

THE BUYERS NETWORK

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

Purchasing Staff Members Attend NASPO Exchange

Two Purchasing Division staff members recently attended the NASPO Exchange conference in Nashville, TN.

The NASPO Exchange builds relationships among the vendor community and state government central purchasers, the largest consumers of goods and services in the country. According to NASPO, this conference is an event where learning, networking, and partnering come together to develop business relationships to support public procurements that are effective, efficient, transparent, and fair. Technical Services Manager Mark Totten and Senior Buyer Toby Welch represented the Purchasing Division at the conference, which was held March 5-7, 2024.

“It was an honor to highlight the strengths and opportunities available in our state to



The NASPO Exchange provides a unique opportunity for the vendor community and state government central purchasers to connect. At the 2024 NASPO Exchange, Senior Buyer Toby Welch is shown above preparing to meet with vendors and represent the state of West Virginia.

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Session Ends with Passage of Bills Impacting Procurement

The end of the 2024 Legislative Session brought with it the passage of several bills impacting procurement. The new laws, which will become effective at various times in the coming months, will make changes to the threshold for the bidding requirement of municipal public works projects, purchases made with certain higher education entities, and the negotiation of construction prices when all bids received exceed the maximum budget.

Senate Bill 544 raises the threshold for bid requirements of municipal public works projects from \$25,000 to \$50,000, including any municipal public utility projects, and for public service district projects; establishes the threshold at \$50,000 for bids for projects under the Regional Water and Wastewater and Stormwater Authority Act; and exempts emergency repairs from bidding requirements. This bill takes effect May 27, 2024.

Senate Bill 217, which becomes effective immediately, authorizes the state

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Procurement Officers Deserve Thanks for Important Work Provided for State Citizens

I usually use this space as an overview of what's in our newsletter each month. But this time, I want to take a moment to thank you for the essential work you do as state government procurement officers.

Our mission is critical: ensuring that procurement in state government is performed efficiently and ethically. Each of you plays a vital role in achieving this goal. It's up to you to make sure procurement rules and procedures are followed, and to understand the state code and rules and how they apply to your specific procurement needs.

As a customer-driven organization, we strive to exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible price; to continually improve the services we offer to maximize the efficiency of state government; and to provide leadership and guidance to our customers – state agencies, vendors, legislators and the general public – while building lasting business relationships.

I would encourage each of your agencies to adopt this mission statement or a similar one. These are great goals for anyone in public procurement to pursue. Your work directly impacts citizens, businesses, and communities statewide. When you procure goods and services, you're not just checking boxes - you're enabling progress. You've chosen a noble profession, one that involves valuable, important work. What you do each day is a very technical and sometimes complex process that contributes to the greater good. Every contract you bid and award, every dollar you save, contributes to better services, advancement of the agency's mission, and increased efficiencies throughout state government.

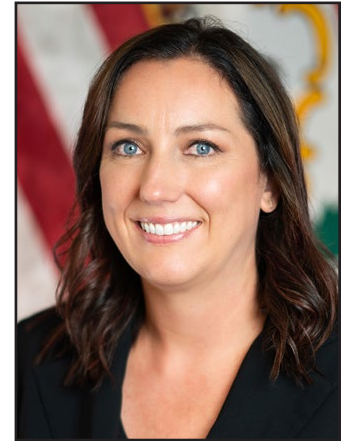
When you're writing specifications, reviewing bids, or awarding contracts, you're not just crunching numbers, you're upholding the public trust and being a good steward of taxpayer

dollars. Think ahead to the consequences of your work, and remember that words matter. Consider obstacles that could be around the corner and think of ways to prevent them. A well-worded set of specs on the front end means a better product on the back end with contracts that are easier to manage.

Please know you aren't on an island alone. The Purchasing Division has so many tools and resources (and staff!) available to help you. There are forms and templates available for your use. There is a comprehensive training program consisting of webinars, in-person training sessions, instructional guides, and online training modules that can be viewed from your offices.

You're not just government purchasing professionals. You are stewards of public trust. What you do is important (more than you might realize), and you should be proud of what you do. From construction across the state, including renovations to state parks facilities and the new veterans facility about to be built in Beckley, to the vehicles our state employees drive, to the technology contracts we manage, your quality work enables government agencies to serve citizens efficiently. Your work directly affects people's daily lives.

Let's continue to work with integrity, purpose, and dedication. Thank you for your commitment to excellence. Together, we make a difference.



Procurement Officers Invited to WVSASP Open House

The West Virginia State Agency for Surplus Property (WVSASP) is busy preparing for its annual Open House for Eligible Organizations, scheduled for May 22, 2024. This event invites state agencies, local municipalities, and eligible organizations (e.g. churches, schools, volunteer fire departments, etc.) to visit the WVSASP warehouse in Dunbar, meet

the staff, and learn about the programs and services it offers. Light refreshments will also be offered.

"It has been several years since WVSASP has hosted this as an in-person event, and we are looking forward to being able to connect face-to-face with our eligible organizations," said WVSASP Manager Tina Desmond. "Whether you are with a state agency and are familiar with our services or have just learned about WVSASP, I hope you will consider joining us

at this event."

WVSASP will present information on its state and federal surplus property programs at 10:30 a.m. and 12:30 p.m. on the day of the event. Assistance will also be provided for any eligible organization wishing to update its *Application for Eligibility* on file, which can be accessed online at [WVSurplus.gov](https://wvsurplus.gov) under "forms."

While you are not required to RSVP to the Open House, it is encouraged. Registration can be completed online at <https://forms.gle/vMYK2u7hjVLYdpK17>. Please direct all questions about this event to Jessica.L.Chambers@wv.gov.

May 22 · RSVP Now!
WVSASP Open House for Eligible Organizations



Purchasing Division Schedules Open House

The Purchasing Division is pleased to offer its Open House on Tuesday, April 30, 2024, from 11 a.m. to 1 p.m. It will take place at the Purchasing Division offices at 2019 Washington St., East, in Charleston.

This free event is open to all state agency purchasers who work under the authority of W. Va. Code § 5A-3. It is designed to provide

a space for state agency purchasers to meet with Purchasing Division staff, as well as agency peers, in an informal setting to discuss procurement-related issues, best practices, and future procurements.

There will be two 30-minute Question and Answer sessions offered this year, one at 11:30 a.m. and one at 12:30 p.m. If you wish to par-

ticipate, please make that selection in the registration form. Space in these sessions is limited.

Lunch will be available for the duration of the event. Attendees will receive one hour of training credit toward the State Procurement Certification Program as well as toward the 10-hour training requirement for designated procurement officers. Attendees will also have the chance to win free registration to the 2024 Agency Purchasing Conference, scheduled to take place at Oglebay Resort from Oct. 22-25, 2024.

To register for the 2024 Open House, visit <https://wvpurchasing.wvfoo.com/forms/zzkpidar-dodjg>. Procurement officers are asked to RSVP by April 12, 2024.

All questions regarding the 2024 Open House should be sent to Teresa Cutlip at Teresa.A.Cutlip@wv.gov.

Registration Now Open for Spring 2024 Mandatory High-Level Officials Training

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Rules training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session, scheduled for Thursday, May 16, 2024, will be conducted online as a webinar from 9 a.m. to 11 a.m.

Offered twice per year, this training is mandatory for high-level state officials as indicated in W. Va. Code § 5A-3-60. The Code requires all high-level state officials to annually complete two hours of training on purchasing procedures and purchasing card processes. Information on how to register for this live online training can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/training/mandatory.html. The webinar will be recorded and posted within CourseMill for later viewing.

Instructions on how to view the recording can be found at the aforementioned link.

This training must be completed by June 30, 2024, to remain in compliance with state code. Anyone who attended the November 2023 webinar or viewed its recording has met the requirement for this fiscal year.

Who counts as a high-level official?

- Executive department secretaries
- Commissioners
- Deputy commissioners
- Assistant commissioners
- Directors
- Deputy directors
- Assistant directors
- Department heads
- Deputy department heads
- Assistant department heads

Staff Changes Announced by Purchasing Division

The Purchasing Division is pleased to announce two staff changes. Beginning in March, Bob Ross joined the Inspections Unit while Josh Hager was promoted to buyer supervisor.

Ross originally joined the Purchasing Division in 2017 and has worked in several roles during his time, including office assistant and imaging operator. Ross has served as the quality control and transparency specialist since early 2022 before joining the Inspections Unit.

"I'm excited for this opportunity to gain a greater understanding of government procurement and I look forward to continuing my career with the Purchasing Division," said Ross.

Following a 12-year career in the industrial construction industry, Hager came to the Purchasing Division in early 2020 as a senior buyer. While Hager joined the Acquisitions and Contract Administration section during a difficult year, he has enjoyed his time at the division.

"I'm excited for this new opportunity on my journey with the Purchasing Division," said Hager.

Congratulations to Ross and Hager on these new positions!



Bob Ross
Inspector



Josh Hager
Buyer Supervisor

NASPO

Continued from Page 1

encourage growth, innovation, and prosperity for our residents," Welch said. "By showcasing the values and promoting the potential of our state, we can attract valuable partnerships that will benefit our state and contribute to its overall success."

"Over the course of several days at the Exchange, the vendors we meet from throughout North America and Europe eagerly listen to us communicate opportunities in West Virginia," said Totten. "Each year we attend, many vendors go on to participate in West Virginia's public procurement

process."

NASPO is a nonprofit association dedicated to strengthening the procurement community through education, research, and communication. It is made up of the directors of the central purchasing offices of the 50 states, District of Columbia and territories of the United States. The NASPO purchasing officials provide leadership for professional public purchasing, improve the quality of purchasing and procurement, exchange information, and cooperate to attain greater efficiency and economy.

Upcoming Dates to Remember

To register for these and other Purchasing Division training sessions, visit www.onlinelearning.wv.gov and enter the course code listed below. For more information, contact Purchasing.Training@wv.gov.

**Purchasing as a
Privacy Powerhouse**
April 24, 2024
10 a.m. - 11:30 a.m.
PUR201W (Webinar)

**2024 Purchasing Division
Open House**
April 30, 2024
11 a.m. - 1 p.m.
Register: <https://wvpurchasing.wufoo.com/forms/zzkpida0rdodjg>

Vendor Registration
May 8, 2024
9 a.m. - 11:30 a.m.
PUR111 (In-Person)
PUR111W (Webinar)

EOIs and Construction
May 20, 2024
9 a.m. - 11 a.m.
PUR302 (In-Person)
PUR302W (Webinar)

**WVSASP 2024 Open House
for Eligible Organizations**
May 22, 2024
10 a.m. - 2 p.m.
Register: <https://forms.gle/vRrN4uAjULZt3Xwb9>

**Solicitation Process: From
Planning to Post Award**
June 5, 2024
9 a.m. - 12 p.m.
PUR202 (In-Person)
PUR202W (Webinar)

EOIs and Construction
May 20, 2024
9 a.m. - 11 a.m.
PUR302 (In-Person)
PUR302W (Webinar)

Retired Federal Property Program Offers Unique Access to Goods Through WVSASP

When searching for hard-to-find or expensive items, state agencies are reminded to consider retired federal property. The Federal Property and Administrative Services Act of 1949 authorizes the West Virginia State Agency for Surplus Property (WVSASP) to coordinate the donation of federal property to state agencies, local public entities, nonprofit organizations, and veterans who own small businesses. Through this program, participants can request federal property through WVSASP, and if approved, receive it for a small acquisition fee.

“This program has allowed state agencies to receive a boat, a variety of vehicles, and construction equipment,” said Tina Desmond. “We’ve even been able to assist other eligible

organizations in acquiring items ranging from cleaning supplies to planes.”

During the last federal fiscal year (October 2022-September 2023), the Division of Highways was able to obtain the following items through the federal program: forklifts; tools; pickup trucks, pneumatic tires; winches, hoists, and cranes; cargo trucks; a boom truck; a Ford F850 mobile lab; water storage tanks; trailers; motor vehicle maintenance items; and more.

WVSASP currently has a limited amount of federal property immediately available at its warehouse in Dunbar. Some of the available assets and newly reduced prices are listed below.

For more information on these programs, visit WVSurplus.gov or email WVSASP@wv.gov.



WVSASP currently has a limited amount of federal property immediately available at its warehouse.

1. Work Boots—\$150 for the lot.
2. Hose—\$20 each.
3. Generator—\$750
4. Filing Cabinets—\$1 each.
5. Concrete Scarifiers—\$900 for both.

LEGISLATIVE SESSION

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and its subdivisions to negotiate price for construction when all bids received exceed the maximum budget. The state and its subdivisions may establish a maximum budgeted amount available for each construction project, which is not disclosed to the vendor before the award of a contract. If all bids exceed the maximum budgeted amount, then a negotiated award may be made.

House Bill 5594 exempts agencies from competitive bidding if entering into agreements with West Virginia University, Marshall University, and the West Virginia Osteopathic School of Medicine.



THE BUYERS NETWORK

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Telephone: 304-558-2306
8:15 a.m. to 4:30 p.m. (M-F)

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Current Statewide Contract Update

(As of March. 19, 2024)

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.

Contract Renewals

Contract	Vendor	Commodity	Effective Date
DIGCOP22	KOMAX LLC	Photocopiers	02/15/23 -02/14/25
EQRENT -22A	United Rentals	Construction Equipment	02/21/23 -02/21/25
SYSFURN23	Capitol Business Interiors	Furniture /Furnishings	03/01/24 -02/28/25

Miscellaneous Updates

Contract	Vendor	Commodity	Description of Change
DATATR -NSP23	Lumos Networks	Telecomm Services	To update commodity lines
SECSVS23	B3 Security Group LLC	Security Guard Services	To cancel the contract

Expiring Statewide Contracts Tracking

(As of March 19, 2024)

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

EQRENT22B

RENEWAL REQUESTED

CENTREX23
HOUSE22
LAR20
LIGHT23
PAINT23

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
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<u>Senior Buyers</u>		
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Crystal Husted	Crystal.G.Husted@wv.gov	558-2402
Larry McDonnell	Larry.D.McDonnell@wv.gov	558-2063
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>		
Brandon Barr	Brandon.L.Barr@wv.gov	558-2652