

# 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.

## Statewide Contract Offers Same Day Building Supplies

A statewide contract now offers flexibility and convenience to agencies that need building supplies.

The BLDSUPPLY contract with Lowe's provides walk-in building supplies to all state agencies and political subdivisions located within the state of West Virginia. It went into effect on Aug. 1, 2022, following a previous short-term contract that was in effect from June 15, 2022, until July 31, 2022. The contract allows procurement officers to go online, choose the item they need, and pay for it with a P-card. They have the option to then either pick it up that same day or have it delivered, if necessary. Items are usually available at a 7%-20% discount, based on the item being purchased and the quantity. Employees can also use a "key card" similar to those used at Kroger, Sheetz, or other retailers that allows them to access the contract in-store and get the same pricing.

"The Purchasing Division pursued a cooperative contract

Please see **BLDSUPPLY**, page 5



**WALK-IN BUILDING SUPPLIES**

*Each agency must create its own account*

Ron Manning

*National Account Manager – Government*

*North Division – Lowe's Companies, Inc.*

774-613-1973

Ronald.Manning@lowes.com

## INSIDE...

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- Purchasing Assists with DOH Emergency Purchase
- Purchasing Division Fiscal Year 2022 Annual Report Now Available Online
- Happy New Year from the Purchasing Division!

## Procurement Officers Reminded of Email Helpline

Since the launch of the Purchasing Support Email Helpline, the Purchasing Division has received more than 50 emails. Monitored daily by the Purchasing Division inspection staff, the *Purchasing.Help@wv.gov* email account responds to inquiries within one business day. The goal of creating the Purchasing Support Email Helpline was to provide additional support to all individuals involved within the procurement process, including those individuals who are not designated or only do procurement as a small part of their duties.

"We want the division to serve as a resource for any individual doing procurement for the state," said Purchasing Director Mike Sheets. "If you ask for help, we can make sure that question goes to the right person and provide the first step towards an answer or solution."

More than 25 different organizations from small boards/commissions to larger agencies and departments have submitted questions to

Please see **PURCHASING HELPLINE**, page 4

## Purchasing Division Sets Sights on New Year, Future Projects and Intentions

Wow, it's hard to believe that another year has come and gone. The saying that "the days are long but the years are short" has never been more true. Each day, I look forward to the tasks of that day and how they help us as a division to accomplish our overall goals and mission. Each year, I am in awe of the efforts we realize.

As we look to the future, I'm happy to share that a summary of our accomplishments for Fiscal Year 2022 will soon be available in our most recent annual report, which will be posted on our website at [www.state.wv.us/admin/purchase/Annualreport](http://www.state.wv.us/admin/purchase/Annualreport). While this document focuses heavily on our accomplishments as a division, we couldn't do it without our agency partners. Your feedback, consideration, and constant drive to do better have allowed us to make decisions with you and the best interests of our state in mind.

With that, we as individuals also set our own goals, both personal and work-related. Last month, we sent out a survey asking you to share your professional procurement goals for 2023. To see the responses we received, see the article on page 4.

In December, we also kicked off a new initiative as part of Phase 2 with the Toyota Production System Support Center (TSSC). The initiative, which resulted from feedback we received at this year's annual conference, was to inform you, our agency partners, on a continual basis of the future status of statewide contracts set to expire within the next 90 days. While we already shared new and renewed statewide contract information monthly with you in *The Buyers Network*, we are pleased to now share our intentions for a contract getting ready to expire. This emailed update will be separate from the Expiring Contracts email that is sent out monthly. That email focuses on the expiration of agency contracts, while this update will

focus solely on statewide contracts. The status of contracts will include an effort to rebid, renew, allow the contract to expire without a replacement, and "to be determined." In most cases, the latter option refers to a contract in which the Purchasing Division has reached out to the vendor and is awaiting confirmation of their course of action. In some cases, a vendor may not be able to renew a contract due to supply chain issues or market conditions but that is not always immediately known. The statewide contracts update will be emailed in the middle of each month. The first issue was sent out via email in December, and all future updates will be emailed and posted to the Purchasing Division's website.

We are working on some other projects that we believe will serve the greater purpose, including but not limited to creating instructional guides for important forms, revamping our Forms webpage for easier navigation, revamping and updating our training PowerPoints, and working on a condensed version of our terms and conditions for use in special situations. These are just a few of the items we have identified as kaizen (continuous improvement) based on your feedback. We will share updates as these projects unfold, and continue to share your ideas, comments, and concerns as we move into the new year.



**Quarterly  
Conference Call**  
**Jan. 5, 2022**  
**9:30 a.m. to 11 a.m.**

*In 2023, the Purchasing Division will offer a new opportunity for agencies to stay up to date with laws, rules, procedures, and other current events through quarterly conference calls. These calls will be offered via Google Meet, and a meeting request was sent to all individuals on our mailing list. Please note these calls are optional, but all procurement officers are encouraged to participate.*

## Purchasing Recognizes Latest Certification Recipient

The Purchasing Division is pleased to announce Melissa Pettrey as the latest recipient of the West Virginia Procurement: Advanced Certification.

A senior buyer in the Purchasing Division, Pettrey has been with the state for 22 years, with the last 10 years in Purchasing.

"I have strived to continue learning and growing in my many positions at the Purchasing Division. Obtaining the Advanced Certification validates the work that I do for the agencies and the people of West Virginia," Pettrey said. "I am excited to see what the future holds as I continue my work with the Purchasing Division."

State agency procurement officers interested in participating in the basic and/or advanced certification program may review the requirements at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). Any questions regarding the certification program should be directed to Courtney Johnson at 304-558-4213 or [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).

The Purchasing Division would like to congratulate Pettrey on her noteworthy accomplishment.

# Purchasing Assists with DOH Emergency Purchase

There are options available when an agency is unable to successfully procure needed goods or services in a cost-effective or timely manner. When programs and services rely on those procurements, the Purchasing Division works with the agency to ensure there are no interruptions to service, sometimes through the emergency procurement process.

One example in which the emergency procurement process was successfully utilized is the West Virginia Division of Highways' (DOH) purchase of approximately \$25 million in construction equipment. According to the emergency request, it would have taken two to three years for the DOH to obtain the needed equipment if an emergency was not granted.

The request was approved after the DOH was unable to secure the needed equipment through the competitive bidding process. This meant the agency could not replace its more than 10-year-old construction fleet, and several orders had been canceled due to manufacturers being unable to fill orders placed prior to 2019. Existing, open-end contracts were also canceled because there had been significant manufacturing and raw material price increases.

Increased costs, combined with limited equipment availabil-

ity resulting from the pandemic, made fleet replacement nearly impossible. Without new construction equipment, the Division would have struggled to maintain the existing fleet, which had become costly and difficult due to parts shortages.

Purchased equipment included plows and spreaders, tractors, excavators, and pavers.



## Purchasing Division FY22 Annual Report Now Available

The Purchasing Division is pleased to announce that it has published on its website its Annual Report for Fiscal Year 2022. This report provides information on the division's accomplishments and statistical data for work completed from July 1, 2021, to June 30, 2022.

"The success of the Purchasing Division is based on the relationships we have built over the years with both our agency procurement officers and vendors," said

Purchasing Director Mike Sheets. "As we reflect on the successes of the previous year, we are excited for all that 2023 has in store for us and the new opportunities the new year will bring."

A highlight of the year is the partnership between the Purchasing Division and the Toyota Production System Support Center (TSSC) to analyze the state purchasing process and identify areas for improvement. This resulted in changes that included defining factors that require immediate rejection of requisitions back to the agency, and from that, the Requisition Submission Checklist was developed. The Division also created a *Specifications Drafting Tips* list to serve as a quick reference for procurement officers when preparing specifications.

Some of the other accomplishments highlighted in this publication include:

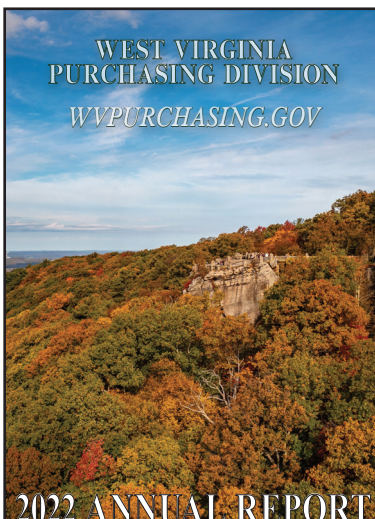
- After a brief hiatus, the Purchasing Division reopened its doors for an Open House. Approximately 45 agency procurement officers attended;
- Created a more user-friendly *Purchasing Division Procedures Handbook*;
- Compiled a Welcome Packet for new procurement officers that makes available in one location the resources, tools, and other procurement information needed to complete their day-to-day jobs;

- Held a virtual Agency Purchasing Conference with more than 200 attendees;
- Facilitated the solicitation and award of two contracts to improve the lighting at the Capitol Complex, and
- Hosted 17 training webinars for approximately 798 agency participants.

Additional successes included the following:

- The West Virginia State Agency for Surplus Property (WVSASP) sold 380 items through GovDeals for a total of \$2,669,044.61;
- WVSASP facilitated the auction of the state's 2009 Cessna 208B Grand Caravan. Held virtually, the plane was listed for one month and received 64 bids. It ultimately sold for \$1,526,650;
- The Division named Andrew Lore, the primary designated procurement officer for the West Virginia Office of Technology (WVOT), as its 2021 Procurement Officer of the Year, and
- The Division hosted two seminars in Elkins and Point Pleasant to help vendors and local government entities become aware of the programs and services it offers.

To view this or past annual reports, please visit [www.state.wv.us/admin/purchase/Annualreport](http://www.state.wv.us/admin/purchase/Annualreport).





## Procurement Officers Set Goals for the New Year

In the December issue of *The Buyers Network*, we asked readers to share their professional procurement goals for the new year. The Purchasing Division is committed to helping you reach your goals in 2023 and hopes you will take advantage of the many resources available to you. Below are some of the responses received regarding your procurement goals.

- To complete my Advanced Certification and submit a procurement for Standardization
- To be more efficient
- With increased agency-delegated authority, I want to ensure that my agency is compliant with all rules and regulations required for the various procurement tasks that we undertake. Particularly, in response to §5-22, we need to understand and be able to adequately process contracts that require bonding. I'm also hoping to finally work toward achieving my Advanced Certification from the Purchasing Division. I continually encourage my employees to pursue these certifications, and hope that they will follow suit in becoming certified.
- I would love to attend more virtual training and work toward obtaining my procurement certification.
- To be more active within our department of DHHR / BBH Purchasing and attend more classroom and virtual training
- Keep living my best procurement life
- I want to get stronger at understanding the DHHR procurement process and AP process. To develop myself toward certification and make myself available as a mentor to help other new people acclimate easier and quicker.



### PURCHASING HELPLINE

Continued from Page 1

the Purchasing Support Email Helpline. Questions received have ranged from emergency purchasing procedures to clarification on statewide contracts to confirming the correct forms to use.

The Purchasing Division is pleased that so many individuals are choosing to utilize this resource. While the Purchasing Division always recommends contacting an agency's designated or assigned Purchasing Division buyer with questions, the [Purchasing.Help@wv.gov](mailto:Purchasing.Help@wv.gov) email is always available if you do not know who to contact or where to start.

## Training Dates to Remember

To register for these and other Purchasing Division training sessions, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov). For more information, please visit [WVPurchasing.gov](http://WVPurchasing.gov).

### Vendor Registration\*

(PUR111W)

Jan. 11, 2023

9 a.m. - 11:30 a.m.

### Contracting Basics, Forms and Documents\*

(PUR405W)

Jan. 25, 2023

9 a.m. - 11 a.m.

### Alternative Procurement Methods \*

(PUR409W)

Feb. 1, 2023

10 a.m. - 11 a.m.

### Purchasing as a Privacy Powerhouse\*

(PUR201W)

Feb. 22, 2023

10 a.m. - 11:30 a.m.

### Preparing and Evaluating RFPs\*

(PUR303)

March 8, 2023

10 a.m. - 11:30 a.m.

### Intro to Purchasing (PUR201W)

March 22, 2023

9 a.m. - 4 p.m.

Building 7, Capitol Room

### Contract Negotiations\*

(PUR407W)

April 5, 2023

9 a.m. - 11 a.m.

\*Webinar

# Purchasing's Thompson obtains CLEAR Certification



**Jason Thompson**  
**Purchasing Division Inspector**

Jason Thompson, an inspector in the Purchasing Division, has obtained certification through the Council on Licensure, Enforcement and Regulation (CLEAR).

CLEAR has four core areas of essential study that it supports through its courses and training: compliance, discipline and enforcement; testing and examination issues; entry to practice standards and continuing competence; and regulatory agency administration.

National Certified Investigator and Inspector Training (NCIT) Basic and Specialized Programs are hands-on training and certification programs in investigation and inspection techniques and procedures that have been attended by more than 21,000 investigators and inspectors.

"Becoming certified in the NCIT Basic program has helped me to identify specific tendencies and patterns with an agency's procurement, which allows me to perform a more thorough inspection," Thompson said. "It also teaches you to pay close attention to how things are written in order to fully understand context. Having an understanding of state procurement policies and procedures benefits us as inspectors, because part of our responsibility is to educate procurement officers on how to follow procedures as well as clarification of the state's procurement process."

The Purchasing Division would like to congratulate Thompson on this noteworthy achievement.

## **BLDSUPPLY**

Continued from Page 1

because an agency came to us needing to procure crown molding in an expedited manner," said Buyer Supervisor Mark Atkins. "They weren't sure how to proceed with specifications or bidding requirements due to the unique circumstances surrounding the purchase, as well as the fact we do not have any statewide contracts for lumber or building materials that are often needed in smaller quantities for immediate needs.

"After establishing the contract, the response from agencies was overwhelmingly positive," Atkins continued. "In essence, we were able to provide another tool in the agency's toolbox to help meet their immediate needs. Also, this is a non-mandatory contract which allows even greater flexibility for the agencies in their procurement processes. This is a 'win-win' for both the state and the agencies."

The contract has been very beneficial to agencies such as the General Services Division (GSD), which often needs tools and supplies such as insulation the same day.

"We use it the same way a regular consumer uses the Lowe's website," said GSD Procurement Supervisor Jamie Jones. "We pick what we need, select store pick up, and we can assign a different person to pick it up.

"It's been very useful and a great savings of time and money," he continued. "It's helpful to find items locally. Even if we have to check multiple stores, we're lucky to have three Lowe's locations within 15 miles. If something does need to be shipped, it's quick. We've used it as often as twice a week, not only for big orders but things that are needed for small repairs. We are very grateful to the Purchasing Division for establishing this contract and are thrilled that it's available to us."

Ordering instructions are specific to each agency, so agency procurement officers should contact Mark Atkins at [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov) for that information. The Lowe's representative can also set up an account for the agency and training.

## **THE BUYERS NETWORK**

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8:15 a.m. to 4:30 p.m. (M-F)

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Director  
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# Current Statewide Contract Update

(As of Dec. 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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact the buyer assigned to statewide contracts.

## Contracts Renewals

Contract	Vendor	Commodity	Effective Date
DATATRNS-P23	Lumos Networks	Telecomm Services	12/01/22 -11/30/25
MR018	Fastenal	Industrial Machinery	03/01/22 -06/30/24
OFFICE15A	ODP Business Solutions LLC	Office Supplies	12/20/22 -03/31/23

## Miscellaneous Updates

Contract	Vendor	Commodity	Description of Change
CRENTAL20B	Hertz	Vehicle Leasing	To incorporate Amendment of the NASPO Master Agreement and to publish the updated Pricing Page
PKGSVS21	FedEx	Letter/parcel Delivery	To incorporate Amendment of the NASPO Master Agreement and publish the updated Pricing Pages

## Expiring Statewide Contracts Tracking

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, please contact Buyer Supervisor Mark Atkins.

### ATTEMPT TO BID

SYSFURN19

### ATTEMPT TO RENEW

AEBATTERY21	FASTEN22
CENTREX19	FINANCE21
COMTRKRN22	RECMGT22
DIGCOP22	VOIP19

### NEW CONTRACT

DEBT19B	SWCSBUS22A
DEBT19C	SWCSBUS22B
DEBT19D	SWCSBUS22C
DEBT19E	SWCSBUS22D
IP19	

### OUT FOR BID

SANPAP21

### TO BE DETERMINED

EQRENT22A

## 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
Greg Clay	Gregory.C.Clay@wv.gov	558-5780
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<u>Senior Buyers</u>		
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Jessica Hovanec	Jessica.L.Hovanec@wv.gov	558-2314
Crystal Husted	Crystal.G.Husted@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