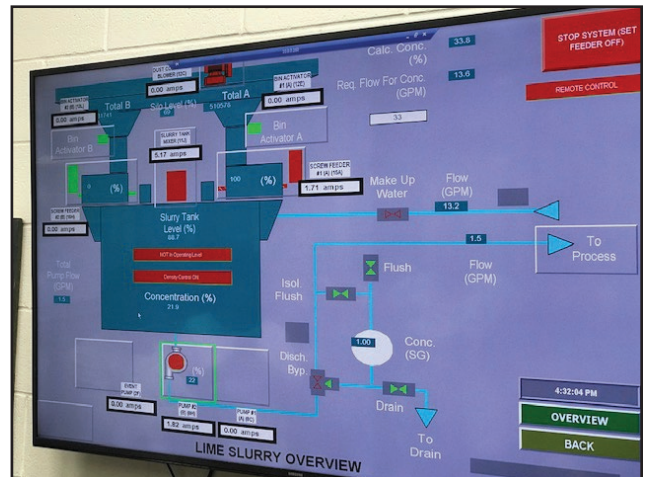
in the treatment of water to obtain the proper levels; sludge and snow removal; and a service contract for water analysis. The purchase of a jetter truck is currently out for bid.

The jetter truck uses a high-pressure water hose with a sewer-jetting nozzle to push into the clogged pipeline. High-pressure water is released from the sewer jet truck to dislodge the debris and mineral buildup, which is then flushed away. As the debris and mineral buildup is removed, the nozzle continues to move deeper into the pipes.

“We don’t often have the opportunity to see the results of our work, so we took advantage of the invitation while being in the area during the 2018 Purchasing Conference,” said Buyer Supervisor Guy Nisbet. “It was also a great chance to see the fruits of collaboration with another agency. The process can be long, but the efforts are worth it in the end.”

The treatment plant means that fish will be able to travel the entire length of the Cheat River, where there was no aquatic life for years.

Back in 1994, an underground pool of acid mine drainage blew out the side of a mountain near Bruceton Mills and gushed into Muddy Fork Creek and then into the Cheat River, affecting more than 20 miles of the river. A second blowout in 1995 seeped into Sypolt Run. If another mine blowout were to occur similar to the events in 1994 and 1995, the plant will be able to handle up to 7,600 gallons of water per minute, which will flow through the two tanks and come out clean on the other side.



**Photographed right, members of the Purchasing Division and the Department of Environmental Protection visited the T&T Water Treatment Plant at Muddy Creek near Albright, W. Va.**



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# Procurement Officer Profile: Jordan Kirk Uses Position at Bureau for Public Health to Help People

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As the Purchasing Director for the West Virginia Department of Health and Human Resources' Bureau for Public Health, Jordan Kirk realizes the impact he can make among West Virginians with just a single purchase.

A native of Charleston, Kirk earned a bachelor's degree in Business Administration with a major in accounting from Marshall University.

He began working for the state in August 2006 as an Audit Inspector with the Purchasing Card (P-Card) Division of the State Auditor's Office. He moved positions within the Auditor's Office to become a P-Card Specialist working with Monitoring, Utilization, and Reporting for the P-Card Program. From September 2012 to December 2014, he worked for the Department of Administration's Purchasing Division with the West Virginia State Agency for Surplus Property. He was the Assistant Manager for the State Surplus Property Program, Manager of the Federal Property Program, and the P-Card Coordinator for the Purchasing Division before moving to his current position.

"This was a big change for me as my role with Purchasing documents in previous positions was limited. I had a lot of P-Card experience and some experience with fixed assets from Surplus Property, but it was a big change leading a group in purchasing that had more experience

at first," he said. "Since I started in October 2015, I feel that I have gained a lot of knowledge. My current role involves being the Purchasing Director, P-Card Coordinator, and Fixed Assets Manager for the Bureau. We have 14 different offices, and the volume of work keeps us on our toes, but my Purchasing staff is very knowledgeable, and we work together to solve any issues day to day."

Kirk believes the overall mission of the Bureau makes the job rewarding.

"It took a while to figure out, but when I stopped looking at each transaction as a 'purchase,' and I started looking at each purchase from the perspective of how I am helping people, the job became more rewarding for me," he said. "This Bureau does a lot of good things, and there are a lot of good people working within our staff that make this job more enjoyable. We get overwhelmed with volume sometimes, but we work together, we make each other laugh, and we find the best way we can to try help each of our offices and the general public. When you start putting the overall goals of your agency or division into perspective, you aren't just purchasing anymore. That seems to help a lot."

When he's not working, Kirk and his wife Kandi enjoy spending time with their three boys, who range in age from pre-kindergarten to middle school.



**Jordan Kirk (shown above) serves as the Purchasing Director, P-Card Coordinator, and Fixed Assets Manager for DHHR's Bureau for Public Health.**

## State Law Prohibits Payment Before Receipt of Goods or Services

It has recently come to the Purchasing Division's attention that some vendors with statewide contracts may be demanding payment prior to services being rendered.

Agencies are reminded that state law prohibits payment prior to the receipt of any goods or services.

The Purchasing Division has informed the vendors that their actions are prohibited. However, should any other statewide contract vendor demand payment prior to the receipt of goods or services, please notify Purchasing Division Senior Buyer Mark Atkins at [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov) or 304.558.2307.



### THE BUYERS NETWORK

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Purchasing Division

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**Courtney Sisk Johnson**

# Current Statewide Contract Update

(As of December 13, 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](http://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
FOOD16A	A F Wendling Inc	Food distribution services	12/01/18 -12/31/18
RECMGT	Iron Mountain Incorporated	Vehicles	12/01/18 -11/30/19
SANPAP17	Liberty Distributors Inc.	Paper products	12/01/18 -11/30/19
VOIP13E	Verizon Business	Telecomm	10/19/18 -10/20/19

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
MV19C	Stephens Auto	Motor Vehicles Center	To remove the Class 4 Flex Fuel Vehicle from the Contract
SWC*2	Verizon Business	Telecomm Services	To include additional Commodities/ Services to the Contract

## Upcoming Purchasing Division Training Dates to Remember

The Purchasing Division would like to remind you of some upcoming events. To learn more or if you have questions, please visit our website at [WVPurchasing.gov](http://WVPurchasing.gov) or contact us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

Public Procurement Basics & Tools/Resources\*  
January 16, 2019 | 9 - 11 a.m.

Surplus Property/Fixed Assets\*  
January 23, 2019 | 9 - 11 a.m.

Preparing & Evaluating RFPs  
January 30, 2019 | 9 - 11:30 a.m.

Doing Business with W. Va.\*  
February 7, 2019 | 10 - 11:30 a.m.

SWC, Agency Delegated Purchasing & Inspections  
February 13, 2019 | 9 a.m. - 12 p.m.

Developing Specifications\*  
February 27, 2019 | 10 - 11:30 a.m.

\*Online Webinar

## 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
<i>Buyer</i>		
Heather Bundrage	Heather.D.Bundrage@wv.gov	558-2566