

WEST VIRGINIA
PURCHASING DIVISION

WVPURCHASING.GOV

2022 ANNUAL REPORT

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Director's Message



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

MARK D. SCOTT
CABINET SECRETARY

June 30, 2022

W. MICHAEL SHEETS
DIRECTOR

To the Citizens of West Virginia:

This fiscal year has been one for the history books. For years, agency buyers have expressed interest in having a higher delegated limit to process their agency-level transactions. In 2021, a bill that would have given the Purchasing Division the authority to do that ran out of time to complete the legislative process as other key issues took priority. In 2022, however, that same language ran in a Governor's bill that successfully passed both the House and Senate, and in July, agencies saw a blanket increase from the \$25,000 threshold up to \$50,000, with the opportunity to request an increase up to \$100,000. This change was welcomed by all agencies.

In addition to more autonomy given to agencies to make these purchases, the Purchasing Division also worked closely with the Toyota Production System Support Center (TSSC) to identify areas at the central level that could improve efficiency and timeliness within the process. We saw several achievements resulting from these discoveries. This included implementing a fast track procurement process for highly commoditized purchases with complete agency buy-in and vendors familiar with the state purchasing process. Resulting from this process was a record purchase from start to finish of nine days.

As part of our work with TSSC to look closer at each part of the process, we discovered several other areas of opportunity. The goal was to identify areas of struggle and then develop resources that would ultimately assist our agency procurement officers in doing their everyday jobs. Through this process, we created a compliance checklist for RFQs and change orders, prepared a Specification Drafting Tips list for agency use, and implemented an idea board internally, which was then shared with agency procurement officers at the Division's annual conference. The idea board itself helped us identify additional areas for growth. We look forward to working on these other areas in Fiscal Year 2023.

We realized many more successes during this fiscal year. To learn more, please read through this Fiscal Year 2022 Annual Report.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Michael Sheets".

W. Michael Sheets, CPPO, Director
West Virginia Purchasing Division

General Information

Contact Information:

Contact information for our staff is available on the West Virginia Purchasing Division's website at WVPurchasing.gov. Biographical information for the senior management team, the division's organizational chart and detailed contact information for staff is accessible at the "Contact Us" button on the home page. The address, telephone and fax numbers for our agency are noted below:

West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

Telephone: (304) 558-2306
FAX: (304) 558-4115

WVPurchasing.gov

Statutory Authority:

The Purchasing Division was created and its duties outlined in the W. Va. Code § 5A-3-1 et seq. According to the Code, *"the Purchasing Division was created for the purpose of establishing centralized offices to provide purchasing and travel services to various state agencies."*

The Purchasing Division operates in adherence to W. Va. 148 C.S.R. 1, which serves as a clarification of operative procedures for the purchase of products and services by the division. It applies to all spending units of state government, except those statutorily exempt.

Mission Statement:

Below is the mission of the Purchasing Division, which stresses the valued services provided to our customers by making sound and effective decisions in accordance with state law:

To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.

Marketing Strategy:

The Purchasing Division communicates with its state agency partners and vendor community regarding its programs and services through a variety of mediums, including the *West Virginia Purchasing Bulletin*, the listing of state government bid opportunities through the *wvOASIS* Vendor Self Service portal; a monthly online newsletter for state procurement officers, *The Buyers Network*; our quarterly West Virginia State Agency for Surplus Property newsletter, *The Property Connection*; email correspondence to our designated state agency purchasing liaisons; various training programs; and our website (WVPurchasing.gov) and intranet site (<http://intranet.state.wv.us/admin/purchase>), which is only accessible to state employees.

In an effort to provide our customers with the best possible service, the Purchasing Division looks for ways to network effectively with our agency partners.

Customer Service Representative:

The Purchasing Division has a designated customer service representative to serve as the primary contact for all inquiries, suggestions and concerns. Samantha Knapp, Assistant Purchasing Director, serves in this role and may be contacted at (304) 558-7022 or via email at *Samantha.S.Knapp@wv.gov*.

Organizational Structure:

The Purchasing Division is organizationally structured under the West Virginia Department of Administration within the executive branch of state government. In addition to the Purchasing Director's office, the division has three sections: Acquisitions and Contract Administration, Communication and Technical Services, and Program Services. Additionally, the Purchasing Division maintains a legal office to assist with various legal and legislative issues.

Acquisitions and Contract Administration Section

The Acquisitions and Contract Administration Section is responsible for the procurement of products and services for state agencies expected to exceed \$25,000. It is committed to providing excellent customer service to agencies and vendors by buying quality commodities and services at the lowest cost to taxpayers.

The Contract Management Unit within this section assists with the oversight of contracts and the inspection of purchasing documents to ensure compliance with state laws, regulations and procedures. This section strives to provide quality services in the most efficient manner.

Communication and Training Section

The Communication and Training (CT) Section is responsible for a variety of services offered to state employees, vendors, and the public.

The CT Section is responsible for developing monthly newsletters; maintaining formal publications and documents, including the *Purchasing Division Procedures Handbook* and *Annual Report*; distributing guidance to all designated procurement officers through regular eblasts; maintaining the official Procurement Officer Listing; and much more.

They also oversee the Purchasing Division's complete training program, including in-person workshops and virtual webinars; coordinate the annual Agency Purchasing Conference; manage the State Procurement Certification Program; develop online training modules; oversee compliance with training requirements for designated procurement officers; and more.

Business and Technical Services Section

The Business and Technical Services Section (BTS) maintains the daily operation of the Division's sections and functions using a variety of technology and business resources, ensuring these processes comply with legislative code and rule. BTS manages various web and intranet sites, the hardware and software of the Purchasing Division, as well as all e-procurement initiatives, particularly the need to streamline and improve its statewide purchasing systems and processes.

Other operational functions handled by this section include managing the vendor registration program, SWAM Certification review and approval, delegated purchasing for the Division, imaging and records retention, bid and document receipt, purchase order encumbrance, vendor outreach, bid bond administration, the Division's inventory and fixed assets, the transparency of public documents and information. This section also is responsible for calculating state spend on contracts related to central procurement and administering the data-reporting needs for the agency, directors, and procurement officers.

Program Services Section

The Program Services Section is responsible for several programs administered by the Purchasing Division. The Travel Management Unit offers guidance to state business travelers and oversees various statewide contracts for travel-related services. This unit communicates with agency travel coordinators on various issues relating to services.

The Fixed Assets Unit maintains the state's inventory of property and ensures the agencies certify their state-owned property on an annual basis.

The Surplus Property Unit manages the state and federal programs for property no longer needed within the respective governments. As part of this program, state property that is not sold to eligible organizations is made available to the public through various mechanisms, including absolute auctions, daily retail sales, online sales and statewide sealed bids.

The Staff of the West Virginia Purchasing Division

The Purchasing Division staff, pictured below in its annual photo, works closely with all state agency designated procurement officers and the many vendors that provide the commodities and services needed to maintain and operate state programs and services. We are here to serve you!



Front row (l-r):
Krista Chadband, Katy Bell, Leslie Gwinn, Jimmy Meadows, Mike Sheets, Frank Whittaker, Alisha Pettit, and David Pauline

2nd row (l-r):
Terra Oliver, Courtney Johnson, Bob Ross, Melissa Skiles, Elizabeth Cooper, Melissa Pettrey, and Samantha Knapp

3rd row (l-r):
Crystal Husted, Teresa Cutlip, Mark Atkins, Jessica Hovanec, Tara Lyle, and Josh Hager

Pictured back row (l-r):
Toby Welch, Brandon Barr, Jason Thompson, Shane Hall, Mark Totten, Greg Clay, Mitzie Howard, and John Estep

Missing from photo:
Jessica L. Chambers, Jennifer Fields, Guy Nisbet, Megan Snodgrass, and Bev Toler

Contact Reference Guide

	<u>Telephone No.</u>	<u>Location</u>
Director's Office		
Mike Sheets, Purchasing Director	(304) 558-0492	Main Office
James Meadows, General Counsel	(304) 558-8806	Main Office
Jennifer Fields, Administrative Secretary	(304) 558-3568	Main Office
Acquisitions and Contract Administration Section		
Frank Whittaker, Assistant Director	(304) 558-2316	Main Office
<i>Acquisitions Unit</i>		
Linda Harper, Buyer Supervisor	(304) 558-0468	Main Office
Tara Lyle, Buyer Supervisor	(304) 558-2544	Main Office
Mark Atkins, Buyer Supervisor	(304) 558-2307	Main Office
John Estep, Buyer	(304) 558-2566	Main Office
Josh Hager, Senior Buyer	(304) 558-8801	Main Office
Crystal Hustead, Senior Buyer	(304) 558-2402	Main Office
Melissa Pettrey, Senior Buyer	(304) 558-0094	Main Office
David Pauline, Senior Buyer	(304) 558-0067	Main Office
Toby Welch, Senior Buyer	(304) 558-8802	Main Office
<i>Contract Management Unit</i>		
Greg Clay, Contract Manager	(304) 558-5780	Main Office
Shane Hall, Inspector III	(304) 558-8803	Main Office
Mitzie Howard, Inspector II	(304) 558-2037	Main Office
Jason Thompson, Inspector II	(304) 558-2538	Main Office
Leslie Gwinn, Inspector I	(304) 558-4317	Main Office
Business and Technical Services Section		
Guy Nisbet, Assistant Director	(304) 558-2596	Main Office
<i>Technical Services Unit</i>		
Mark Totten, Manager	(304) 558-7839	Main Office
Alisha Pettit, Programmer	(304) 558-0247	Main Office
Terra Oliver, Vendor Registration Coordinator	(304) 558-2311	Main Office
Bob Ross, Quality Control and Transparency Specialist	(304) 558-3486	Main Office
<i>Support Services</i>		
Beverly Toler, Supervisor	(304) 558-2336	Main Office
Melissa Skiles, Imaging Operator	(304) 558-2312	Main Office
Communication and Training Section		
Samantha Knapp, Assistant Director	(304) 558-7022	Main Office
<i>Communication and Training Unit</i>		
Courtney Johnson, Manager	(304) 558-4213	Main Office
Jessica L. Chambers, Public Information Specialist	(304) 558-2315	Main Office
Teresa Cutlip, Public Information Specialist	(304) 558-2613	Main Office
Krista Chadband, Office Assistant	(304) 558-2744	Main Office

Program Services Section

Elizabeth Cooper, Assistant Director	(304) 766-2626	Dunbar
<i>Fixed Assets Management Unit</i>		
Sherry Fewell, Fixed Assets Coordinator	(304) 356-2424	Dunbar
<i>Surplus Property Unit</i>		
Elizabeth Cooper, Manager	(304) 766-2626	Dunbar
Doug Elkins, Assistant Manager	(304) 356-2428	Dunbar
<i>Travel Management Unit</i>	(304) 766-2626	Dunbar

Purchasing Division Highlights

Toyota Partnership Helps Streamline Purchasing Process

Through a partnership between the state and the Toyota Production System Support Center (TSSC), the Purchasing Division began meetings with TSSC during Fiscal Year 2022 to analyze the state purchasing process to identify areas for improvement.

TSSC is a nonprofit organization that uses its years of manufacturing experience to share ideas with other manufacturers, nonprofits, and organizations to enable them to develop better ways of doing their day-to-day work.

As a result of the meetings, the Purchasing Division implemented several changes and created some new resources. One such change the Purchasing Division made defined factors that require immediate rejection of requisitions back to the agency, and from that, the Requisition Submission Checklist was developed.

The Division also created a Specification Drafting Tips list to serve as a quick reference for procurement officers when preparing specifications. The list contains items that, if observed and put into use, will strengthen the specifications, and ultimately, the contract built around those specifications.

Another of the process improvements resulting from the meetings was the implementation of a fast track procurement process for goods that are frequently purchased and whose vendor pool remains fairly constant in the industry. Those vendors are also familiar with state purchasing procedures. Solicitations for some items, such as steel and concrete for the Division of Highways (DOH), were processed in as little as 14 days. The simplified process eliminated pre-bid meetings and reduces a solicitation's advertising time from 10 days to five. With price fluctuations in a volatile market, this new process helped the DOH acquire commodities at a vendor's original stated price.

In addition, the Purchasing Division created a Purchasing Support Email Helpline, Purchasing.Help@wv.gov.

Gov. Justice Proclaimed March 2022 as Purchasing Month

Gov. Jim Justice proclaimed March 2022 as Purchasing Month in the state of West Virginia.

The proclamation is part of an annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The Purchasing Month proclamation highlights



the initiatives that develop, support, and promote public procurement practitioners through educational and research programs.

The Purchasing Division was pleased that this vital function in the operation of state government continues to be recognized each year. Purchasing Month has been recognized in West Virginia every year since 2011 and honors the integrity and professionalism of all state purchasers who are entrusted with the spending of tax dollars.

Division Resumes Open House Tradition

After a brief hiatus, the Purchasing Division was pleased to reopen its doors for another Open House. Approximately 45 agency procurement officers attended the Purchasing Division's Open House on May 3, 2022.



“During the last few years, our opportunities for face-to-face interactions have been limited,” said Purchasing Director Mike Sheets. “This event allows state procurement officers and Purchasing Division employees to put faces with names and improve the partnership we have in the state procurement process.”

During the event, visitors to the Purchasing Division office in Charleston were able to talk one-on-one with Purchasing Division buyers and meet people from other agencies. In addition to the networking opportunities, attendees also received educational handouts on procedures and information regarding the upcoming Agency Purchasing Conference.

Special Publications Address Purchasing Issues

The Purchasing Division published two special reports in Fiscal Year 2022 to keep agency procurement officers informed of issues impacting their jobs.

In October 2021, the Division published a Supply Chain Report to explain delayed shipments and less competition for state projects, as well as what to expect moving forward.

COVID-19 disrupted the supply chain longer than most people thought it would. Shortages extended beyond just supplies and affected workers. Assistant Purchasing Director Frank Whittaker said disruptions led to a decline in the number of bids submitted to the Purchasing Division. During that time, he said the Division continued to recommend shorter term contracts and spot purchases where possible to help with price volatility.

To help mitigate the risk of decreased competition, the Purchasing Division took steps to try to increase vendor participation in the procurement process at the central level. These same steps were encouraged for use at the agency delegated level. This included utilizing the Vendor by Commodity Code (WV-FIN-VN-010) Business Intelligence report within *wv*OASIS. The report was developed by the Purchasing Divi-

sion, in conjunction with *wvOASIS*, to identify, and subsequently notify, all potential vendors of the opportunity to bid on the goods and services for which they have indicated they provide.

In November 2021, the Purchasing Division published a special report highlighting the usage of the *Vendor Commodity Report*, which shared with all designated procurement officers survey results on usage of the *Commodity Report*. The goal of the survey was to assess agencies' awareness and use of the *wvOASIS Business Intelligence's Vendor by Commodity* report.

More than 52% of respondents indicated they were not aware of the report or its benefits to state agencies. Therefore, the Purchasing Division was pleased to share the special publication highlighting the steps required within Business Intelligence to find and utilize this report.

Agencies were encouraged to use this report for all competitive solicitations processed at the agency-delegated level and when submitting a central requisition to the Purchasing Division to help increase the vendor pool for goods and services needed by state agencies, with the goal to cut costs.

Purchasing Goes 'On the Road' with Informational Meetings for Local Governments and Vendors

The Purchasing Division hosted two seminars during Fiscal Year 2022 to help vendors and local government entities become aware of the programs and services it offers. The seminars were held in Point Pleasant and Elkins.

The Division conducted the outreach to give local government entities (including counties, municipalities, boards of education, and fire departments) information on statewide contracts bid and maintained by the Purchasing Division that are available to them. The seminars also covered the programs and services offered by the West Virginia State Agency for Surplus Property (WVSASP), including the Federal Surplus Property Program.

The vendor portion of each meeting provided attendees with information on how to expand their customer base, view state solicitations in the Vendor Self-Service portal, and register as a vendor with the West Virginia Purchasing Division. The vendor portion also included information on statewide contracts, requirements for successful vendors, and programs offered by the WVSASP.



West Virginia vendors and local government officials were invited to several seminars hosted by the Purchasing Division in Fiscal Year 2022. Held in Point Pleasant and Elkins, these seminars continued the tradition of outreach and education from the Purchasing Division.

Purchasing Division Handbook Revised to Create a More User-Friendly Version

The Purchasing Division reorganized and reworded its *Purchasing Division Procedures Handbook* during Fiscal Year 2022 to clarify and highlight important procedures, and to condense the information into a more user-friendly format.

As part of this Handbook revamp, the appendices were reduced from 17 to the seven that the Division believed to be most important. “Notes” were also added throughout the Handbook to highlight important information such as frequently used links, *WV*OASIS tips, and more.

Links within the document allows individuals to jump to various sites or other parts of the document, when necessary, and its PDF continued to be searchable by selecting CTRL “F” and typing in key words.

The Handbook included the *Purchasing Decision Path*, which was reduced to five steps from 11, as an appendix. The information contained within the path better detailed the purchasing process as it relates to the various methods of procurement, spending thresholds, documentation, and more.

The *Purchasing Handbook* can be found online at www.state.wv.us/admin/purchase/Handbook.

Purchasing Division’s Welcome Packet is a Compilation of Important Info

In Fiscal Year 2022, the Purchasing Division compiled a Welcome Packet for new procurement officers that makes available in one location the resources, tools, and other procurement information needed to complete their day-to-day jobs. As part of the packet, procurement officers now have access to quick reference links, a procurement guide that highlights the steps required once an agency identifies a need, a list of acronyms and terms used in the state purchasing process, information on the state procurement training program, and other valuable information.

“We recognize that there is a learning curve involved in understanding the laws, rules, and procedures that govern West Virginia state purchasing,” said Purchasing Director Mike Sheets. “We strive to provide the best customer service possible.”

Within the packet’s welcome letter, procurement officers were also encouraged to request a meeting with their agency’s assigned Purchasing Division buyer.

“After all, planning is key. Together, we can make this a process that works for all,” Sheets said in a letter to employees announcing the Welcome Packet.

The Welcome Packet is posted on the Purchasing Division’s Agency Resource Center website at www.state.wv.us/admin/purchase/arc.

Weeklong Virtual Agency Purchasing Conference Received Strong Reviews

After being canceled in 2020 due to the COVID-19 pandemic, the Agency Purchasing Conference went virtual in 2021 and still managed to successfully provide training and information on the purchasing process to more than 200 attendees.



Twenty courses were scheduled across five days and included topics such as statewide contracts, *wvOASIS*, and surplus property and fixed assets. They were offered through WebEx and allowed attendees to follow along with slideshow presentations and submit questions to the presenters.

Of the 219 agency participants, 112 took a post-conference survey online. Most rated their overall opinion of the virtual conference as “good” or “excellent,” with 44.64% rating it excellent and 49.11% rating it as good.

The Purchasing Division received many comments praising the content and format of the classes, as well as understanding the necessity of a virtual conference.

“Considering what we’re dealing with this year, I think the conference was done very well. I appreciate the work you guys have put in,” said one participant.

“Overall, I think that the Purchasing Division made the best of a bad situation and thank you for all the time and effort that you put into getting the information out there,” said another participant.

A third respondent said, “I very much prefer a webinar-based conference over having to be out of the office for an entire week to attend an in-person conference. It’s much more efficient to be able to choose applicable courses and not lose an entire week.”

Others preferred an in-person conference, mainly for the interaction. As the pandemic slowed, the Purchasing Division looked toward the future to its 2022 conference and how it could meet the desires of attendees preferring both in person and virtual options.

Purchasing Division Conducted Outreach Education to Vendors on SWAM Certification

Mark Totten, manager of the Technical Services Unit of the Purchasing Division, shared his knowledge of business registration and certifications with vendors and subcontractors of West Virginia American Water in June 2022.

Veronica Lewis, the government affairs manager at West Virginia American Water, sought direction

from the Purchasing Division on how to inform the company’s vendors of what is available to them, specifically how to register as a SWAM-certified business. SWAM stands for Small, Women-, and Minority-owned Businesses.

Lewis and Totten worked together to present an informational session at the utility’s office in Charleston.

“For West Virginia American Water’s goals, I adjusted my standard business presentation for vendors to especially emphasize our SWAM Certification program,” Totten said. “Vendor engagement in the session was high. The small group of invited businesses made the session very personalized. The vendors in attendance will also be sharing this information with their subcontractors.”



Technical Services Manager Mark Totten presented on the SWAM certification to vendors and subcontractors of West Virginia American Water.

One major theme that distinguished this informational session from the Purchasing Division’s routine vendor outreach was the angle highlighting that state and federal agencies are not the only entities that may reciprocate West Virginia’s SWAM Certification, creating an opportunity for the vendor community. Vendors and subcontractors serving entities such as utility companies may also benefit and find business opportunities by utilizing and participating in this state program.

Seven Cooperative Contracts Made Nonmandatory

In an effort to maintain flexibility within the state purchasing process, the Purchasing Division made several cooperative contracts nonmandatory for state agency use this fiscal year. The change was applied to contracts for the Purchasing Division’s Statewide Contracts webpage with “(nonmandatory)” beside the contract title, box truck rentals, electronic monitoring, industrial supplies, information technology consulting, office supplies, rental cars, and small package delivery services. All other statewide contracts will remain mandatory for use.

As a result of this change, agencies wishing to purchase from a source other than a nonmandatory cooperative contract were no longer required to request a waiver from the Purchasing Division, but were required to follow all applicable bidding rules and requirements for the spending threshold for those purchases.

Agencies choosing to make a purchase from a source other than the cooperative contract were encouraged to track the aggregate spend for all purchases to ensure they don’t exceed a spending threshold. However, purchases made from any cooperative contract did not count toward the aggregate amount.

Designating cooperative contracts as nonmandatory allowed the agencies flexibility under certain circumstances.

Public Service District in Hammond, WV Utilizes Statewide Contract for New Truck

The Purchasing Division is authorized to allow eligible political subdivisions the opportunity to purchase from statewide contracts in accordance with W. Va. Code § 5A-3-8. For Hammond Public Service District (PSD), this meant substantial savings in Fiscal Year 2022 for a new truck acquired from the motor vehicles statewide contract.

The Hammond PSD first learned of the ability to purchase from statewide contracts from other individuals within local government. After speaking with the Purchasing Division to confirm, Hammond PSD officials contacted Stephens Auto Center, an MV21A contract vendor, and began the process to obtain a Ford F-250 truck. According to Hammond PSD Office Manager Holly Stewart, buying the truck from the statewide contract provided a savings of approximately \$10,000.



“All municipalities are looking for the best prices,” she said. “For small districts, having the funds for large purchases can be difficult. Every dollar we can save is essential.”

With the new truck, Hammond PSD employees will be able to more easily access backroads and areas that need repairs. The organization has plans to acquire additional heavy machinery in the future that would utilize the towing power of the truck to move between locations.

While vendors are not required to honor the negotiated prices on statewide contracts for local governments, many vendors have been willing to do so, creating savings for local governments along the way.

WVSASP Hosts Summer Intern for 2022



Braden Phillips
WVSASP Intern

The Purchasing Division welcomed back Braden Phillips as its summer intern for the West Virginia State Agency for Surplus Property (WVSASP). A participant in the Governor’s Internship Program, Phillips spent his internship working at the Dunbar warehouse as a marketing intern. Phillips has a long history of working with the Purchasing Division, as he previously served as the marketing intern with WVSASP Surplus in 2021 and as a communication intern for the Purchasing Division in 2020.

Phillips was responsible for promoting the public sales and federal surplus programs at WVSASP. He also developed plans to increase outreach to organizations that are eligible to receive surplus property, such as state agencies.

Phillips is from Charleston and is a marketing major at West Virginia University.

Purchasing Division Rolls with Pandemic Punches

While other agencies operated on hybrid schedules resulting from the COVID-19 pandemic, Purchasing Division staff returned to mostly normal operations in Fiscal Year 2022.

While the Division continued some of its modified offerings, such as streaming live bid openings and offering its conference virtually, it continued to assess local, state, and federal guidelines related to the pandemic and made changes where necessary to resume its normal operations.

From Capitol Lights to Voting Systems....

A Variety of Unique Purchases Make Their Way through the West Virginia Purchasing Division

The Purchasing Division is responsible for procuring goods and services on behalf of all state agencies in accordance with W. Va. Code § 5A-3, but some of those purchases are as unique as the programs and services that the agencies administer. Below are some examples of contracts issued during Fiscal Year 2022 that were a little different from the norm. Due to the unusual and complex characteristics of the solicitations, the Purchasing Division buyers worked closely with agency procurement officers to ensure the specifications were written competitively to allow for adequate vendor bids.

Lighting contracts brightened Capitol Complex

The Purchasing Division facilitated the solicitation and award of two contracts that would improve the lighting at the Capitol Complex. GSD awarded a contract to Silling Associates Inc. in Charleston to design the new lighting plan while Specialty Groups in Bridgeport conducted the installation of the new light fixtures.

The multi-phase project included an upgrade from the entire North circle (bell side) to each side of the building, with the installation of 122 streetlights across the Capitol Campus and new building spotlights. The second phase of the project covered the west side of the building from the Culture Center to the Governor's Office.



In addition to improving the aesthetic of the Capitol, the lighting projects also improved the state's energy efficiency. The new streetlights were selected to be reminiscent of the gas lights of the 1930s when the Capitol was first constructed and for their dimmable LEDs that are more energy efficient. The previously installed lights used 1,000 watts, and the new lights only use 59 watts.

New Bridge Will Allow Year-Round Trips on Cass Scenic Railroad

The Purchasing Division assisted the State Rail Authority (SRA) with bids for a new scenic train line connect-



The State Rail Authority sought bids for a new scenic train line connecting Durbin to Cass in Pocahontas County.

ing Durbin to Cass in Pocahontas County.

The Trout Run Bridge crossing the Greenbrier River was damaged in the 1985 flood and never rebuilt until now. This project was the last piece of the railroad needing fixed/updated to put the rail from Durbin to Cass back into service.

The origins of the project date back to 2015, when the SRA and Division of Natural Resources entered into an agreement that gave the SRA responsibility of the Cass Railroad. The SRA already had an agreement with the Durbin & Greenbrier Valley Railroad (DGVR) company to operate the Durbin Line and

the West Virginia Central RR. The operator agreed to take on the Cass Railroad which connects to the West Virginia Central, and prior to the 1985 flood, connected to Durbin.

During this work, crews faced various engineering challenges, as well as higher than expected bids to complete the work. DOH engineers came up with a plan to have DOH, SRA, and DGVR crews erect the bridge themselves and complete it as a team. That is what led to the solicitations for the superstructure unit. The SRA bid for all the steel, bolts, and beams to be delivered to Cass.

New options for travel packages were to be made available once the bridge was completed.

“An additional 9.5 miles will be added to our system,” said Cindy Butler, director of the SRA. “This section of rail will allow our operator to offer winter trips. It is currently not possible to run any trains at Cass in the winter because of the steep grades. With this section of track open, it will offer the ability to run year-round. Not only will it add to the operator’s ridership numbers, but it will also boost the Cass Scenic Railroad State Park with added tourists for their Company Store and overnight stays in the refurbished Company houses.”

Awarded Contract Ensures Safe Groundwater at Land Restoration Sites for DEP

During Fiscal Year 2022, the Purchasing Division was pleased to assist the Landfill Closure Assistance Program (LCAP) with the solicitation for a contract to monitor groundwater at closed landfills around the state.



The contract was awarded to Ascent Consulting and Engineering and provided information for 152 monitoring wells, which included collecting field samples from those sites and completing laboratory analysis on a semiannual basis. The data was to be compiled for LCAP to review and assess the groundwater status in these areas.

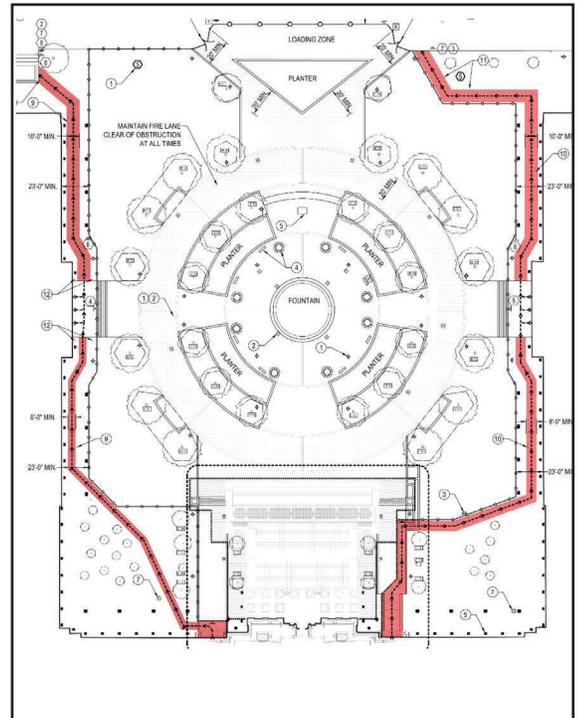
In 1991, the West Virginia Legislature passed Senate Bill 18 to create the LCAP that helps monitor closed landfills. Programs such as the LCAP help the Department of Environmental Protection’s Division of Land Restoration manage and protect these areas in West Virginia.

Purchasing Division Plays Part in Getting the North Stairs Repair Project Underway

Improvements to the Capitol Campus began in May 2022 with the first phase of the North Stairs repair project for Building One, being done by SQP Construction Group Inc. of St. Albans.

The first phase included removing pavers and stonework as well as cataloging and storing the stonework so it could be preserved. Additional limestone pavers and panels were also removed and salvaged, while the concrete stair slab and concrete encasement on the steel beams were removed. An investigation into the concrete failure and water leaks at Building One by the stairs was also set to be conducted as part of Phase I, while the second phase of the North Stairs repair project would include structural repairs, waterproofing, stone treatment, and site restoration.

A multi-phase repair project at the state Capitol Campus began in May 2022. The first phase focused on removing pavers and stonework, as well as cataloging those items for preservation.



Purchasing Division Assisted DEP with Securing Water Monitoring Equipment

The Purchasing Division assisted the Department of Environmental Protection (DEP) in maintaining healthy waterways in the state by facilitating the procurement of four multiparameter water quality sondes.



Acquired from the vendor In-Situ, DEP's new Aqua TROLL 600 sondes can provide data from a variety of aquatic locations including lakes, streams, wetlands, stormwater, dam monitoring, groundwater, mine water, and more. Using these devices, DEP can evaluate water quality with data such as actual and specific conductivity, pH/oxidation/reduction potential, salinity, total dissolved solids, resistivity, density, turbidity, temperature and pressure, ion selective electrodes, and fluorometers.

With the portability of these testers, DEP can test the water quality in remote areas. With the use of two D-cell batteries, the Aqua TROLL 600 can even monitor up to 12 months, providing the opportunity for long-term and continuous monitoring.

Vendor Secured for Electronic Absentee Ballots

During the 2020 Legislative Session, Senate Bill 94 was passed to allow the use of electronic absentee ballots for individuals with physical disabilities. This bill also approved the use of electronic absentee ballots for service members and their families stationed overseas. With the help of the Purchasing Division, the Secretary of State's Office obtained an electronic ballot system that will serve all 55 counties.



The Purchasing Division helped the Secretary of State's Office secure a contract with Democracy Live Inc. to provide e-ballot services for primary and general elections.

The vendor, Democracy Live Inc., is providing e-ballot services for primary and general elections. Because this contract had to ensure service to each county in West Virginia, it will have a large impact on the lives of those living with disabilities.

Senate Bill 94 also included language clarifying whether a voter with a physical disability can receive assistance to vote in certain circumstances.

The Purchasing Division was pleased to assist the Secretary of State's Office in obtaining a vendor to help fulfill the promise of improved voting access to those living with physical disabilities.

Statewide Contracts Continue to Save West Virginia Agencies Time and Money

Statewide contracts continued to provide many benefits to state agencies this fiscal year, including cost savings, accessibility, and efficiency in the process. Items included on statewide contracts often help agencies get the best deal over retail prices.

An example of the savings realized in Fiscal Year 2022 can be found in the statewide office furniture contract, SYSFURN. The retail cost of items purchased off this contract from July 1, 2021, to June 30, 2022, totaled \$12,993,845. The cost to the state was substantially lower at \$4,059,026.

Other savings included that for computers (\$13.6 million saved for a 67% discount), tires (\$9.3 million saved for a discount of 56%), and office supplies (\$14.2 million saved for a 66% discount).

Program Accomplishments

Acquisitions and Contract Administration Section

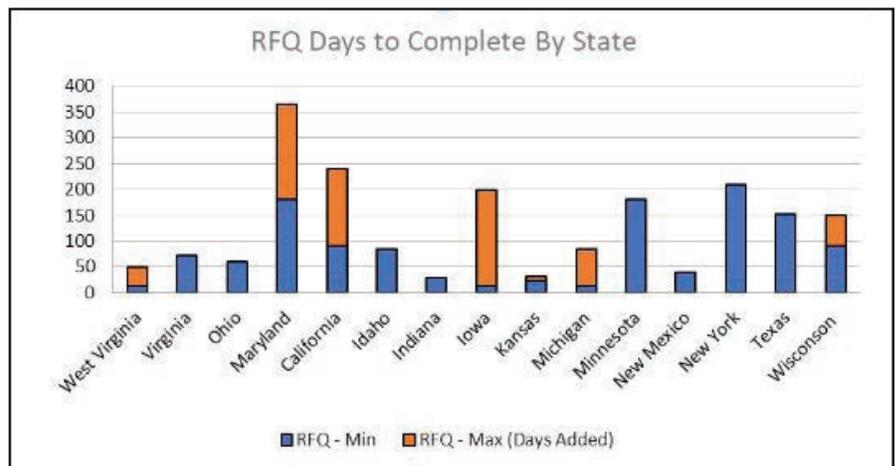
The Acquisitions and Contract Administration Section is responsible for the procurement of products and services for state agencies in excess of \$25,000. It is committed to providing good customer service to agencies and vendors in an efficient and ethical manner that will reduce costs, maximize competition, promote good customer and vendor relations, protect public funds, ensure compliance with W. Va. Code and preserve the integrity in buying the best quality commodities at the lowest cost to taxpayers. Additionally, this Section oversees the Contract Management Unit, which includes Inspection Services.

West Virginia Purchasing Division Compares Processing Time to Other States

The Purchasing Division began a partnership with the Toyota Production System Support Center (TSSC) in Fiscal Year 2021 to analyze the state purchasing process to identify areas for improvement, which continued into Fiscal Year 2022.

TSSC is a nonprofit organization that uses its years of manufacturing experience to share ideas with manufacturers, nonprofits, and other organizations to enable them to develop better ways of doing their day-to-day work.

As part of the preparation work before the first TSSC visit, Purchasing Division staff researched processing time of Requests for Quotations (RFQ) in West Virginia and 14 other states. West Virginia was tied with Iowa and Michigan as the states with the fewest minimum number of days to complete an RFQ at 14. The state with the highest number of minimum days for an RFQ was New York at 210. West Virginia had the second-lowest number of maximum days to process an RFQ at 49, while Maryland had the highest at 365.



Maryland also had the highest number of both minimum (365) and maximum (545) days to process a Request for Proposals.

The Purchasing Division used phase one of the TSSC project to identify and implement kaizen (continuous improvement) but was pleased to have these benchmarks and comparisons as a starting point.

Purchasing Sees Increase in Emergency Purchases as a Result of Supply-Chain Issues

As the COVID-19 pandemic dragged on in Fiscal Year 2022, the supply chain problems that led to many empty store shelves also significantly affected governmental operations. Initially, the virus halted production and transportation in several industries, decreasing available supply. Stay-at-home orders, stimulus checks, and remote work increased demand, and labor shortages compounded the problems.

Depending on the circumstances and with proper documentation, agencies were permitted to make an emergency purchase. In Fiscal Year 2022, there were 63 emergency purchases approved by the Purchasing Division, compared to 28 in Fiscal Year 2021. In some cases, awards were canceled and re-awarded to the next lowest responsive bidder, or the good or service was re-solicited completely.

“We saw a decline in the number of bids being submitted for solicitations. In some cases, we received single bids or even no bids,” said Assistant Purchasing Director Frank Whittaker. “We recommended shorter term contracts and spot purchases where possible to help with price volatility. We also published price adjustment language that was utilized when necessary.”

To help mitigate the risks of decreased competition, the Purchasing Division also took steps to try to increase vendor participation in the procurement process at the central level, such as utilizing the Vendor by Commodity Code (WV-FIN-VN-010) Business Intelligence report within *wvOASIS*. The report was developed by the Purchasing Division, in conjunction with *wvOASIS*, to identify, and subsequently notify, all potential vendors of the opportunity to bid on the goods and services for which they have indicated they provide.

Purchasing Creates RFI Standard Template

The Purchasing Division created a *Request for Information (RFI) Standard Template* for agency use. An RFI is used as a market research tool for agencies needing additional information about a good or service before preparing specifications for a solicitation.

The template included a standard outline with general information, provided instructions for vendors, and offered details regarding the information being sought.

The *RFI Standard Template* can be accessed online at www.state.wv.us/admin/purchase/forms.html.



Purchasing Division Forms Statewide Contracts Team

The Purchasing Division created a Statewide Contracts Team in Fiscal Year 2022, led by Buyer Supervisor Mark Atkins. Also assigned to the team were Senior Buyer Jessica Hovanec and Purchasing Assistant Brandon Barr.

Goals for the team include:

- Maintaining current contracts and making updates and corrections as needed,
- Expanding contract offerings for state agencies and political subdivisions,
- Assisting end users of the statewide contracts, and,
- Working with contracted vendors to assist them in supplying the needs of the state.

Agency procurement officers who have suggestions for potential statewide contracts or questions about current contracts now have a direct point of contact.



Mark Atkins (left), Jessica Hovanec (center), and Brandon Barr (right) make up the new Statewide Contracts Team. The team will help expand the statewide contract program and the number of contracts available to state agencies and political subdivisions.

Purchasing Division Issues New Statewide Contracts Despite Supply Chain Issues

Although the pandemic started to wind down in Fiscal Year 2022, new unrest in Ukraine led to continuing market disruptions and supply chain issues.

With the volatility in the market, vendors were not only concerned about price stability but also about being able to maintain inventory. The Division worked with the vendor community to overcome those supply chain issues and successfully issued several new contracts and change orders for multiple statewide contracts, including those for auto parts, body armor, Centrex services and related local exchange services, light bulbs and ballasts, housekeeping supplies, office supplies, security services, and more.

County school transportation departments across the state that utilized the SBUSTIRE contract specifically awarded for political subdivisions were able to save significantly by doing so. The prices available on the SBUSTIRE contract were cheaper than those established at the national level with the NASPO ValuePoint contract.

Not all statewide contracts were able to continue, however. One example of a market in which stability became an issue in Fiscal Year 2022 was food. The food statewide contracts (FOOD21A and FOOD21B) bid and awarded by the Purchasing Division expired in February 2022, and because of the market, the Purchasing Division was not able to rebid the contracts. Agencies were permitted to competitively solicit food on an as-needed basis to ensure continuity of their operations while the Division continued to monitor the market.

Longtime Purchasing Division Employee Retires

Following nearly 16 years of service to the State of West Virginia, Linda Harper retired in Fiscal Year 2022 from the Purchasing Division. Harper served as a buyer supervisor within the Acquisitions and Contract Administration Section.

Harper began working at the Purchasing Division in 2015 as a senior buyer before transferring to her final position. Prior to joining the Purchasing Division, Harper worked for the Division of Natural Resources and the Office of Technology.

With her newly acquired free time, Harper looks forward to traveling and spending time with friends.

The Purchasing Division thanks Linda for her hard work over the years and wishes her the best of luck in retirement.



Contract Management Unit Responsible for Reviewing Procurement Transactions and Providing Training to State Agencies to Ensure Compliance

Throughout the fiscal year, the Purchasing Division inspection staff members travel the state to review purchasing records primarily for agency delegated purchasing transactions. Inspections occur on arrears. Therefore, the data contained below relates to purchases made and processed during Fiscal Year 2021 but were reviewed by inspectors during Fiscal Year 2022.

Fiscal Year Inspection Statistics

During this fiscal year, inspectors within the Contract Management Unit opened and completed **53** individual inspections of various state agencies and related programs. This encompassed a total of **67,985** transactions of which **2,917** (approximately **4.3%**) were closely scrutinized. Of the transactions reviewed more closely, **352** were determined to have a finding (approximately **12%**).

Below are percentages based on the total number of transactions for inspections made during Fiscal Year 2022:

Finding	Percentage of Inspected Transactions
Failure to bid at central level (stringing)	0.31%
Failure to use statewide contracts	1.91%

Failure to use internal sources	0%
Failure to bid at delegated level	3.73%
Failure to check vendor registration/wrong vendor fee exemption code utilized	.68%
Failure to verify Workers' Compensation, Unemployment Compensation, Secretary of State registration, and/or state debarment	4.11%
Failure to obtain <i>Purchasing Affidavit</i>	1.88%
Failure to issue a <i>wvOASIS</i> award document	3.52%
Failure to affix an asset identification tag	0.27%
Failure to include the <i>Non-Conflict of Interest</i> form	2.91%
Miscellaneous findings	1.43%

Business and Technical Services Section

The Business and Technical Services (BTS) Section maintains the daily operation of the Division's sections and functions using a variety of technology and business resources, ensuring these processes comply with legislative code and rule. BTS manages various web and intranet sites, the hardware and software of the division, as well as all e-procurement initiatives, including streamlining and improving statewide purchasing systems and processes.

Other operational functions handled by this section include managing the vendor registration program, SWAM Certification review and approval, delegated purchasing for the Division, imaging and records retention, bid and document receipt, purchase order encumbrance, vendor outreach, bid bond administration, the Division's inventory and fixed assets, and the transparency of public documents and information. This section also is responsible for calculating state spend on contracts related to central procurement and administering the data-reporting needs for the agency, directors, and procurement officers.

West Virginia Purchasing Bulletin

The *West Virginia Purchasing Bulletin*, which contains bid opportunities for solicitations exceeding \$10,000 (although agencies can use the *Purchasing Bulletin* to post solicitations under that amount), is posted on the Vendor Self Service (VSS) portal of *wvOASIS* at wvOASIS.gov. Vendors may create an account through the VSS or may use the public view access to view and, if desired, download the solicitations through this portal.

Vendor Registration

The Purchasing Division's Vendor Registration Program continues to streamline the tools within the *wvOASIS* system for the benefit of the vendor community and state agencies. More options are available than ever before for vendors pursuing business with the state and for state agency procurement employees contributing to the process.

In Fiscal Year 2022, the Purchasing Division created and/or approved a total of **70** Vendor/Customer Creation (VCC) documents and **2,543** Vendor/Customer Maintenance (VCM) documents in *wvOASIS* for a total of **2,613** new or modified vendor registration documents processed. These totals include documents reviewed by the Purchasing Division through system workflow from vendors using the Vendor Self Service (VSS) portal on wvOASIS.gov.

In addition to the values represented in the aforementioned *wvOASIS* document and registration counts, additional vendor records are reviewed but not modified in workflow by the Technical Services Unit from VSS-generated VCM documents in conjunction with the West Virginia Finance Division. This dual administration of the *wvOASIS* vendor/customer file supports each agency's mission, including the facilitation of state agency order and expenditure transactions.

A total of **222** *Vendor Registration and Disclosure Statement and Small, Women-, and Minority-owned Business Certification* documents, the paper registration method for vendors not self-registering online, were

processed during Fiscal Year 2022.

A total of **3,157** paid registrations were received via multiple payment methods during Fiscal Year 2022, with revenue generating **\$394,625.00**. The vendor registration annual fee is **\$125**.

Small, Women-, and Minority-Owned Business Certification

The West Virginia Purchasing Division incorporates the Small, Women-, and Minority-Owned Business (SWAM) Certification application as part of the Vendor Registration and Disclosure Statement, in accordance with W. Va. Code § 5A-3-59 and the W. Va. § 148 C.S.R. 2-1. During Fiscal Year 2022, a total of **356** vendors were certified or updated their certifications through the Purchasing Division as SWAM businesses.

Purchase Order Encumbrance

All purchase orders and subsequent change orders with a fixed amount are placed in the Purchase Order Encumbrance system. A total of **1,047** new contracts/Central Delivery Orders and **1,057** change orders were encumbered by the Purchasing Division during Fiscal Year 2022.

Records and Imaging

All documents relating to Fiscal Year 2022 transactions were scanned and managed with the Division's imaging system. The total number of pages scanned for the Purchasing Division, which contained purchase orders, change orders, vendor registration forms, renewals and deposits and all supporting documentation, was **209,624** for Fiscal Year 2022.

Receipt of Incoming Sealed Bids

The Support Services Unit is responsible for receiving paper sealed bids from vendors who are participating in the competitive bid process. During Fiscal Year 2022, there were **505** paper bids received by the Purchasing Division. Through *wvOASIS*, vendors may also submit electronic bids to the Purchasing Division. There was a total of **1,632** electronic bids received through *wvOASIS* during this fiscal year. The total number of all incoming paper and electronic sealed bids for Fiscal Year 2022 was **2,138**.

Governor's Committee for the Purchase of Commodities and Services from the Handicapped

In accordance with W. Va. Code § 5A-3-10(e), the Purchasing Division is responsible for designating an Executive Secretary for the Governor's Committee for the Purchase of Commodities and Services from the Handicapped (GCPCSH). Technical Services Manager Mark Totten continues to serve in this position as the liaison between the Purchasing Division and the GCPCSH and also handles all administrative func-

tions and maintains the committee’s website, <http://gpcsh.wv.gov>.

Technological Initiatives

Currently, the Section consists of 10 employees. The staff members are continually reviewing and looking for the most current and efficient tools for the Division staff (ACA, BTS, CTS) to carry out daily business functions. Two such projects are:

- 1. Microfilm Conversion:** The Division purchased equipment to convert more than 1100 Microfilm (16mm x 100 ft.) cassettes to PDF digital format before the information became unretrievable. Approximately 300 cassettes were scanned in Fiscal Year 2022.
- 2. Phone system:** The Division’s phone system was upgraded from the CISCO legacy system to the SEGRA statewide equipment phone system.

The Section also participated in and supported the Purchasing Division’s Vendor Road Shows (outreach to agencies, vendors, and political subdivisions) where participants were given information regarding the Vendor Registration process and opportunities to register as a SWAM vendor.

Internet and Intranet Statistics

In addition to the many changes and updates made to the Purchasing Division’s website and intranet during Fiscal Year 2022, the website statistics for this fiscal year are noted below:

Purchasing Division’s Internet Site Statistics:

Total Hits:	9,607,025
Unique Visitors:	190,648
Visitor Sessions:	1,364,376
Average Visitors Per Hour:	21.77
Files Downloaded:	71,954

Purchasing Division’s Intranet Site Statistics:

Total Hits:	42,032
Unique Visitors:	850
Visitor Sessions:	5,991
Average Visitors Per Hour:	.10

Communication and Training Section

The Communication and Training (CT) Section is responsible for a variety of services offered to state employees, vendors, and the public. Their responsibilities include developing monthly newsletters; maintaining formal publications and documents, including the Purchasing Division Procedures Handbook and Annual Report; distributing guidance to all designated procurement officers through regular eblasts; maintaining the official Procurement Officer Listing; and much more. They also oversee the Purchasing Division's complete training program, including in-person workshops and virtual webinars; coordinate the annual Agency Purchasing Conference; manage the State Procurement Certification Program; develop online training modules; oversee compliance with training requirements for designated procurement officers; and more.

Professional Development and Training

The Purchasing Division maintains a comprehensive training program and continually strives to educate agency procurement officers, vendors, and the public in the most meaningful ways possible. While slowly incorporating more in-person events, many events were still held virtually due to the COVID-19 pandemic. With this hybrid approach, the Division continued to meet the educational needs of procurement officers while remaining aware of health and safety guidelines.

The Purchasing Division manages various methods of training, which are free and easily accessible to agency procurement officers, vendors, and political subdivisions. These trainings highlight the laws, rules, and procedures that govern the state purchasing process. From webinars to online training modules to conferences, the Purchasing Division provides ample opportunities for state employees to obtain the information needed to perform the procurement function for their agencies and/or for vendors and local government entities to participate in the procurement process.

These offerings allow participants who are required to procure under the Purchasing Division's authority, as well as those whose participation in the process is optional (i.e. political subdivisions and vendors) to learn the procurement laws, rules, and processes outlined in W. Va. Code 5A-3, 148 C.S.R. 1 and the *Purchasing Division Procedures Handbook*.

Below are some of the ongoing activities that the Purchasing Division achieved during this fiscal year to meet the needs of agencies, vendors, political subdivisions, and Purchasing Division staff.

2021 Agency Purchasing Conference

Due to the ongoing COVID-19 pandemic, the 2021 Agency Purchasing Conference was held virtually. More than 200 attendees logged on to view the 20 webinars offered by the Purchasing Division. For more information on the five day virtual conference, please see Page 12 of this report.

Vendor Training Initiatives

Each year, the Purchasing Division strives to educate vendors interested in doing business with the state. Outreach is conducted through various mechanisms, including but not limited to the Purchas-

ing Bulletin and on our website's Vendor Resource Center, but the most notable method of outreach is live webinars conducted each fall and spring. Those webinars are then recorded and posted on the Purchasing Division's Vendor Resource Center at www.state.wv.us/admin/purchase/vrc.



During Fiscal Year 2022, approximately **80** vendors participated in the two webinars. As part of the webinars, Purchasing Division staff shared how vendors could maximize their opportunities to bid and perform work for West Virginia state government despite ongoing challenges related to the pandemic, how to market their commodities and services to West Virginia state agencies, how to register as a vendor with the Purchasing Division, and how to submit bids/proposals.

Open and fair competition in the state procurement process is always a top priority. By continuing to offer free informational webinars to vendors, the Purchasing Division is doing its part to ensure that vendors understand the competitive bidding procedures and fully participate in this process.

Webinars

The Purchasing Division continued to offer webinars as a platform to educate agency procurement officers.

A virtual training program provides agency designated procurement officers with a reliable source of training opportunities to help them obtain the 10 hours of procurement training required by W. Va. § 148 C.S.R. 1-3.2. During Fiscal Year 2022, the Purchasing Division conducted **17** webinars (**36** total hours).

The webinars offered this fiscal year covered basic topics applicable to most agency purchasers, regardless of location. New topics this year included *wv*OASIS Tips and Tricks, co-presented with an agency procurement officer who was able to offer tips from the agency perspective, as well as Corporate Naming Issues, which examined the differences between various types of business entities, required filings with the Secretary of State's office, DBA and what it means, mergers and acquisitions, and how corporate structures and tax status can affect vendor registration.

Other webinar topics included statewide contracts, inspection services, fixed assets and surplus property, the solicitation process (from pre-planning to post award), EOIs and construction purchases, and vendor registration. Approximately **798** individuals participated in these free webinars.

In-House Training Curriculum

The Purchasing Division resumed in-person workshops during Fiscal Year 2022 after offering only virtual training during Fiscal Year 2021. Both Purchasing staff and agency procurement officers were ready to meet face-to-face again and enjoy the advantages and benefits these small group settings offer.

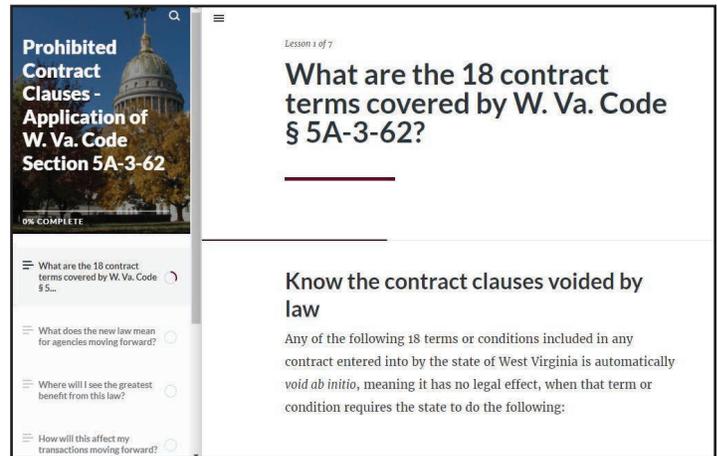
The Division offered two in-person sessions in Fiscal Year 2022. One of these was a day-long session titled An Introduction to West Virginia Purchasing. This session is worth six hours of training credit and includes topics such as basic purchasing, statewide contracts, vendor registration, developing spec-

ifications, and requests for proposals. The other in-person session was worth 1.5 hours and featured a brand-new topic, Contract Negotiations. Attendees explored what they should know about contracts, the market, and the law; when the state can negotiate; and several negotiation strategies that have been proven to work, as well as a few that don't.

A total of **57** agency procurement officers attended these sessions.

Online Training Modules

The Purchasing Division maintains online training modules within the state's online learning management system, CourseMill, to serve as a source of education for agency procurement officers to learn new purchasing topics, as well as obtain a refresher, when necessary, from the convenience of their own offices. Hosting the modules in CourseMill allows viewers to track their training participation more easily through the transcript feature within CourseMill, as well as print certificates as needed.



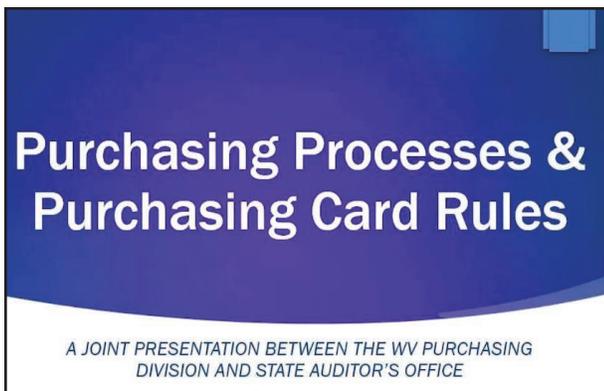
All modules are self-paced and available to our state agency procurement officers free of charge. Agency procurement officers may view these modules on the Purchasing Division's training website from their workplace, at home, or while on the go. There are 17 modules (10 full modules and seven mini-modules) covering varying topics, from *Public Procurement Basics* and *Requests for Quotations to Change Orders and Addenda* and *Drafting Specifications*.

During Fiscal Year 2022, the Purchasing Division introduced modules with new topics were introduced. Those included modules on the Compliance Verification Checklist for Requisition Submission; prohibited contract clauses law; and pre-bid conferences.

Agency procurement officers viewed the modules approximately **1,000** times.

High-Level Officials Purchasing Procedures and P-Card Training

The West Virginia Purchasing Division continues to offer two webinars each year on the state's purchasing procedures and Purchasing Card Program to the state's high-level officials. The two-hour webinar, which is required by W. Va. Code § 5A-3-60, is co-presented by the Purchasing Division and the State Auditor's Office and is mandatory for all "executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads" to complete annually.



During Fiscal Year 2022, these webinars were offered on Nov. 4, 2021, and May 5, 2022. The webinars were recorded and posted on the Purchasing Division’s website for online viewing for any individual who was unable to participate in either live webinar. More than **158** high-level state officials participated in or viewed this training this fiscal year.

Purchasing Division Procurement Certification Program

The Purchasing Division continues to certify agency purchasers through the West Virginia Procurement Certification Program.

During Fiscal Year 2022, **seven** agency buyers successfully completed the Basic Certification Program. This brings the number of total agency purchasers certified since the program’s inception to **113**. Additionally, there were no agency procurement officers certified at the advanced level, keeping the total since inception at **24**.

A complete list of certified individuals, their dates of certification/recertification and their applicable expiration dates may be found on the Purchasing Division’s website. For a direct link, visit www.state.wv.us/admin/purchase/training/Certification. This webpage also contains the requirements to successfully complete the basic and advanced level certifications as well as the requirements to recertify.



Staff Development

The West Virginia Purchasing Division conducts professional development sessions for its staff to ensure an adequate understanding of various laws, rules, and procedures. During Fiscal Year 2022, Chris Alder, the director of the West Virginia Business and Licensing Division of the Secretary of State’s office, came to the Purchasing Division to speak to staff about how to assist vendors who are not included in the Secretary of State’s Business Database, are in the database but have been terminated, or do not believe they have to file with the Secretary of State.

In addition to internal professional development training, Purchasing Division staff also regularly attend and participate in conferences conducted by national organizations, including the National Association of State Procurement Officials, National Institute of Governmental Purchasing, and the National Procurement Institute. During Fiscal Year 2022, Purchasing Division staff were permitted to attend conferences again after the COVID-19 travel restrictions were lifted. Technical Services Manager Mark Totten and Buyer Supervisor Mark Atkins attended the NASPO Exchange April 11-15, 2022, in Orlando, Fla., where the 75th anniversary of NASPO was celebrated.

Staff Certifications (State and National)

West Virginia Purchasing Division personnel understand the importance of continuing education and professional development. This fiscal year, Greg Clay and Mitzie Howard achieved Advanced CLEAR Certification, and Leslie Gwinn and Jason Thompson achieved Basic CLEAR certification. All were members of the Inspection Services Unit of the Purchasing Division in Fiscal Year 2022.



CLEAR, the Council on Licensure, Enforcement and Regulation, is a national association of individuals, agencies and organizations that promotes regulatory excellence through conferences, educational programs, webinars, seminars, and symposia. The organization provides networking opportunities, publications, and research services for those involved with, or affected by, professional and occupational regulation. As a neutral forum to encourage and provide for the sharing of best practices, CLEAR serves and supports the international regulatory community and its vital contribution to public protection.

Purchasing Division Training Summary

The Purchasing Division’s comprehensive training program affects many state employees throughout the year. Below is a summary of the training formats and participation in Fiscal Year 2022:

Description of Training	Statistics
Number of High-Level State Officials Trained on Purchasing Procedures and Purchasing Card Program	158
Number of In-Person Training Sessions	3 (13.5 hours)
Number of Agency Webinars	17 sessions (36 hours)
Number of Times Agency Procurement Officers Participated in Webinars	798
Number of Agency Conference Participants	219
Number of Online Training Modules	10 full modules (5 hours) 7 mini-modules (1.75 hours)
Number of Online Modules Viewed	1,000
Number of Individuals Attaining the WV Procurement: Basic Certification	7
Number of Individuals Attaining the WV Procurement: Advanced Certification	0
Number of Individuals Attaining Re-Certification	18

Purchasing Reports to Legislature on Stringing, Direct Award Purchases and Recycled Products

Each January and July, the Purchasing Division is required to electronically submit a semi-annual Stringing Report to the West Virginia Legislature, in accordance with W. Va. Code § 5A-3-10(b), through the Legislature's database to the Joint Committee on

Government and Finance. Additionally, the Purchasing Division is required to submit to the Legislature an annual report on all direct award purchases, a semi-annual report on eligible organization purchases of surplus property, and an annual report of the procurement of recycled products.



According to the *Purchasing Division Procedures Handbook*, stringing is defined as “issuing a series of requisitions or dividing or planning procurements to circumvent the \$25,000 threshold or otherwise avoid the use of sealed bids.” During the year, Purchasing Division inspection staff members review purchasing records, primarily for agency delegated purchasing transactions, to ensure those transactions are completed in accordance with the Purchasing Division's procedures. Based on their inspections and findings, incidents of stringing occurred in 0.31% of inspected transactions during Fiscal Year 2022.

State agencies are strongly encouraged to continuously monitor their expenditures with vendors to ensure that the total amount spent with a given vendor, in any 12-month period, of same or similar commodities or services does not exceed a bid threshold without the proper level of documentation and bidding. This can be done through reporting in *wvOASIS* Business Intelligence using the reports WV-FIN-AP-026 (Comprehensive Statewide Payment Detail by Vendor) or WV-FIN-AP-055I by inserting the agency's department number for total spend for the service date range, or through *wvOASIS*'s Vendor Transaction History database. The Purchasing Division encourages state agencies to procure open-ended contracts for commodities and/or services that are used often to eliminate the potential for stringing.

Additional reports required to be submitted to the Legislature are noted below:

- A report is required each July that provides a list of all solicitations submitted for direct award commodities or services, noting the outcome of the transaction. This requirement is in accordance with W. Va. Code § 5A-3-10(c).
- The report of all commodities sold to eligible organizations through the West Virginia State Agency for Surplus Property is due twice annually, in accordance with W. Va. Code § 5A-3-45.
- The Comprehensive Procurement of Recycled Products Program and its annual report is due at the end of January of each year, in accordance with W. Va. Code § 22-15A-21.

All of the reports required to be submitted to the Legislature may be found on the Legislature's website under the Audits/Reports section in the State Agency Reports subsection. To view these reports, visit www.legis.state.wv.us. They can also be found on the Purchasing Division's Transparency website at www.state.wv.us/admin/purchase/transparency.html.

Agencies, Local Governments Share Thoughts as Part of Annual Satisfaction Surveys

For the fourth consecutive year, the Purchasing Division prepared and distributed a satisfaction survey to both state agencies and local government entities to assess the effectiveness of its operations and programs and identify needs for any changes or improvements.

As part of the Agency Satisfaction Survey, **93%** of respondents rated that their overall satisfaction with the Purchasing Division's programs and services had increased or stayed the same during the previous 12 months.

Below is feedback regarding other general areas of the Purchasing Division:

- **97%** rated the professionalism of Purchasing Division staff as “Excellent” or “Good”
- **94%** rated the accuracy of information provided by the Purchasing Division as “Excellent” or “Good”
- **86%** rated the responsiveness of their agency's designated Purchasing Division buyer as “Excellent” or “Good”
- **85%** said the Purchasing Division does an “Excellent” or “Good” job in providing agencies with effective solutions to meet their needs
- **82%** rated the Purchasing Division's understanding of customer needs as “Excellent” or “Good”
- **81%** rated the accessibility to their agency's designated Purchasing Division buyer as “Excellent” or “Good”

In addition to the Annual Satisfaction Survey, a survey is sent to local government entities to determine their specific needs and how the Purchasing Division can help them meet those needs. Questions on this survey cover statewide contracts, contracts bid and awarded specifically for local government entities, training needs, and more.



Of the 47 respondents to this fiscal year's survey, **80%** indicated they were aware of the West Virginia State Agency for Surplus Property (WVSASP), which offers a variety of retired property that is available to local governments. Additionally, **39%** said they had made a purchase from the statewide contract during 2021.

Purchasing Continues Strategic Sourcing Meetings

The Purchasing Division continued to host its strategic sourcing meetings this fiscal year, which began in 2015 to allow its largest customers the opportunity to review procurement trends and to plan appropriately for purchases expected during the upcoming fiscal year.

Prior to each meeting, the agency was provided with a list of reports, including the contracts that are set to expire as well as procurements made the previous fiscal year, the transactions currently in process, and the training in which its staff participated. Discussions on opportunities to consolidate procurements, internal controls and procedures, legal issues, and inspection findings were also held during these meetings to enhance the agency and Purchasing Division partnership and encourage collaboration.

In July 2021, the Purchasing Division conducted its first strategic sourcing meeting of the fiscal year with the General Services Division via conference call. In person meetings resumed in May and June of 2022 with the General Services Division, Veterans Assistance, and the Office of Technology.

“Communication and relationships are key to successful procurements,” said Purchasing Director Mike Sheets. “These meetings provide opportunities for proactive dialogue with agency procurement officers.”

By offering these strategic sourcing meetings, the Purchasing Division hopes to improve the procurement process and the relationship between the Division and the agencies under its authority by sharing thoughts on processes, training, inspections, and current and future procurements.

Updates Made to Handbook, Terms and Conditions, and Forms Provide Most Current Information

The Purchasing Division maintains a *Purchasing Division Procedures Handbook*. To ensure state employees have access to the most current and accurate information related to the state purchasing process, the Handbook is made available on the Purchasing Division’s website and updated on a regular basis.



Three sets of revisions were made to the *Purchasing Division Procedures Handbook* during Fiscal Year 2022. The first revisions were effective July 1, 2021. As part of these changes, the appendices were reduced from 17 to seven that the Purchasing Division believed to be most important, with Frequently Used Links (Appendix A) directing users to additional resources. This version of the *Handbook* also incorporated notes throughout to highlight important information. The notes were indicated by a megaphone icon and include links to online resources, *wvOASIS* tips and tricks, and more.

The second set of revisions were effective Oct. 1, 2021. These provided details on contract term exceptions for software contracts and renewals, and established that agencies can use a 100- or 1,000-point scale without pre-approval when evaluating *Requests for Proposals*.

The third set of revisions were effective April 1, 2022, due to changes resulting from House Bill 4499.

These revisions removed language on information no longer required as part of the vendor registration process; added language to address increasing the agency delegated threshold; removed all mention of the *Purchasing Affidavit*, which was no longer required; replaced all language referencing the \$25,000 threshold with the agency's delegated limit; modified language regarding the submission requirements of the *Disclosures of Interested Parties to a Contract* form (it must now be submitted for contracts estimated to exceed \$1 million before work can commence on a contract instead of prior to award); and removed language on Sheltered Workshops (WVARF), which became optional for use by state agencies. In addition to the *Handbook* changes, the *Agency and Purchasing Master Terms and Conditions* were also updated to incorporate legislative changes.

The *Purchasing Division Procedures Handbook* can be viewed online at www.state.wv.us/admin/purchase/Handbook, along with archived copies of past revisions. The master terms and conditions can be accessed at www.state.wv.us/admin/purchase/arc.

The Division also modified the *Vendor Non-Performance Notification* form, formerly known as the *Vendor Performance Report* (WV-82). When an agency experiences issues with vendors, the most important first step is to properly notify the vendor of the issue(s) and allow the vendor the opportunity to resolve the issue(s). To ensure this occurs, the form now serves as that notification and no longer requires submission to the Purchasing Division.

In past instances when the Purchasing Division became involved, a demand letter was sent to the vendor outlining the issues and identifying consequences should the issue(s) not be resolved in a timely manner. To complement the revised *Vendor Non-Performance Notification* form, the Purchasing Division developed a *Vendor Non-Performance/Breach of Contract Template Demand Letter*. The letter is modifiable so the agency can change it to meet its specific needs.

Both documents are on the Purchasing Division's Forms page at www.state.wv.us/admin/purchase/forms.html. Additionally, the *Vendor Non-Performance Notification* form was added to the Purchasing Division's *Welcome Packet* on the Agency Resource Center at www.state.wv.us/admin/purchase/arc.

Purchasing Division Conducts Legal Seminar for West Virginia State Attorneys

On April 28, 2022, the Purchasing Division presented its biennial legal seminar on state procurement practices in the Capitol Room of the Caperton Training Center (Building 7) on the Capitol Campus. The legal seminar provided training to approximately 40 attorneys employed by the state. The training included presentations on the legal issues related to state procurement, including privacy issues, ethics in procurement, technology procurements and the CIO review process, and other topics.



This training was available to all attorneys employed by the state of West Virginia. Continuing Legal Education (CLE) credits were offered through the West Virginia State Bar. This saved the state approximately \$15,000 in continuing education costs; \$350 would be the approximate CLE cost for a day-long training per person.

Accessibility to Public Records

The Purchasing Division maintains the official file for contracts processed under its authority. The official file contains all documentation and correspondence in the possession of the Purchasing Division as it relates to the specific contract requested. All records of the Purchasing Division are available to be reviewed at no charge and/or copied during normal business hours, Monday through Friday, 8:15 a.m. to 4:30 p.m., holidays and weekends excluded.

The Communication and Training Section oversees the requests for public records through the Freedom of Information Act (FOIA) process. All FOIA requests received are properly entered into the Secretary of State's FOIA database, in accordance with W. Va. 153 C.S.R. 52.

During Fiscal Year 2022, the Purchasing Division responded to a total of **94** FOIA requests.

Program Services Section

This section is responsible for several of the programs administered by the Division. The Fixed Assets Program maintains the state's inventory of property. The Surplus Property Unit manages the state and federal programs for property no longer needed within the respective governments. The Travel Management Unit offers guidance to state business travelers and oversees various statewide contracts for travel-related services.

Fixed Assets Management Program

As indicated by W. Va. Code §§ 5A-3-34 through 37, the Purchasing Division is tasked with the management of state inventories and property. This section requires the head of every spending unit of state government to file with the director, on or before July 15 of each year, an inventory of all real and personal property, and of all equipment, supplies, and commodities in its possession as of the close of the last fiscal year. Agencies are required to report their fixed assets with an acquisition value of \$1,000 or more in the wvOASIS Fixed Assets System and retire obsolete equipment in accordance with policy and procedure.

Surplus and Federal Surplus Property Programs

The West Virginia State Agency for Surplus Property (WVSASP) has assisted thousands of eligible organizations for more than 70 years by offering quality, usable property at a substantially reduced price. The WVSASP is authorized to market state property to eligible organizations and to the general public. The WVSASP also works closely with the U.S. General Services Administration to administer the federal surplus property program for eligible organizations, including but not limited to state and local public entities, nonprofits, and veteran-owned small businesses.

Fiscal Year 2022 Statistics

The following are totals earned for various programs administered by the West Virginia State Agency for Surplus Property (WVSASP):

Federal Property Service Charge	\$228,813.18
State Property Service Charge	408,687.63
Public Daily Sales	948,325.50
Online Sales (GovDeals)	2,565,227.62
Scrap	40,806.80
<hr/>	
Gross Revenue	\$4,191,860.73
Amount Reimbursed to State Agencies	\$2,664,526.22
<hr/>	
Net Revenue	\$1,527,334.51

State Vehicles

There were **348** vehicles sold during Fiscal Year 2022. Below is a breakdown of the method by which they were sold:

Public Auction	0	\$0.00
Public Daily Sales	126	773,769.80
Online Sales (GovDeals)	177	959,460.33
Negotiated Sales	45	418,675.00
Total.....	348.....	\$2,151,905.13

Online Sales

The West Virginia State Agency for Surplus Property (WVSASP) utilizes an online auction process to dispose of property that is not easily transportable to the Dunbar location, located too far from Charleston for it to be reasonably picked up, unique, or has been warehoused at WVSASP for an extended period of time.

Agencies are required to obtain approval for the disposition of all state property through WVSASP, unless statutorily exempt. Online sale sites, such as GovDeals, allow users to browse items for sale according to category, auction closing time, and state. The site is specifically designed for government sellers and allows for greater accountability for WVSASP.

WVSASP sold **380** items through GovDeals during Fiscal Year 2022. Items sold included but were not limited to 2009 Cessna Grand Caravan, antique coin counter, and a 1974 conservation boat. Revenue from online sales was **\$2,669,044.61**.

Daily Public Retail Sales

The West Virginia State Agency for Surplus Property has had the authority to sell state property to the public through daily retail sales since June 2008. All direct sale items are priced and sold on an “as is, where is” basis. Property is available at the Surplus Property facility at 2700 Charles Ave. in Dunbar. As a result of the daily public retail sales, **\$948,325.50** was generated in revenue during Fiscal Year 2022.

Annual Fixed Assets Training Offered to State Employees

To assist fixed asset coordinators, the West Virginia State Agency for Surplus Property (WVSASP) hosts an annual training. The 2022 training held in April was attended by 39 individuals.

“Each year, we offer this specialized training to the



state’s fixed asset coordinators,” said WVSASP Manager Elizabeth Cooper. “It is designed to provide important information to those who are new coordinators and those who have been managing their agency’s fixed assets for years.”

The April webinar covered the basic requirements of maintaining an agency’s inventory, including the agency’s responsibilities related to entry requirements for the *wv*OASIS Fixed Asset System, and proper retirement procedures. An overview of the procedures is also available in the Surplus Property Operations Manual available at *WVSurplus.gov*.

Veteran-Owned Small Business Webinars Receive National Attendance Thanks to WVSASP, Local SBA

The West Virginia State Agency for Surplus Property (WVSASP) partnered with the Small Business Administration (SBA) of West Virginia to present information in November 2021 and April 2022 on how veteran-owned small businesses can access federal surplus property. Each presentation included information on how veterans can register/verify their small business registration with the U.S. Department of Veterans Affairs, how to screen for available federal property online, and the compliance requirements veterans must follow once property is obtained. Following the presentation, a question-and-answer forum was conducted with WVSASP and the available SBA representatives.

During the November presentation, WVSASP Assistant Manager Doug Elkins presented to approximately 345 attendees from locations such as California, Colorado, Delaware, Hawaii, Texas, Tennessee, New York, Virginia, and West Virginia. The event had originally been intended for veterans in West Virginia and Pennsylvania before gaining national attention. A post-event survey revealed that 56% of attendees planned on seeking verification to take advantage of this program while several other attendees shared they had already begun the verification process.

“We are honored to assist the veteran-owned small businesses with any type of federal donation that will help their business run more effectively and efficiently,” said Elkins. “The attendance and interest in this presentation not only helps educate these veterans but also allows WVSASP to better understand their needs.”

For the April 2022 presentation, WVSASP Manager Elizabeth Cooper presented to more than 105 individuals. While this event was primarily geared toward veterans in West Virginia, the webinar was attended by individuals across 11 states, including North Carolina, Maryland, Illinois, Washington, Texas, and Nevada.

“We were excited to be invited again by the SBA to present to veterans on this important program,” said Cooper. “WVSASP has already helped veterans in West Virginia acquire property, and we want to help others achieve this same success.”

Following the event, a copy of the webinar was posted to *WVSurplus.gov*.

WVSASP Invited to Present to Outside Organizations

Throughout Fiscal Year 2022, Elizabeth Cooper, manager of the West Virginia State Agency for Surplus Property (WVSASP), was invited to present to organizations outside of state government. Cooper presented to the West Virginia Association of Government Accountants on Oct. 30, 2021, and to the West Virginia Association of School Business Officials on May 18, 2022.

“It was an honor to be invited by both organizations to present on the state and federal surplus property programs,” said Cooper. “WVSASP is always looking for ways to educate organizations about its services.”

State Plane Sold Through Online Auction

In the summer of 2021, the West Virginia State Agency for Surplus Property (WVSASP) facilitated the auction of the state’s 2009 Cessna 208B Grand Caravan. Held virtually, the plane was listed for one month and received 64 bids. It ultimately sold for \$1,526,650.

“WVSASP is responsible for the retirement of most state property, no matter how big or small,” said WVSASP Manager Elizabeth Cooper. “When a state agency has an item it no longer needs, we want to ensure it is retired in the best way possible. For the state’s plane, holding an online auction allowed us to reach a larger audience that would be interested in this unique item.”



The state originally purchased the plane in 2009 and had completed 574 flight hours and made 657 landings since that time. Despite its good condition, usage had declined, and the decision was made to sell it instead of letting it depreciate in value.

“While most people think WVSASP only receives office furniture and vehicles, the truth is we see all types of unique inventory owned by the state,” added Cooper. “I hope the successful auction of this plane encourages state agencies to contact us with questions about our process and feel more comfortable planning for higher-priced items that need to be retired.”

Veteran-Owned Small Business Acquires Property

During Fiscal Year 2022, the West Virginia State Agency for Surplus Property (WVSASP) was able to connect a veteran-owned small business with federal property. After years of development, the Veterans Small Business Enhancement Act of 2018 was finally put into effect. Rockwood Properties LLC located in Princeton, W. Va., was the first veteran-owned small business to acquire property with WVSASP through this program.

“The program has saved me thousands of dollars,” said Leland Price, owner of Rockwood Properties. “I am excited for how this will impact my business.”

Rockwood Properties acquired a forklift through WV Surplus, which has been used in the business’ construction operations for moving heavy pallets and lifting shingles and other roofing materials.

“The forklift has already paid for itself,” shared Price.

Because of the high interest in this program, WVSASP is working to house more federal property at its Dunbar warehouse and increase its outreach to veterans who own small businesses.

“It took some time to get verified by the U.S. Department of Veterans Affairs,” advised Price. “But it was absolutely worth the wait to have access to federal property.”



Property obtained by a West Virginia veteran is now in service at his small business thanks to the Small Business Enhancement Act of 2018. WVSASP is responsible for facilitating this program in West Virginia.

U.S. General Services Administration Review Praises WVSASP Procedures and Program Processes

During Fiscal Year 2022, the General Services Administration (GSA) Personal Property Management team completed a positive review of the West Virginia State Agency for Surplus Property (WVSASP). The review, which considered several aspects of the state-run surplus program, such as operational capabilities, fiscal management, program compliance, and records management, praised WVSASP on the progress of its Federal Surplus Property Program. Because of its positive review, the GSA team announced it wouldn’t need to formally review WVSASP’s operations again until 2025.

According to the review, “The agency [WVSASP] has addressed several issues relevant to its operations that have stabilized its status and reinvigorated its efforts to obtain more property and attract more customers moving forward. It appears to be on the right track.”

“I am very pleased with the results of the review,” said Elizabeth Cooper, WVSASP manager. “I give credit to our Federal Surplus Property Manager Doug Elkins, and to Matt Harper who willingly stepped

in as Acting Federal Surplus Property Manager when Doug was unexpectedly out of the office for a few months. Doug and Matt believe in the mission of the program and understand how to achieve it.”

The GSA review also cited obtaining the federal donation of two planes as a big plus and noted that obtaining property from overseas shows WVSASP’s progress.

“These, together with the development of warehousing facilities and new transport capabilities, in addition to webinars for entities like nonprofits, should have a positive impact on expanding business and meeting customer needs,” the review said.

Marshall University Obtains Plane Through WVSASP and the Federal Surplus Property Program

In the spring of 2022, Marshall University and Mountwest Community and Technical College launched a new aviation program featuring assets obtained through the Federal Surplus Property Program. The Aviation Maintenance Technology (AMT) program would feature planes secured by the West Virginia State Agency for Surplus Property (WVSASP) on their behalf. The federal program, which was established in 1949, authorizes WVSASP to coordinate the donation of retired federal surplus property to eligible organizations.

“Marshall University has already received one plane from Florida, and we are working with WVSASP on acquiring two additional planes located in Boston,” said James Smith, director of AMT for Marshall University. “We were lucky that the types of planes we wanted for our program were immediately available.”

As part of the program, students enrolled in the AMT program would train for their FAA certifications over an 18-month period. To complete the approximately 1,970 hours of shop time needed for these certifications, it was critical that the AMT program have enough equipment to meet FAA requirements.

“If someone in southern West Virginia wanted to learn aircraft maintenance, they would have previously had to go to Bridgeport,” added Smith. “This is the first course like this in the area.”

The university was able to fund the administrative costs to process the transfer thanks to a grant from Toyota. Smith said he plans to continue monitoring the Federal Surplus Property Program for the availability of other turboprop aircraft. In addition to the aircraft, the aviation program utilized WVSASP’s state warehouse in Dunbar to furnish its office facilities.



“I learned about WVSASP from an individual with Wayne County law enforcement,” said Smith. “The application was simple, and WVSASP staff members have been great to work with. It has been a large cost savings, which means lower student fees.”

As a registered eligible organization with WVSASP, Marshall University was able to receive donated federal property. The planes acquired by Marshall University will be used as part of the new aviation program launched by Marshall and Mountwest Community and Technical College.

Elizabeth Cooper Honored with Service Award from National Surplus Property Association



In July 2021, the National Association of State Agencies for Surplus Property (NASASP) honored Elizabeth Cooper at its annual meeting with a special award for her service as the NASASP president from September 2019 to August 2021. Cooper, who is the manager for the West Virginia State Agency for Surplus Property (WVSASP), had originally been elected to a one-year term but was asked to serve longer due to the pandemic.

“When I was elected as president of NASASP, I was excited to serve my one-year term,” said Cooper. “I do not think anyone at NASASP was prepared for the challenges COVID-19 would bring.”

The plaque presented to Cooper thanked her for her “leadership, guidance, and dedication to NASASP.”

“The award was very unexpected,” added Cooper. “It means a lot to have my work supporting the Federal Surplus Property Program recognized and appreciated this way.”

Webinar Held for Eligible Organizations

Each May, the West Virginia State Agency for Surplus Property (WVSASP) hosts an outreach event for eligible organizations. In addition to state agencies, these eligible organizations include local municipalities, schools, volunteer fire departments, and other nonprofits. During the Fiscal Year 2022 webinar titled “Orientation to State and Federal Surplus Property Programs,” attendees learned about the qualifications and requirements of these programs, heard success stories of other eligible organizations obtaining property, and participated in a question-and-answer session after the webinar.

“While we have not been able to have our traditional ‘Open House’ for eligible organizations for several years, it is important that the WVSASP continues its outreach efforts,” said WVSASP Manager Elizabeth Cooper. “Whether it is a state agency that is familiar with our services or an organization that may have just learned about the WVSASP, I hope all will consider joining us for this webinar in the future.”

State Travel Management Office

Information and statistics related to the State Travel Management Office and the travel-related contracts that are used by state employees are noted below:

Statewide Contract for Car Rentals [Enterprise and Hertz]

To provide more cost-effective service to the state, the Purchasing Division elected to participate in car rental contracts with Enterprise and Hertz that were part of a national cooperative contract through NASPO ValuePoint.

Below is information relating to the cooperative contracts for rental vehicles.

Enterprise

The total number of rental days for the Fiscal Year 2022 was **89,916**, based on an expenditure of **\$3,231,987**, making the average cost of a rental car per day as **\$35.94**. Without a preferred car rental contract, the normal (average) daily rate is **\$74.89** for a savings of **\$3,501,822.24**.

Hertz

The total number of rental days for the Fiscal Year 2022 was **6,668**, based on an expenditure of **\$217,942.19**, making the average cost of a rental car per day **\$32.68**. Without a preferred car rental contract, the normal (average) daily rate is **\$83.25**, for a savings of **\$337,168.81**.

CDW (Collision Damage Waiver)

The state's rental car contracts include the insurance for collision damage waiver. The average cost of optional coverage provided by car rental companies is **\$35.00** per day. Based on **96,584** rental days, the state has saved **\$3,380,440** on rental insurance.

Statewide Contract for Travel Management Services [National Travel]

Year-end transactions include:

Exchanges	245
Refunds	26
Airline tickets	2,461
Service fees paid	\$91,320.94
Total Transactions	4,502
Cost	\$1,458,273.91
Full Fare	\$4,411,417.00
Savings	\$2,953,143.09

The Delta Partnership statistics for Fiscal Year 2022, as provided by Delta, indicated savings as shown below:

Tickets:	851
Cost:	\$491,283.59
Full Fare:	\$1,394,892.00
Savings:	\$903,608.41

Mileage Reimbursement Rate

The state of West Virginia adheres to the federal government’s mileage reimbursement rate for privately-owned vehicles set by the U.S. General Services Administration, in accordance with the State Travel Rules.

Effective Jan. 1, 2021, that rate was decreased to **56.0** cents per mile, down one and a half of a cent from the previous rate, and on Jan. 1, 2022, it was increased to **58.5** cents. The rate covers all operating costs, such as fuel, maintenance, and insurance, and no additional reimbursement will be made for such expenses.

The State Travel Management Office notifies state agency travel coordinators regarding this type of change. To view the State Travel Rules, visit www.state.wv.us/admin/purchase/travel/TravelRule.pdf.

Legal Office

The Legal Office assists the Purchasing Division staff with ongoing legal and legislative issues, including drafting proposed legislation, addressing privacy issues, developing risk management solutions, overseeing all agency and central level protests, monitoring all terms and conditions, establishing templates and forms, and more.

HB 4499 Changes Procurement Process

Each year, the Purchasing Division seeks to make changes to the state purchasing process that will bring about efficiencies, streamline processes, and benefit state taxpayers, state procurement officers, and vendors alike. Often those efforts are reflected during the legislative session. During Fiscal Year 2022, the Purchasing Division worked closely with the Governor's Office to make changes to W. Va. Code 5A-3 through House Bill 4499, which was passed by the legislature and signed into law on March 28, 2022.

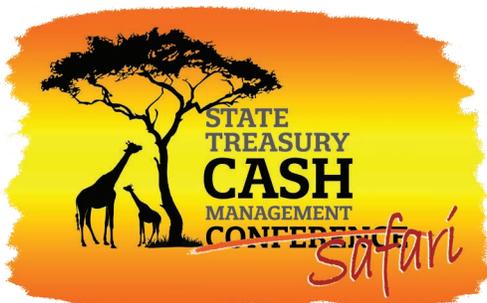
"Our staff works closely with our agency purchasers to identify areas that will improve how we purchase goods and services, while maintaining the safeguards and integrity of the procurement process," said Purchasing Director Mike Sheets.

Areas that saw improvement as part of HB4499 included giving the Purchasing Director the authority to increase an agency's delegated spending authority up to \$100,000; removing the requirement for vendors to submit an affidavit stating that they do not owe any debt to the state greater than \$1,000; and removing certain disclosures of information required by vendors during the registration process with the Purchasing Division. Additionally, purchasing from nonprofit workshops (WVARF) was made optional and submission requirements for the *Disclosure of Interested Parties* form were modified.

As a result of the changes to law, the Purchasing Division updated its terms and conditions, templates, forms, and the *Purchasing Division Procedures Handbook*.

General Counsel Presents on Criminal Activity in Procurement During Treasurer's Conference

Throughout the year, Purchasing Division staff are often requested to present information on the state purchasing process to various groups and stakeholders. During Fiscal Year 2022, that included a presentation at the State Treasurer's Office's Cash Management Conference.



At the conference, which had more than 120 state employees in attendance, General Counsel Jimmy Meadows presented on criminal activity in the public procurement process, including why it happens, how it happens, and who prosecutes it. As part of this presentation, he shared real life examples of criminal activity in procurement and led conversation through "What if" scenarios.

Purchasing Division Adds to Its Debarred Vendor List

The Purchasing Division added 12 entities/names to its Debarred Vendor List this fiscal year. State agencies may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. Procurement officers are reminded to check this list during the solicitation process.

The complete list can be accessed at www.state.wv.us/admin/purchase/debar.html.

Protests During Fiscal Year 2022

W. Va. 148 C.S.R. 1-8 addresses the process by which a vendor may file a protest. There are two types of protests: protests of specifications, which must be filed with the Purchasing Division at least five business days before the scheduled bid opening, and protests of contract award, which must be filed within five days of the date of contract award. All protests, regardless if related to transactions processed by the Purchasing Division or by agencies under their delegated authority, must be submitted to the Purchasing Division.

During Fiscal Year 2022, **12** protests relating to central purchasing transactions were filed with the Purchasing Division. Every possible effort is made by the Purchasing Division to ensure that the bid and contract award processes are conducted in strict accordance with W. Va. Code and the Code of State Rules to ensure fair and consistent treatment of vendors.

Of the **12** protests filed, **zero** resulted in a change of the award of the contract.

Purchasing Division Creates Federal Funds Addendum

The Purchasing Division began attaching a newly created Federal Funds Addendum to statewide contracts during Fiscal Year 2022 in an effort to ensure that, moving forward, statewide contracts would be available for use with the expenditure of federal funds. The Addendum was intended to ensure compliance with the federal procurement regulations found in 2 CFR 200 that generally govern purchases made with federal funds.

“The idea is that as the older statewide contracts expire, the new replacements will include the Addendum,” General Counsel James Meadows said. “Our hope is that this will help state agencies and local governments quickly and effectively spend the federal money we see being pushed down to the states.”

Additionally, any agency that wished to use the Federal Funds Addendum in their own centrally issued contracts were encouraged to request that it be included in the outgoing solicitation.

Recognizing Excellence

The Purchasing Division values the work performed by agency procurement officers, and the tradition of the Purchasing Division to recognize those agency partners who display excellence in procurement practices continued during Fiscal Year 2022 with the *Agency Procurement Officer of the Year* (POOY) award. Many of the hundreds of hardworking state procurement professionals demonstrate noteworthy qualities on a daily basis, with many cost saving results.

The Purchasing Division presented the *Procurement Officer of the Year* award on Aug. 26, 2021 in a private ceremony due to the virtual conference.

The criteria for the POOY award include such qualities as tenure, performance, internal training efforts, communication, cooperation and a positive image.

Agency Procurement Officer of the Year

The Agency Procurement Officer of the Year award was first introduced in 1996. Its purpose is to annually recognize one individual working in the procurement field who has demonstrated high levels of performance and professionalism.

Procurement Officer Andrew Lore West Virginia Office of Technology

The West Virginia Purchasing Division recognized Andrew Lore, who serves as the primary designated procurement officer for the West Virginia Office of Technology (WVOT), as its 2021 Procurement Officer of the Year recipient.

Lore began his procurement role in 2014 when the WVOT's procurement officer left the organization. With one month of training, Lore took over all the agency-delegated purchases and quickly became well-versed in all aspects of the state's procurement process.

"I'm honored and humbled to win 2021's Agency Procurement Officer of the Year Award. Winning this award has been a professional goal and I am proud to have achieved it," Lore said. "Given the past year's challenges, I'm grateful to my coworkers at the Office of Technology and to our Agency partners for their hard work and dedication, and for constantly making my work better. I'd also like to thank the Purchasing Division for this recognition and for its invaluable guidance over the years."



Andrew Lore was named the 2021 *Procurement Officer of the Year*. Since 2014, Lore has served as the primary designated procurement officer for the West Virginia Office of Technology.

Lore is always available to discuss a project – even after hours – and is known for command of the subject matter and its details, according to the co-worker who nominated him.

“He jumps into the tough projects, learns all he can about the subject matter, and then works with the agency’s technical experts to develop the best specifications and contract possible,” the co-worker said.

At the time of his nomination, Lore was his agency’s only procurement officer, yet completed more procurements in Fiscal Year 2020 than the agency completed in the five previous fiscal years when fully staffed.

The Agency Procurement Officer of the Year award program was created in 1996. Since that time, the Purchasing Division has recognized 27 individuals, including Lore, for their outstanding performance, dedication, and leadership in the area of procurement. This marks the 26th year that the Purchasing Division has named an Agency Procurement Officer of the Year. The Purchasing Division values the expertise and cooperation of those who handle the daily procurement operations within each agency.

The criteria used in making this selection include tenure, performance, communication skills, internal training efforts, cooperation with agency and purchasing staff, projecting a positive image, exhibiting good purchasing practices, and participation in professional purchasing organizations.

For a list of past winners, visit the Purchasing Division’s intranet site at <http://intranet.state.wv.us/admin/purchase/Recognition>. The complete list of recipients is noted below:

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- 2021:** Andrew Lore (Office of Technology)
- 2020:** Robert Price (Department of Health and Human Resources)
- 2019:** Malena Harding (Public Service Commission)
- 2018:** Chuck Bowman (Adjutant General’s Office)
- 2017:** Althea Greenhowe (Department of Health and Human Resources)
- 2016:** Darlene Hovatter (Division of Juvenile Services)
- 2015:** Angela Negley (Division of Natural Resources)
- 2014:** Bryan Rosen (Department of Health and Human Resources)
- 2013:** Becky Jones (West Virginia Lottery) and
Charlyn Miller (Division of Rehabilitation Services)
- 2012:** Bruce Blackhurst (Division of Juvenile Services)
- 2011:** Belinda Burdette (Alcohol Beverage Control Administration)
- 2010:** Les Smith (Division of Tourism)
- 2009:** Jamie Adkins (Department of Environmental Protection)
- 2008:** Pam Hodges (Regional Jail Authority)
- 2007:** Karen Lane (Division of Motor Vehicles)
- 2006:** Gloria Anderson (Division of Culture and History)
- 2005:** Diana Joseph (Division of Natural Resources)
- 2004:** Carole Woodyard (West Virginia State Police)
- 2003:** Syble Adkins (Department of Revenue)
- 2002:** Ratha Boggess (Treasurer’s Office)

2001: Bev Carte (Division of Natural Resources)
2000: Lendin Conway (Department of Environmental Protection)
1999: Jo Miller Bess (Department of Health and Human Resources)
1998: Lt. Col. Jim Powers (West Virginia State Police)
1997: Susie Teel (Department of Environmental Protection)
1996: Edi Barker (Bureau of Employment Programs)

Annual Statistical Data

FISCAL YEAR 2022 AWARD TRANSACTION SUMMARY

New Purchasing Award Transactions and Delivery Orders

Designation	Total Count	Percentage	Total Amount	Percentage
In-WV*	19,896	49.23%	\$187,234,037.01	34.35%
Out-WV	20,517	50.77%	\$357,909,504.31	65.65%
TOTAL	40,413	100.00%	\$545,143,541.32	100.00%

**In-state vendors are based on the ordering address selected by the procurement officer on the award document.*

Average Contract Value (Excluding Delivery Orders):	\$177,241.34
Average Transaction Amount (Including Delivery Orders):	\$13,489.31

Procurement Type Breakdown

Procurement Type Name	Total Count Per Type	Count Percentage	Procurement Type Amount	Amount Percentage
Agency Delivery Order	38,267	94.20%	\$165,282,352.06	32.93%
Central Master Agreement*	745	1.85%	\$0.00*	0.00%
Central Delivery Order	541	1.82%	\$263,656,500.08	41.44%
Central Purchase Order	347	1.00%	\$77,161,157.19	15.07%
Central Contract - Fixed Amount	222	0.56%	\$12,508,690.02	6.36%
Central Direct Award	151	0.30%	\$17,643,795.71	4.01%
Statewide Contract (Open-End)**	77	0.17%	\$0.00**	0.00%
Central Emergency Purchase	49	0.07%	\$8,921,553.51	0.20%
TOTAL	40,399	100.00%	\$545,174,048.57	100.00%

*Central Master Agreements, including statewide contracts, are open-end contracts issued by the Purchasing Division from which delivery orders may be made. A delivery order issued from a Central Master Agreement at the agency level is an agency delivery order. Delivery orders that must be processed through the Purchasing Division are central delivery orders.

** For the purpose of this Annual Report, only agency delivery orders made against a Central Master Agreement issued by the Purchasing Division are included.

*** Because of the differing ways in which wvOASIS calculates total contracts processed in the system as a result of multiple state procurement officials contributing to the procurement process, there are conflicting total contract counts found within this report's data. The number selected for the official record is the highest total in order to reflect the most accurate amount of state agency work processed.

Top Agencies by Volume

(including Award Transactions and Delivery Orders)

Agency	Total Count	Total Percentage	Procurement Type Amount	Amount Percentage
Division of Corrections and Rehabilitation	6984	17.28%	\$8,821,193.81	1.62%
Department of Environmental Protection	4131	10.22%	\$13,270,136.74	2.43%
Department of Health and Human Resources	3900	9.65%	\$227,670,775.75	41.76%
Division of Natural Resources	2357	5.83%	\$14,464,871.08	2.65%
Veterans Assistance	2005	4.96%	\$6,386,984.26	1.17%
Division of Motor Vehicles	1960	4.85%	\$13,907,432.45	2.55%
Division of Highways	1945	4.81%	\$68,703,873.24	12.60%
General Services Division	1515	3.75%	\$39,661,624.85	7.28%
Department of Education	1219	3.02%	\$1,636,137.32	0.30%
Division of Rehabilitation Services	1139	2.82%	\$5,795,918.82	1.06%
Lottery Commission	1045	2.59%	\$23,239,556.89	4.26%
Supreme Court	953	2.36%	\$401,424.32	0.07%
Information Services and Communications	810	2.00%	\$18,223,954.53	3.34%
Adjutant General	695	1.72%	\$18,535,668.28	3.40%
Consolidated Public Retirement Board	679	1.68%	\$955,020.56	0.18%
Division of Culture and History	584	1.45%	\$1,629,448.42	0.30%
Division of Miners Health, Safety and Training	499	1.23%	\$992,785.99	0.18%

Workforce West Virginia	378	0.94%	\$2,145,466.88	0.39%
Others	7612	18.84%	\$78,701,267.13	14.44%
Total	40410	100.00%	\$545,143,541.32	100.00%

** Note that state agencies that are fully or partially exempt from the Purchasing Division's authority may issue delivery orders against the Purchasing Division's statewide contracts. The statistics above include delivery orders that are processed at the agency level against statewide contracts issued by the Purchasing Division.*

Top Frequently-Purchased Commodities by Count*

(Including Delivery Orders)

Commodity Type and Name	Total Count	Count Percentage	Total Value	Value Percentage
44120000 - Office supplies	36,917	22.07%	\$7,001,025.75	1.28%
80161801 - Photocopier rental or leasing service	15,900	9.50%	\$666,985.61	0.12%
23150000 - Industrial process machinery and equipment and supplies	14,431	8.63%	\$4,211,247.04	0.77%
81102600 - Sampling services	9,110	5.45%	\$1,287,220.34	0.24%
50202301 - Water	5,512	3.29%	\$518,170.35	0.10%
81112103 - World wide web WWW site design services	5,434	3.25%	\$2,870,174.07	0.53%
83111603 - Cellular telephone services	4,509	2.70%	\$1,502,958.88	0.28%
50000000 - Food Beverage and Tobacco Products	4,007	2.40%	\$209,633.25	0.04%
44101501 - Photocopiers	3,790	2.27%	\$1,578,525.75	0.29%
15100000 - Fuels	3,376	2.02%	\$11,299,784.27	2.07%
25172500 - Tires and tire tubes	2,978	1.78%	\$2,407,024.62	0.44%
47131801 - Floor cleaners	2,895	1.73%	\$619,948.72	0.11%
78181507 - Automotive and light truck maintenance and repair	2,788	1.67%	\$3,158,109.12	0.58%
43210000 - Computer Equipment and Accessories	2,227	1.33%	\$4,892,223.68	0.90%

Commodity Type and Name	Total Count	Count Percentage		
76110000 - Cleaning and janitorial services	1,728	1.03%	\$13,089,698.30	2.40%
78131804 - Document storage services	1,612	0.96%	\$1,229,984.81	0.23%
78111809 - Vehicle leasing of sedans or coupes or station wagons	1,590	0.95%	\$541,768.25	0.10%
53102700 - Uniforms	1,448	0.87%	\$110,027.74	0.02%
14110000 - Paper products	1,396	0.83%	\$1,041,090.44	0.19%
92121602 - Fingerprint services	1,353	0.81%	\$116,318.25	0.02%
Others	44,286	26.47%	\$486,791,622.08	89.30%
Total	167,287	100.00%	\$545,143,541.32	100.00%

**The commodity data is based on UNSPSC Codes, which are used in the wvOASIS Enterprise Resource Planning System, and is extracted at the commodity level, not by transaction. Therefore, the total count is higher since each transaction may have more than one commodity line.*

Notable Contracts Issued During Fiscal Year 2022

Department of Administration, General Services Division

East End Campus Project (Metal Building) - \$16,053,853.00

The West Virginia General Services Division solicited bids to establish a contract for phased site work and metal building construction to provide for new facilities for the agency's grounds and Business and Operations and Maintenance Sections on the East portion of the WV State Capitol Complex.

Building Four Renovation - \$28,569,000.00

The West Virginia General Services solicited bids to establish a contract for renovations of Building Four on the West Virginia State Capitol Complex.

North Stairs Repair Project, Phase One - \$3,606,799.00

The West Virginia General Services Division solicited bids to establish a contract for selective demolition (of the WV Capitol North Stairs), cataloging, and removal.

Department of Administration, Purchasing Division

Statewide Contracts for Political Subdivisions

Body Armor and Ballistic Resistant Products, Open End

The West Virginia Purchasing Division entered into statewide open-end contracts (BODYARMOR) to provide body armor and ballistic resistant products to all political subdivisions located within the state of West Virginia.

Ground Maintenance Equipment, Open End

The West Virginia Purchasing Division entered into statewide open-end contracts (GRNDMAINT) to provide ground maintenance equipment products to all political subdivisions located within the state of West Virginia.

Department of Administration, Purchasing Division

Statewide Contracts for State Agencies and Political Subdivisions

Walk-in Building Supplies, Open End

The West Virginia Purchasing Division entered into a statewide open-end contract (BLDSUPPLY) to provide walk-in building supplies through Lowe's Home Centers.

Equipment Rental Services, Open End

The West Virginia Purchasing Division entered into a statewide open-end contract (EQRENT) to provide equipment rental services to all state agencies and political subdivisions.

Significant Limitations on Reporting

General Accounting Expenditures (GAX) Payments

Approximately \$2.9 Billion

The *wv*OASIS Enterprise Resource Planning system allows agencies to create payment transactions called General Accounting Expenditures (GAX). These transactions do not require any reference to a contract and cannot accurately account for spend on that contract. Therefore, these payments cannot be included in the reported statistics in this Annual Report.

During Fiscal Year 2022, according to *wv*OASIS reporting, the state of West Virginia processed **286,438** GAX payment transactions for a total payment of **\$2,920,204,115**. The average GAX payment was **\$10,194.89**.

West Virginia Purchasing Card Procurements

Approximately \$472 Million

The Purchasing Division is responsible for issuing the contract to administer the West Virginia Purchasing Card Program. In coordination with the State Auditor's Office, this program processes payments made by state employees authorized to use their Purchasing Card. If the Purchasing Card transaction is not referenced to an existing contract, the Purchasing Division is unable to connect the payment to a specific contract.

For Fiscal Year 2022, according to *wv*OASIS reporting, the state of West Virginia processed **311,239** Purchasing Card transactions for a total payment of **\$472,135,893.90**. The average Purchasing Card payment was **\$1,516.95**.

Comparability with Legacy Systems

Most of the data presented in this Annual Report is based upon established reports made available to the Purchasing Division through the Business Intelligence feature of the *wv*OASIS Enterprise Resource Planning system.

Many legacy systems, including the TEAM Automated Purchasing System that was used for processing and reporting from 1991 to 2014, were used to calculate statistical data for this Annual Report in the past.

Any comparison between the Fiscal Year 2022 Annual Report and prior annual reports using these legacy systems for reporting is subject to significant variation and should be considered with proper caution.

Use of Statewide Contracts by Exempt Agencies

As a result of state agencies acquiring legislative exemptions to W. Va. Code § 5A-3, the West Virginia Enterprise Resource Planning Board has converted many Purchasing Division-administered contracts in the *wv*OASIS system for use by the newly-exempt agency. After the effective date of the legislative exemption from the Purchasing Division, these agencies continue to benefit from the centralized contracting process. Competitively-bid contracts created by the Purchasing Division in previous fiscal years and used by currently-exempted agencies accounted for millions in exempted state agency spend during Fiscal Year 2022.

Legislative Action

The following information reflects the legislative changes that occurred during Fiscal Year 2022 that affected the state procurement process:

- **House Bill 4499**
 - Gave the Purchasing Director the authority to increase an agency's delegated spending authority up to \$100,000
 - Eliminated the agency's need to obtain the *Purchasing Affidavit* from a vendor
 - Removed most troublesome information required of vendors during the Purchasing Division registration process
 - Made purchasing from nonprofit workshops optional
 - Changed submission requirements for the *Disclosure of Interested Parties* form