

# THE BUYERS NETWORK

DECEMBER 2021

VOL. 31, ISSUE 12

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

## Public Service District in Hammond, W. Va. Utilizes Statewide Contract for New Truck

The Purchasing Division is authorized to allow eligible political subdivisions the opportunity to purchase from statewide contracts in accordance with W. Va. Code § 5A-3-8. For Hammond Public Service District (PSD), this meant substantial savings for a new truck acquired from the motor vehicles statewide contract.

The Hammond PSD first learned of the ability to purchase from statewide contracts from other individuals within local government. After speaking with the Purchasing Division to confirm, Hammond PSD officials contacted Stephens Auto Center, an MV21A contract vendor, and began the process to obtain a Ford F-250 truck. According to Hammond PSD Office Manager Holly Stewart, buying the truck from the statewide contract provided a savings of approximately \$10,000.

"All municipalities are looking for the best prices," she said. "For small districts, having the funds for large



**Local municipalities are able to procure items and services from the Purchasing Division's negotiated statewide contracts. For the Hammond Public Service District office, this means they can acquire a much-needed new truck from a negotiated lower rate.**

Please see PSD TRUCK, page 5

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- Purchasing Division Announces Training Program Schedule for First Half of 2022
- Purchasing Division Creates Federal Funds Addendum
- Mandatory High-Level Officials Training Now Online

## WVSASP Presents on Veteran-Owned Small Business Program

The West Virginia State Agency for Surplus Property (WVSASP), which is overseen by the Purchasing Division, partnered with the Small Business Administration's (SBA) West Virginia, Eastern Pennsylvania, and Pittsburgh District Offices to present on how veteran-owned small businesses can access federal surplus property. As part of the presentation, WVSASP Assistant Manager Doug Elkins shared how individuals can confirm their registration with the U.S. Department of Veterans Affairs, how to screen federal property online, and the compliance requirements veterans must follow once property is obtained. A question-and-answer forum was hosted following the presentation with Elkins and SBA representatives available to answer questions.

"We are honored to assist the veteran-owned small businesses with any type of federal donation that will help their business run more effectively and efficiently," said Elkins.

Please see VOSB PRESENTATION, page 4

# Getting Organized for Improved Procurement Efficiency Before the Start of 2022

Welcome to December! I hope you all had a joyous and fulfilling Thanksgiving with family and friends. Like many of you, I always anticipate the New Year and figuring out ways I can be better, personally and professionally, which brings me to my question. What are your professional goals for 2022? My goal as Purchasing Director is to identify ways we can better serve you and more efficiently procure needed goods and services on your agency's behalf. To find out how you can share your professional goals with us, see the article on **Page 3**.

Naturally, organization is another goal of mine. I saw a meme recently that showed a kid eating his bowl of cereal studiously looking over the back of the cereal box. It was accompanied by the words "When I was a kid, there were no phones or tablets. We read cereal boxes at breakfast."

The truth of those words resonated with me. Back then, we weren't overloaded with information all day, every day. We had time to digest what we read or heard before something else made our day more interesting. Now, we have mobile devices within arm's reach, and that simplicity we once had no longer exists.

Complexity has taken its place, making it more difficult to organize and compartmentalize, or even comprehend, the information available to us.

The goal of the table below is to help you organize information related to the state purchasing process that may be required as part of your day-to-day tasks and to remind you of some resources available on our website.

You may already be familiar with these resources. If not, I would encourage you to become familiar with and bookmark these pages to your browser for your future reference to make your job a little easier. You never know when you might need them.



KNOWING THE LAWS, RULES, AND PROCEDURES	
<i>Purchasing Division Procedures Handbook</i>	<a href="http://www.state.wv.us/admin/purchase/Handbook">www.state.wv.us/admin/purchase/Handbook</a>
<i>Legislative Rules and Regulations</i>	<a href="http://www.state.wv.us/admin/purchase/rules.html">www.state.wv.us/admin/purchase/rules.html</a>
<i>Surplus Property Operations Manual</i>	<a href="http://www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf">www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf</a>
GETTING THE JOB DONE	
<i>Statewide Contracts</i>	<a href="http://www.state.wv.us/admin/purchase/swc">www.state.wv.us/admin/purchase/swc</a>
<i>Terms Agreements</i>	<a href="http://www.state.wv.us/admin/purchase/termsagreements.html">www.state.wv.us/admin/purchase/termsagreements.html</a>
<i>Purchasing Forms, including Agency Checklists and Standard Format Templates</i>	<a href="http://www.state.wv.us/admin/purchase/forms.html">www.state.wv.us/admin/purchase/forms.html</a>
<i>Specification Templates</i>	<a href="http://www.state.wv.us/admin/purchase/specs">www.state.wv.us/admin/purchase/specs</a>
<i>Purchasing Master Terms and Conditions</i>	<a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>
<i>Agency Master Terms and Conditions</i>	<a href="http://www.state.wv.us/admin/purchase/TCA.pdf">www.state.wv.us/admin/purchase/TCA.pdf</a>
<i>Surplus Forms</i>	<a href="http://www.state.wv.us/admin/purchase/surplus/forms">www.state.wv.us/admin/purchase/surplus/forms</a>
TRANSPARENCY	
<i>Received Bids</i>	<a href="http://www.state.wv.us/admin/purchase/Bids">www.state.wv.us/admin/purchase/Bids</a>
<i>Awarded Central Contracts</i>	<a href="http://www.state.wv.us/admin/purchase/Awards/awarded.html">www.state.wv.us/admin/purchase/Awards/awarded.html</a>
<i>Inspection Reports</i>	<a href="http://www.state.wv.us/admin/purchase/Inspection/inspectReports.html">www.state.wv.us/admin/purchase/Inspection/inspectReports.html</a>
<i>Emergency Purchase Requests</i>	<a href="http://www.state.wv.us/admin/purchase/emergencyrequests.html">www.state.wv.us/admin/purchase/emergencyrequests.html</a>
OTHER RESOURCES	
<i>Procurement Officer Listing</i>	<a href="http://www.state.wv.us/admin/purchase/vrc/agencyli.html">www.state.wv.us/admin/purchase/vrc/agencyli.html</a>
<i>List of Purchasing Division Buyer-Agency Assignments</i>	<a href="http://www.state.wv.us/admin/purchase/byrassign.pdf">www.state.wv.us/admin/purchase/byrassign.pdf</a>

# Purchasing Division Announces Training Schedule for First Half of 2022, Registration Now Open

The Purchasing Division is pleased to release its Training Program schedule for January to June 2022 and announce that registration is now open.

The schedule, which will offer all the standard sessions, will also feature three new courses: *wvOASIS* Tips and Tricks, Corporate Naming Issues, and Contract Negotiations. Courses for the first half of 2022 will be offered as webinars, except for the day-long training on March 2, 2021, which will take place in Building 7's Capitol Room, and the Contract Negotiations session on June 8, 2021, which will be in the Purchasing Division's 1st Floor Conference Room in Building 15. Masks are required.

"We are excited to offer some new content in the new year, along with the usual topics that are beneficial to both new and experienced procurement officers," said Assistant Purchasing Director Samantha Knapp.

To view a copy of the first half of 2022 Training Program schedule or to register for these training sessions, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov) and log in with your User ID (i.e. your A, B, or E number) and password. Once logged in, click on the Course Catalog tab and search for the courses that begin with the ID "PUR" or simply type the Catalog ID for the course you're interested in into the Catalog ID field.

If you have not logged into CourseMill previously, your password should be "password." You will be prompted to change it once logging in. If you can't remember your password, simply click on the "Forgot your User ID or Password?" button and you will receive an email to reset your password.

DATE	WEBINAR TITLE	CATALOG ID	TIME
Jan. 5	Public Procurement Basics/ Tools and Resources	PUR112W	9–11 a.m.
Jan. 19	Electronic Business with West Virginia/ Corporate Naming Issues	PUR401W	9–11:30 a.m.
Feb. 2	Developing Specs/Statewide Contracts	PUR402W	9–11 a.m.
Feb. 9	Special Purchases and Processes	PUR213W	10–11:30 a.m.
Feb. 16	<i>wvOASIS</i> Tips and Tricks	PUR120W	9–10 a.m.
March 2	Intro to Purchasing <i>In-Person: Building 7, Capitol Room</i>	PUR102	9 a.m.—4 p.m.
March 16	Forms & Documents/Inspection Services	PUR309W	9–11 a.m.
March 30	<i>wvOASIS</i> Procurement	PUR208W	9–11 a.m.
April 13	Insurance Requirements and Bonds	PUR310W	9–11 a.m.
April 27	The Solicitation Process: From Pre-Planning to Post Award	PUR202W	9–11:30 a.m.
May 11	Purchasing as a Privacy Powerhouse	PUR201W	10–11:30 a.m.
May 25	Purchasing for Boards and Commissions	PUR306W	9–11:30 a.m.
June 8	Contract Negotiations <i>In-Person: Building 15, 1<sup>st</sup> Floor</i>	PUR403	9–10:30 a.m.
June 22	EOIs and Construction Purchases	PUR302W	9–11 a.m.

All sessions are worth one credit per one hour of training for the 10-hour training requirement for designated procurement officers, per § 148 C.S.R. 1-3.2

For more information on the Purchasing Division's training program, visit [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).

## WHAT ARE YOUR PROFESSIONAL PROCUREMENT GOALS FOR THE NEW YEAR?

As we prepare for the start of the new year, it's time to make positive resolutions and set personal and professional goals. The Purchasing Division wants to know how you will make 2022 your best year yet in procurement. Are you going to focus more attention on drafting effective specifications? Improve your inspection grade? Attend more trainings? To submit your answer, visit [www.surveymonkey.com/r/2022ProcurementGoals](http://www.surveymonkey.com/r/2022ProcurementGoals) by December 10, 2021. We will share the results in the new year. See you in 2022!

# Awarded Contract Ensures Safe Groundwater at Land Restoration Sites for DEP

When a landfill is closed, it cannot be fully abandoned. The possibilities of erosion, natural gas buildup, and water contamination continue to be threats long after a landfill is actively used. In 1991, the West Virginia Legislature passed Senate Bill 18 to create the Landfill Closure Assistance Program (LCAP) that helps monitor these closed landfills. Programs such as the LCAP help the Department of Environmental Protection's Division of Land Restoration manage and protect these areas in West Virginia.

Earlier this year, the Purchasing Division assisted LCAP with the solicitation for a contract to monitor groundwater at closed landfills around the state. The contract, which was awarded to Ascent Consulting and Engineering, will provide information on 152 monitoring wells. This includes collecting field samples from these sites and completing laboratory analysis on a semiannual basis. The data will then be compiled for LCAP to review and assess the groundwater status in these areas.

The Purchasing Division is pleased to assist on unique procurements such as this, which help ensure the safety of the environment and people in West Virginia.



**The Jackson County Landfill is one of many landfill sites in West Virginia that will need to utilize the Landfill Closure Assistance Program's (LCAP) groundwater monitoring contract. LCAP is a program offered by the Department of Environmental Protection.**

## Purchasing Division Creates Federal Funds Addendum

The Purchasing Division has begun attaching a Federal Funds Addendum to its statewide contracts and will do so for all statewide contracts moving forward. The Addendum, which was developed by Purchasing Division General Counsel Jimmy Meadows, will ensure that statewide contracts are readily available for use by agencies making purchases with federal funds and establishes compliance with the federal procurement regulations found in 2 CFR 200 that generally govern purchases made with federal funds.

"The idea is that as the older statewide contracts expire, the new replacements will include the Addendum," Meadows said. "Our hope is that this will help state agencies and local governments quickly and effectively spend the federal money we see being pushed down to the states."

Additionally, any agency with federal funding that wishes to use the Federal Funds Addendum in their own centrally-issued contracts may do so by requesting it be included in the outgoing solicitation.

## VOSB PRESENTATION

Continued from Page 1

While this presentation was originally intended for veterans in West Virginia and Pennsylvania, the presentation gained national attention and had approximately 345 attendees from multiple states.

"We're always happy to assist customers in any way possible and make the process when working with WV Surplus a seamless one," said Elkins.

A recording of the webinar is available online at <https://youtu.be/tZBEv5r3jD4>. For more information on this program and how West Virginia veterans can participate, visit [WVSURPLUS.gov](http://WVSURPLUS.gov) and select "Veterans" on the left side menu. Interested individuals may also view the November 2021 issue of *The Buyers Network* for a story of one West Virginia veteran who has taken advantage of this program and acquired property with the help of WVSASP.

## Veteran-Owned Small Businesses (VOSB's)

Presented by  
Doug Elkins, Assistant Manager  
West Virginia State Agency for Surplus Property

**The West Virginia State Agency for Surplus Property recently presented on how Veteran-Owned Small Businesses can acquire retired federal property for their businesses. The webinar was attended by more than 300 veterans across the country.**

## Procurement Officer Showcases Cooking Talent on Rachael Ray Show

Recently, Andrew Lore was named *Procurement Officer of the Year* by the Purchasing Division for his work with the West Virginia Office of Technology (WVOT). Now, he's finding fame as a guest on The Rachael Ray Show to display his cooking skills.

Lore appeared on the show on Nov. 9, 2021, where he shared his love for both cooking and the talk show host.

"I am a lifelong fan of Rachael Ray and her 30 Minute Meals," Lore said. "I learned to cook watching her."

Being such a fan, Lore was saddened in August 2020 when a fire destroyed Ray's house. She talked on her show about the different things she and her husband, John M. Cusimano, had lost. That is when Lore decided to create a book of Ray's recipes he had been making, especially those recipes he had been fixing during the COVID-19 lockdown, along with photos of the prepared dishes. He then sent that book to Ray, along with a personal note of encouragement.

"I wanted to send her some-



**Andrew Lore (left) was invited onto The Rachael Ray Show after sending the host a book filled with photos and recipes he had made from her dishes during the COVID-19 lockdown.**

thing since I'm such a fan. I wasn't expecting a response," Lore said.

The response first came in the form of a flower arrangement left at his door with a "thank you" note. That was soon followed by a letter from Ray inviting him to the show.

"The whole experience was wonderful, and I was well taken care of," Lore said. "Rachael and her team are very warm and inviting. She was as excited to meet me as I was her. It's a real gift in someone famous to make people feel that way."

Lore's appearance on The Rachael Ray Show can be found online at <https://rach.tv/3HcU6p4>.

## Mandatory High-Level Officials Training Now Online

Approximately 70 of the state's high-level officials participated in the Purchasing Procedures and Purchasing Card training held via webinar in November. For anyone who missed it, the recording is now available online. The next webinar will be conducted in Spring 2022.

Co-presented biannually by the Purchasing Division and the State Auditor's Office, the content of this training is updated each year to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law.

This training is required for the state's high-level officials and is conducted twice each year, in accordance with W. Va. Code § 5A-3-60. This law requires all high-level state officials to complete two hours of training annually on purchasing procedures and purchasing card processes. Watching the training online will suffice to meet this requirement. To view the recording, visit [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html).

Questions regarding this training may be directed to Assistant Purchasing Director Samantha Knapp at 304.558.7022.

Buyers Network

## PSD TRUCK

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purchases can be difficult. Every dollar we can save is essential."

With the new truck, Hammond PSD employees will be able to more easily access backroads and areas that need repairs. The organization also hopes to acquire heavy machinery in the future that will need to utilize the towing power of the truck to move between locations. Officials hope to have the truck by the end of the year.

While vendors are not required to honor the negotiated prices on state-wide contracts for local governments, many vendors have been willing to do so. Additionally, the Purchasing Division has published contracts specifically for local governments for school buses, school bus tires, and, though temporarily unavailable, fire trucks. For more information on these contracts and other programs and services directed to local governments, please visit [www.state.wv.us/admin/purchase/LocalGovt](http://www.state.wv.us/admin/purchase/LocalGovt).

## THE BUYERS NETWORK

Purchasing Division  
State Capitol Complex  
2019 Washington St., 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

Editors  
**Courtney Johnson**  
**Samantha Knapp**

Contributing Reporters  
**Jessica Chambers**  
**Teresa Cutlip**

# Current Statewide Contract Update

(As of Nov. 16, 2021)

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
MV22A	Stephens Auto Center	Vehicles	11/01/21 -10/31/22
MV22B	Bob Robinson Inc	Vehicles	11/01/21 -10/31/22
MV22C	Jim Robinson Inc	Vehicles	11/01/21 -10/31/22
MV22D	Matheny Motor Truck Co	Vehicles	11/01/21 -10/31/22
MV22E	Thornhill Group Inc	Vehicles	11/01/21 -10/31/22
MV22F	Thornhill Motor Car Inc	Vehicles	11/01/21 -10/31/22
MVTRUCK22A	Stephens Auto Center	Vehicles	10/15/21 -10/14/22
MVTRUCK22B	Matheny Motor Truck Co	Vehicles	10/15/21 -10/14/22
MVTRUCK22C	Thornhill Group Inc	Vehicles	10/15/21 -10/14/22

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
SECVS19	G4s Secure Solutions USA Inc	Security Guard Services	To update vendor information
SECSVS19A	Universal Protection Service	Security Guard Services	To update vendor information

## 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
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<i>Senior Buyers</i>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Jessica Hovanec	Jessica.L.Hovanec@wv.gov	558-2314
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
David Pauline	David.H.Pauline@wv.gov	558-0067
<i>Buyers</i>		
John Estep	John.W.Estep@wv.gov	558-2566
Toby Welch	Toby.L.Welch@wv.gov	558-8802

## Special Issue Publications Now Online

During the last year, the Purchasing Division has published three special announcements in addition to its monthly newsletters. These publications are intended to provide clarity on topics that may not be fully covered in an eblast to procurement officers and offer more timely information on purchasing processes. Additionally, these special publications can serve as a standalone guide for agency procurement officers.

The first of these topics was published in March 2021 to discuss supply chain disruptions, with a follow-up issue published in October 2021. Most recently, the Purchasing Division published a special issue on the Vendor Commodity Report within *wvOASIS* that included a step-by-step guide on how to use this resource.

While these are separate publications from *The Buyers Network* newsletter, these documents will be archived on the Purchasing Division's newsletter site at [www.state.wv.us/admin/purchase/BN/bnlist.html](http://www.state.wv.us/admin/purchase/BN/bnlist.html).