

# THE BUYERS NETWORK

JULY 2019

VOL. 29, ISSUE 7

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

## Purchasing Division to Kick Off 2019 Agency Purchasing Conference Registration This Month

Registration for the 2019 Agency Purchasing Conference is set to open this month. Following an early registration period for designated procurement officers, registration for all agency purchasers procuring under W. Va. Code 5A-3 will open on July 30, 2019. This year's conference will be held at Lakeview Resort in Morgantown, West Virginia.

As part of this year's conference, the agenda will again offer six concurrent workshops during each time slot, with the addition of some new topics, including *Payment Process*, *Managing Your Vendor*, and *Critical Thinking in Procurement*. Additionally, the Boards and Commissions workshop has been expanded to two hours.

Commencement will kick off fifteen minutes later than in years past to allow more time for attendees to eat breakfast and get ready for a day of learning. On behalf of the Purchasing Division, we will once again host the evening social on Tuesday and will



During his class on statewide contracts at the 2018 Agency Purchasing Conference, Senior Buyer Mark Atkins explained the criteria for developing new contracts and answered attendee questions on utilizing existing contracts.

provide light refreshments while allowing attendees the opportunity to network in an informal environment.

In addition to schedule changes, there will also be changes in how information and conference materials are distributed this year. To continue our

Please see **CONFERENCE**, page 3

## INSIDE...

- **Director's Comments:**  
Current and Accurate Reporting Plays Pertinent Role in State Procurement and Inventory Processing
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## Agencies Encouraged to Review Updates to Procedures Handbook

The Purchasing Division would like to inform procurement officers on recent changes made to the *Purchasing Division Procedures Handbook*, effective July 1, 2019. The Purchasing Division typically makes changes to the Handbook two to four times per year to ensure the document remains current and accurate.

Agencies were notified in advance of the changes, which include:

- **RFP Training Requirement:** Previously, all voting RFP evaluation committee members were required to take training within one year prior to commencing the evaluation. Now, only the designated procurement officer sitting on the committee is required to take the training. While all other voting members are not required to take the training, it is still encouraged.
- **RFP Packet:** The Purchasing Division has developed an RFP Evaluation Committee Packet available for use by state agency procurement officers.

Please see **HANDBOOK**, page 5

## Current and Accurate Reporting Plays Pertinent Role in State Procurement and Inventory Processing

Another fiscal year has come to an end, and with that comes some legislative responsibilities to finish off the year and some to start anew.

Each agency has designated an Asset Management Coordinator whose duty is to ensure the agency's assets are properly entered into the *wvOASIS* Fixed Assets System, and furthermore, that property is properly retired when it is no longer needed. Along with these ongoing duties, agencies are also tasked with certifying their inventory by the 15<sup>th</sup> of each July, as well as completing a physical inventory of property once every three years.

The West Virginia State Agency for Surplus Property (WVSASP), a unit within the Purchasing Division, is currently accepting these certifications, in accordance with W. Va. Code §5A-3-35. Agencies must complete the Inventory Management Certification Cover Sheet and submit it to WVSASP no later than July 15, 2019, as required by West Virginia Code. No exceptions will be granted. A copy of the Certification Cover Sheet can be found online at [www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertificationCoverSheet.pdf](http://www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertificationCoverSheet.pdf).

The Certification Cover Sheet should include the date the last physical inventory was taken of all reportable assets under the agency head's authority; certification that the agency has entered all real property and all reportable assets in its possession for the current fiscal year into the *wvOASIS* Fixed Assets System; and certification that assets were properly retired for the year. This document will serve as the required inventory report that must be filed with the Purchasing Director.

Also due to the Purchasing Division is the annual progress report on procurements made with small, women-, and minority-owned (SWAM) businesses during Fiscal Year 2019, in accordance with W. Va. Code §5A-3-59(b). Agencies can utilize *wvOASIS* Business Intelligence reports, WV-FIN-PROC-039 and WV-FIN-AP-061, to assist in meeting this requirement. If no purchases were made utilizing a SWAM vendor, the agency must submit the cover page with a signature and date indicating so. This report may be emailed to [Purchasing.Division@wv.gov](mailto:Purchasing.Division@wv.gov).



Looking ahead, I shared in last month's Director's Comments the importance of submitting your agency's Procurement Officer Designation Form for Fiscal Year 2020. Thank you to all agencies, boards, and commissions under our authority that have already submitted these forms. Providing this confirmation guarantees that the Purchasing Division has the correct point of contact for each agency.

I ask for your consideration of these legislative requirements and to be timely in your response in completing them. By doing so, we can maintain the integrity of the state purchasing process and ensure a clear, consistent path to communication, reporting, and transparency.

### PURCHASING DIVISION'S ANNUAL STAFF PHOTOGRAPH



Back row (l-r): Bob Ross, Mark Atkins, Greg Clay, Mark Totten, Guy Nisbet, Mitzie Howard, Shane Hall, and Jessica S. Chambers;

Middle row (l-r): Samantha Knapp, Brittany Ingraham, April Battle, Tara Lyle, Frank Whittaker, Mike Sheets, Jimmy Meadows, Debbie Watkins, Amber Koerber, Melissa Skiles, and Alisha Pettit;

Front row (l-r): Terra Oliver, Melissa Pettrey, Courtney Johnson, Jennifer Fields, Elizabeth Perdue, Stephanie Gale, Beverly Toler, Linda Harper, Crystal Hustead, and Jessica Riley.

Not Pictured: Jessica L. Chambers, Lu Anne Cottrill, Dianna Kirk, and Gail Montantez.



# Revised Request for Proposals Training Module Added to Purchasing Division's Website

The Purchasing Division continues to revise its online training modules to bring them up-to-date with current laws, rules, and procedures. In June, an updated version of the Request for Proposals (RFP) Evaluation Training module was posted. Among the changes, the threshold to utilize the RFP process changed to \$100,000; a timeline of 10 days to submit a final written consensus to the Purchasing Division was added; language was revised to reflect changes to the Standard Format Template; and language was added on the best in class solution and the ability to compare proposals against one another.

The online training modules were designed for agency procurement officials to watch from the convenience of their own offices. Upon viewing these modules, the viewer must print and complete the Certificate of Completion for the specific module(s) and submit them to the Communication and Professional Development Unit of the Purchasing Division by email to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov) or by fax to 304.558.6026. The certificate must be signed by the employee and his or her supervisor.

For a direct link to the online training modules page, visit [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html).

**The Purchasing Division maintains a series of online training modules that are available on demand. These modules cover a wide range of topics relevant to agency procurement officials.**

## CONFERENCE

Continued from Page 1

efforts to “go green,” the Purchasing Division will be utilizing a mobile application that will include everything attendees need to know, all with the touch of a finger.

“I am always invigorated by the small touches we add to the annual conference,” said Acting Assistant Purchasing Director Samantha Knapp. “Several years ago, in an effort to ‘go green,’ we decided to post our PowerPoint presentations online for attendees to access prior to and during the conference. This year, we are continuing our efforts by replacing the printed conference directory with a mobile app that will contain that information and more.”

Additional information regarding the app will be shared as it becomes available.

Those individuals interested in attending this year’s conference will be required to pay a \$125 conference registration fee. The fee covers all conference materials, group meals, administrative costs, and attendance to all conference ses-

sions. Once the registration is processed, an email confirmation will be sent that includes the participant’s personalized schedule. This schedule will also be available in the conference app. The preferred payment method is the State Purchasing Card. For payment-related questions, contact Courtney Johnson at 304.558.4213 or [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).

All attendees must make their own lodging accommodations by calling the Lakeview Resort Reservation Department toll free at 1.800.624.8300. Please note that reservations cannot be made until registration for the conference opens. All reservations should be made no later than August 17, 2019. Lodging requested after that date will be based upon Lakeview Resort's availability.

Procurement officers who received their basic or advanced certification after the 2016 conference but before the 2017 conference are required to attend this year’s conference if that individual missed either the 2017 or 2018 conference and wishes to remain in compliance with the re-certification requirements. The recertification requirements may be viewed on the Purchasing Division’s website at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification).

To view a copy of the conference grid, see page 4. Additional conference information can be found on the Purchasing Division’s website at [www.state.wv.us/admin/purchase/Conference/Agency/2019](http://www.state.wv.us/admin/purchase/Conference/Agency/2019).



**Conference Grid**

<b>Tuesday, September 17</b>		Registration will be held in the Ballroom Foyer					
1:00pm - 5:00pm	Evening social will be held in the Library and Fusion Restaurant						
6:00pm - 8:00pm	Food and beverages will be provided						
<b>Wednesday, September 18</b>		Breakfast will be held in the Governor's Ballrooms					
7:00am - 9:15am	Registration will be held in the Ballroom Foyer						
7:30am - 9:15am	This event will be held in the Governor's Ballrooms. Welcome remarks will be offered by Purchasing Director Mike Sheets.						
9:15am - 9:45am	<b>Beginner's Track</b>		<b>Advanced Track</b>				
10:00am - 11:00am	<b>Public Procurement Basics</b>		3 hrs - General Discussion		Agency Delegated Purchasing		
11:15am - 12:15pm	<b>Vendor Registration</b>				Construction Purchases		
Group Lunch	Lunch will be held in the Governor's Ballrooms. Remarks will be offered by Department of Administration Cabinet Secretary Allan McVey						
12:15pm - 1:45pm	<b>Statewide Contracts</b>				Requests for Quotations: From A to Z		
1:45pm - 2:45pm	<b>Developing Specifications for Requests for Quotations</b>		1 hr - Roundtable Discussions		Special Purchases		
3:00pm - 4:00pm					Secretary of State Requirements		
Banquet & Entertainment	Banquet will be held in the Governor's Ballrooms						
6:00pm - 8:00pm							
<b>Thursday, September 19</b>		Breakfast will be held in the Governor's Ballrooms					
7:00am - 9:00am							
9:00am - 10:00am	<b>Requests for Quotations: From A to Z</b>		Vendor Registration		Managing Your Vendor		
10:15am - 11:15am	<b>Surplus Property/Fixed Assets</b>		Developing Specifications for Requests for Quotations		How to Avoid Common Pitfalls in Public Procurement		
11:30am - 12:30pm	<b>Transparency &amp; Resources</b>		Certification Study Group		Office of Technology Requirements		
12:30pm - 2:15pm	Lunch will be held in the Governor's Ballrooms.						
2:15pm - 3:15pm	<b>Inspections: Making the Grade</b>		Evaluating Requests for Proposals: Part II		Privacy and Cybersecurity		
Dinner on your own							
<b>Friday, September 20</b>		Breakfast will be held in the Governor's Ballrooms					
7:00am - 8:30am							
8:30am - 9:30am	<b>Electronic Business with West Virginia</b>		Boards and Commissions		Office of Technology Requirements		
9:45am - 10:45am	<b>Correctional Industries</b>		Managing Your Vendor		Agency Delegated Purchasing		
11:00am - 12:00pm	<b>Statewide Contracts</b>		Public Procurement Roundtable Discussions		Fraud in Public Procurement		
	<b>Statewide Contracts</b>		Payment Process		Transparency and Resources		

To rotate this page, please click the "U" icon in the top right menu. This grid is also available online at [www.state.wv.us/admin/purchase/Conference/Agency/2019/Grid.pdf](http://www.state.wv.us/admin/purchase/Conference/Agency/2019/Grid.pdf).

## WVSASP Says “Thank You” During June Customer Appreciation Day

Last month, the West Virginia State Agency for Surplus Property (WVSASP) hosted its annual Customer Appreciation Day. This event allowed for WVSASP staff to celebrate their customers with light refreshments and extended hours.

“Our Customer Appreciation Day offers a chance for individuals whose schedule conflicts with our business hours to visit the warehouse,” shared WVSASP Manager Elizabeth Perdue. “This event allows new shoppers to see what WVSASP has to offer and gives our staff a chance to say ‘thank you’ to our loyal customers.”

More than 35 individuals attended the event on June 6, 2019, and shopped for items such as furniture, electronics, and vehicles.

State employees, except for Purchasing Division employees, may acquire property from WVSASP for personal use as long as they purchase as a member of the public.

To learn more about shopping at WVSASP, visit [WVSurplus.gov](http://WVSurplus.gov) or call 304.766.2626. WVSASP also maintains a Facebook page at [www.facebook.com/WVSurplus](http://www.facebook.com/WVSurplus) with information regarding deals, the vehicle list, and unique inventory.



**WV Surplus has a small but caring staff.**

**Front Row (l-r): Matt Harper, Sherry Fewell, Elizabeth Perdue, Paula Lowe, Cheryl Cohen**

**Second Row (l-r): Doug Elkins, Dana Hoffman, Scott Brown, Tim Miller, Cody Rose**

**Third Row (l-r): Doug Fuller, James Farmer**

### HANDBOOK

Continued from Page 1

The forms can be found in Appendix H of the Handbook, or on the intranet at <http://intranet.state.wv.us/form> and selecting “Purchasing” from the drop-down menu.

The RFP packet includes the following forms:

- RFP *Agency Approval Request* (WV-110);
  - RFP *Evaluation Committee Designation Form* (WV-111);
  - RFP *Technical Evaluation Committee Scoring Memorandum* (WV-112);
  - RFP *Recommendation for Award Memorandum* (WV-113); and
  - RFP *Technical Scoring Spreadsheet*.
- **Section 9:** What was formerly called the “Exempt List of Commodities and Services” is now called the “Impossible to Bid” list. This language change was made to clarify that items on this list are not exempt from state purchasing rules and procedures, including vendor registration requirements. Additionally, an item was added to this list. This item consists of copies of governmental documents or records obtained from the government and includes fees paid to the government entity required to obtain those records and/or documents.
- **Section 7.2, Information Technology Equipment, Services and Software:** This section now contains a link to the West Virginia Office of Technology’s policies page, where procurement officers can find the most up-to-date policies applicable to the procurement of information technology.

Should you have any questions regarding these changes, please contact your agency’s designated procurement officer or Purchasing Division buyer. To view a copy of the most current version of the Handbook, visit [www.state.wv.us/admin/purchase/Handbook](http://www.state.wv.us/admin/purchase/Handbook).

Buyers Network

## FINAL CHANCE FOR NOMINATIONS!

**AGENCY PROCUREMENT OFFICER OF THE YEAR**

AND

**EXCELLENCE IN SPECIFICATION WRITING**

**NOMINATION DEADLINE:  
JULY 24, 2019**

The West Virginia Purchasing Division is accepting nominations for its two recognition programs: *Procurement Officer of the Year* and *Excellence in Specification Writing*. These programs recognize the dedication and hard work of state agencies and procurement officers who consistently demonstrate a high level of professionalism and performance. Nomination forms are available online at <http://intranet.state.wv.us/admin/purchase/Recognition>.

### 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 Johnson**  
**Unique Beaver**

# Current Statewide Contract Update

(As of June 13, 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

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
Oil19	Pugh Lubricants	Lubricants and oils	06/01/19 -05/31/20

## Contract Renewals

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
CPHONE13AA	AT&T Mobility	Wireless equip.	06/30/19 -12/31/19
MVAPRTS17	NAPA Auto Parts	Motor vehicles parts or access.	06/15/19 -06/14/20
PESTCTR18A	Exterm Tek Pest Control LLC	Pest control	07/15/19 -07/14/20
PESTCTR18B	Standard Exterminating Co	Pest control	07/15/19 -07/14/20

SWC*56	Liberty Distributors	Floor cleaners	05/01/19 -04/30/20
TRAVEL18	Natl Travel Service	Travel agents	07/01/19 -06/30/20

## Miscellaneous Actions

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Description of Change</b>
FUELTW17C	Bruceston Petroleum Co Inc	Fuels	To correct the commodity service line expiration date
WVARF19	WV Assoc. of Rehab Facilities	Janitorial Services	To include additional commodities/services

## 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](http://WVPurchasing.gov), or contact us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

*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*

*Certification Study Group — In-House Training*  
July 31, 2019 | 10 a.m. - 11:30 a.m.

*EOIs & Construction Purchases — In-House Training*  
August 7, 2019 | 9 a.m. - 11 a.m.

## 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>
<u>Supervisors</u>		
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
<u>Senior Buyers</u>		
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