

THE BUYERS NETWORK

JULY 2020

VOL. 30, 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.

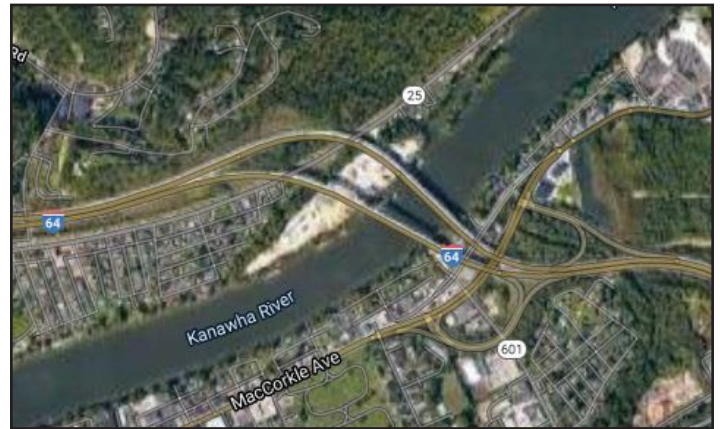
Improved Boating Access Along Kanawha River Made Possible with Assistance from Purchasing

The Kanawha River is a popular destination for both boaters and fishermen trying to reel in bass, catfish, musky, and various other species, and one that offers canoeing and kayaking opportunities. The West Virginia Division of Natural Resources (DNR) spearheaded a project to make it easier for boats to access the river in South Charleston.

With help from the West Virginia Purchasing Division, DNR secured Chapman Technical Group LTD as the vendor that studied, designed, and prepared construction contract plans and specifications for the construction. The vendor will also provide quality assurance and control during construction. The construction phase will involve the creation of parking areas, signage, and the boating access ramp itself.

“This is a wonderful example of continued outdoor investment for the citizens in and around the Kanawha Valley,” said Senior Buyer Brittany Ingraham. “It brings people and nature closer together.”

The Purchasing Division is pleased to showcase this as one of the many unique projects processed through its central office.



The City of South Charleston will soon have improved boating access to the Kanawha River with the construction of a new boat ramp and parking area. Thanks to the Division of Natural Resources, this project will see improvements to its current silted boat ramp located under the Interstate 64 bridges.

INSIDE...

- **Director's Comments:**
Purchasing Division Continues Education Efforts and Improvements Despite Conference Cancellation
- Properly Maintaining Inventory of Fixed Assets Ensures Accurate Reporting
- WVSASP Extends Annual Inventory Management Certification Deadline to October 15th

Purchasing to Begin Accepting Electronic Responses for EOIs

The Purchasing Division is pleased to announce that beginning July 1, 2020, it will accept electronic proposals from vendors in *wvOASIS* for Expressions of Interest (EOI). This decision follows a recent survey that was sent to select agency procurement officers who process a high volume of EOIs.

When *wvOASIS* was first implemented, it was discovered early on that electronic EOI responses could not reliably be received due to attachment file size issues. Over time, attachment size limits have been raised; however, EOI responses are less an offer to the state and more of a marketing document, and it's been found that vendors preferred to submit paper proposals in which they could better market their services. Furthermore, since EOIs are evaluated by a committee, requiring that the vendor provide the convenience copies, this shifted duplicating costs off the state.

Assistant Director Frank Whittaker said, “Vendors have expressed an interest

Please see EOIs, page 3

Purchasing Division Continues Education Efforts and Improvements Despite Conference Cancellation

In January, we kicked off a 12-month series for *The Buyers Network* called *Tell Me More*. The goal of this series was to focus on specific purchasing-related topics and to share the reasons behind certain requirements, the responsibilities of the agency and Purchasing Division, and to break up the information in a manner easier to understand. So far, we have shared articles on specifications, the roles within the purchasing process, conflict resolution, the acceptance and negotiation of terms and conditions, training and certification, and contract administration.

In addition to this month's article on adding and maintaining fixed assets (see page 4), remaining topics for this series include how to properly dispose of surplus property, the importance and purpose of purchasing audits conducted by the Purchasing Division inspectors, and an overview of the State Travel Rules and requirements. We hope you have found this series to be helpful. If you have any suggestions for future topics you'd like to see, please feel free to share those with us.

Following the cancellation of our annual conference, we have gotten some inquiries regarding the requirement to attend conference (which has been postponed until 2021 due to social distancing guidelines) for re-certification of the Division's certification programs. Earlier this year, we dropped the requirement for attendance at our annual conference from two to just one of the last three. However, for anyone who was certified more than two conferences ago and was unable to attend those first two conferences, this would have been the year to meet that requirement.

With its postponement, we have opted to waive the conference attendance requirement for this year only for those individuals

who find themselves in this situation and replace it with an additional 10 hours of training, one hour less than the total that would have been earned by attendance at the conference. To allot additional time to meet these hours, we are extending upcoming certification expirations by three months. If your certification is getting ready to expire and you're unsure of where you stand, please reach out to Courtney Johnson at Courtney.S.Johnson@wv.gov for assistance.



As we move into this fiscal year, we continue to look at other ways to improve the state purchasing process. As of July 1, 2020, we are accepting electronic responses to Expressions of Interest. Many factors prevented us from doing so until now. However, after reviewing feedback from agencies, we believe we can do this successfully and efficiently. We will continue to monitor this process to ensure it fully meets our needs and capabilities, and any changes to this process moving forward will be communicated immediately. For more on this new allowance, please see the article on page 1.

Thank you all for your continued dedication to ensuring the integrity of the state purchasing process. We couldn't navigate this time without your continued support and hard work.

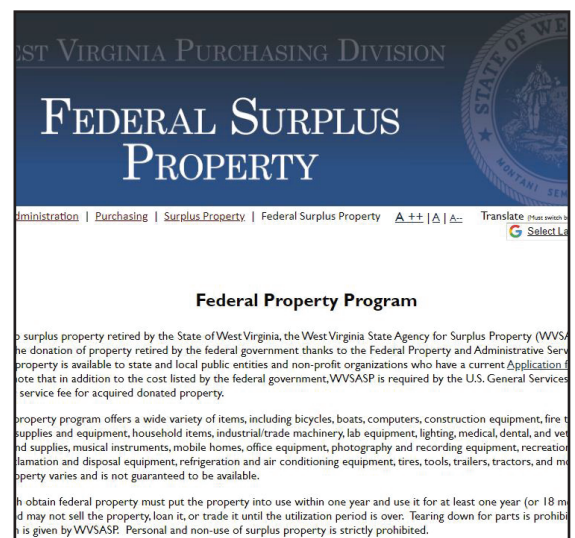
New Website Update for WVSASP Highlights Information on Federal Surplus Property Program

The West Virginia State Agency for Surplus Property (WVSASP) updated its website with a new page featuring information on the federal surplus property program. This is the first update in what will be a long-term project of revamping the WVSASP website at WVSurplus.gov.

WVSASP is given the authority by the Federal Property and Administrative Services Act of 1949, as amended, to administer the transfer of donated federal surplus property through the U.S. General Services Administration at a low service charge to state and local public entities and nonprofit organizations. Items accessible through this program include vehicles, boats, industrial kitchen appliances, and much more.

"WVSASP takes great pride in being able to connect state agencies and other entities with federal property," shared WVSASP Manager Elizabeth Cooper. "Having information online about this program will help raise awareness and provide a guide on how to screen for property."

Questions regarding the federal surplus program should be directed to WVSASP Federal Property Coordinator Doug Elkins at Doug.J.Elkins@wv.gov.



Procurement Officer Profile: Mary Blashford's Experience Drives her Leadership at Center for Nursing

Serving as the Director of Procurement for the Center for Nursing, the Higher Education Policy Commission, and the Council for Community and Technical Colleges, Mary Blashford's impressive administrative background shows why she can handle it all.

Blashford started working for the state in 1980 as an employee of the Department of Administration and spent six years working with computer procurements in the Information Systems and Communications section (now the West Virginia Office of Technology). In 1986, she moved to the Purchasing Division as a buyer, where she procured computers, copiers, various office equipment and a myriad of other commodities for state agencies.

After four years working as a buyer, Blashford went to the School Building Authority of West Virginia. During her

time there, she served as the Director of Administration for 23 years. "I handled everything administrative, including purchasing," she said. "We had one large Request for Proposals for school security planning, which enabled us to have a school safety plan created for every school in West Virginia."

Blashford enjoys her current job. She said, "I am very happy at my job. It is challenging and I learn something almost every day."

Currently, Blashford handles all procurements, contracts, fixed assets, fleet and travel as the Director of Procurement for the Center for Nursing, the Commission, and the Council.

Blashford was born in Fairmont, West Virginia, and is a current resident of Charleston. She is the youngest of seven children and is happily married with one stepdaughter. Outside of



Mary Blashford
Director of Purchasing
Center for Nursing

work, she enjoys gardening and reading.

Disinfectant Now Available at WVSASP!

The West Virginia State Agency for Surplus Property (WVSASP) is pleased to announce that state agencies and the public can now purchase disinfectant at its warehouse in Dunbar.

Surface Disinfectant Prices

32 oz. for \$15.00

24 oz. for \$12.50

Receive 25% off with the purchase of three bottles or more.

Limited to 10 units per buyer.

WVSASP is open to state agencies Monday through Friday from 9 a.m. to 3 p.m. Masks are required for each visitor. Please note that the warehouse hours are different for members of the public.

For more information regarding the disinfectant, please call 304.766.2626.



EOIs

Continued from Page 1

in submitting responses electronically due to the pandemic, and we have found that many agencies were slow to pick up the required convenience copies because they were evaluating the vendor responses once scanned and posted on the Purchasing Division's website.

"For these two reasons," he continued, "we decided to allow electronic responses. However, there is still some concern about the *WV*OASIS file size limitations and the affect it may have on vendors attempting to submit their responses electronically."

In making this decision, the Purchasing Division needed to ensure that agency procurement officers could properly and effectively evaluate any proposal received electronically. With this upcoming change, agencies can evaluate the proposals electronically or print copies of the proposals at their discretion. This in no way requires vendors to submit their proposals electronically. Any price submitted as part of the response, electronic or paper, would be invalid and require negotiation in accordance with W. Va. Code §5G.

The Purchasing Division will continue to evaluate the effectiveness of this initiative moving forward.

Tell Me More: Properly Maintaining Inventory of Fixed Assets Ensures Accurate Reporting

The annual inventory of property, equipment, supplies and commodities in the possession of state agencies as outlined by W. Va. Code §5A-3-35 requires the head of every spending unit of state government to file with the purchasing director an inventory of all real and personal property, and of all equipment, supplies and commodities in its possession as of the close of the last fiscal year.

The annual inventory certification, typically due to the West Virginia State Agency for Surplus Property (WVSASP) by the 15th of July each year but postponed this year to October 15th due to the ongoing pandemic (see article below), is just one part of an agency's role in fixed assets. Each agency head is responsible for appointing an agency asset coordinator and registering the coordinator's name(s) with WVSASP by completing the *Asset Management Coordinator Designation* (WV-101) form. The agency coordinator is responsible for maintaining the agency's assets and submitting proper

and timely information to WVSASP as required.

Agencies are responsible for all assets under its jurisdiction, regardless of its state (i.e. removable or fixed), origin, or acquisition cost. Among the responsibilities, agencies must properly maintain assets from the date of purchase to the date of retirement. This includes keeping equipment secure, entering assets into the *wvOASIS* Fixed Asset System, conducting physical inventories, and submitting an annual inventory certification.

Any asset with an original acquisition cost of \$1,000 or more and a useful life of one year or longer must be entered into the Fixed Asset System and is referred to as a "reportable asset." Agencies may enter assets that do not meet the definition of reportable assets into the Fixed Asset System but are not required to do so. Any asset entered into the Fixed Asset System, however, will be treated as reportable assets for procedural purposes.

Agencies must also enter the follow-

ing commodities into the Fixed Asset System, which will also be considered reportable assets:

- Firearms regardless of the cost. Please make sure all serial numbers are entered correctly.
- All computers (including laptops and central processing units [CPU]) with an acquisition cost of \$500 or more.

The acquisition cost of assets must be determined as the actual cost of the asset as evident by invoices or purchase orders. If no invoice or purchase order record exists, the agency can determine the acquisition cost by a reasonable method of estimation.

The *Asset Management Coordinator Designation* (WV-101) form can be found at www.state.wv.us/admin/purchase/surplus/forms/AssetCoordinatorDesignation.pdf.

For more information on fixed assets, view the Surplus Property Operations Manual online at www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf.

WVSASP Annual Inventory Management Certification Deadline Extended to October 15th

The Purchasing Division is pleased to share that the deadline for state agencies to submit their annual inventory certifications to the Purchasing Division has been extended. This certification, required in accordance with W. Va. Code §5A-3-35, requires the head of every spending unit to file an inventory of all real and personal property, equipment, supplies and commodities in its possession as of the end of the fiscal year on or before July 15th of each year. This year, agencies will have until October 15th to submit the certification due to the coronavirus pandemic. A physical inventory is required once every three years.

Agencies will be required to complete the *Inventory Management Certification Cover Sheet* and submit it to the West Virginia State Agency for Surplus Property (WVSASP) no later than October 15, 2020. However, agencies that wish to submit their certification sooner are encouraged to do so. A copy of the *Certification Cover Sheet* can be found online at 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 re-

portable 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 fiscal year into the *wvOASIS* Fixed Asset System;
- Certification that all outdated assets under the agency head's administration were retired in conformance with WVSASP policy, procedures and guidelines; and
- Certification that the information contained in the *wvOASIS* Fixed Asset System serves as the required inventory report that must be filed with Purchasing Director.

Agencies are also reminded to check for asset shell documents which should be completed, or the event type changed to "FA14," which will remove the shell document.

For information regarding inventory management policies and procedures, visit www.state.wv.us/admin/purchase/surplus/InventoryMgt.

Additional questions regarding the reconciliation of fixed assets may be directed to Elizabeth Cooper 304.766.2626 or Elizabeth.J.Cooper@wv.gov.

Purchasing Seeks Award Nominations

The Purchasing Division is now accepting nominations for its recognition program, *Procurement Officer of the Year* (POOY), and a second award, *Excellence in Specification Writing* (ESW). Nominations for both awards should be submitted no later than August 7, 2020.

The POOY program, now in its 25th 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 guidelines that will be considered by an evaluation committee include, but are not limited to, tenure, performance, communication, professional development, and good purchasing practices.

The Purchasing Division introduced its



While the *Procurement Officer of the Year* and *Excellence in Specification Writing* awards are normally presented as a part of the *Agency Purchasing Conference*, this year's recipients will be awarded independently of that event.

Excellence in Specification Writing award at the 2017 Agency Purchasing Conference and announced its first recipient at the 2018 conference. This award recognizes an agency that demonstrates a strong ability to write specifications that are complete, concise, and competitive. Specifications serve as the framework for vendors submitting bids, decreasing ambiguity to the vendor and lowering costs to the state. They also serve as the vendor's contract requirements throughout the life of the contract.

Specifications have been the reason behind protests, the cancellation of solicitations, re-award of contracts, and more. The significance of writing good specifications reaches far and wide, but ideally, they provide protection to the state and its taxpayer dollars by ensuring the money is spent wisely.

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 is only accessible to individuals on the state network). The recipients will be recognized later this fall.

Questions regarding these nominations may be directed to Acting Assistant Purchasing Director Samantha Knapp at Samantha.S.Knapp@wv.gov or 304.558.7022.

Purchasing Division Recognizes Casto and Stanley as Latest Basic Certification Recipients

The Purchasing Division is pleased to announce Terri Casto and Linda Stanley as the latest recipients in its West Virginia Procurement: Basic Certification program.

Casto is an Administrative Services Assistant III for the Department of Environmental Protection (DEP) and has worked for the state for 22 years.

Casto's purchasing career began with the Division of Motor Vehicles in 2003. In October of 2015, she transferred to the DEP and became a Procurement Specialist Senior within the Purchasing Department. "I have always loved being in this field of state government," Casto said. "I really started focusing on becoming certified once I started at DEP."

After a two-day visit to the Purchasing Division as part of the certification program, Casto said, "It allowed me as an agency purchasing representative to see the processes our work goes through once we send [documents] through electronically to them. It gave me a whole new appreciation for them at the end of the day!"

Stanley is an Administrative Services Assistant III for the DEP and has worked for the state for three and a half years.

"Everyone in our department had gotten certified, except for Terri and me," Stanley said as to why she pursued the certification.

State agency procurement officers interested in participating in the basic and/or advanced certification programs may review the requirements at www.state.wv.us/admin/purchase/training/Certification. Questions regarding the certification program may be directed to Courtney Johnson at Courtney.S.Johnson@wv.gov or 304.558.4213.

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
Braden Phillips

Current Statewide Contract Update

(As of June 18, 2020)

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
MVAPRTS17	Napa Auto Parts Supply Co	Motor vehicles parts	06/15/20 -06/14/21
PESTCTR18A	EXTERM	Pest Control and Grease	07/15/20 -07/14/21
PESTCTR18B	Standard Exterminating Co	Pest Control	07/15/20 -07/14/21
SBUSTIRE20A	S & S Firestone	Tires and tire tubes	08/01/20 -07/31/21

SBUSTIRE20B	Appalachian Tire Products Inc	Tires and tire tubes	08/01/20 -07/31/21
SWC*2	Verizon Business	Telecomm Services	07/01/20 -06/30/21
WVARF19	WV Assoc. Rehab Facilities	Janitorial services	08/15/20 -08/14/21
WVRFJAN19	WV Assoc. Rehab Facilities	Janitorial services	08/15/20 -08/14/21

Dates to Remember

For more information on these events, contact us at Purchasing.Training@wv.gov or visit WV-Purchasing.gov and click on the Training link. Please note that all remaining 2020 in-person trainings have been rescheduled as webinars.

To register, visit onlinelearning.wv.gov.

Solicitation Process: From Pre-Planning to Post Award (PUR202W)
July 15, 2020 | 9 a.m. - 11:30 a.m.

Inspection Services (PUR107W)
July 22, 2020 | 10 a.m. - 11 a.m.

Surplus Property/Fixed Assets (PUR110W)
July 29, 2020 | 10 a.m. - 11 a.m.

Managing Your Vendor (PUR214W)
August 12, 2020 | 10 a.m. - 11 a.m.

WV Office of Technology Requirements (PUR217W)
August 19, 2020 | 10 a.m. - 11 a.m.

FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<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
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Josh Hager	Joseph.E.Hageriii@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
<u>Buyers</u>		
Dusty Smith	Dusty.J.Smith@wv.gov	558-2063
John Estep	John.W.Estep@wv.gov	558-2566