

THE BUYERS NETWORK

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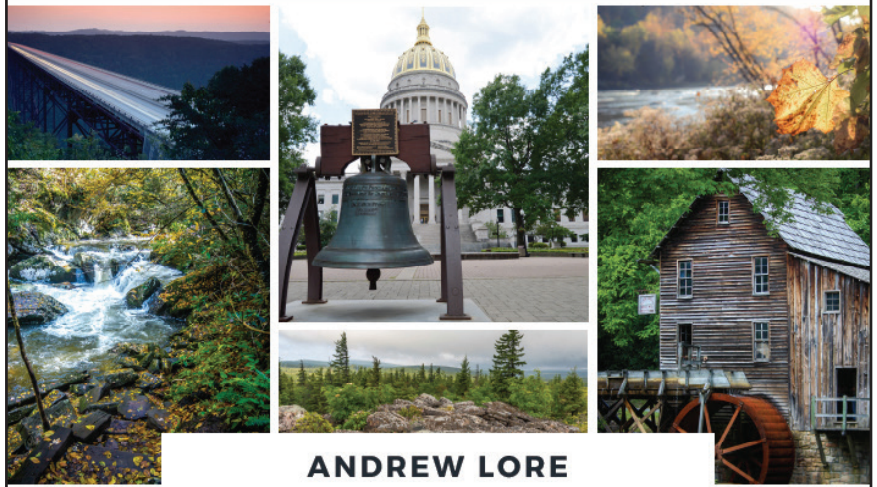
WVOT's Lore Named Procurement Officer of the Year

The Purchasing Division is pleased to recognize Andrew Lore, who serves as the primary designated procurement officer for the West Virginia Office of Technology (WVOT), as its 2021 *Procurement Officer of the Year* recipient.

Lore kicked off his role in procurement in 2014 when the WVOT's procurement officer left the organization. With only one month of training, Lore took over all the agency-delegated purchases and quickly became well-versed in all aspects of the state's procurement process.

"I'm honored and humbled to win 2021's Agency Procurement Officer of the Year Award. Winning this award has been a professional goal and I am proud to have achieved it," Lore said. "Given the past year's challenges, I'm grateful to my coworkers at the Office of Technology and to our Agency partners for their

West Virginia Procurement Officer of the Year



ANDREW LORE
WV OFFICE OF TECHNOLOGY

2021

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INSIDE...

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- Agriculture Contract Provides Fresh Produce to West Virginia Senior Citizens Around the State
- Delivery Orders Provide Transparency and Benefits to State Procurement Process

Insurance Requirements Important Inclusion in State Procurement

When developing state solicitations, it is easy to overlook the important role that insurance plays in procurement. Having the proper insurance protects the state of West Virginia from liability or other vendor contract violations. It is the responsibility of the agency procurement officer to determine the type of contract needed, and its insurance requirements. The agency must secure that insurance prior to award for delegated purchases, while the Purchasing Division handles this process for central procurements.

While procurement officers might already be familiar with auto liability or worker's compensation insurance, there are many other types of insurance that may be needed for a solicitation. These can include cyber liability, builder's risk and installation floater liability, professional liability, commercial crime/third party fidelity, pollution, and aircraft liability.

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2021 Virtual Purchasing Conference a Success, New Agency Buyer Orientation Resource Introduced

First, let me say "thank you" to all of you who participated in our virtual Agency Purchasing Conference last month. We'll have more to share with you on its success in next month's issue of *The Buyers Network*, but for me personally, it exceeded my expectations. This was the first time we have offered a fully virtual conference with sessions scheduled for the entire week. As with all things technology related, I wasn't sure what to expect, but with 20 sessions and more than 225 agency participants, I couldn't be more pleased.

I hope you all took away bits and pieces of information that you didn't already know, and if you haven't already done so, please take a few minutes to complete the *2021 Virtual Agency Purchasing Conference Evaluation* by Sept. 8, 2021. Your feedback is extremely important to us. The link to that survey was emailed to all participants from *Purchasing.Training@wv.gov* following the conference.

Secondly, I would like to thank my staff. Our presenters' expertise elevated the subject matter offered as part of the conference as indicated by the many sessions that reached capacity, while our communication and training staff made sure everything ran smoothly, from registration to WebEx login to audio and visual needs.

And lastly, thank you to our external presenters who took time out of their very busy schedules to share their wealth of knowledge as it applies to the state purchasing process. We value all partnerships and know that without them, we would be missing a vital piece of the puzzle.

It's hard to believe it's already September. I don't know about you, but it feels to me as if time doesn't exist in the pandemic. You blink, and before you know it, another month has gone by. But we know time is important, especially when it comes to purchasing and obtaining the goods and services

we need for our agencies.

Now that the conference has wrapped up, I'm happy to share with you another initiative we have been working on. We have prepared a welcome packet for individuals newly designated as procurement contacts for their agencies. Although most of this information already exists on our website, this welcome packet serves as a valuable resource and provides newcomers with a single point of access to all the information needed to get started.

The first question we often get when someone is newly designated is "Where do I start?" The packet contains a letter from me inviting procurement officers to schedule a welcome meeting with their agency's assigned Purchasing Division buyer. Other information in the packet includes a step-by-step procurement guide and process flow chart, a list of *Getting Started* links to valuable procurement resources, a list of acronyms and terms used in the state purchasing process, and an overview of our training program offerings.

We will be introducing another component to this program in the coming months called *Guided Pathway to Procurement Program* (GP3), and while the details I can share on this program are limited at this time, I hope you will consider taking full advantage of the program once implemented. We are here to serve you, and I look forward to sharing more with you on this soon.



Updated Online Training Module Now Available

The Basic Purchasing online training module has been updated to include the revised *Purchasing Decision Path*, which was reduced to five steps from the previous 11. The information contained within the path better details the purchasing process as it relates to the methods of procurement, spending thresholds, documentation, and more.

The module reviews acquisition planning and the steps required from the time an agency procurement officer receives an internal request for a needed good or service to the award

of the contract. Spending thresholds and their bidding limits, pre-requisition considerations, and choosing the right procurement method for your agency's specific need are covered in the overview. Some of the terminology frequently heard in the West Virginia state purchasing process is also covered.

The online training modules were developed by the Purchasing Division to assist state employees in the public procurement field by helping to familiarize them with the state purchasing

process. The modules were designed for agency procurement officials to review from the convenience of their own offices.

Each full module counts as 30 minutes (i.e. .5 hours) of credit toward the Purchasing Division's Certification Program and 10-hour designee requirement, while the mini-modules count as 15 minutes (i.e. .25 hours) of training credit. Online modules can be found online at www.state.wv.us/admin/purchase/training/modules.html.

Agriculture Contract Provides Fresh Produce to West Virginia Senior Citizens Around the State

The Senior Farmers Market Nutrition Program (SFMNP) is a federally-funded grant program overseen by the West Virginia Department of Agriculture (WVDA). Through this program, low-income individuals over the age of 60 can use the SFMNP to obtain produce at participating farmer's markets. To facilitate this program, the WVDA has worked with the Purchasing Division for the last several years to contract a vendor for banking and auditing services to assist in managing the program.

Currently, SFMNP participants receive a printed voucher that they can redeem at any participating farmer's market or roadside stand for fruits, vegetables, herbs, and honey. The vendor for this contract is responsible for printing these vouchers and processing their redemption.

"Most seniors are on a fixed income and do not have the extra funds to purchase produce in season, so [the SFMNP] vouchers allow them to make these purchases," said the WVDA in a letter to the Purchasing Division. "The program also assists farmers who have excess fruits and vegetables to sell at markets with an outlet for extra income."

In 2020, the WVDA estimated that the SFMNP served 17,000 eligible seniors and approximately 300 farmers in West Virginia.

The Purchasing Division is pleased to assist the WVDA in processing this contract, which serves many individuals across the state. It is one of many unique purchases that are processed through the central purchasing office.



Travel Office Reminder

The State Travel Management Office, which is overseen by the Purchasing Division, reminds all employees that a travel ban is still in effect. The travel ban was issued on March 12, 2020, by Gov. Jim Justice during a press briefing and covers both out-of-state and international travel for state business.

Questions regarding the travel ban should be directed to Purchasing.Travel@wv.gov.



INSURANCE

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The Purchasing Division maintains an insurance guide as **Appendix C** in its *Purchasing Division Procedures Handbook*. Information contained in this guide includes vendor insurance requirements, including the insurer rating, occurrence vs. claims made insurance coverage, coverage term, cancellation, and deductibles; types of coverage; and information on understanding the *Acord Certificate of Insurance*.

The *Purchasing Division Procedures Handbook* can be found online at www.state.wv.us/admin/purchase/Handbook and the insurance guide can be accessed directly at www.state.wv.us/admin/purchase/handbook/2019/insurance.pdf.

Questions regarding insurance and the procurement process should be directed to the Board of Risk and Insurance Management (BRIM) at 307.766.2646 or 800.345.4669 or by emailing BRIM Deputy Director and Claims Manager Robert Fisher at robert.a.fisher@wv.gov or Underwriting Manager Melody Duke at melody.a.duke@wv.gov.

Delivery Orders Provide Transparency and Benefits to State Procurement Process

Completing a delivery order for a purchase is an integral part of the procurement process, particularly for reporting purposes. While not required by W. Va. Code, delivery orders are considered to be a best practice and are encouraged by the Purchasing Division. Among the benefits, delivery orders ensure agencies receive the correct items in the correct quantity, assist the agency and Purchasing Division in tracking spend accurately, and more.

One of the primary benefits of processing a delivery order when procuring a good or service from an open-end contract is to ensure that the state agency receives the correct item at the correct location. For example, when completing a delivery order within *wvOASIS* for a trash can liner, procurement officers will be able to see and select the exact product they desire. The delivery order will also confirm that the selected product displays the contract price and will be sent to the correct location. This provides an extra level of clarity that a simple email may not offer. Additionally, should an issue arise with a delivery or product, the delivery order becomes an easy document to reference between the agency and vendor.

A completed delivery order also allows agencies to quickly check their spend on a particular contract. Knowing amounts spent can help agencies and the state understand their needs and plan for future purchases.

"Delivery orders are an important tool that help agencies monitor their spend," said Contracts Manager Greg Clay, who manages the Purchasing Division's Contracts Man-

agement Unit. "Tracking spend can be a good indicator of whether an agency's open-end contract must be processed centrally in the future and helps prevent stringing."

Clay shared that delivery orders also allow his team to quickly determine if a purchase was made from a statewide contract or an agency contract. While the lack of a delivery order would not hurt an agency's inspection grade, agencies might be asked for additional documentation to show their procurement process.

"A delivery order provides good transparency for the purchasing process," added Clay.

In addition to the benefits an agency might see personally, completing a delivery order can help the state track its spend as a whole, further allowing it to negotiate lower prices on statewide contracts.

"When we negotiate statewide contracts, the Purchasing Division is always asked, 'How much are we buying?'" said Assistant Director Frank Whittaker. "Delivery orders in *wvOASIS* are a quick method for the Purchasing Division to check spend on goods and services more accurately, while leveraging that information to the benefit of the state."

These spend reports help the Purchasing Division judge which statewide contracts should be maintained and which are no longer needed and should be permitted to expire.

If you have questions on how to complete a delivery order, please contact your agency's procurement officer. Additional questions may be directed to your agency's assigned Purchasing Division buyer.



WVSASP Manager Honored With National Service Award

During the National Association of State Agencies for Surplus Property's (NASASP) annual meeting in July, Elizabeth Cooper was honored with a special award for her service as the NASASP president from September 2019 to August 2021. Cooper, who is the manager for the West Virginia State Agency for Surplus Property (WVSASP), had originally been elected to a one-year term but was asked to serve longer due to the pandemic.

"When I was elected as president of NASASP, I was excited to serve my one-year term," said Cooper. "I do not think anyone at NASASP was prepared for the challenges COVID-19 would bring."

Cooper was surprised with a plaque thanking her for her "leadership, guidance, and dedication to NASASP."

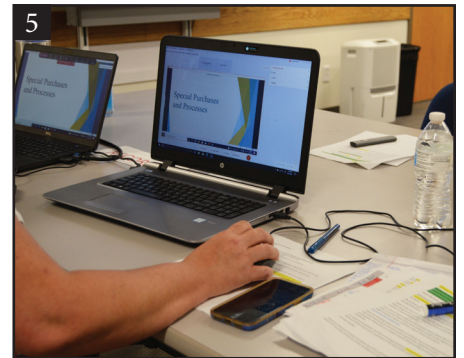
"The award was very unexpected," added Cooper. "It means a lot to have my work supporting the Federal Surplus Property Program recognized and appreciated this way."

WVSASP, which falls under the authority of the Purchasing Division, participates in the Federal Surplus Property Program through NASASP. This program authorizes WVSASP to coordinate the donation of property retired by the federal government to eligible organizations.

2021 Agency Purchasing Conference Highlights

While the 2021 Agency Purchasing Conference was virtual, the Purchasing Division was broadcasting live from Building 15 in Charleston. Thank you to all Purchasing Division staff, outside presenters, and attendees for making this year's conference a success.

1. Teresa Cutlip and Guy Perry
2. Jessica S. Chambers, Linda Harper, Bev Toler, and John Estep
3. Andrew Lore and Mike Sheets
4. Crystal Hustead and David Pauline



POOY

Continued from Page 1

hard work and dedication, and for constantly making my work better. I'd also like to thank the Purchasing Division for this recognition and for its invaluable guidance over the years. I'm looking forward to seeing everyone in the near future."

Lore is always available to discuss a project – even after hours – and is known for command of the subject matter and its details, according to the co-worker who nominated him.

"He jumps into the tough projects, learns all he can about the subject matter, and then works with the agency's technical experts to develop the best specifications and contract possible," the co-worker said.

At the time of his nomination, Lore was his agency's only procurement officer, yet completed more procurements in FY2020 than the agency completed in the five previous fiscal years when fully staffed.

The *Agency Procurement Officer of the Year* award program was created in 1996. Since that time, the Purchasing Division has recognized 27 individuals, including Lore, for their outstanding performance, dedication, and leadership in the area of procurement. The Purchasing Division values the expertise and cooperation of those who handle the daily procurement operations within each agency.

The criteria used in making this selection include tenure, performance, communication skills, internal training efforts, cooperation with agency and purchasing staff, projecting a positive image, exhibiting good purchasing practices, and participation in professional purchasing organizations.

This marks the 26th year that the Purchasing Division has named an *Agency Procurement Officer of the Year*.

Buyers Network

THE BUYERS NETWORK

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Current Statewide Contract Update

(As of August 18, 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. For more information, please contact the buyer assigned to statewide contracts.

Contract Renewals

Contract	Vendor	Commodity	Effective Date
WWARF19	WV Assoc. of Rehab Facilities	Janitorial Services	08/15/21 -08/14/22

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
IP19	Dell	Computer equipment	To update inventory

MVAPRTS21	NAPA Auto Parts	Motor vehicles parts	To publish updated dealer location list
NTIRE18	Goodyear Tire	Tire	To add dealer agreement and updated dealer location list

FOR MORE INFORMATION

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

Training Dates to Remember

For more information, visit WVPurchasing.gov or contact Purchasing.Training@wv.gov.

To register, visit onlinelearning.wv.gov.

Contracting and Fraud (PUR308W)
September 29, 2021 | 9 a.m. - 11 a.m.

wvOASIS Tips and Tricks (PUR120W)
October 13, 2021 | 10 a.m. - 11 a.m.

wvOASIS Procurement (PUR208W)
October 27, 2021 | 9 a.m. - 11 a.m.

Vendor Registration (PUR111W)
November 3, 2021 | 9 a.m. - 11:30 a.m.

Agency Delegated Purchasing (PUR218W)
November 17, 2021 | 10 a.m. - 11 a.m.

Managing Your Vendor (PUR214W)
December 1, 2021 | 10 a.m. - 11 a.m.

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