



# Business with the State of West Virginia

Opportunities Available through  
the State Government's  
Competitive Bid Process

# Objectives

- **Why does the state buy from vendors?**
  - Procurement within West Virginia state government
  - Strategies to fit your business model
- **What does the state need?**
  - *West Virginia Purchasing Bulletin*
- **How can you more easily learn of bid opportunities?**
  - Pursuing state business
    - Commodity-based notifications
    - Transparency at **WVPurchasing.gov**
    - Opportunities for Statewide Contracts
- **What makes you eligible to receive orders?**
  - Vendor Registration Program
  - Small, Women-, and Minority-Owned Businesses (SWAM) Certification Program

# Procurement in West Virginia

- **Why does state government buy from vendors?**
  - West Virginia state agencies sometimes procure goods or services that cannot be manufactured or performed internally, or are not cost efficient to do so.
  - Increased competition for state orders amongst vendor community and bulk-buying power of the state results in lower price for goods and services.
  - State agencies may find themselves in an emergency situation, where life and property is at risk, and may be authorized to solicit a private-sector solution immediately.

# Thresholds for Bidding Opportunities

## Under \$50,000

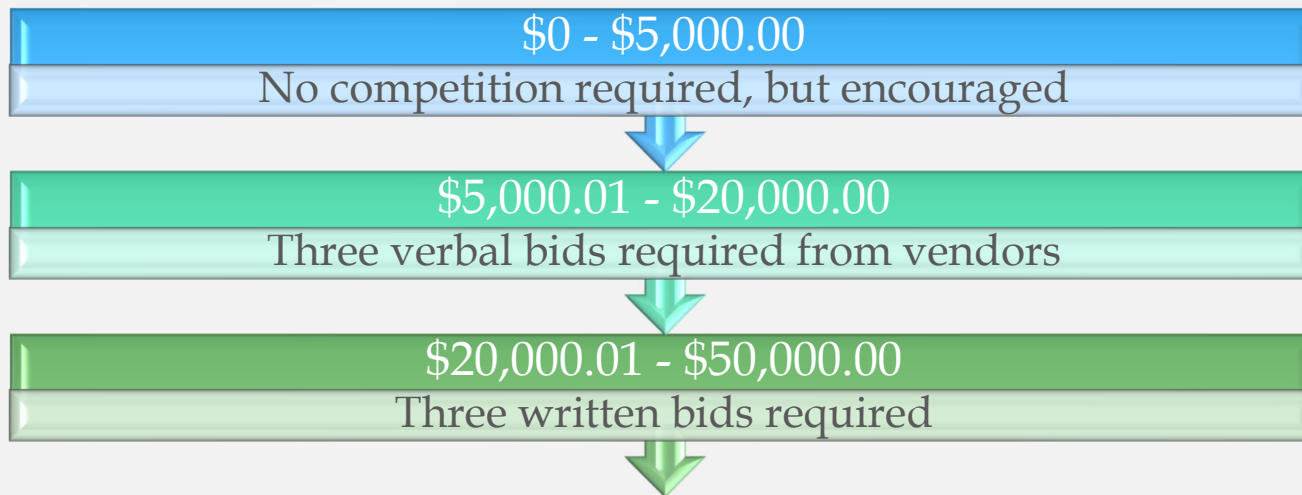
- *Agency-Delegated Authority*
  - Can market your business directly to state agencies.
  - List of State Procurement Officers available at [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html).
  - Vendor Procurement Guide available for getting started with the competitive-bid process.
  - Responses to solicitations are sent to designated person at respective state agency.
    - Bidding procedures may vary by agency.

## Over \$50,000

- *Centralized Procurement Process*
  - Dollar amount triggers formal purchasing process administered by the West Virginia Purchasing Division on behalf of the state agency.
  - Responses to solicitations are sent to the Purchasing Division, Capitol Complex Building 15.

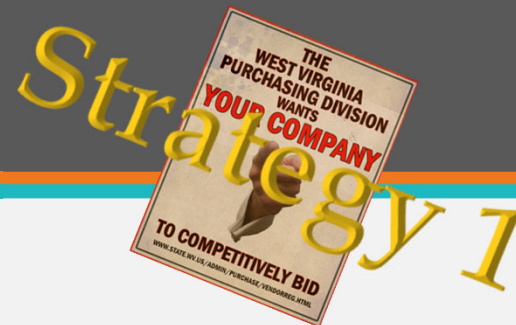
# Thresholds for Bidding Opportunities

- Procedural differences for agency-delegated purchases (under \$50,000)



- Over \$50,000 administered by the Purchasing Division

# West Virginia Purchasing Bulletin



- How do you know what state agencies need?
- Bidding opportunities, referred to as solicitations, are publicly advertised online in the *West Virginia Purchasing Bulletin*.
  - Available within the Vendor Self-Service portal at **wvOASIS.gov**.
  - Can create an account for free; you do not have to register with a state agency to view the *West Virginia Purchasing Bulletin*.
- Vendors are assigned a *wvOASIS* system vendor number.
- Includes solicitations expected to exceed \$20,000; state agencies may also advertise smaller solicitations.
- Do not have to register with a state agency to respond to a solicitation.
  - State wants to encourage competition.

# West Virginia Purchasing Bulletin

Published Solicitations

Search

Show Me: Open

Keyword Search:

Search Reset

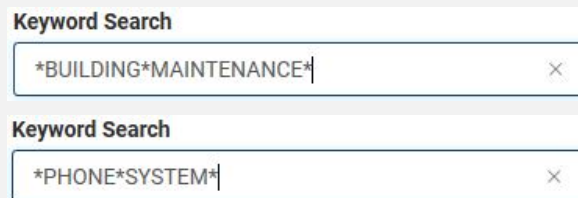
Grid Actions

1-20 of 20+ Records View per Page: 20 50 100 Page 1 of 1

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status	
▶ Addendum No.1 Elevator Maintenance & Repairs WV Army Guard	ADJUTANT GENERAL David H Pauline	CRFQ-0603-ADJ2100000031-2 Centralized Request for Quote (CRFQ) Service - Prof	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Respond
▶ Addendum No. 2 Elevator Maintenance	VETERANS HOME Tara Lyle	CRFQ-0618-BVHZ100000003-3 Centralized Request for Quote (CRFQ) Construction	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Respond
▶ Preventative Maintenance	DEPARTMENT OF AGRICULTURE Jessica S Chambers	CRFQ-1400-AGR2100000008-2 Centralized Request for Quote (CRFQ) Service - Prof	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Respond
▶ STRUCTURAL STEEL H PILES	DIVISION OF HIGHWAYS John W Estep	CRFQ-0803-DOT2100000072-1 Centralized Request for Quote (CRFQ) Miscellaneous	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Respond
▶ Open-end contract for a Claims Administrator and Adjustor	DEPARTMENT OF ENVIRONMENTAL PROTECTION Joseph E Heger III	CRFQ-0313-DEP2100000018-2 Centralized Request for Quote (CRFQ) Consulting	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Respond
▶ Data Center 2.0 Circuit (OT21068)	OFFICE OF TECHNOLOGY Jessica S Chambers	CRFQ-0231-OOT2100000003-2 Centralized Request for Quote (CRFQ) Info Technology	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Respond
▶ Athletic Shoes for DCR	DIVISION OF CORRECTIONS AND REHABILITATION Beverly L Ruppert	ARFQ-0606-DCR2100000085-1 Agency Request for Quote (ARFQ)	01/26/2021 04:00 PM EST 0 Days, 04:21:10	Respond

# Searching the *Purchasing Bulletin* using Keywords

- Solicitation descriptions in the *West Virginia Purchasing Bulletin* are searchable by keyword.
- When searching using multiple terms, enter a “wild card” between words (which is an asterisk in this system).
  - For example, if searching for “phone system” or “building maintenance,” enter **\*phone\*system\*** or **\*building\*maintenance\*** into the keyword search box.



Keyword Search

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Keyword Search

 ×

- This method reduces your chances of missing a relevant project when you are searching.



# Vendor Self-Service Portal at wvOASIS.gov

- Login ID for the Vendor Self-Service portal allows vendors to maintain your entity's record, update commodity code alerts, bid online.
- Vendor Self-Service login ID creation does *not* register your business entity with any state agency.
  - State agency registration procedures must be completed individually (when each is necessary).
- Recommend adding to VSS record an email box checked by multiple employees.
- In the case of the Purchasing Division's Vendor Registration Program, vendors can complete the registration process online.
  - Two registration components required to receive orders from agencies:
    - Disclosure of Information about the business entity, such as federal tax identification number
    - Payment of \$125 annual vendor registration fee
- For your separate registration to receive payments, vendors must send a signed W-9 to Finance Division at VendorAdmin@wv.gov if you have not done so already.

# Vendor Self-Service Portal at wvOASIS.gov

The screenshot displays the Vendor Self-Service Portal interface. On the left, the 'Account Summary' section provides details for Mark Totten, including contact information and account status. The main area features an 'Announcements' section with two messages. Below this is the 'Edit My Account' section, where the 'Commodities' tab is selected and highlighted with a red box. A message box informs users that the current list of commodity codes is empty and provides instructions on how to add or delete codes. At the bottom, a table titled 'My Commodity List' shows 0 records.

### Account Summary

Primary Account Administrator  
**Name:** Mark Totten  
**Email:** mark.l.totten@wv.gov  
**Phone:** 304-558-7839

Account Status  
**Vendor Code:** VC0000024073  
**Vendor Status:** Active  
**1099 Reportable:** false

EFT Information  
**Account Level EFT Status:** N/A  
**Address Level EFT Available:** false

Prevent New Spending  
**Account Level:**

Prevent New Orders  
**Prevent New Orders:**

### Announcements

Date	Message
01/25/2021	1099 forms will be mailed out to vendors. These forms will not be available in the Vendor Self-Service application. We apologize for any inconvenience.
11/10/2020	Contact our Helpdesk at 304-558-6708 or 855-666-8823 if you need assistance. Thank you for your patience as we update the site to include additional methods for contacting our helpdesk.

### Edit My Account

VSS PURCHASING DIVISION OF | Email: mark.l.totten@wv.gov | Phone Number: 304-558-7839 | Vendor Status: Active

Account Information | Addresses & Contacts | Users | **Commodities** | Service Areas | Business Types

[Add Commodity/Service](#)

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the **Add Commodity/Service** button. To delete a commodity/service code, click the **Delete** button next to the record that you wish to delete. Any request to add a new commodity/service code or delete an existing commodity/service code will be reviewed for approval.

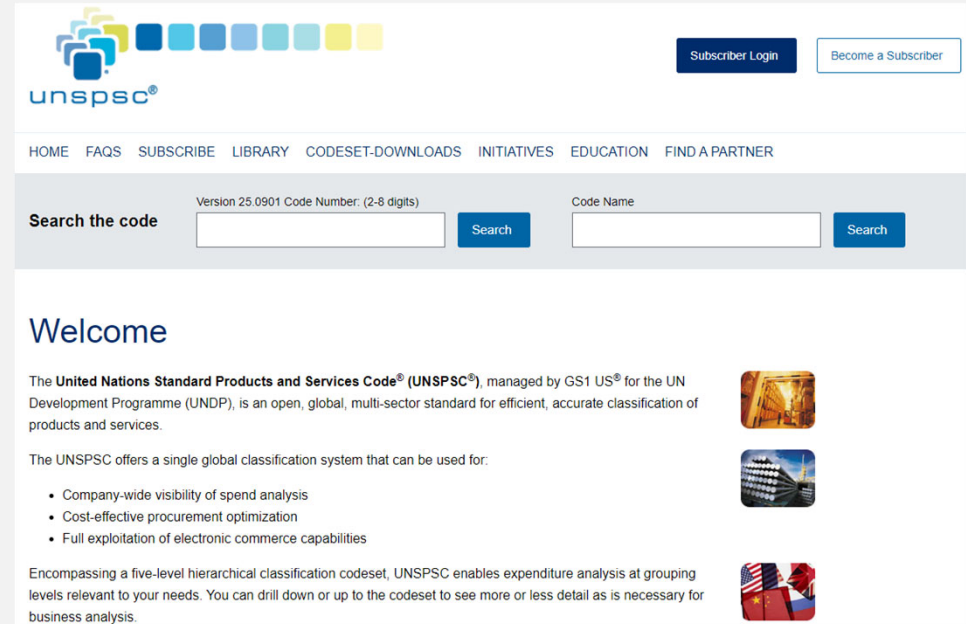
### My Commodity List

0 Records | View per Page - 20 50 100 | Page 0 of 0

Commodity/Service Code	Commodity Description	Status
No Records Found		

# Pursuing State Business

- **Commodity-based notifications**
  - Goods and services classified by the State of West Virginia according to the United Nations Standard Products and Services Code® (UNSPSC®) system.
  - Email-based alerts sent to vendors by the *wv*OASIS system according to your Vendor Self-Service preferences.
  - Vendors can view commodity code library at **UNSPSC.org** to select applicable codes for what your business can provide.



The screenshot shows the UNSPSC website homepage. At the top left is the UNSPSC logo, which consists of a stylized 'u' made of blue and yellow squares above the text 'unspsc®'. To the right of the logo are two buttons: 'Subscriber Login' and 'Become a Subscriber'. Below the logo is a navigation menu with links for HOME, FAQs, SUBSCRIBE, LIBRARY, CODESET-DOWNLOADS, INITIATIVES, EDUCATION, and FIND A PARTNER. A search bar is located below the navigation menu, with the text 'Search the code' on the left and 'Version 25.0901 Code Number: (2-8 digits)' and 'Code Name' above the input fields. There are two search buttons labeled 'Search'. Below the search bar is a 'Welcome' section. The text reads: 'The United Nations Standard Products and Services Code® (UNSPSC®), managed by GS1 US® for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.' Below this text is a list of three bullet points: 'Company-wide visibility of spend analysis', 'Cost-effective procurement optimization', and 'Full exploitation of electronic commerce capabilities'. To the right of the text are three small images: a building, a globe, and a flag. Below the list of bullet points is a paragraph: 'Encompassing a five-level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.' To the right of this paragraph is another small image of a flag.

# Exposure to State Agencies



- State Agency Procurement Officers:
  - Individual state agencies designate one or more employees as “procurement officers” responsible for ordering and completing purchases on behalf of each agency under the \$50,000 threshold.
  - Market your business directly to state agency procurement officers.
    - Specifically target state agencies with operational mission where your business’s solutions could be most valuable.
  - State Agency Procurement Officer Contact Listing published to **WVPurchasing.gov** under “Vendor Resource Center.”
    - Or link directly at [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html)

**Procurement  
Officer  
Listing**

# Pursuing State Business

- **Transparency at WVPurchasing.gov**

- Transparency section of Purchasing Division website includes three pieces of the state procurement cycle:

- *West Virginia Purchasing Bulletin*

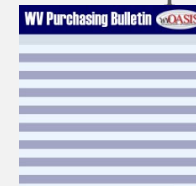
- What is the state seeking?

- **Bids Received**

- What offers were made?

- **Notice of Award Report**

- What vendors were successful?



**NOTICE OF AWARD**  
In order to facilitate the transparency of procurement in the State of West Virginia, please find below a listing of contracts awarded by the West Virginia Purchasing Division. This listing includes contract awards made by the West Virginia Purchasing Division through the formal purchasing

- Allows potential vendors to research solicitation archive and past purchases.

- Direct link is [www.state.wv.us/admin/purchase/transparency.html](http://www.state.wv.us/admin/purchase/transparency.html).

# Pursuing State Business



- **Opportunities for Statewide Contracts**
  - For the most frequently-purchased commodities and services, the state enters into a long-term contract with a successful vendor.
  - Mandatory for all state agencies to purchase through a statewide contract if needed goods or services are offered through an active agreement.
    - Mandatory items are specifically detailed in the catalog accompanying each statewide contract document; commodities and services not included are still competitive.
  - Statewide Contract Index for active agreements online at [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

# Statewide Contract Index

WEST VIRGINIA PURCHASING DIVISION

STATEWIDE CONTRACTS

[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Contracts](#) | Statewide Contracts

### Statewide Contract Index (Mandatory Contracts)

This web page is your connection to the statewide contracts issued by the Purchasing Division.

A statewide contract is a legal and binding instrument between the state and a vendor which is used by all state agencies and some political subdivisions, such as municipalities, counties, boards of education, to purchase frequently-used commodities and services. State agencies that are statutorily required to follow the guidelines established by the Purchasing Division must use these mandatory contracts.

**How to use this site:**

Below is a listing of all statewide contracts by description and contract code (name). By clicking the highlighted contract code, you will be directed to additional information on that particular contract. All contracts and subsequent changes will be included on this secondary page. Please note that some contracts are awarded to multiple vendors. In these cases, an alpha character (A, B, or C, etc.) will follow the contract name.

To assist in finding a certain commodity, a search box is available that you may enter various keywords to help identify a particular statewide contract. Simply type in any related keyword in this box and hit "Go." A list of possible matches will show, from which you may select.

**Questions?**

If you have questions, please contact Senior Buyer Mark Atkins at (304) 558-2307 or by email at [mark.a.atkins@wv.gov](mailto:mark.a.atkins@wv.gov).

CLICK HERE FOR A SUMMARY OF RECENT UPDATES,  
CHANGE ORDERS, CANCELLATIONS, ET CETERA

Search:   Example: furniture

Description	Contract
<b>Asbestos Abatement Services</b>	<a href="#">ABATMNT</a>
This contract includes various asbestos abatement services, including, but not limited to, removal of asbestos material, pipe-fitting, and insulation.	
<b>Auto Parts</b>	<a href="#">MVPARTS</a>
This contract includes motor vehicle auto parts.	
<b>Batteries (Automotive &amp; Equipment)</b>	<a href="#">AEBATTERY</a>
This contract includes automotive and equipment lead acid batteries of various sizes and voltages, for both industrial and heavy commercial use.	
<b>Box Truck Rentals</b>	<a href="#">COMTRKRN</a>
This contract with Enterprise Rent A Car Co. is to provide Nationwide Commercial Truck Rental Services.	

<b>Fasteners and Accessories (Screws, Nuts, Bolts, etc.)</b>	<a href="#">FASTEN</a>
This contract includes industrial and commercial fasteners and other fastening devices, including but not limited to, bolts, screws, nuts, washers, and anchors.	
<b>Fingerprinting Equipment and Services</b>	<a href="#">DPS</a>
This contract includes electronic live-scan fingerprinting services.	
<b>Food Items (Various)</b>	<a href="#">FOOD</a>
This contract includes a variety of foods, including but not limited to, baby food, baking goods, frozen foods, condiments, meats, fruits and vegetables, dairy products, desserts, and beverages.	
<b>Fuel (Gasoline, Diesel, Heating, Kerosene, etc.)</b>	<a href="#">FUEL</a>
This contract includes unleaded gasoline, E-10, unleaded diesel, winterized diesel, B5 biodiesel, winterized B5 biodiesel, and heating fuel.	
<b>Geographic Information System (GIS) Software</b>	<a href="#">ESRI</a>
This contract includes geographic information system software, data, web services, documentation, services, and hardware.	
<b>Google G-Suite Software as a Service</b>	<a href="#">GSUITE</a>
This contract provides G-Suite products and services.	
<b>Heavy Trucks, Van, Full-Size SUV</b>	<a href="#">MYTRUCK</a>
This contract includes 2020 (or current model year) Classes 20-39, GVWR 8500 lbs. or less.	
<b>Industrial Supplies (Maintenance, Repair, and Operation Supplies)</b>	<a href="#">MRO</a>
This contract includes facility maintenance, repair and operations equipment and supplies.	
<b>Information Technology Limited Advisory and Consulting Services</b>	<a href="#">ITCONSULT</a>
This contract includes information technology and advisory services.	
<b>Lease/Finance Contract</b>	<a href="#">FINANCE</a>
This contract includes financing for equipment and other capital financing needs in the form of a master lease purchase financing agreement.	
<b>Light Bulbs and Ballasts</b>	<a href="#">LIGHT</a>
This contract includes compact fluorescent lights (CFL), fluorescent bulbs, metal halide bulbs, light-emitting diode (LED) bulbs, incandescent bulbs, halogen bulbs, high pressure sodium bulbs and associated ballast.	
<b>Microsoft Software</b>	<a href="#">LAA</a>
This contract provides software licensing at a discount.	
<b>Office Furniture</b>	<a href="#">SYSTEMURN</a>
This contract includes panel systems, filing cabinets, desks, chairs, tables, and other furniture needed in an office environment.	
<b>Office Supplies</b>	<a href="#">OFFICE</a>
This contract includes paper clips, bulletin boards, labels, notepads, pens and pencils, file folders, index cards, tape and tape dispensers, and other office supplies.	

# Purchasing Division Vendor Registration

- What makes you eligible to receive orders?
- You must register *before* goods are delivered or before services are performed for a state agency.
- Vendor Registration is required by *West Virginia Code §5A-3-12*. A completed registration includes:

Purchasing Division Vendor Registration	
Disclosure of Information about your business entity, such as current active federal tax ID	Payment of Annual Fee



# Purchasing Division Vendor Registration

- Disclosure of Information
  - Legal Name
  - Business's physical address
  - Telephone number
  - Current active federal tax identification number for the business entity
  - Dun & Bradstreet number, if possible
    - <https://www.dnb.com/duns-number/lookup.html>

# Purchasing Division Vendor Registration

## Vendor Registration Guide

State of West Virginia  
Department of Administration  
Purchasing Division



State Capitol Complex  
2019 Washington Street, East  
Charleston, West Virginia 25305-0130

(304) 558-2306

*Purchasing.VendorRegistration@wv.gov*

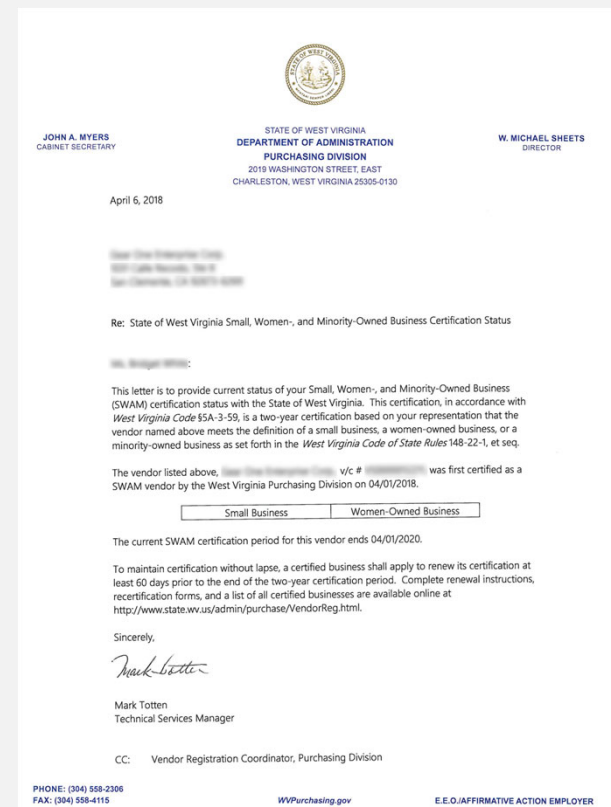
- Purchasing Division's Vendor Registration Office available to provide information to vendor community.
  - Information available at [www.state.wv.us/admin/purchase/VendorReg.html](http://www.state.wv.us/admin/purchase/VendorReg.html).
  - Information available by U.S. Mail.
  - Can make an appointment to discuss registration.
  - Can contact by phone, email, video teleconference, or in person.
    - Capitol Complex Building 15.

# Small, Women-, and Minority-Owned Businesses (SWAM) Certification Program

- Two-year certification for eligible vendors created by *West Virginia Code* §5A-3-59 in 2012.
- Application for certification includes designations for women-owned businesses, veteran-owned businesses, small businesses, and more.
- Certification status may result in reciprocal benefit with an external entity or government.
- SWAM Certification in home state may also be required for West Virginia vendors applying for similar certifications in other states.
- Current list of West Virginia SWAM-Certified Vendors published to [www.state.wv.us/admin/purchase/VendorReg.html](http://www.state.wv.us/admin/purchase/VendorReg.html)

# Small, Women-, and Minority-Owned Businesses (SWAM) Certification Program

- The SWAM Certification Program's largest benefit to West Virginia vendors may be when bidding with other state governments that reciprocate our SWAM certification.
- Ability to compete out of state increases West Virginia vendors' business opportunities.
- The Purchasing Division's Vendor Registration Office can provide documentation for SWAM-Certified Vendors regarding status and certification dates.



## Three Recommended Strategic Options for Competing for State Agency Business

- Utilize one or more strategies that fit your business model:
  - Read and search *West Virginia Purchasing Bulletin* with as much regularity as possible.
  - **Market your business directly to agency procurement officers**, especially if your business's typical transactions would be under \$50,000.
  - **Statewide Contract opportunities** are a longer-term, but potentially high-yield pursuit if you can offer one of the most commonly-procured commodities or services utilized by state agencies.

Strategy 1

Strategy 2

Strategy 3

## In Conclusion

- Learn what state agencies need; there may be demand you can supply.
- Use tools at your disposal to be as informed as possible.
  - *West Virginia Purchasing Bulletin*
  - Vendor Self-Service portal at **wvOASIS.gov**
  - Commodity-code based alerts
  - State Agency Procurement Officer Contact Listing
  - Statewide Contract opportunities
  - Vendor Registration and Transparency section of **WVPurchasing.gov**
- Regularly update Vendor Registration & SWAM Certification.

# Contact Information

- Mark Totten
  - West Virginia Purchasing Division
    - [WVPurchasing.gov](http://WVPurchasing.gov)
  - [Mark.L.Totten@wv.gov](mailto:Mark.L.Totten@wv.gov)
- Angelina Villanueva
  - West Virginia Purchasing Division
  - [Purchasing.VendorRegistration@wv.gov](mailto:Purchasing.VendorRegistration@wv.gov)

