

THE BUYERS NETWORK

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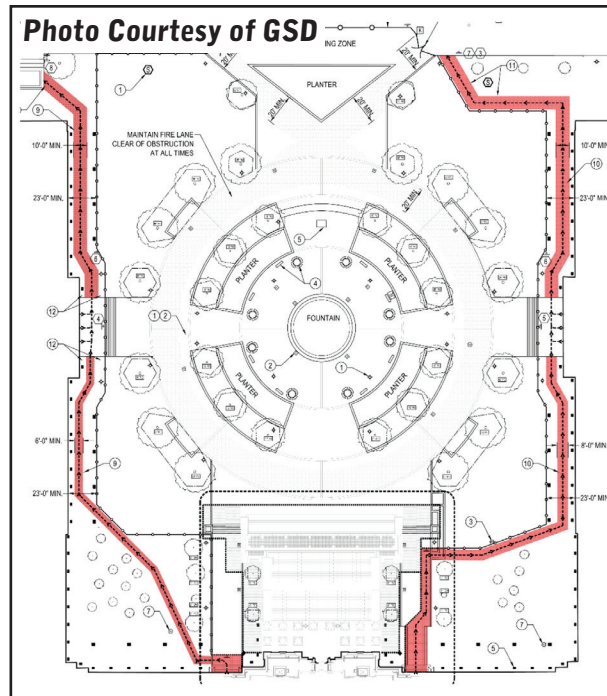
THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing.

North Stairs Repair Project Underway on Capitol Campus

Improvements to the Capitol Campus will get underway this month with the first phase of the North Stairs repair project for Building 1. The project is expected to last eight months and is being completed by SQP Construction Group Inc. of St. Albans.

During the first phase of the project, work will be done to remove pavers and stonework and include the cataloging and storage of this stonework so it can be preserved. Additional limestone pavers and panels will also be removed and salvaged while the concrete stair slab and the concrete encasement on steel beams will be removed. An investigation into concrete failure and water leaks at Building One by the stairs will also be conducted. The second phase of the North Stairs repair project will include structural repairs, waterproofing, stone treatment, and site restoration.

Please see **STAIRS PROJECT**, page 5



Work will begin this month on the first phase of the North Stairs repair project. During the project, the north stairs (fountain side) will be enclosed and temporary walkways will be created around the Capitol Campus. This is the first phase of a two-phase project.

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HB4499 Results in Changes to Purchasing Requirements

The Purchasing Division's work to streamline the procurement process paid off in the form of House Bill 4499 that was passed by the Legislature and signed into law on March 28, 2022.

"Our staff worked closely with our agency purchasers over the past few years to identify areas that would improve how we purchase goods and services, while maintaining the safeguards and integrity of the procurement process," said Purchasing Director Mike Sheets.

Among the changes, the new law gives the Purchasing Director the authority to increase an agency's delegated spending authority up to \$100,000 based on its inspection grade. It also makes purchasing from nonprofit workshops (WVARF) optional. Previously, agencies were mandated to procure from nonprofit workshops if they could provide the goods or services needed, or to seek a waiver when certain circumstances permitted.

Please see **HOUSE BILL 4499**, page 3

Purchasing Division Brings Back In-Person Events

We can't stop or slow the seasons. Whether those seasons are the familiar spring, summer, autumn, or winter, or the seasons of our lives, the best that we can do is adapt to those seasons. March 2020 was the start of the proverbial winter season for most of us.

We entered survival mode by moving to remote work, conducting training online, streaming public bid openings, and limiting all physical contact, both with our customers and the outside world, to reduce the spread of the virus. It has been a few months now since schools have lifted their mask mandates, vaccine boosters became publicly available, and at-home tests were introduced and made available for free through the federal government and for purchase at many stores. These steps and many others made by local, state, and federal officials have led the Purchasing Division to look at how it can relax some of its own restrictions. As part of this assessment, I am pleased to announce that we will be moving back to face-to-face events, and I look forward to seeing you in person soon.

Last month, we hosted an in-person procurement seminar for state-employed attorneys. Later this month and next, we have several events planned, including but not limited to our Customer Appreciation Day event (June 14) at our Surplus Property location, our Open House event (May 3) at our Purchasing Division offices (last held in 2019), and an event (May 24) in Pt. Pleasant geared to local government entities and vendors. We'll also be kicking off our strategic sourcing meetings for agencies that process a large volume of transactions, as well as continue planning our annual in-person Agency Purchasing Conference, scheduled for late August.

Please join us on Tuesday, May 3, 2022, for our Open House event. Lunch will be available to attendees, plus you'll get the

chance to meet with Purchasing Division staff, network with your peers, and enter for a chance to win free registration to the 2022 Agency Purchasing Conference. The Open House falls during National Public Service Recognition Week, so we are honored to have the chance to say "thank you" to you, our procurement officers, for the role you play in the successful implementation of procurement within your own agencies and the state.



Please also save the date for our Customer Appreciation Day reception at our Surplus location in Dunbar. On June 14, 2022, we invite you to attend a reception from 4 p.m. to 6 p.m. We will have light refreshments available, you can inspect our warehouse inventory, and Surplus staff will be available to answer any questions you may have regarding their programs and services.

Next month, we will be sharing our second semester schedule of training. While we have primarily offered webinars for the last two years, we are moving back to a hybrid approach, with some in-person training thrown into the mix.

We hope you're as excited to get back to in-person events as we are. While we have all adjusted to working electronically, you just can't replace in-person discussion and meeting face to face. We hope to see you soon!

Purchasing Division Training Jumps into Busy Spring

The Purchasing Division had a busy start to spring, offering three special webinars in addition to its lineup of training sessions for procurement officers.

The Division hosted its biannual vendor webinar, *Doing Business with West Virginia*, on March 31, 2022. Approximately 40 vendors participated.

The webinar provides information and training to current and potential vendors wishing to conduct business with the state of West Virginia. The webinar was recorded and will be used as an on-demand training for any vendor who wishes to learn more about the state purchasing process. The recording of the webinar can be found on the Purchasing Division's Vendor Resource Center (VRC) at www.state.wv.us/admin/purchase/vrc. Information regarding other vendor training opportunities can also be found within the VRC.

An Agency Fixed Asset Coordinator Training webinar was held on April 7, 2022, with approximately 40 partici-

pants. Hosted by the West Virginia State Agency for Surplus Property (WVSASP), which is organizationally structured under the Purchasing Division, the webinar provided attendees with an opportunity to learn the basic requirements of maintaining their agency's inventory, including the agency's responsibilities related to entry requirements for the *wvOASIS* Fixed Assets System and proper retirement procedures.

On April 28, 2022, the Purchasing Division presented its biennial legal seminar on state procurement practices in the Capitol Room of the Caperton Training Center (Building 7) on the Capitol Campus.

The legal seminar provided training to approximately 40 attorneys employed by the state. The training included presentations on the legal issues related to state procurement, including privacy issues, ethics in procurement, technology procurements and the CIO review process, and other topics.

Purchasing Division Welcomes New Employees

The Purchasing Division is pleased to welcome two new employees to its staff.

Brandon Barr is the new Purchasing Assistant. This is his first job with the state after having worked in various jobs such as delivering cabinets, working in a warehouse, and catering.



Brandon Barr

A graduate of Sissonville High School, Barr attended West

Virginia University from 2007 to 2011 and West Virginia State University from 2011 to 2014, studying music education and trumpet performance.

“In my new position I plan to gain as much knowledge about the Purchasing Division as I can so that I can do my job to the best of my ability,” Barr said. “In the future I would like to advance within the Division in any way possible.”

Kathryn “Katy” Bell is an Office Assistant 2. This is her first full-time position with the state. She also serves as a contract worker assist-

ing with events at the Culture Center, which she has done since high school.

A graduate of Capital High School, Bell graduated from West Virginia University with a degree in Puppetry and Creative Dramatics, with a specialization in costuming and mask making.

“The office environment here has been super welcoming and friendly. I look forward to getting to know my co-workers and chatting with them more,” Bell said. “Learning the filing system has been a bit of a hurdle, but compared to the other systems I’ve used, it’s very well organized and pretty straightforward.”

In her free time, Bell loves to read. She’s recently taken up knitting and is making a temperature blanket for 2022, adding a new stripe for every day of the year with the color corresponding to the average temperature.



Katy Bell

Veterans Who Own Small Businesses Attend WVSASP, SBA Webinar

The West Virginia State Agency for Surplus Property (WVSASP) partnered with the West Virginia Small Business Association (SBA) to present a webinar on the Veterans Small Business Enhancement Act of 2018, which allows veteran-owned businesses access to retired federal property. This presentation was held on April 29, 2022, and had more than 105 attendees. The WVSASP previously partnered with the SBA in 2021 for a similar presentation.

“We were excited to be invited again by the SBA to present to veterans on this important program,” said WVSASP Manager Eliza-

beth Cooper. “The WVSASP has already helped veterans in West Virginia acquire property, and we want to help others achieve this same success.”

In addition to presenting to veterans located in West Virginia, the webinar was attended by individuals across 11 states, including North Carolina, Maryland, Illinois, Washington, Texas, and Nevada. Attendees learned how to confirm their registration with the U.S. Department of Veterans Affairs, how to screen for property, and what compliance requirements they will need to follow when property is obtained.

A copy of this webinar has been posted to YouTube at <https://youtu.be/hZzL7L0sobk>. For more information on this program and how West Virginia veterans can participate, visit WVSURPLUS.gov and select “Veterans” from the left side menu.



HOUSE BILL 4499

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For vendors, the new law removes the Purchasing Affidavit requirement, and instead, adds language that says the vendor, by way of submitting a bid or entering into a contract with the state of West Virginia, affirms that it does not owe a debt to the state greater than \$1,000.

In addition:

- During the registration process, vendors are no longer required to submit the city and state of residence and business address of its members, partners, or associates; the names and cities and states of residence and business addresses of the president, vice president, secretary or general manager, or any stockholder holding at least 10% of the capital stock; or one or more banking institutions to serve as a reference.
- Submission requirements for the *Disclosure of Interested Parties* form have changed. Vendors can now submit this form to the requesting state agency prior to commencing work on an applicable contract award. Previously, vendors were required to submit the form as part of the bid for the contract or prior to the award being made.

The Purchasing Division has updated the terms and conditions, templates, forms, and the *Purchasing Division Procedures Handbook* to reflect the legislative and internal procedural changes.

Vendor Performance Form Modified, Template Demand Letter Now Available to Agencies

The Purchasing Division is conducting a review of its forms to ensure they continue to meet the needs of agency procurement officers, as well as their original intent. As part of this process, the Division is updating and re-sharing forms as needed.

Recently, the Division modified the *Vendor Non-Performance Notification* form, formerly known as the *Vendor Performance Report* (WV-82). When the form was originally created, it was meant to serve as a notification from the agency to the Purchasing Division of any issue(s) the agency was experiencing with a vendor, whether contract- or performance-related. In many instances, the agency requested action by the Purchasing Division but unsuccessfully documented how and when it had communicated the issue(s) with the vendor itself. When an agency experiences issues with vendors, the most important first step is to properly notify the vendor of the issue(s) and allow the vendor the opportunity to resolve the issue(s). To ensure this occurs, the form will now serve as that notification and no longer requires submission to the Purchasing Division.

In past instances when the Purchasing Division became involved, a demand letter was sent to the vendor outlining the issues and identifying consequences should the issue(s) not be resolved in a timely manner. To complement the revised *Vendor*

Non-Performance Notification form, the Purchasing Division is pleased to share a *Vendor Non-Performance/Breach of Contract Template Demand Letter*. The letter is modifiable so the agency can change it to meet its specific needs.

Both documents are on the Purchasing Division's Forms page at www.state.wv.us/admin/purchase/forms.html. Additionally, the *Vendor Non-Performance Notification* form has been added to the Purchasing Division's *Welcome Packet* on the Agency Resource Center at WVPurchasing.gov.

Should you have any questions about these forms, please contact your assigned Purchasing Division buyer.

Procurement Officer Profile: Neccuzi Sees Many Procurement Changes Throughout the Years

Le Anne Neccuzi, the primary designated procurement officer for the Finance Division, has a long history of work within state government and the private sector. Neccuzi began with the state in 1985 as a data entry clerk for what is now the Office of Technology before ultimately working in procurement and accounts payable for the Finance Division. After leaving the state to work for an accounting firm in the private sector, Neccuzi ultimately returned to state government in 1997 where she began as a purchasing assistant and moved her way up to procurement specialist.

"I really love my job because I get to share what I've learned (and continue to learn) about the procurement process," said Neccuzi. "I get to help state agencies so that they can concentrate on their main day-to-day functions, and with our office's help, they can make sure they are in compliance with state purchasing rules and regulations."

As a procurement specialist for the Finance Division's Shared Services Section, Neccuzi assists agencies that might not have a full-time staff member dedicated to fulfilling their procurement needs. The Shared Services Section provides guidance about what forms, methods and procedures are required to obtain goods and services. This includes helping agencies with *wvOASIS* and finalizing their documents.

"Things have changed a good bit since I began working in procurement," added Neccuzi. "I worked in Finance's Accounting Section when procurement documents were done using the colorful carbon paper forms. Each layer of the various typewritten forms went to a different office for approvals, etc., and eventually was mailed or faxed to the vendor. Everything was much slower and more cumbersome then. Our office was one of the first groups selected to work during the startup phase of the former financial accounting system, *WVFIMS*.

"Looking back to 2014, when the new Enterprise Resource Plan-



In addition to being the designated procurement officer for the Finance Division, Le Anne Neccuzi also serves as a procurement specialist for the Division's Shared Services Section where she assists other state agencies with procurements.

ning system, *wvOASIS*, was implemented, my work duties made it hard to spend the time needed to really become proficient in its use. Now that I use *wvOASIS* on a regular basis, I am able to realize the efficiency of using that system. It will be interesting to see what next innovative thing will come along that takes the place of *wvOASIS* someday but I'm sure I will be long retired by then."

Neccuzi earned a Regents Bachelor of Arts degree in 2016 from West Virginia State University. A lifelong Charleston resident, Neccuzi has been married to her husband, Carlos, for many years and they have two grown children. In her free time, Neccuzi enjoys spending time with her family, tracing family ancestry, gardening, and drawing.

WVSASP Webinar for Eligible Organizations Scheduled for May 11

Each May, the West Virginia State Agency for Surplus Property (WVSASP) hosts an outreach event for eligible organizations. In addition to state agencies, these eligible organizations include local municipalities, schools, volunteer fire departments, and other nonprofits. This year's outreach event is a webinar titled "Orientation to State and Federal Surplus Property Programs". Attendees will learn the qualifications and requirements of these programs, hear success stories of other eligible organizations obtaining property, and be permitted to ask questions during the webinar.

"While we have not been able to have our traditional 'Open House' for eligible organizations for several years, it is important that the WVSASP continues our outreach efforts," said WVSASP Manager Elizabeth Cooper. "Whether it is a state agency that is familiar with our services or an organization that may have just learned about the WVSASP, I hope all will consider joining us for this webinar."

The eligible organization webinar is scheduled for Wednesday, May 11, 2022, from 2 p.m. to 3 p.m. While this is a free webinar, registration is required. To register for this event, visit www.eventbrite.com/e/308668625167 or visit Eventbrite at www.eventbrite.com and search "Open House for Eligible Organizations". Please contact Jessica Chambers with any registration questions at 304.558.2315 or Jessica.L.Chambers@wv.gov.

Purchasing Creates New Checklist to Expedite the Requisition Process

To assist agencies in understanding the required documents necessary for a central requisition to move forward in the purchasing process, the Purchasing Division has created a *Compliance Verification Checklist for Requisition Submission*.

The checklist was created to identify the documents that are always required with a requisition, ensuring they have been obtained and provided, as well as to list other documents that may be required (if statutorily required for the purchase as identified by the agency procurement officer), and offer the requesting agency and Purchasing Division buyer a way to track the submission and receipt of those documents.

In all situations, a new central requisition requires certain documentation to be submitted by the agency at the same time as the requisition. When a required document/information is not submitted, the Purchasing Division buyer is obligated to reject the requisition back to the agency procurement officer, who must then go through the proper channels to obtain and/or submit the missing document/information. This delay costs the agency time in obtaining the needed goods or services, and without it, the solicitation cannot proceed.

Processing time begins as soon as a requisition is submitted to the Purchasing Division. If your agency wishes to expedite the process to the greatest extent possible, it is important to start any procurement by ensuring the necessary documentation/information is correct and complete prior to submitting the requisition.

Documents and information that are always required with central requisitions include:

- Specifications and pricing page
- Current terms and conditions (completed)
- Maximum budgeted amount
- Suggested vendors

Depending on the good or service needed by the agency, there may be supplementary requirements to the requisition. A new Compliance Verification Checklist for Requisition Submission training module is available online under Course ID "PUR121EFY22" at www.onlinelearning.wv.gov to assist in understanding the requirements.

The new *Compliance Verification Checklist* can be found online at www.state.wv.us/admin/purchase/Documents/RequisitionSubmissionChecklist.pdf.

STAIRS PROJECT

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To help prevent weather delays, the work area will be enclosed in a temperature-controlled space. People visiting the Capitol Campus can also expect to see plenty of temporary protections around the stairs, such as fencing, pedestrian barriers, overhead protection, and tree protection. Temporary alternate walkways will also be available for those entering and exiting Building One on the North side.

This is just one of the many unique purchases processed by the Purchasing Division.

Purchasing Division Training Opportunities

CLICK TO SEE THE IN-HOUSE AND ONLINE MODULE TRAININGS AVAILABLE.

THE BUYERS NETWORK

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Current Statewide Contract Update

(As of April 14, 2022)

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
BODYAR-MOR22A	GH Armor Systems Inc.	Personal safety devices/weapons	03/01/22 -11/10/22
BODYAR-MOR22B	Survival Armor, Inc.	Personal safety devices/weapons	03/01/22 -11/10/22
BODYAR-MOR22C	GALLS LLC	Personal safety devices/weapons	03/01/22 -11/10/22

FOOD22EMG	A F Wendling	Food distribution services	03/15/22 -06/14/22
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Contract Renewals

Contract	Vendor	Commodity	Effective Date
SECSVS19A	Universal Protection Service LP	Security Guard Services	03/31/22 -04/30/22

Purchasing Division Recognizes Latest Basic Certification Recipient

The Purchasing Division is pleased to recognize Cody Taylor as the latest recipient in its *West Virginia Procurement: Basic Certification* program.

Taylor, a procurement specialist for the General Services Division, has been with the state for six years.

“I’m proud to add Basic Certification to my list of accomplishments,” Taylor said. “Keep working when no one is watching’ is one of my favorite quotes. Working hard is something I take pride in, and I’m a get-it-done-now type of guy. I never let things sit on my desk.”

State agency procurement officers interested in participating in the Certification Program may review the requirements at www.state.wv.us/admin/purchase/training/Certification. There are two levels of this certification program, basic and advanced, and recertification is required every three years for both.

Any questions regarding the certification program may be directed to Courtney Johnson at Courtney.S.Johnson@wv.gov or 304.558.4213.

The Purchasing Division would like to congratulate Taylor on this noteworthy accomplishment.



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
Linda Harper	Linda.B.Harper@wv.gov	558-0468
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
<u>Senior Buyers</u>		
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
Toby Welch	Toby.L.Welch@wv.gov	558-8802
<u>Buyer</u>		
John Estep	John.W.Estep@wv.gov	558-2566

Buyers Network