

THE BUYERS NETWORK

FEBRUARY 2024

VOL. 34, ISSUE 2

THE BUYERS NETWORK
is published monthly by the
Purchasing Division of the
West Virginia Department of
Administration to promote better
value in public purchasing.

Biannual Reports Submitted to 2024 Legislature

Each year, the Purchasing Division is required to submit various reports to the West Virginia Legislature, including a stringing report in accordance with W. Va. Code § 5A-3-10(b) and a list of commodities sold by the West Virginia State Agency for Surplus Property (WVSASP) to eligible organizations in accordance with W. Va. Code § 5A-3-45. Recently submitted reports, as well as historic copies of all reports, are available on the Purchasing Division's website.

"Transparency is very important to the Purchasing Division," said Deputy Purchasing Director Samantha Knapp. "These reports, including the stringing report, help demonstrate the success in training and outreach from the Purchasing Division and the WVSASP."

For the period of July 1, 2023, through Dec. 31, 2023, Purchasing Division inspectors did not

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Report	Description	Code Citation	Date
Semi-Annual Report	The West Virginia State Agency for Surplus Property's report on all commodities sold to eligible organizations (public agencies, including public schools, and non-profit, tax-exempt organizations).	West Virginia Code §5A-3-45	January 12, 2024 (1st half of FY2024)
Legislative Reporting Requirement §5A-3-10(c)	Stringing Report summarizing Purchasing Division's findings of any spending unit which awarded multiple contracts for the same or similar commodity or service to an individual vendor over any 12-month period with a value	West Virginia Code §5A-3-10(c)	January 1, 2024

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- WVSASP Introduces New Email Campaign Focused on Online Auction Efforts

Purchasing Division Welcomes New Assistant Director, WVSASP Manager

The Purchasing Division is pleased to welcome Tina Desmond as the new assistant director for the Program Services section. In this position, Desmond will oversee the West Virginia State Agency for Surplus Property (WVSASP), the fixed asset program, and the state's travel management office.

After working in Florida as a private sector paralegal for 17 years, Desmond relocated to West Virginia and started a career in state government in January 2015. She first joined the former Department of Health and Human Resources before moving to the Division of Corrections and finally the Department of Homeland Security's Division of Administrative Services (DAS) in September 2019. At DAS, Desmond worked as the assistant director of the Purchasing Section. Desmond

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Purchasing Division Monitors 2024 Legislation, Welcomes New Assistant Director

By now you've either settled into a routine with those New Year's resolutions, or given up on them until next year. But it's never too late to set goals, whether personally or professionally. Register for an upcoming training session to brush up on forgotten or little-used skills, or tackle a brand-new topic. Check out the required courses needed to earn Basic Certification, and see what courses you lack before you can pursue that achievement. It's also a good time to review your number of completed training hours, so those who are required to complete 10 hours each fiscal year aren't scrambling at the end of June to meet that requirement.

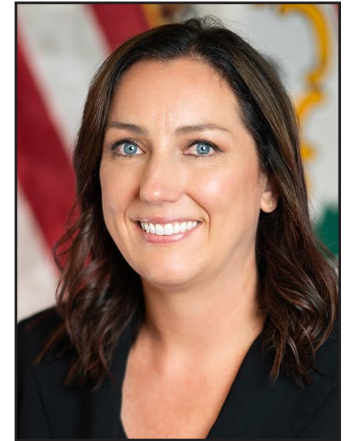
The Legislative session is in full swing. We submitted the latest stringing report to lawmakers (see Page 1) as well as the semi-annual report on commodities sold to eligible organizations by the West Virginia State Agency for Surplus Property, and we are keeping an eye on new laws that might affect the procurement process. One of those is Senate Bill 217, which would authorize the state to negotiate price for construction when all bids received exceed the maximum budget. We'll talk about that more during our next quarterly call for procurement officers, which is scheduled for Tuesday, Feb. 6, 2024, from 9:30 a.m. until 11:00 a.m. If you're not currently on the Google invite for that call but would like to be, send us an email at Purchasing.Training@wv.gov.

A planned highlight of the call will be introducing our newest staff member, Tina Desmond. Tina will be serving as an assistant director and manager of the West Virginia State Agency for Surplus Property (see article on Page 1). We are thrilled to have Tina on board!

It seems like the last Purchasing Conference just wrapped up, but it's already time to start planning the next one. We've taken your feedback into consideration, and it's clear that many peo-

ple had a good experience at Oglebay Resort in Wheeling. Therefore, we have decided to return to Oglebay for this year's Agency Purchasing Conference, which will be held the week of Oct. 21-25, 2024. More details will be forthcoming, but we are already looking forward to spending a week of beautiful fall weather in the northern panhandle!

First, we have many more weeks of winter before the weather breaks. I read this quote on a cold dreary day: "If January is the month of change, February is the month of lasting change. January is for dreamers, but February is for doers." Hopefully it inspires you and sparks some new energy this month. Whatever you spend February doing, remember we're just a call or email away.



Procurement Officers Reminded of Email Helpline

Since the launch of the Purchasing Support Email Helpline on July 1, 2022, the Purchasing Division has received more than 125 emails. Monitored daily by the Purchasing Division inspec-



tion 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 with the procurement process, including those individuals who are not designated or only do procurement as a small part of their duties. It also serves as a great resource for those who are new to procurement.

"Customer service is a top priority of the Purchasing Division," said Deputy Purchasing Director Samantha Knapp. "This helpline is a way to assist procurement officers with their needs in a more timely manner."

The Purchasing Division is pleased that so many people 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 email is always available if you do not know who to contact or where to start.

Purchasing Conducts Midyear Review of Training Hours

We are more than halfway through Fiscal Year 2024, and the Purchasing Division has completed its mid-year review of required training hours for agency designated procurement officers.

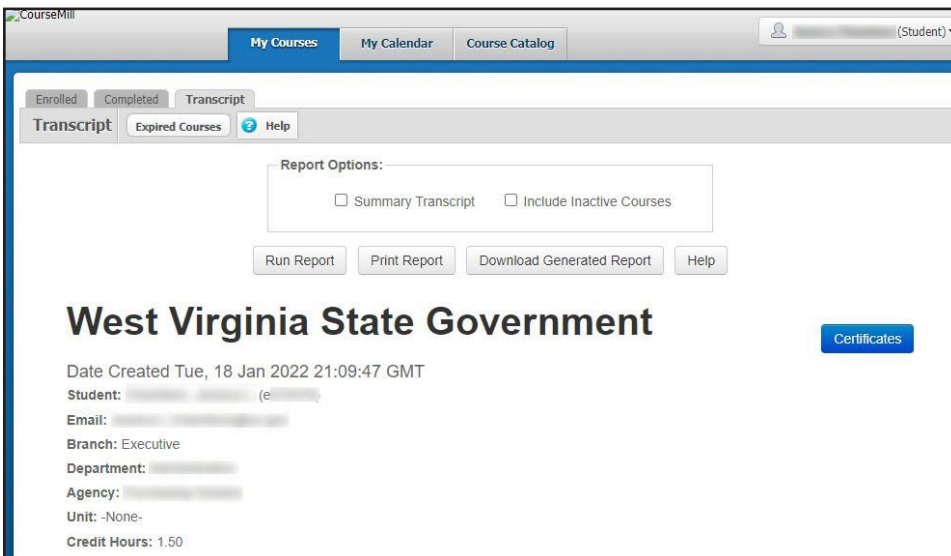
The Code of State Rules requires all designees to participate in 10 hours of training offered by the Purchasing Division each fiscal year. Training eligible toward this requirement includes webinars, online modules, conference

sessions, and in-person training. Procurement officers can also track their own training participation for the year. To view their transcript of completed training sessions, individuals should log in to CourseMill at www.online-learning.wv.gov and click on the "Transcript" tab near the top of the page. All completed courses will be listed. This report can be downloaded or printed. Certificates of completion for individual classes can also be printed. Any

discrepancy in the hours reported and those sessions that the designee believes he or she attended should be brought to the Purchasing Division's attention.

Please note that training hours from the 2023 Agency Purchasing Conference are not included within CourseMill. Each attendee was emailed a certificate of attendance at the end of the conference that included his or her training hours earned. To request a copy of this certificate, email Purchasing.Training@wv.gov.

In addition to fulfilling the training hour requirement mandated by code, classes offered by the Purchasing Division will also count toward the WV Procurement: Basic or Advanced Certification program. If you are a designated procurement officer and did not receive an email with your total completed hours for Fiscal Year 2024, email Purchasing.Training@wv.gov.



The state's online learning center allows registered users to review their transcripts on demand. This can help procurement officers track their progress toward completing the 10 hours of required training.

REPORTS

Continued from Page 1

identify any cases of stringing as part of their inspections during this period. Inspectors report on contracts one year in arrears. Additionally, there were no spending units that reported to the Division the award of multiple contracts for the same or similar commodity or service to an individual vendor over any 12-month period where the total value exceeded an agency's delegated threshold of \$50,000 or \$100,000.

According to the Purchasing Division Procedures Handbook, "No agency is permitted to issue a series of requisitions to circumvent the Delegated *wvOASIS* Solicitation threshold (normally \$50,000 but up to \$100,000 if delegated limits are increased) or the Verbal Bid or No Bid thresholds. Violation of the Delegated *wvOASIS* Solicitation threshold is commonly referred to as 'stringing' and must be reported to the Legislature."

It is important that agencies be aware that stringing is viewed over a 12-month rolling period, beginning with the date a new order is placed. In many cases, stringing may be

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avoided by properly and continuously monitoring expenditures with vendors to ensure that the total amount spent with a given vendor, in any 12-month period, of the same or similar commodity or service, does not exceed a bid threshold without the proper level of documentation and bidding. For those commodities and services procured frequently, agencies are encouraged to process open-ended contracts to eliminate the potential for stringing.

For WVSASP, the recent commodity report covered all sales for the first half of Fiscal Year 2024. From July 1, 2023, to December 31, 2023, WVSASP sold goods to 27 eligible organizations from six different counties. Eligible organizations include state agencies, local municipalities, and nonprofits. While office furniture was the most popular commodity sold during the six-month period, eligible organizations also purchased vehicles, cleaning solutions, a dump truck, and more.

A copy of these as well as past reports are available here: www.state.wv.us/admin/purchase/LegisReports.html.

New Mileage Rate Announced for 2024 Calendar Year

In accordance with the West Virginia State Travel Rules, the state's mileage reimbursement rate for privately-owned vehicles has been updated to reflect the federal government rate set by the U.S. General Services Administration (GSA). As of Jan. 1, 2024, the current GSA rate has increased 1.5 cents per mile to 67 cents. This rate

will remain in effect until further notice. Questions regarding the mileage reimbursement rate should be directed to your agency's travel coordinator or Tina Desmond at Tina.M.Desmond@wv.gov.

Additional travel information is also available online at www.state.wv.us/admin/purchase/Travel.



WVSASP Introduces New Email Campaign Focused on Online Auction Efforts

In an effort to make customers more aware of its online auctions, the West Virginia State Agency for Surplus Property (WVSASP) introduced a weekly email campaign in January.

Currently, WVSASP utilizes the online site GovDeals to conduct auctions for items located at its Dunbar facility and for other assets located around the state. Each listing on GovDeals includes pictures of the item, descriptions of what is being sold, and other details. While WVSASP does post some of these GovDeals auctions on its Facebook page, there are many other items that customers could be missing if they are not routinely checking the auction site. This email campaign is a comprehensive list of what is available for bidding on GovDeals.

"The reception to the new email campaign has been great," said WVSASP Manager Tina Desmond. "These weekly announcements are really helping our customers learn what is available through online auctions without having to visit the GovDeals website."

Information provided in the emails includes pictures of new items, the item's inventory/reference number, where the item is located, and when the auction is set to expire. A link to each individual item's auction is also available.

The GovDeals emails are sent to individuals who are registered to receive notifications regarding public sale news. To register for this list, visit <https://shorturl.at/fmBH8>.

Anyone who wants to see all property currently available for auction should visit GovDeals.com and search "West Virginia State Agency for Surplus Property" or "WV Surplus." Anyone with questions regarding WVSASP GovDeals auctions should call 304-766-2626 or email WVSASP@wv.gov for more information.

A screenshot of an email update from the West Virginia State Agency for Surplus Property (WVSASP). The header includes the agency logo and the website WVSurplus.gov. The main subject is "ONLINE AUCTION UPDATES" with the subtext "What is new on GovDeals?". Below this, there are two featured items: a yellow Hyundai excavator and a white 2008 Chevrolet Uplander. The excavator listing includes the model "Hyundai ROBEX 160 LC-7 Excavator", location "Dunbar, West Virginia", lot number "2828-3425", and auction end date "Feb. 1, 2024". The car listing includes the model "2008 Chevrolet Uplander (197055)".

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.

Quarterly Call

Feb. 6, 2024 9:30 a.m. - 11 a.m.

Electronic Business with WV

Feb. 7, 2024 10 a.m. - 11:30 a.m.
PUR105 (In-Person) *PUR105W (Webinar)*

Forms and Docs/Inspections

Feb. 28, 2024 9 a.m. - 11 a.m.
PUR309 (In-Person) *PUR309W (Webinar)*

ASSISTANT DIRECTOR

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has an associate degree in business administration and earned her basic certification through the Purchasing Division's certification program.

"I am looking forward to getting to know the staff in the Program Services section and throughout the Purchasing Division," said Desmond. "I'm excited to take on a new role and to support the agency and staff in a positive way while also seeking ways to continuously improve services and processes."

When she's not working, Desmond enjoys spending time with her family, traveling, and bowling. When the weather is nice, she and her husband also enjoy outdoor activities.

Welcome Tina to the Purchasing Division!



Tina Desmond
Assistant Director

Vendor Webinar Set for March 14

The Purchasing Division has scheduled its spring vendor webinar, *Doing Business with West Virginia*, which will take place on Thursday, March 14, 2024, and we need your help to spread the word. This free webinar will highlight the guidelines and other information pertinent to current and potential vendors wishing to conduct business with the state of West Virginia.

During this presentation, vendors will learn how they can increase their knowledge of West Virginia solicitations and how they can submit a bid. Additional information will be shared on 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.

While this event is free, registration is required. Details on how to register are posted on the Purchasing Division's online Vendor Resource Center at www.state.wv.us/admin/purchase/vrc. Questions should be directed to Purchasing.Training@wv.gov.

How to Register for Vendor Webinar

- Go to <http://www.onlinelearning.wv.gov/student>
- Click on Create New User button
- Choose "Purchasing" from the Organization list
- Fill out the Create New User profile. All fields marked with an asterisk (*) are required. The forms under the User Profile and Sub Orgs tabs must be completed.
- Once completed, click Create New User button and Accept the User Agreement.
- Select Enroll next to the VEN101 session. You will receive an email confirmation upon successfully enrolling.

Weekly Tip Recap:

Click to View the Tip Email

Date	Tip
Jan. 19	Agencies renting vehicles from Enterprise through the RENTAL statewide contract should report any damage to the vehicle as soon as it occurs, regardless of how small or large the damage is.
Jan. 26	State agencies should consider retired federal property as an option when they have a need and their budget prevents them from procuring a brand new item.

THE BUYERS NETWORK

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State Capitol Complex
2019 Washington St., East
Charleston, WV 25305-0130

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 Jan. 16, 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.

Contracts Renewals

Contract	Vendor	Commodity	Effective Date
AEBATT-ERY21	Taylor & Blackburn	Batteries	01/15/24 -01/14/25
DEBT23A	DTG Holdings Blackburn	Debt Collection	01/01/23 -12/31/24
DEBT23C	Penn Credit Corporation	Debt Collection	01/01/23 -12/31/24
DEBT23E	The CBE Group	Debt Collection	01/01/23 -12/31/24
FUELTT21	R T Rogers Oil Co Inc	Fuels	04/01/24 -03/31/25

IP23	HP Inc.	Computer Equipment	01/15/24 -01/14/25
SANPAP23	Liberty Distributors	Paper Products	01/01/24 -12/31/24

Miscellaneous Updates

Contract	Vendor	Commodity	Description of Change
PKGSVS21	FedEx	Delivery	To incorporate NASPO's updated pricing pages

Expiring Statewide Contracts Tracking

(As of Jan. 16, 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

DEBT23B	FUELW21A
DEBT23D	FUELW21B
FASTEN22	FUELW21C

BIDDING NEW CONTRACT

FINANCE21

RENEWAL REQUESTED

COMTRKRN22	RECMGT22
DIGCOP22	SYSFURN23

TO BE DETERMINED

EQRENT22A	CENTREX23
EQRENT22B	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
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<u>Senior Buyers</u>		
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Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
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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