

THE BUYERS NETWORK

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THE BUYERS NETWORK
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Purchasing Division of the
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Administration to promote better
value in public purchasing.

Office Contract Awarded to Huntington's Stationers Inc.

The Purchasing Division has awarded a statewide contract for office supplies to Stationers Inc. in Huntington, effective Aug. 1, 2023.

The contract, OFFICE23, provides a variety of office supplies, including paper, folders, calendars and planners, and much more. The company's full line of office supplies can be seen online at www.stationers.com. Statewide discounts can be found in the contract on the Purchasing Division's website at www.state.wv.us/admin/purchase/swc/OFFICE23.pdf.

Online ordering is recommended, and procurement officers can set up a username and password for the website. Ordering instructions can be found on the contract's website listed above.

The Stationers Inc. contact for procurement officers is Justin Carpenter. He can be reached by email at jcarpenter@champion-industries.com or by phone at 681-203-3351.

The screenshot shows the Stationers Inc. website interface. At the top, there are navigation links for HOME, QUICK ORDER, INK AND TONER, and MY ACCOUNTS. A search bar contains the text "ENTER KEYWORDS OR ITEM #" and a search icon. To the right of the search bar, it says "0 Items" and has a shopping cart icon. Below the search bar, there are buttons for "Please Login" and "Register Me!". The main content area features a "Browse By Category" dropdown menu with options for Printing, Stamps/Signs, and Rebates. Below this, it says "Search These Results:" and "17,778 items found". There is a "Go" button next to a search input field. On the left, there is a "You've selected:" section with a category filter for "Office Supplies". Below that is a "CATEGORY" list with items like Binders & Accessories, Boards & Easels, Business/Travel Bags & Accessories, Calendars & Planners, and Cash Handling. At the bottom left, there is a "SEARCH BY BRAND" section with checkboxes for Avery®, Business Source, Smead, SKILCRAFT, and Pendaflex. The main product grid shows four items: Tombow Original Mono Correction Tape, Tombow Mini Mono Correction Tape Dispensers, Tombow Mono Correction Tape Retro Applicator, and Hammermill Tidal Copy Paper. Each item has a product image, a title, a price, and a "Login for Pricing" button.

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Purchasing Division Conducts Successful Quarterly Call

More than 140 agency representatives participated in the Purchasing Division's third quarterly call on Aug. 1, 2023, that provided procurement officers the opportunity to stay current with laws, rules, procedures, and other current events in the Purchasing Division. The previous calls were conducted in January and April 2023.

The call was held via Google Meet and featured slideshow presentations and speakers from the Purchasing Division. The agenda included travel management agreements, vehicle rental guidelines, a demonstration on how to conduct federal debarment searches, an update on statewide contracts, and an overview of the new Personal Property management System for federal property screening. In addition, Purchasing Director Mike Sheets discussed some of the changes to the *Purchasing Division Procedures Handbook*.

Forty-one participants answered a post-call survey. More than half

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Purchasing Division Marks Successes with Quarterly Call, Award of Office Contract

We are now one month into the new statewide contract for office supplies. We were pleased to award this contract to a West Virginia resident vendor, Stationers Inc., after it was competitively bid. Historically, the Purchasing Division held office supplies contracts through cooperative contracting with NASPO. Cooperative contracts became optional for use in July 2021. However, because this office supplies contract was competitively bid, it is mandatory for use by state agencies required to procure under W. Va. Code § 5A-3. While we know there will be some growing pains as with any new contract, we ask for your patience. If there are items you believe should be on contract but are not currently, let us know and we are happy to work with the vendor to get them added. If the specific item is not on contract or the vendor can't meet your need for some reason, please reach out to Statewide Contracts Buyer Mark Atkins. If appropriate, he can grant a waiver from the contract.

Last month, we also offered our second quarterly conference call with more than 140 agency participants. Respondents rated the call a 9.2 out of 10 stars. We continue to be amazed by the participation and positive feedback we get from these calls. On a post-event survey from our most recent call, 83% of participants said they were extremely satisfied with this call, while 17% said they were somewhat satisfied. Furthermore, 98% of participants were satisfied with the variety of information and format. As we plan for the next call on Nov. 14, 2023, we will be looking to your feedback to guide us. If you have additional topics you would like to know more about, email us at Purchasing.Training@wv.gov and we will consider adding them to the agenda.

Our quarterly calls are open to all procurement officers, but if you have new procurement officers who started between the

last call and this one, you might want to let us know so we can add them to the meeting request. Invites are sent based on our current procurement officer listing.

If you have not sent a new form for Fiscal Year 2024, you have probably heard from our staff recently requesting an updated form. A designation form is required to be submitted each year with the primary contact information and back-up information if needed. Having current information on file for your agency is the only way we can ensure we communicate with the correct people. If you're unsure when your agency last submitted this information, email Purchasing.Training@wv.gov and we can confirm your paperwork was submitted.

Finally this month, we're continuing to plan for our 2023 Agency Purchasing Conference. We're excited to welcome our agency partners to Oglebay Resort in Wheeling next month for an opportunity to learn from, educate, and network with our peers. We'll be providing some additional information to you via email and in next month's newsletter, so be sure to keep an eye out. We're pleased to bring back our conference mobile app, the Idea Board, and vendor displays. We're also excited for additional networking time in the evenings, and the chance to explore that region of West Virginia. We look forward to seeing you soon!



Procurement Profile Publication Now Online

The Purchasing Division is pleased to announce that the second edition of *Procurement Profiles: A Directory of State Procurement Officials* is now online.



Originally developed in response to the many canceled in-person events due to COVID-19, this publication is meant to serve as a fun and engaging networking opportunity to help procurement officers get to know their colleagues. In addition to contact information for procurement officers, the directory includes photos, results to survey questions, and a series of questions and answers.

"It is always nice to put a face to a name you see on contracts and emails or a voice you've heard on the phone," said Purchasing

Director Mike Sheets. "Taking a moment to learn about the people around us is a great way to build relationships and remind ourselves that there are real humans behind those employee ID numbers."

The 2023 issue of *Procurement Profiles* includes submissions from 72 individuals representing more than 45 agencies. A copy of this publication can be found at www.state.wv.us/admin/purchase/procurementProfile.pdf.

Thank you to all of the procurement officers who participated in this project!

Procurement Officer Profile: Wagner Loves Helping People Through Purchasing

After more than 18 years in public procurement, the Department of Health and Human Resources' Roberta Wagner loves her job.

"I immediately fell in love with procurement, and I believe that you are either someone who loves it or hates it. I am one who LOVES it. I hope to inspire that love to others," she said. "I love my job because I can help others get what they need, while doing it in a professional, ethical manner and saving money for us all as taxpayers."

After spending her childhood in York County, Pa. (snack capital of the world) near Hershey Park, Roberta graduated from York Vocational-Technical School as valedictorian with a certificate in graphic design/printing. She then earned the Certified in Production and Inventory Management certificate, which required more than two years of education and five exams, before beginning her career as a purchasing agent in the private sector.

She started working for the state in January 2005 at the Purchasing Division as a senior buyer and was responsible for the Department of Health and Human Resources (DHHR) file for eight years. Currently, she is an Administrative Services Manager II for DHHR Central Purchasing. Her staff of five includes a senior procurement specialist and

purchasing associates.

"We process everything for the exempt agencies of DHHR as well as the agencies that fall under the authority of § 5A-3, under the \$100,000.00 threshold. We work on the agency side of things," she said. "Those that fall on the formal side are handled by my colleague Bobby Price. We work together as a team to ensure that nothing falls through the cracks, and we help each other to keep everything flowing in a timely manner. We have a wonderful director, Bryan Rosen, who supports us and ensures that we have what we need to get our jobs done."

Roberta is guiding her team through the changes at DHHR that will result as the department splits into three, after a bill was passed during the 2023 Legislative Session.

"The only constant in life is change, and in DHHR we are continually changing," she said. "Our focus is constant communication and working as a team because we need to continue to help each other and know that we are in this together."

Roberta has earned the CPPB, CPPO, and NIGP-CPP national certifications, as well as the West Virginia Procurement: Basic Certification. She is also a Division of Personnel-certified trainer.

"I love the fact that in my position I can teach and help others to grow in the profes-



Roberta Wagner, DHHR

sion," she said.

She has lived in Clay County for the past 18 years. In her spare time, she is learning to play the guitar. She also enjoys watching funny shows, gardening, and spending time with her husband and two Weimaraners.

"My husband and I had four children between us, but they are all grown up and living in other states. It's all good. That's how life is," Wagner said. "Your family is who you make it these days. The Purchasing Division was the work family that I grew up in and love. Now DHHR Purchasing is the work family that I currently reside with every day and love."

Training on Amazon Business Prime Now Available

State agencies have been using Amazon Business Prime for small dollar purchases for several years, but those who have been newly selected to serve as the administrator for their agency's account might not be familiar with the procedures. A webinar was held on July 25, 2023, to educate those procurement officers on the rules and regulations. A recording of this training is online at <https://youtu.be/sHgzWjr3XdE?si=YLIEbv6jAHdNbE7P>.

The process to utilize Amazon as a vendor for goods be-

came more streamlined for state agencies after the Purchasing Division negotiated terms and conditions with them in March 2020. While state agencies are able to purchase through Amazon Business Prime, they are still required to follow all procurement rules. Aggregate commodity purchases under the \$5,000 spending threshold may be procured from Amazon, while an Amazon screenshot can serve as a single verbal bid for a procurement expected to cost \$5,000.01 to \$20,000. Presuming Amazon had the lowest verbal bid of the three verbal bids obtained (only one verbal bid can be from Amazon), a purchase from Amazon would be permissible at that price point. It is the responsibility of the state agency to document bids and avoid stringing.

An Amazon Business Prime's FAQs guide is available on the contracts section of the Purchasing Division website at www.state.wv.us/admin/purchase/SWC/AMAZON. The terms and conditions negotiated by the Purchasing Division can be found on this webpage.

Amazon Business
Administrator Training

State of West Virginia
July 25, 2023

Purchasing Helps Secure Mobile Gaming App for Lottery

The West Virginia Lottery, in collaboration with the Purchasing Division, is enhancing its technology to meet the changing needs of players.

A cloud-based iLottery system was recently awarded to NeoPollard Interactive LLC. It will allow players to use an app on their mobile devices to play the same lottery games available in brick-and-mortar locations, such as Powerball and Mega Millions. Number selection can be done in several ways: by generating a random set of numbers with the "Quick Pick" feature, by using saved favorite numbers, or by building a new set of numbers. Players will be able to set up an "ewallet" to transfer winnings to a bank account.

The term of the contract is for 10 years, and the vendor will be paid a

percentage of sales.

"This was a great example of a procurement that was successful because of the collaborative effort between the Purchasing Division and Lottery," said Senior Buyer Toby Welch. "I'm glad to have played a role in what will be a huge revenue source for the state."

NeoPollard Interactive LLC has also developed iLottery systems in Virginia, Michigan, North Carolina, and New Hampshire.

"Record-breaking jackpots over the last few years have generated significant interest around the country, and there is a need for iLottery programs to respond to that demand," said Crystal Crouch, budget and accounting manager for the West Virginia Lottery. "A seamless iLottery experience for play-

ers in West Virginia will ultimately support our mission to raise revenue for education, seniors, and tourism."

The West Virginia Lottery produces sales of more than \$1.1 billion annually and generates more than \$520 million a year for the citizens. Since its inception, the Lottery has generated nearly \$12 billion in proceeds that have helped public education, senior services, and the state's tourism industry. West Virginia Lottery players have also won more than \$3.7 billion in prizes.

The Purchasing Division is pleased to assist procurement officers with all unique purchases such as this and other procurements handled in West Virginia.

CENTRAL REQUISITION REJECTIONS RECAP JULY 17-AUG. 17, 2023

Requisitions Received:	142
<i>Last Month:</i>	83
Requisitions Rejected:	55 (39%)
<i>Last Month:</i>	36 (43%)
Reasons for Rejection:	71
<i>Last Month:</i>	54

Reasons for Requisition Rejections

No Checklist	8
Vendor Issues	1
Financial	0
Language or Document Issues	26
Ts and Cs/Specification Issues	10
Miscellaneous	10

Specific examples for rejections:

- WV70 form not included with requisition
- Wrong renewal dates on the renewal letter
- Incomplete insurance
- No maximum budget provided on CRQM

WVSASP Welcomes New Driver to Staff

The West Virginia State Agency for Surplus Property (WVSASP), which is overseen by the Purchasing Division, recently welcomed Jason Hayes as its new driver.

Hayes is a former state employee who worked for the Department of Agriculture for 18 years. After working for a few years as a commercial driver's license instructor at Ben Franklin Career Center, Hayes made the decision to return to state government.

"Being able to come back to the state is a big deal for me," said Hayes. "I am so happy to be back as a state employee."

Hayes is a graduate of Herbert Hoover High School and attended an electrical vocational program. He is also an army veteran and served a year in Iraq.



In his free time, Hayes enjoys fishing and is an active member in his church.

Welcome Hayes to WVSASP and back to state government!

Jason Hayes is the new driver for WVSASP. He will be responsible for picking up property around the state.

Buyers Network

2023 Conference Reminders

Registration for the 2023 Agency Purchasing Conference ends Oct. 3, 2023. This is also the deadline to cancel your registration.

Need to make a change to your schedule?
Email Purchasing.Training@wv.gov by Oct. 3, 2023.

Lodging is not guaranteed at Oglebay after Sept. 15, 2023. To make lodging reservations, call Oglebay at 1-877-436-1797 and tell them you are attending the Purchasing Conference.

Travel questions? The Travel Management Office may be contacted by emailing Purchasing.Travel@wv.gov. Click [here](#) to visit the Travel Management Office website to look at per diem rates, travel forms, and to use the vehicle rental versus personal vehicle reimbursement calculator.

Conference slides will be available in early October on the Purchasing Division's website. These slides will also be viewable on the Purchasing Division's conference app/website through Grupio.

QUARTERLY CALL

Continued from Page 1

of the respondents to the survey (57.89%) gave the call a 10 out of 10 rating with the call's overall score averaging a 9.2 out of 10.

"I found it informative with a variety of topics discussed," responded one participant.

"I like the communication and being kept in the loop about what is going on," said another.

Additional survey comments included: "Everyone did a great job presenting information. Thank you for providing this information to us. Extremely helpful!" and "I appreciated the chance to hear from the experts and the opportunity to hear other attendees' questions."

All of the respondents said they plan to participate in future quarterly conference calls organized by the Purchasing Division.

Weekly Tip Recaps: *Click to View the Tip Email*

Date	Tip
Aug. 1	Agency procurement officers should request CIO approval for all years of a contract, including renewals, with the initial contract award. This saves processing time when it comes time to renew the contract.
Aug. 8	Do not permit a vendor to begin any work issued by change order on a contract until the change order has been approved by the Purchasing Division, if applicable; Attorney General's Office as to form; and processed as final within wvOASIS.
Aug. 15	Use market research, including the <i>Vendors by Commodity</i> (WV-FIN-VN-010) Business Intelligence report, to identify vendors. The key is to properly communicate your need to as many vendors as possible (and document your file).
Aug. 22	For solicitations, always select "Attach" on the Terms and Conditions (Ts and Cs) screen within wvOASIS, then attach the actual document to the Header. For requisitions, solely attaching the Ts and Cs document to the Header is appropriate.
Aug. 29	Including completed terms and conditions (if appropriate), the vendor's quote, and a statement of work with a direct award posting will give other vendors a better idea of what the agency is looking for, bring forward suitable competition, and can expedite the contracting process following the public posting period if no vendors respond.

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Current Statewide Contract Update

(As of Aug. 15, 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. For more information, please contact Buyer Supervisor Mark Atkins.

New Contracts

Contract	Vendor	Commodity	Effective Date
DATATR-NSEE	Verizon	Telecomm	07/01/23 -12/31/24
OFFICE23	Stationers Inc.	Office Supplies	08/01/23 -07/31/24

Contract Renewals

Contract	Vendor	Commodity	Effective Date
AIRFARE21	Delta Airfare	Airfare	10/01/23 -09/30/24

Miscellaneous Updates

Contract	Vendor	Commodity	Description of Change
IP23	HP	Computer Equipment	To update the Windows Operating System on models offered under the contract
NTIRE21	Goodyear	Tires	To publish updated pricing pages

Expiring Statewide Contracts Tracking

(As of Aug. 15, 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 IN PROCESS

LDPHONE22
ESRI21
WVARF23

RENEWAL REQUESTED

WVRFJAN23

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>		
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<u>Buyer</u>		
Brandon Barr	Brandon.L.Barr@wv.gov	558-2652

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