

# THE BUYERS NETWORK

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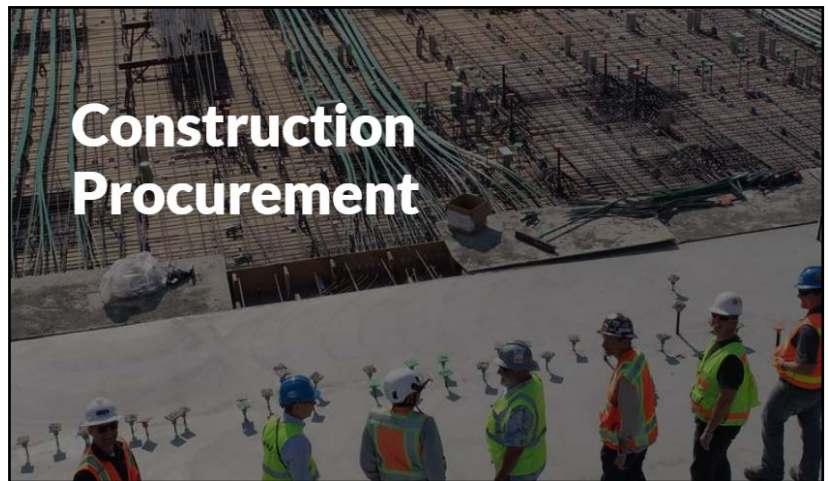
## New Construction Training Module Available for Viewing

The Purchasing Division has created a new on-line training module for construction procurements to assist agency procurement officers in better understanding the processes and procedures associated with them.

Construction procurement involves a unique set of requirements. The new module takes a closer look at what constitutes construction; highlights some considerations an agency should keep in mind when soliciting for construction services, including pre-bid meetings and bond requirements; and analyzes processing and post-award requirements.

“We’re excited to introduce this module as a new learning method,” said Buyer Supervisor Tara Lyle. “It’s a great guide to help procurement officers with some of the questions they have about the process.”

The Construction Procurement mini-module can be found online at [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html), along with other valuable training modules.



The latest mini online training module made available by the Purchasing Division assists agency procurement officers with better understanding the processes and procedures associated with construction purchases.

## INSIDE...

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## Core Curriculum Courses Now Required for Basic Certification

The training requirement for the West Virginia Procurement: Basic Certification program has been updated.

As of July 1, 2023, all certification participants in the basic program are required to complete the 12-hour core curriculum of training sessions. In addition, three hours of elective courses of the certification candidate's choosing are required. Previously, participants also had to complete 15 hours of training but could choose the sessions they wished to attend.

The curriculum courses are:

- Alternative Purchasing Methods
- Blackout Period — *Online Module*
- Compliance Checklist — *Online Module*
- Construction Purchases — *Online Module*

Please see **CORE CURRICULUM**, page 5

**Conference Registration Opens Aug. 2. Click Here for More Info**

## Purchasing Division Turns Focus to 2023 Conference

Professional development is a core objective of the Purchasing Division. This applies to both the sessions we teach to our agency partners as part of our comprehensive training program, as well as conferences attended by our own staff.

Last month, several Purchasing Division employees attended the 2023 NASPO REACH Conference in Cleveland, Ohio. The conference touched on many key aspects of public procurement and offered valuable insight into other state's practices through networking and interactive sessions. From learning groups to keynote presentations and from topics spanning from vendor relations and contract administration to risk management, there was something for everyone, and we hope you'll find the same value in our conference later this year.

Registration opens Aug. 2 for the Agency Purchasing Conference, which is scheduled to take place at Oglebay Resort Oct. 17-20, 2023. You'll find a few changes to this year's agenda, including new topics, but probably the most notable will be the absence of a Wednesday evening banquet. During the last several years, we offered entertainment and food as part of this banquet, and while many of you rated the event as satisfactory, we also heard that many of you enjoyed the free time offered the following evening on Thursday.

Attending a conference can be taxing, and with the cost of food continuing to rise, we thought it might be a nice change

to allow our attendees to have a say in how they spend their time, so we removed the banquet from our agenda to give you two free evenings instead of just one. We encourage you to use this opportunity to network with your peers, take in the local sights, or try new cuisine, and don't worry, we'll give you a list of local restaurants on the property and close by.

For the second year in a row, we are offering a virtual track option for our conference.

While we hope you can join us in person, we understand that may not be possible. However you plan to join us, we hope you get valuable information out of the presentations we're hard at work planning.

Lastly, it's time to submit your nominations for *Procurement Officer of the Year*. If you know someone who has gone above and beyond the call of duty, now is the time to recognize them. We welcome all nominations through this Google Form. The deadline to submit your choice is Aug. 30, 2023.



**Row 1 (left to right):** Larry McDonnell, Angelina Villanueva, Bev Toler, Frank Whittaker, Mike Sheets, Alisha Pettit, Katy Bell, Krista Chadband

**Row 2:** Crystal Husted, Josh Hager, Melissa Pettrey, Jennifer Fields, Teresa Cutlip, Courtney Johnson, John Estep

**Row 3:** Bob Ross, David Pauline, Tara Lyle, Guy Nisbet, Toby Welch, Shane Hall

**Row 4:** Mark Totten, Brandon Barr, Jason Thompson, Mark Atkins, Mitzie Howard, Samantha Knapp



# Email Series Provides Quick Tips to Procurement Officers

In late May, the Purchasing Division introduced a Weekly Tip series. Developed in response to the Toyota partnership, the Weekly Tip series has proven to be a successful campaign.

"During the Toyota project, we often heard from procurement officers who were looking for more resources," said Purchasing Director Mike Sheets. "Our Weekly Tip email campaign is just one more way we can provide support to procurement officers in an innovative manner."

Each Weekly Tip email is designed to provide concise information. All tips are highlighted in a box for quick review, fol-

lowed by more in-depth information. This is so procurement officers can spend as little or as much time with these tips as needed, depending on their knowledge level and the applicability of the information.

All tips that have been sent by the Purchasing Division can be seen in the below chart. Clicking on the tip will access the full email that will provide additional context and explanation for that specific tip.

Do you have a tip that would benefit other procurement officers? Submit it for review at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

Date	Tip
May 30	Bookmark the Compliance Checklist for easy access and complete and submit it with each requisition you submit to the Purchasing Division.
June 6	Familiarize yourself with the change order process by reviewing the Purchasing Division's on-demand training module on change orders. Then use and follow the Purchasing Division's <i>Change Order Instructional Guide &amp; Standard Change Order Language</i> reference document each time you submit a change order.
June 13	Bookmark the Purchasing Division's Forms webpage on your browser to ensure you always have easy access to the most current purchasing forms.
June 21	If you don't have access to Business Intelligence, work with your agency's wvOASIS security liaison to get that access set up or email <a href="mailto:security@wvoasis.gov">security@wvoasis.gov</a> .
June 27	If your agency is not currently set up on the state's Amazon Business Prime account, or you are not sure who is currently listed as a user for your agency, contact the Purchasing Division at <a href="mailto:Purchasing.Training@wv.gov">Purchasing.Training@wv.gov</a> . We can assist you with setting up an account and adding or removing users as needed.
July 5	For central purchases, be sure to sign and submit this form with all Recommendations for Award. For delegated purchases, this form should be included in the agency's file.
July 11	The agency should always encourage vendors to submit their questions in writing so they are included, word for word, as part of the addendum.
July 18	When processing change orders, including renewals, it is helpful to ask the vendor to update their contact information within Vendor Self Service to ensure the most current information is available.
July 25	When seeking a bid clarification for delegated procurements, agency procurement officers may only inquire about specifications contained within the solicitation, and should limit those clarifications to yes/no questions.

## Newest Inspector Welcomed to Purchasing Division

The Purchasing Division is pleased to welcome Samantha Chaney as its newest employee. Chaney joins the Contract Management Unit within the Acquisitions and Contract Administration section of the Purchasing Division as an Inspector 1.

A resident of Dunbar, Chaney previously worked in the banking industry for five years and served as an employment recruiter. Chaney holds an associate degree in physics from

BridgeValley Community College and is working toward her bachelor's degree.

"I am looking forward to this new journey within state government," said Chaney. "I am thankful for this opportunity and excited to learn."

In her free time, Chaney enjoys hiking and kayaking around the state and is working on completing the West Virginia Waterfall Trail.



**Samantha Chaney, Inspector 1**

# Mandatory Reports Published, Submitted to Legislature

Each year, the Purchasing Division is required to prepare and submit various reports to the Legislature. These reports, which include an annual report on direct award procurements and semi-annual reports on occurrences of stringing and commodities sold to eligible organizations, were recently submitted for Fiscal Year 2023.

The semi-annual report on stringing was submitted electronically last month through the Legislature’s database to the Joint Committee on Government and Finance. Stringing is defined in the *Purchasing Division Procedures Handbook* as “issuing a series of requisitions or dividing or planning procurements to circumvent the agency’s delegated procurement threshold

or otherwise avoid the use of sealed bids.”

During the year, Purchasing Division inspection staff review agency purchasing records, primarily for those transactions processed at the agency-delegated level, to ensure those transactions are completed in accordance with the Purchasing Division’s procedures.

For the period of Jan. 1, 2023, through June 30, 2023, there were no spending units that awarded multiple contracts for the same or similar commodity or service to an individual vendor during any 12-month period where the total value exceeded the agency’s delegated procurement limit.

In July, the Purchasing Division also submitted a report noting the spending

units that “requested a direct award for their commodities or services, the type of commodity or service, and results of the direct award process.” From July 1, 2022, through June 30, 2023, the Division approved 38 direct award procurements.

The final report submitted to the Legislature on behalf of the West Virginia State Agency for Surplus Property detailed all commodities sold to eligible organization from the period of Jan. 1, 2023, to June 30, 2023. The amount of sales totaled \$276,240.57.

All Legislative reports submitted by the Purchasing Division can be viewed online at [www.state.wv.us/admin/purchase/LegisReports.html](http://www.state.wv.us/admin/purchase/LegisReports.html).

## CENTRAL REQUISITION REJECTIONS RECAP

MAY 15-JUNE 16, 2023

Requisitions Received:	83
<i>Last Month:</i>	184

Requisitions Rejected:	36 - 43%
<i>Last Month:</i>	50 - 27%

Reasons for Rejection:	54
<i>Last Month:</i>	56

### Reasons for Requisition Rejections

No Checklist	11
Vendor Issues	0
Financial	2
Language or Document Issues	8
Ts and Cs/Specification Issues	3
Miscellaneous	12

Specific examples for rejections:

- 2-party agreement missing or not signed
- No maximum budget provided
- Bond rider was missing for a CO increase

## Purchasing Division Hosts Summer Intern

The Purchasing Division is pleased to host Daniel McCloy as its summer intern. As part of this internship, McCloy has worked on website development and maintenance through the Business Technical Services section.

McCloy is from Elizabeth, W.Va., and is a rising senior at Marshall University, majoring in computer information technology (CIT).

“The main reason I wanted to become an intern was to get credit for my capstone experience at Marshall,” McCloy said. “As a CIT major at Marshall, I had to either get an internship and have that approved by the chair of my department, or do a personal project beyond the scope of our normal education while supervised by a professor.

“In my search for an internship I got to interview with Mark Totten, who is the technical services manager, and it just felt



like a good fit. I'm hoping this can help build my experience in the web development field, and I feel like I've already learned so much in just a few weeks.”

McCloy has previously interned with the West Virginia Baptist Convention, working on video editing and website development.

**Daniel McCloy has served as the Purchasing Division's summer intern.**

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# Nominations Now Being Accepted for 2023 Procurement Officer of the Year

The West Virginia Purchasing Division is now accepting nominations for *Procurement Officer of the Year*. All nominations for the 2023 Procurement Officer of the Year award must be submitted by Aug. 30, 2023.

The nomination form can be found online at <https://forms.gle/mkMT1CYXeUaEfQjr8>.

The Procurement Officer of the Year program was implemented in 1996 as a way to recognize the dedication and hard work of state agency procurement officers who consistently demonstrate the highest level of professionalism and performance. It allows agency purchasers to recognize their colleagues who have exhibited the highest standards in the purchasing profession and serve as leaders in the field.

Criteria guidelines that will be considered by an evaluation committee include, but are not limited to: tenure, performance, communication, professional develop-

ment, and good purchasing practices. The recipient of the award will be recognized during a lunch banquet at the 2023 Agency Purchasing Conference in October.

The recipient of this award will receive a framed certificate and a special token of recognition. In addition, the Purchasing Division displays a plaque in its main office listing the current and past recipients of this award.



## CORE CURRICULUM

Continued from Page 1

- Contracting Basics
- Forms and Documentation
- Inspection Services
- Market Research
- Preparing and Evaluating RFPs
- RFQs: From A to Z
- Statewide Contracts
- Stringing — *Online Module*
- *wvOASIS Procurement*

Workshops attended at the conference count toward the 15-hour requirement. Additionally, any class or learning session completed multiple times in any one calendar year, regardless of format, will only receive credit once toward the certification requirements.

Additional information regarding the basic certification requirements, can be seen at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). Questions regarding the training program should be sent to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

## Purchasing Training Module Sessions Now Available for Fiscal Year 2024 Viewing

The Purchasing Division has updated its course sessions for all online training modules within the state's learning management system, CourseMill. The only difference noticeable to viewers will be the course ID number under which each module is listed. The previous sessions were removed and replaced with sessions ending in "EFY24" to indicate the new fiscal year.

Anyone who watched an online module topic in Fiscal Year 2023 can now watch the same topic again in Fiscal Year 2024. This update was the result of a system limitation in which the user could not watch any one session from the Course Catalog more than once without un-enrolling and losing that historical data. The new sessions were created in CourseMill for the fiscal year that began July 1, 2023.

The online training modules were designed for agency procurement officials to view on demand 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.

When viewing the modules in CourseMill, viewers need to take no other action than to simply view the module. Upon completion, the participant will receive his or her Certificate of Completion via email.

To view the online training modules page, visit [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html) or [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov).

For questions related to these online training modules, email [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

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## THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of July 14, 2023)

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 Buyer Supervisor Mark Atkins.

## Contracts Renewals

Contract	Vendor	Commodity	Effective Date
TEMP21B	Athena Consulting	Temporary Personnel Svcs	07/15/23 -07/14/24
TEMP21C	Saunders Staffing Inc	Temporary Personnel Svcs	07/15/23 -07/14/24
TEMP21D	22 <sup>nd</sup> Century Technologies	Temporary Personnel Svcs	07/15/23 -07/14/24
TEMP21E	Moten Tate Incorporated	Temporary Personnel Svcs	07/15/23 -07/14/24

## Contracts Renewals C'tnd.

Contract	Vendor	Commodity	Effective Date
TEMP21F	Express Services Inc	Temporary Personnel Svcs	07/15/23 -07/14/24
TEMP21G	Excelsior Consulting	Temporary Personnel Svcs	07/15/23 -07/14/24
TEMP21H	Jayak Inc	Temporary Personnel Svcs	07/15/23 -07/14/24
TEMP21I	Manpower	Temporary Personnel Svcs	07/15/23 -07/14/24
TRAVEL21	National Travel Svcs	Travel Agencies	07/01/23 -06/30/24

## Expiring Statewide Contracts Tracking

(As of July 14, 2023)

The following contracts are set to expire within 90 days. This information is for planning purposes and may not reflect the current status of a contract. For more information on these or other statewide contracts, please contact Buyer Supervisor Mark Atkins.

### RENEWAL REQUESTED

LDPHONE22  
WVARF23  
AIRFARE21  
WVRFJAN23

### TO BE DETERMINED

LAR20  
ESRI21  
AED22C

### BIDS UNDER EVALUATION

OFFICE

A copy of this report can also be seen by visiting the [Statewide Contract webpage](#) or by [clicking here](#).

## FOR MORE INFORMATION

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

BUYER	EMAIL	PHONE
<u>Supervisors</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<u>Senior Buyers</u>		
John Estep	John.W.Estep@wv.gov	558-2566
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<u>Buyer</u>		
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