

THE BUYERS NETWORK

JUNE 2020

VOL. 30, ISSUE 6

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 Plays Role in New Wildlife Education Center

A couple's dream of a new wildlife education center is about to come true, with the help of the Purchasing Division. The late Claudia Workman was an amateur naturalist who lived just across the road from the Forks of Coal State Natural Area where the center will be built. Claudia's husband, Jack, donated the 105-acre tract to the West Virginia Division of Natural Resources (DNR) shortly before he died, with a provision that a nature education center be built on the grounds near Alum Creek.

The Claudia L. Workman Wildlife Education Center is a 7,000-square-foot building that will feature exhibits dedicated to the area's wildlife and ecology, as well as a classroom capable of accommodating 50 to 60 people.

"It's been an honor to help bring Claudia Workman's vision to life, and her legacy as well as that of her husband will live on through this beautiful



The Claudia L. Workman Wildlife Education Center, an addition to the Forks of Coal State Natural Area, will feature exhibits dedicated to the area's wildlife and ecology. The Center will include 7,000 square feet of space, including a classroom to host groups. This is one of the many unique purchases processed by the Purchasing Division.

Please see **WILDLIFE**, page 4

INSIDE...

- **Director's Comments:**
Fiscal Year Comes to a Close,
Conference Postponed and
Trainings Moved Online
- Purchasing Division
Converts All Remaining
Trainings Scheduled for
2020 to Webinars
- Tulips Find New Homes
Across the State Thanks to
WVSASP

Purchasing Division's Lyle Steps Up to Sew Masks

When the coronavirus pandemic began and masks were becoming a needed accessory, Purchasing Division Buyer Supervisor Tara Lyle knew she had to help.

"I saw a news segment about a county EMS department needing personal protective equipment (PPE) on a Thursday night," she said. "The director happened to be my cousin. The next day, Facebook was loaded with mask making articles.

"I thought of him because of the news article and contacted him to see if they could use homemade masks," she continued. "He said yes, so I started working on them when I got home from work that day. By early Sunday morning, I had 40 masks for him."

Since then, she has made about 30 more masks for family, friends and neighbors, spending 15-20 minutes making each one. She donated the material from her personal fabric stash that she described as "huge" and included various

Please see **FACE MASKS**, page 3

Fiscal Year Comes to a Close, Conference Postponed and Trainings Moved Online

Due to the ongoing pandemic, it is now more important than ever for the Purchasing Division to maintain an accurate listing of designated procurement officers. The Code of State Rules requires that each agency head designate a person responsible for the procurement function for that spending unit each fiscal year. This is the person (or people) we communicate with about formal solicitations, protests, and other important issues.

Last month, all primary designated procurement officials received a copy of the Fiscal Year 2021 Agency Procurement Designation Form. If you did not receive that document, you can also find it on our website at www.state.wv.us/admin/purchase/vrc/FY21_DesignationForm&Memo.pdf. The deadline to return this form with your Fiscal Year 2021 contact(s) is June 11, 2020, and the form must be submitted for all primary and backup designees, regardless if they will stay the same from the previous fiscal year. If you have any questions about this requirement, please contact us at Purchasing.Training@wv.gov.

As we near the end of this fiscal year, I also want to remind agencies that West Virginia Code requires each agency to submit a list of all procurements with SWAM vendors for each fiscal year. We understand the limitations many agencies are experiencing right now, and therefore we will be accepting this report throughout the summer. If no purchases with SWAM vendors were made, please print the cover sheet for report *WV-FIN-PROC-039* within Business Intelligence, and report *WV-FIN-AP-061* to capture all P-Card and GAX document payments, and sign off that your spending unit made no purchases with any SWAM vendor for Fiscal Year 2020. For additional information on this requirement, see the article on page 5.

Each year, spending units are also required to submit an inventory certification to the West Virginia State Agency for Surplus Property (WVSASP) by July 15th of all real and personal property, and of all equipment, supplies and commodi-

ties in its possession as of the close of the last fiscal year, in accordance with W. Va. Code §5A-3-35. Furthermore, a physical inventory is required to be completed once every three years. This date has been extended to October 15, 2020. Questions regarding this requirement may be directed to WVSASP at 304.766.2626.

As we move into the next fiscal year, it is important to note that we are making some changes as a direct result of the current COVID-19 situation. We must continue to move procurements, and we must continue to educate our agency partners to ensure they remain knowledgeable and up-to-date on the latest procurement processes and procedures. While we have decided to postpone the 2020 Agency Purchasing Conference to avoid large group gatherings and crowded classes, we will be converting our remaining trainings for 2020 to webinars. The schedule will be updated with additional offerings as we move forward. Please continue to watch our training website and future issues of *The Buyers Network* for additional information on changes to our training program.

I would like to wrap up these comments by expressing my appreciation to my staff and all procurement officers for their flexibility, understanding, and patience during this time. Please know that we continue to move procurements through the process as quickly as possible while maintaining the integrity, transparency, and efficiency of the process.



Legislation Affects Renewals, Open-Ended Contracts

Legislation passed during the 2020 Legislative Session will have a large impact on planning for recurring high dollar contracts. Per Senate Bill 193, agencies will now have to submit specifications to the Purchasing Division one year in advance of contract expiration or at the time of the last renewal year if the commodities or services will exceed \$1 million and the agency intends to rebid at the end of the contract to serve a continuing need.

"This means that agencies really need to plan for market research and specification drafting 18 months prior to a contract's final expiration in order to meet the 12-month specification submission deadline," advised Purchasing Division General Counsel Jimmy Meadows.

Once the specifications have been approved, the law man-

dates that the Purchasing Division put the solicitation out to bid and award a contract within six months.

"This bill was not introduced by the Purchasing Division," Meadows noted. "Instead, it was prompted by one or more vendors who were not happy that late bidding led to emergency contracts for the incumbent and the loss of a chance to compete for months of potential work. The Legislature introduced this bill as a way to eliminate the issue."

Senate Bill 193 will go into effect on June 5, 2020. A copy of this bill can be seen at www.wvlegislature.gov. If you have questions regarding this new requirement, please contact your agency's designated procurement officer or assigned Purchasing Division buyer.

Procurement Officer Profile: DHHR's Bryan Rosen Helps Serve State's Most Vulnerable Populations

As the Purchasing Director for the West Virginia Department of Health and Human Resources (DHHR), Bryan Rosen can affect many West Virginians with just a single purchase.

He started working for the state in July of 1998 as an Accountant Auditor in the Grants Management Reporting Division of DHHR after earning an associate degree in Applied Science Health Care Administration and a bachelor's degree in Business Administration. His current role as director includes planning, developing and directing, through managerial, technical and clerical staff, the statewide DHHR Office of Purchasing operations.

"This is professional administrative work associated with managing the unit responsible for the preparation, evaluation, and administration of very complex procurement agreements involving commodities characterized by highly technical specifications and adminis-

trative complexity," Rosen said. "My responsibilities have remained relatively consistent over my 10 or so years in the position. The biggest change now is the exemption of the state hospitals from West Virginia Code § 5A-3."

Rosen enjoys his job because of the variety it provides in his daily work.

"Given the breadth of programs that are housed at DHHR, you have an opportunity to learn about a wide variety of products and services," he said. "The position is rewarding because these procurements are used to secure commodities and services that are necessary for vulnerable populations in the state under various programs such as Child Welfare, Temporary Assistance to Needy Families, Supplemental Nutrition Assistance Program, Medicaid, and Behavioral Health, and to support the state hospitals."

Born in Charleston, Rosen currently lives in South Charleston with his wife



**Bryan Rosen, DHHR
Director of Purchasing**

Melissa and daughter Allie. He also has an adult son, Drew, and three grandchildren.

FACE MASKS

Continued from Page 1

types and colors. She said it's the least she can do to contribute.

"The first responders and health care workers are on the front lines, and I wanted to help them as much as I could," she said. "It just felt like the right thing to do."



Buyer Supervisor Tara Lyle sewed cloth face masks for local first responders, family, friends, and neighbors. Lyle made more than 70 masks with each mask taking 15-20 minutes to construct.

Remaining 2020 Purchasing Trainings Converted to Webinars

Due to the ongoing pandemic, the Purchasing Division has converted all remaining trainings for 2020 to webinars.

"We don't have space in our training room to allow for proper social distancing," said Acting Assistant Purchasing Director Samantha Knapp. "Moving our trainings online will allow us to reach more agency procurement officers, while ensuring the health and safety of our staff and participants. While we hope to eventually go back to in-person trainings, past feedback has shown us that many procurement officers actually prefer webinars to in-person trainings, so we believe this change will be a welcome one."

Three training sessions scheduled as in-person trainings were cancelled during the Governor's work-from-home mandate, but new sessions have been added to allow procurement officers to accumulate needed training hours. All webinars will be hosted via WebEx and can be accessed through web browsers or the WebEx Meeting app. Procurement officers must register for the webinars on CourseMill. A complete training schedule can be found at www.state.wv.us/admin/purchase/training/inhouse.html.

Tulips Find New Homes Across the State Thanks to WVSASP

Tulip bulbs formerly planted on the West Virginia State Capitol Complex will once again bloom around the state thanks to the West Virginia State Agency for Surplus Property (WVSASP). As the organization that oversees retired state property, WVSASP is tasked each spring with finding new ground for tulip bulbs removed by the General Services Division as part of its campus management.

“The tulip bulbs are a unique asset we receive each year,” explained WVSASP Manager Elizabeth Cooper. “We often get calls asking for the tulip bulbs before they have even arrived at our Dunbar warehouse.”

Due to COVID-19, WVSASP was closed to the public during this year's tulip bulb season. WVSASP Supervisor Matt Harper coordinated pickups with eligible organizations to allow the tulips to be transferred without contact.

“Because the tulips are organic, the distribution is time sensitive,” said Harper. “Coordinating these pickups was an extra challenge this year but necessary to ensure that eligible organizations could properly store the tulip bulbs prior to them rotting.”

WVSASP provided the tulip bulbs to six organizations, including the Town of Spencer, City of Madison and the 4H Camp.

This offer was provided only to eligible organizations and an announcement was sent out via WVSASP's email subscription list. If your organization wishes to subscribe, please visit WVSurplus.gov. To learn more about the WVSASP, please see the article at the top of page 5.

Agencies Reminded of SWAM Reporting Requirements

State agencies are reminded that annual progress reports on small, women-, and minority-owned (SWAM) business procurements must be submitted at the end of each fiscal year to the Purchasing Division, in accordance with W. Va. Code § 5A-3-59(b).

To create the SWAM report for your agency, visit the Business Intelligence (BI) component of *wvOASIS* and use the report ID *WV-FIN-PROC-039*. Additionally, procurement officers may use the BI report *WV-FIN-AP-061* to capture all P-Card and GAX document payments. These reports will fulfill the requirements mandated by Code for all purchase orders and contracts with SWAM vendors. Any purchasing card transactions, however, will need to be added to this report or placed on the SWAM Reporting Tool available on the Purchasing Division's intranet site at <http://intranet.state.wv.us/admin/purchase/procedures.html>.

Before submitting to the Purchasing Division, the cover page of the report must be signed and dated by the agency procurement officer to certify that the report is complete and accurate. If no SWAM vendors have been used by the agency during the fiscal year, the agency is still required to submit a signed and dated report noting that no purchases were made with SWAM vendors for that fiscal year. For a list of current SWAM vendors, visit www.state.wv.us/admin/purchase/WVSWAM.pdf.

Agencies can submit the SWAM report to Acting Assistant Purchasing Director Samantha Knapp at Samantha.S.Knapp@wv.gov. Additional questions regarding this requirement can also be directed to Knapp at 304.558.7022.

WILDLIFE

Continued from Page 1

building,” said Buyer Supervisor Guy Nisbet.

The building will be surrounded by wildflowers, and large windows at the back of the building will allow visitors to look out into the surrounding woods. A blue carpet pathway to simulate the Coal River and its two main tributaries will wind through the exhibits. Just inside the entrance, a 1,500-gallon aquarium will include fish species native to the river. An exhibit that features some small live animals will be located nearby. There will also be exhibits that feature wildlife management, wildlife habitat, forest growth and succession, and law enforcement.

The exhibits will showcase a section devoted to full-body taxidermy mounts of elk, white-tailed deer, black bear and beaver. Another section will detail how young forests grow to become mature forests, and yet another will focus on famous conservationists. The final section of the exhibit will focus on how law enforcement helps protect wildlife and the environment.

Because the center is expected to attract students from area schools, one exhibit will give youngsters an opportunity to arrange rock-shaped foam pillows into simulated stream-improvement structures on the center's blue-carpeted “rivers.”

With the center's back windows offering views of the surrounding trees, visitors will be encouraged to do a little bird watching.

The center will be built with money from several sources, including interest from the DNR's Kanawha River Endowment Fund, revenue from oil and gas royalty payments, and donations from the Forks of Coal State Natural Area Foundation.

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



West Virginia State Agency for Surplus Property Webinar for Eligible Organizations Attracts Viewers from Around the State

On Thursday May 7, 2020, the West Virginia State Agency for Surplus Property (WVSASP) hosted a webinar on the state and federal surplus property programs. The webinar was attended by 57 individuals from 52 organizations.

"I am very pleased with the number of individuals who participated in this webinar," shared WVSASP Manager Elizabeth Cooper. "Eligible organizations provide a great service to the state of West Virginia and our organization wants to be able to support them in their efforts."

A post-event survey revealed that 71% of the respondents were "Very Unfamiliar" or "Somewhat Unfamiliar" with WVSASP prior to attending the webinar.

The post-event survey also revealed the following information:

- 93% of respondents were "Extremely Satisfied" with the webinar.
- 75% of respondents said they completed an Application for Eligibility as a direct result of the webinar.
- 93% of respondents indicated they were "Highly Likely" to recommend WVSASP to other organizations.

A copy of the webinar was made available to registered participants. State agencies are also invited to view this webinar at https://youtu.be/_1jwtnAzqPU. Questions regarding the state and federal surplus programs should be directed to WVSASP at

304.766.2626.

Please note that WVSASP's Customer Appreciation Day scheduled for June 4, 2020, has been postponed. While a new date has not been announced, WVSASP hopes you will join us at this event later this year.



The West Virginia State Agency for Surplus Property hosted a webinar for eligible organizations in May. The event was attended by individuals around the state with a recorded copy of the presentation also available online.

Tell Me More: Properly Managing Contracts Ensures Receipt of Acceptable Goods and Services

When the Purchasing Division awards a contract on behalf of an agency, it becomes the responsibility of that agency to manage that vendor and maintain the contract. While the Purchasing Division is happy to assist should problems arise, the burden to ensure all goods and services are received, deadlines are met, billing is accurate, and other issues are managed is the responsibility of the agency.

"The vendor is serving the agency's needs," explained Purchasing Division General Counsel Jimmy Meadows. "The agency needs to make sure they receive what was agreed upon."

When awarding a contract, the vendor must be in good standing and have up-to-date documentation. At times, a vendor's insurance may expire prior to the end of a contract. As part of managing that contract, it is the agency's responsibility to follow up with the vendor to obtain an updated proof of insurance for the remainder of that contract. Agency procurement officers may review the attached documents to a purchase order to see what dates are listed on the insurance certificate. The Board of Risk and Insurance Management recommends a variety of insurances based upon a contract's need. A vendor should not be performing services or providing goods without the insurances in place.

When questions arise regarding the terms and conditions agreed upon by the vendor, procurement officers should review the contract. The agency has in writing the terms of the service and vendor requirements. Proper contract management can help ensure that agencies are able to receive their goods and services without delays and monitor any discrepancies.

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

Purchasing Creates New Mini Module on Standardization Process

The Purchasing Division continues to add to its offerings of online training modules so agency procurement officials can learn new purchasing topics from the convenience of their own offices.

This newest mini module, which focuses on the standardization process, will be available on June 8, 2020. Agencies are allowed to standardize certain commodities by specifying a brand of product without using “or equal” language in the specifications of a solicitation, provided that the agency has completed the process outlined in W. Va. Code § 5A-3-61.

Each mini module counts as 15 minutes (.25 hours) of credit toward the Purchasing Division’s Certification Program and 10-hour designee requirement, while full modules count as 30 minutes (.5 hours) of credit.

The new Standardization Process mini module is available in CourseMill under the Course ID PUR311E. For more information, visit www.state.wv.us/admin/purchase/training/modules.html.



Purchasing Division Names New Vendor Registration Coordinator

A Purchasing Division employee is transitioning into a new role within our organization.

Terra Oliver, formerly the Bid Clerk (Office Assistant II) in the reception area, is now the Vendor Registration Coordinator.

Oliver has worked for the Purchasing Division for more than two years.

“I am excited about my new position which will enable me to continue to grow within the Purchasing Division,” Oliver said. “I’m looking forward to the added responsibilities and working more closely with the vendors.”



Terra Oliver

Current Statewide Contract Update

(As of May 15, 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.

New Contracts

Contract	Vendor	Commodity	Effective Date
TRAVEL18	Natl Travel Service Inc	Travel Agents	07/01/20 -06/30/21

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
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Crystal Husted	Crystal.G.Husted@wv.gov	558-2402
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
<i>Buyers</i>		
Dusty Smith	Dusty.J.Smith@wv.gov	558-2063
John Estep	John.W.Estep@wv.gov	558-2566

Buyers Network