

Vehicles Now Available at Surplus Property Through Federal Fixed Price Program

The West Virginia State Agency for Surplus Property (WVSASP) is now participating in the U.S. General Services Administration's Fixed Price Program, which has allowed WVSASP to obtain federal vehicles, including those used for law enforcement. The vehicles are made available exclusively to eligible organizations for a low price.

"This is an important opportunity for our cities and counties in West Virginia to procure a vehicle at an affordable rate," said WVSASP Manager Elizabeth Cooper. "The federal Fixed Price Program has allowed WVSASP to acquire and offer these vehicles at a considerable savings. The program is already a success and has attracted a lot of interest."

The Kelly Blue Book value (with police package)



The WVSASP recently obtained three federal law enforcement vehicles as part of the G.S.A.'s Fixed Price Program. The vehicles acquired through this program are made available exclusively to eligible organizations for purchase.

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New Purchasing Procedure Aids Agencies in Obtaining Lowest Price Available

In last year's legislative session, the Purchasing Division was authorized to make some parts of the procurement process more flexible. In an effort to do just that, the Purchasing Division has added a new purchase option to its *Procedures Handbook* to help ensure agencies obtain the lowest price possible for a commodity or service.

Subsection 5.3.1.7 provides for a direct buy if bids received are higher than the publicly posted price of a non-bidding entity.

The new procedure states:

"A spending unit may reject all bids and cancel a solicitation and then purchase a commodity or service directly from a non-bidding entity if: all bids received are priced higher than the publicly posted price of the non-bidding entity. A public posting may include an internet screen print, news media advertisement, or publicly available catalog.

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Purchasing Division Shares Agency Resource Center Redesign, Names 2022 Procurement Officer of the Year, and Introduces New Logo

Wow, what a productive and constructive conference we had last month! After a three-year hiatus from an in-person conference, we were able to offer a hybrid approach this year, with in-person workshops for those who wished to attend in person, and a virtual option for those whose schedules or circumstances did not allow them to. We welcomed more than 175 people to Glade Springs, and nearly 100 of you participated in our virtual conference. To see photos from the conference, see Page 3.

During the three-day conference, we announced our 2022 *Procurement Officer of the Year* (see below), gave you the chance to add to our Idea Board (a concept we incorporated into our internal operations as a result of our work with Toyota), and introduced our new logo. We also found out what is working within your agencies and what the Purchasing Division can do better to improve efficiency. Working with Toyota during the past year has brought about many improvements, and looking forward, we're excited to see what the future has in store.

One of our focuses during the last several months has been to hone our communication efforts and make our website easier to navigate for our procurement officers. At the conference, we shared a version of our revamped Agency Resource Center. The prototype of the webpage was updated to include links to the most important information an agency buyer might use in his or her daily operations, categorized to make it much easier to find exactly what is needed on our website. We are reviewing the feedback received and plan to have the updated website online in the next few weeks.

As we look to improve our own processes, our Surplus Property Unit is making strides of its own. Recently they began utilizing the federal Fixed Price Program to purchase vehicles. This

program allows the agency to purchase federal vehicles and resell them for a fraction of what they would cost brand new. In light of the vehicle shortage that has affected agencies and local governments, this program has provided the state with an alternate means of obtaining vehicles, saving thousands of dollars. If you're in need of a vehicle and Surplus Property doesn't have what you need, call them and find out if any federal vehicles might be available, or let them know what you're looking for so they can keep you in mind as vehicles come in. More information on this program can be found on Page 1.

Moving forward, I encourage you to email us at our new Purchasing Support Email Helpline, ***Purchasing.Help@wv.gov***, with any questions you may have. If your agency has a large, complex, and time sensitive need, I ask that you include us as part of the initial conversation by contacting your buyer at the outset. With a team of very experienced procurement professionals, we can help your agency identify solutions within the procurement framework to help meet your needs. Our goal is to ensure you get what you need in a timely manner and within the letter of the law. If the need involves technology, please consider a conference call with both the Purchasing Division and the Office of Technology. We look forward to many future conversations with you.



Purchasing Division's Clay New Buyer Supervisor

Former Contracts Manager Greg Clay has been selected as the Purchasing Division's new Buyer Supervisor. Clay takes the place of former Buyer Supervisor Linda Harper, who recently retired.

Clay joined the Purchasing Division in 2014 as a senior buyer. Within a year, he had transferred into the Inspection Services Unit as the manager, where he implemented many processes to help the Unit perform more efficiently.

"I have enjoyed my time working in contract management and completing inspections," said Clay. "In that role, I was able to meet with people from other agencies from all around the state. As the new Buyer Supervisor, I hope to continue to be a resource for procurement officers and assist them with their needs."

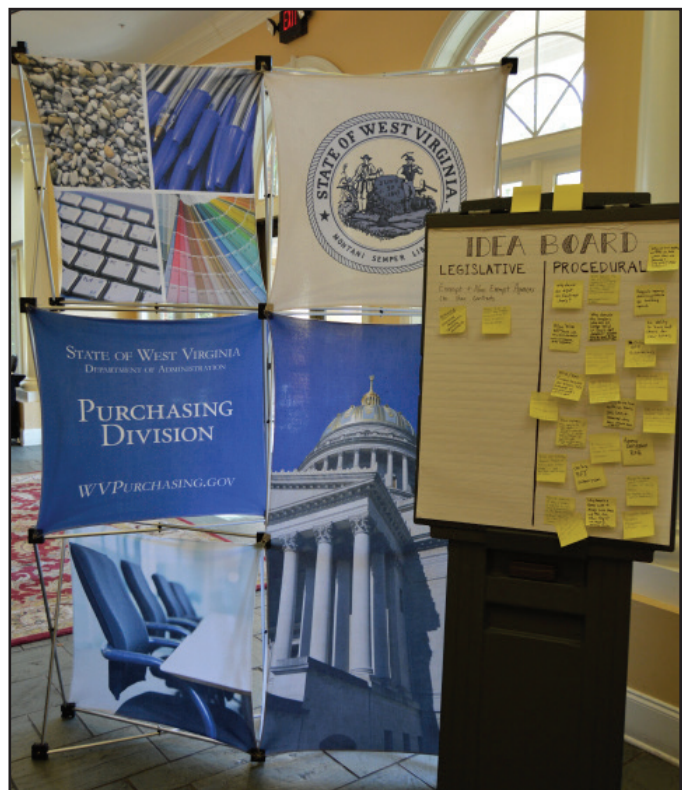
Clay received a business management degree from Concord University and worked in the mining sector for more than 20 years before joining state government.

Congratulations to Clay on this new position!



2022 Agency Purchasing Conference Snapshots

Thank you to everyone who attended this year's conference. A full conference recap with survey results will be published in the Oct. 2022 issue of The Buyers Network.



Quick Procurement of Certain Commodities Saves Money

The Purchasing Division often hears from its agency partners about the challenges related to the time constraints involving central purchases. For the past year, the Division has been working with the Toyota Production System Support Center (TSSC), a nonprofit corporation affiliated with Toyota Motor North America. The TSSC supports organizations committed to improvement by sharing with them concepts of the Toyota Production System in ways tailored to their specific business needs. One of the process improvements as a result of those meetings is the implementation of a fast track procurement process for goods that are frequently purchased and whose vendor pool remains fairly constant in the industry. Those vendors are also familiar with state purchasing procedures. Solicitations for some items, such as steel and concrete for the Division of Highways (DOH), have been processed in as little as 14 days.

The simplified process eliminates pre-bid meetings and reduces a solicitation's advertising time from 10 days to five. With the recent price fluctuations in a volatile market, it has helped the DOH acquire commodities at a vendor's original stated price.

"Many vendors haven't been able to hold their prices during the time it usually takes to award a contract, but when we can award quickly, the price holds and it saves the agency money," said Buyer Supervisor Tara Lyle. "The faster process works for commodities and services with good specifications, so the vendors don't have many questions."

Any agency procurement officer who has an idea for a commodity or service that could be successfully fast-tracked should send the suggestion to their assigned Purchasing Division buyer.



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The direct purchase from the non-bidding entity must be made at the publicly posted price, or less, and must be of equal quality to the bid specifications."

The updated *Purchasing Procedures Handbook* can be found at www.state.wv.us/admin/purchase/Handbook.

"This new method is basically an opt-out provision that allows an agency to cancel a solicitation and buy at a lower public price if it exists," said Purchasing Division General Counsel Jimmy Meadows. "The only way this works, though, is if the price the agency compares bids to is public. Without the price being public, you could get into a situation where a known bidder chooses to forgo bidding in favor of waiting to see what prices are bid and then undercutting all the other bidders. The state cannot allow that type of unfair competition, so the price must be publicly available."

Examples of publicly available prices include traditional print and internet advertisements, catalogues, screen prints of vendor websites, MSRP publications, etc. A vendor's quote would not be considered publicly available.

Purchasing Recognizes Latest Certification Recipient

The Purchasing Division is pleased to announce Jodi Hash as the latest recipient in its West Virginia Procurement: Basic Certification program.

Hash, a senior procurement specialist with the West Virginia Lottery, has worked for the state for approximately 10 years.

"I am excited that I had the opportunity to obtain this certification, and I am looking forward to being a more valuable asset to my agency," Hash said.

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. This website also contains a master list of all individuals who have earned their Basic or Advanced certification and the date their certification expires. 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 Hash on this noteworthy accomplishment.



WVSASP Manager Receives National Recognition

Elizabeth Cooper, manager of the West Virginia State Agency for Surplus Property, was recently honored with the President's Award from the National Association of State Agencies for Surplus Property (NASASP). The award was presented to Cooper during its annual conference, which celebrated the 75th anniversary of NASASP.

"I am humbled and honored to receive the President's Award in honor of Shane Bailey," said Cooper. "Shane was such an advocate for the federal property program, and he was the one who encouraged me to accept the nomination for president in 2019. I am proud to be associated with NASASP, an organization that saves taxpayer dollars and extends federal financial assistance to many organizations throughout the country."



Cooper served as the NASASP president from Sept. 1, 2019, though Aug. 31, 2021. While she is no longer president, Cooper continues her service with NASASP as the chair of the overseas committee.

The NASASP President's Award is an annual award. This year the award was presented in honor of former Alabama State Agency for Surplus Property Director Shane Bailey.

Congratulations to Cooper on this well-deserved honor.

Elizabeth Cooper received the President's Award at the National Association of State Agency for Surplus Property's recent annual conference.

Agencies Reminded of Vendor By Commodity Report

Agencies are reminded of the Vendor by Commodity Report within *wvOASIS's* Business Intelligence, which has become a valuable tool for procurement officers at the delegated and central levels.

This option in *wvOASIS* allows users to search for vendors that provide certain goods or services by using a commodity code. Identifying vendors as part of the requisition process ensures vendors are made aware of solicitations published by the state of West Virginia for the goods or services they offer.

To run the Vendors by Commodity Report, open WV-FIN-VN-010 within Business Intelligence in *wvOASIS* and click "Refresh All." Upon entering the report's single input, the first four digits of a selected commodity code, a report will identify all vendors from the VCUST table in *wvOASIS* who have indicated they can provide the commodity based on that code or one with a similar code family to what the agency is seeking.



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of one vehicle obtained through the Fixed Price Program was estimated to be \$21,000. WVSASP was able to offer this vehicle for only \$13,000.

In July, WVSASP supplied three police cars to the city of Dunbar. The next month, the city of Wheeling also obtained three SUVs. WVSASP has plans to continue requesting federal vehicles and fulfilling the needs of the state.

Priority for federally-obtained vehicles is given to tax-supported eligible organizations. Specifically, vehicles with police packages are made available to local police departments and sheriff's offices.

Organizations that are interested in obtaining vehicles are encouraged to contact WVSASP at 304-766-2626 or wvsasp@wv.gov. Additional information on WVSASP's offerings can be found at WVSurplus.gov.

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)

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Sheets Honored as 2022 Procurement Officer of the Year at Annual Conference

The Purchasing Division has named Morgan Sheets as the 2022 *Procurement Officer of the Year*. Sheets is an administrative services manager for the West Virginia Veterans Home in Barboursville. He has worked in state procurement since November 2017, first with the Department of Health and Human Resources' Bureau for Medical Services. In August 2020, Sheets accepted a position at the Veterans Home as the fiscal supervisor, which was recently reclassified to an Administrative Services Manager I position.

"Morgan's job performance has been excellent during his time with the state," said the co-worker who nominated him. "He strives to produce quality work products for his agency. He is well-versed in purchasing and *wvOASIS* terminology, and this helps him to communicate effectively about his work with internal and external parties."

Sheets work helps lower the cost of contracted health care services for residents of the Veterans Home.

"I would not be in state government if not for Jimmy Dowden at DHHR/BMS," said Sheets. "He facilitated my training and also steered me to join the National Institute of Governmental Purchasing (NIGP). NIGP monthly meetings have great training sessions, and more importantly, the wealth of procurement knowledge in the room and having access to that is very beneficial. Secondly, my buyer at DHHR, Bobby Price, showed me how to do procurement the RIGHT way. Thirdly, since I left DHHR and went to the Department of Veterans Assistance, I have reached out numerous times to many people in the Purchasing Division for guidance and assistance.

"Lastly, without my team at the West Virginia Veterans Home, this would not have been possible. This was truly a TEAM award. I would also like to mention my boss, Mike Lyons, who gave me carte blanche to fix what was wrong here; he is a great leader and I am proud to work for him. I would also be remiss to not mention my wife, who has put up with my crap for years and also let me borrow her car to get to the conference."

Sheets earned his Basic Certification from the West Virginia Purchasing Division and has attended several of the Division's training sessions and conferences. He also served as a panelist at the 2019 Agency Purchasing Conference.



Current Statewide Contract Update

(As of August 12, 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
FNGPRNT22	Idemia Identity & Security	Fingerprint Services	08/01/22 -07/31/27
PESTCTR22	Standard Exterminating	Pest Control	07/15/22 -07/14/23

Miscellaneous Updates

Contract	Vendor	Commodity	Effective Date
IP19	Dell	Computers	To replace end-of-life machines

FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
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