

# 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.*

## Purchasing Division Reaches Vendors with April Open House and Webinar Events

The Purchasing Division was pleased to host two successful vendor activities in April.

More than 125 vendors attended the Purchasing Division's Vendor Open House on April 11, 2023, during which staff members from 11 agencies were on hand to meet with vendors and answer questions.

Designed to give the vendor community the opportunity to meet with representatives from several state agencies in one location, the event featured representatives from the Purchasing Division, the Secretary of State's Office, General Services Division, *wvOASIS*, the Division of Health and Human Resources, the West Virginia State Agency for Surplus Property, the West Virginia State Treasurer's Office, the Department of Environmental Protection, the Division of Finance, the Department of Transportation, and the Department of Agriculture.

"The Open House was very well received," said Deputy



Purchasing Division staff hosted a table at the Vendor Open House last month. The event drew more than 125 attendees to the Capitol campus.

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## Agency Procurement Officers Assist Purchasing Division with Training Program

The Purchasing Division recently invited two agency procurement officers to serve as guest presenters as part of its training program.

Dusty Smith, assistant procurement officer for the Division of Highways, presented *wvOASIS* Tips and Tricks, while Morgan Sheets, director of procurement for the Department of Veterans Assistance, presented on market research and what it entails.

"As someone who has worked at both an agency and at central Purchasing, I have a unique perspective on *wvOASIS* and have accumulated a lot of knowledge over the years," Smith said. "It was great to have the chance to share that information with others. Even picking up one trick can save someone a few minutes a day and that time adds up. I'm always available to help anyone who wants to know how they can be

Please see **GUEST PRESENTERS**, page 4

## Toyota Project Partnership Comes to an End While Purchasing's Focus Turns to Spring Events

At the end of this month, we'll be wrapping up our Toyota project, a two-part project that focuses on bringing greater efficiency to the purchasing process and expanding our customer service efforts. I'm pleased with all we have accomplished since the project first kicked off in late 2021. From working with the Legislature to increase delegated spending thresholds to developing an order of precedent and additional terms document for delegated purchases, and from communicating monthly the future status of expiring statewide contracts to creating helpful templates, such as the RFQ Recommendation for Award, this has truly been a team effort. We couldn't have successfully planned and implemented many of these projects without input from our agency partners, the dedication of the Purchasing Division staff and their belief in the mission of this project, and Gov. Justice's administration giving us the opportunity to prove ourselves.

Last month, we shared a survey to assess the helpfulness of all the projects implemented during the Toyota project. To see some of the responses, as well as some of the initiatives implemented since the beginning of the Toyota project, see the article on Page 3.

As this project comes to an end, we're turning our attention to our regular, ongoing events in an effort to educate vendors, continue to build relationships with our agency partners, and share even more knowledge with those trusted with spending our state's taxpayer dollars.

Our recent and upcoming activities include the following:

- In April, we hosted our second Vendor Open House, with more than 125 vendors in attendance and 11 agencies represented. The first such event was held in 2019 and was then put on hold due to the pandemic. See Page 1 to learn more.
- In April, we also hosted our second quarterly conference call with our agency procurement officers and had ap-

proximately 130 participants. See Page 4.

- We are once again hosting strategic sourcing meetings with agencies to discuss their procurement plans for the upcoming fiscal year and how we can be of assistance. In April, we met with the General Services Division and have three more meetings scheduled with various agencies in the next month.
- In May, we have two events scheduled for WV Surplus. The first, a webinar for eligible organizations, will provide an overview on the state and federal surplus property programs (May 16, 2023). The second is a Customer Appreciation Day reception to thank our longtime customers and welcome new ones (June 13, 2023).
- Lastly, please be reminded that the OFFICE statewide contract has expired and a new contract will be solicited in the coming months. In the meantime, agencies must follow their agency delegated procedures when purchasing office supplies.

As we head into this post-Toyota phase, I would like to personally invite new procurement officers, and even those who have been in procurement for a while but are looking to create efficiency in their processes at the delegated level, to schedule a meeting with us. Just call your assigned Purchasing Division buyer to request a meeting. We hope to hear from you soon!



## State Awards Paint Contract to Sherwin Williams

The statewide contract to provide paint and paint supplies (PAINT23) was recently put out to bid, evaluated, and awarded. Sherwin Williams was awarded the statewide contract, which became effective April 1, 2023. There are more than 35 types of paint and more than 50 types of paint tools and accessories on the contract.

Beniam Tirfe is the Sherwin Williams representative for PAINT and can be reached at 240-350-7862 or [Beniam.Tirfe@sherwin.com](mailto:Beniam.Tirfe@sherwin.com). The orders are placed through the Sherwin Williams office in Saint Albans. There are 18 Sherwin Williams stores throughout West Virginia on this contract.



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To review this and other statewide contracts, please visit [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

# Toyota Partnership Concludes after Successful Projects

The Purchasing Division's partnership with the Toyota Production System Support Center (TSSC) is wrapping up after a successful implementation of a two-phase project.

TSSC is a nonprofit organization that uses its years of manufacturing experience to share ideas with other manufacturers, nonprofits, and other organizations to enable them to develop better ways of doing their day-to-day work. During the fall of 2021, the Division met with the TSSC to begin closely analyzing the state purchasing process to identify areas for improvement.

During Phase 1, the Requisition Submission Checklist was created, as well as a Specification Drafting Tips list to serve as a job aid for procurement officers when preparing specifications. The list contains items that, if observed and put into use, strengthen the specification document's cohesiveness. Due to these and other process improve-

ments, the Return to Agency rate for all agencies was cut from 36% to 28% by July 2022, where it remains today.

Phase 2 of the TSSC project, which focused on customer service, established better communication regarding the future status of statewide contracts, the creation of new resources to make it easier for procurement officers to do their jobs (such as a change order processing reference document with revised standard change order language and instructional guides for both agency and central master terms and conditions), opportunities for more networking with Purchasing Division staff with the creation of Quarterly Conference Calls, fast track procurements, and more.

When surveyed, 87% rated the Purchasing Division's overall customer service as a 7 or above on a scale of 1-10. Several agency procurement officers expressed their appreciation for the Toyota project.

"The partnership with Toyota has been a real asset for purchasing procedures. The information and tips that have been provided for procurement are great!" said one.

"Purchasing does an outstanding job and is extremely helpful and quick to assist the agencies in resolving issues that arise," said another.

One commented, "The Purchasing Division works hard to meet our needs in the agency, and it shows. I have noticed a positive change in their efforts to meet the needs of their customers."

Another said, "Great program. I think the open dialogue has led to some improvements."

The Purchasing Division is considering implementing other customer service programs, including emailing weekly tips to all procurement officers, and hosting a new procurement officer orientation. Any other suggestions can be sent to your Purchasing Division buyer.

## Staffing Updates Announced for Purchasing Division

The Purchasing Division is pleased to announce two recent staffing changes. Kaitlyn Jarvis joined the West Virginia State Agency for Surplus Property (WVSASP) as an Office Assistant 3 while Brandon Barr was promoted within the Purchasing Division to serve as a buyer.

In Jarvis' role as an office assistant, she will greet customers visiting the WVSASP warehouse in Dunbar, sort mail, and manage listings on the GovDeals auction site. A graduate of South Charleston High School, Jarvis previously worked at the customer service desk for Kroger. She enjoys spending her free time with family.

"I am so thankful for this opportunity with the state and I can't wait to see what the future holds for me," said Jarvis.

Barr originally joined the Purchasing Division in May 2022 as a purchasing assistant. 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 his free time, Barr enjoys playing guitar, going to concerts, camping, and playing disc golf at local courses.

"I am extremely humbled by this opportunity to become a buyer with the Purchasing Division," said Barr. "As a purchasing assistant, I worked closely with the buying staff and Buyers Network



**Kaitlyn Jarvis**



**Brandon Barr**

learned so much about the procurement process. I have enjoyed learning about and researching the different solicitations that go out to bid and try to gain as much information as I can by conversing with the different buyers. We have an amazing staff here at the Purchasing Division. Everyone is very knowledgeable, experienced, and always willing to help where needed. It's an honor to be a part of the team, and I am very excited about my new position."

Congratulations to Jarvis and Barr!

# Purchasing Division Holds Second Successful Quarterly Call to Update Procurement Officers

More than 130 agency representatives participated in the Purchasing Division's second quarterly call on April 18, 2023, that provided procurement officers the opportunity to stay current with laws, rules, procedures, and other current events in the Purchasing Division.

The first quarterly call was held in January. The feedback from that call helped design the material and offerings for the second call, which included providing a meeting agenda ahead of the call.

The call was held via Google Meet and featured slideshow presentations,

live demonstrations, and speakers from the Purchasing Division. Discussions included updates on contracts and acquisitions, training opportunities, vendor registration, and more.

When surveyed, attendees said they found the material presented beneficial. Half of the respondents to the survey gave the call a 10 out of 10 rating with the call's overall score averaging at 9.1 out of 10.

"I liked the live change order demonstration by Tara Lyle," said one. "Using screen sharing is so helpful for us who learn by doing."

"Communication is a key compo-

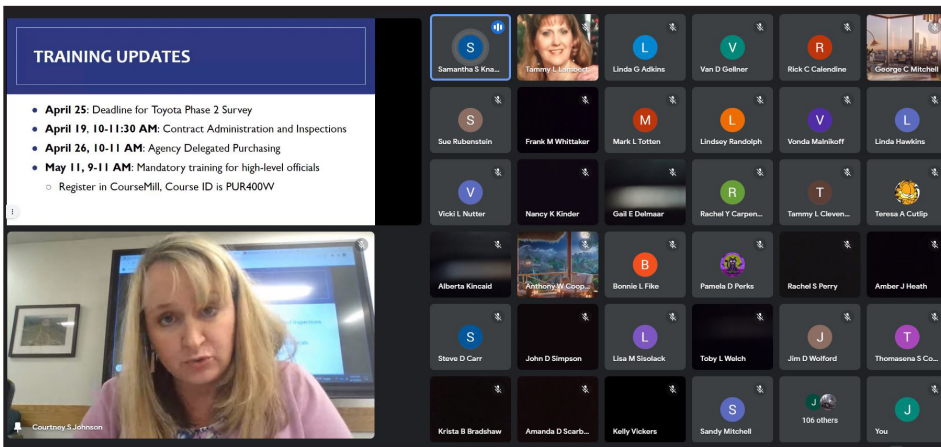
nent to staying efficient. I appreciate the updates," said another.

"I liked when the inspector went over some of the questions they receive and how they process them," said another. "Sometimes I learn more from the questions others ask."

Of the respondents, 98% also said they plan to participate in future quarterly conference calls held by the Purchasing Division.

The next quarterly call is scheduled for Tuesday, Aug. 1, 2023, from 9:30 a.m. to 11 a.m. The last quarterly call for this year will be held on Tuesday, Nov. 14, from 9:30 a.m. to 11 a.m.

The calls are optional but all procurement officers are encouraged to participate.



During the recent quarterly conference call hosted by the Purchasing Division, more than 130 agency representatives participated. Seen left, Communication and Training Manager Courtney Johnson shared upcoming training opportunities for agency procurement officers.

## Purchasing Division Works to Secure New Office Contract

The Purchasing Division would like to remind agency procurement officers that the OFFICE statewide contract expired March 31, 2023.

While the Purchasing Division works to put another contract into place, office supplies can be procured using agency delegated purchasing procedures. With delegated limits increased last year, this means agencies are not required to obtain bids for commodities until the aggregate amount of purchases for the same or similar office commodity exceeds \$5,000.

As a reminder, Amazon is available and may be used as a verbal bid for any purchase exceeding \$5,000. If you do not currently have an account set up on Amazon, please email [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov) so an account can be created on the state's Amazon Business Prime account.

Please note that the Amazon Business Prime Training scheduled for April 25, 2023 was postponed and a new date will be announced in the coming months.

## GUEST PRESENTERS

Continued from Page 1

more efficient in *wvOASIS*."

"It is really helpful to show others real world procurement scenarios in a training setting," Sheets said. "One thing they should remember is that the support we get from the Purchasing Division cannot be overstated. I send questions to Purchasing all the time to get clarification on things. Don't be afraid to pick up the phone or email them for situations you may be unclear on."

The Purchasing Division has established the [Purchasing.Help@wv.gov](mailto:Purchasing.Help@wv.gov) email helpline for anyone with questions. A listing of agency procurement officers and their contact information can also be found at [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html).

# Procurement Officers Invited to Submit Information for Special Directory Publication

The second edition of *Procurement Profiles: A Directory of State Procurement Officials* is in development. Originally published in 2021 to supplement the cancellation of the Purchasing Division's annual open house due to COVID-19, the *Procurement Profiles* document provided a way for procurement officers to get to know their peers. Because the project was so well received, the Purchasing Division has invited procurement officers to share their information for a second edition.

"When we originally published *Pro-*

*urement Profiles*, we were not sure how many individuals would want to participate," said Purchasing Director Mike Sheets. "It turns out that many were willing to share about themselves and showed interest in learning about others."

While this is a voluntary activity, the Purchasing Division hopes that everyone will feel inspired to join in. In addition to providing basic contact information, procurement officers are also encouraged to share a headshot/photo, how long they have worked in state government, and an-

swer a series of lighthearted questions.

The deadline to submit information for this publication is May 26, 2023. The Purchasing Division will be offering a time for anyone who does not have a headshot to have their photo taken. To submit your information, visit <https://forms.gle/Nt1jy3je78T9cVra6>. All questions regarding this publication or inquiries to schedule a photo should be directed to Jessica L. Chambers at [Jessica.L.Chambers@wv.gov](mailto:Jessica.L.Chambers@wv.gov).

## Preview of Procurement Profile Questions

Name  
Agency/Department  
Years in State Government  
Photo\*

\*Photo opportunity will be offered by the Purchasing Division

Here is a list of some of the questions included in the "Getting to Know You Section" of the Procurement Profile.

- *Would you rather present to 10 people in-person at the Agency Purchasing Conference or to 100 people on a live webinar?*
- *Have you ever had to "unlearn" something in your professional life? What was it?*
- *How many states have you lived in?*

## VENDOR EVENTS

Continued from Page 1

Purchasing Director Samantha Knapp. "Many of the attendees told us they were able to get their questions answered, and that they gained a better understanding of what is needed from the vendor community."

A post-event survey showed 91% of attendees found value in the event.

"Everyone was so helpful!" said one attendee.

"The team at the Finance table and Mark Totten at the Purchasing table were so helpful," said another. "Someone at the *wvOASIS* table was willing to stop what she was doing and show me on her laptop exactly where to go and what to do, without my asking. That is excellent service."

On April 27, 2023, the Purchasing Division presented its "Doing Business with West Virginia" webinar, during which vendors were given information on solicitations and



how to submit a bid, along with how the state evaluates bids for award, the different procurement methods the state uses, and guidelines on how to market commodities and services to state agencies.

37 participated in the webinar and found it to be a valuable resource.

**Lisa Comer of *wvOASIS* participated in the Purchasing Division's 2023 Vendor Open House.**

## THE BUYERS NETWORK

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# Statewide Contract Updates (As of April 17, 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 the buyer assigned to statewide contracts.

## New Contracts

Contract	Vendor	Commodity	Effective Date
CENTREX23	Frontier	Telecomm	04/01/23 -03/31/24
PAINT23	Sherwin-Williams	Paint	04/01/23 -03/31/24

## Contracts Renewals

Contract	Vendor	Commodity	Effective Date
AED22C	Stryker Sales Corp.	Defibrillators	04/04/23 -10/04/23
EQRENT22B	Sunbelt	Construction Equip. Rentals	03/17/23 -03/16/24

LAR20	Shi Int. Corp	Software	03/31/23 -07/31/24
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## Miscellaneous Updates

Contract	Vendor	Commodity	Description of Change
FUELW21C	Bruceton Petroleum	Fuels	To assign the contract details of FUELW21D to Bruceton Petroleum
FUELW21D	Tri State Petroleum	Fuels	To cancel/memorialize the contract and transfer the pricing to FUELW21C with the vendor Bruceton Petroleum

## Expiring Statewide Contracts Tracking

*(As of March. 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.

### ATTEMPT TO BID

LIGHT22                      SECSVS19A

### ATTEMPT TO RENEW

CANLINER22                NTIRE21  
OIL22                        ABATMNT21  
MVAPRTS21                TRAVEL21

### TO BE DETERMINED

DATATRNS                    TIMECLOCK22  
EPORTAL16

### WILL NOT BE RENEWED, NO CONTRACT

ELECMON14

## 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>		
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John Estep	John.W.Estep@wv.gov	558-2566

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