



2023 ANNUAL REPORT

**WEST VIRGINIA
PURCHASING DIVISION**

WVPURCHASING.GOV

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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, 2023

W. MICHAEL SHEETS
DIRECTOR

To the Citizens of West Virginia:

Welcome to the West Virginia Purchasing Division's Fiscal Year 2023 Annual Report. As we reflect on the past year, it is clear that our collective efforts have played an important role in advancing the procurement landscape for the benefit of the state of West Virginia. As a team, we continue to demonstrate resilience, adaptability, and an unwavering commitment to excellence. Together, we promote efficiency and transparency while also being responsive to the evolving needs of our various state agencies.

During this fiscal year, we accomplished many things, some of which I'll reflect on here:

- We created a new support email and received and responded to approximately 100 emails during its first year of existence;
- We began sending a monthly email with updates on expiring, new, and upcoming statewide contracts. For expiring contracts, we also included the future status of contracts expiring within the next 90 days to allow agencies to solicit and award their own agency contracts, if needed;
- We implemented a blanket increase to agencies' delegated spending authority, which included doubling all delegated threshold limits;
- We added quarterly conference calls to our comprehensive training program; and
- We created some helpful templates, as well as instructional guides, to assist agencies in the procurement process.

In addition to the successes mentioned above, we realized many more during this fiscal year. As you review this comprehensive overview of our achievements, challenges, and plans for the future, I'm confident you will be inspired by the work the Purchasing Division continues to invest daily, weekly, monthly, and annually. I recognize that public procurement is an ever-shifting landscape, and we will continue to meet all future challenges with innovation, dedication, and the highest standards of integrity, while continuing to foster meaningful relationships with our agency partners.

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) 558-3970

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 to *"serve as a source of expertise in procurement methods and practices for the various state agencies, and to assist and facilitate state agencies in procurement matters."*

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 Vendor Self Service within wvOASIS which provides a list of state government bid opportunities; 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. 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. Deputy Director Samantha Knapp 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 four sections: Acquisitions and Contract Administration, Business and Technical Services, Communication and Training, 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 \$50,000*. 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.

**Or \$100,000 for agencies that have been approved for an increased delegated spending threshold.*

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 (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 Purchasing Division, and all e-procurement initiatives.

Other operational functions handled by this section include managing the vendor registration program, SWAM certification review and approval, delegated purchasing for technology equipment for the Division, imaging and records retention, bid and document receipt, purchase order encumbrance, vendor outreach, bid bond administration, and the Division's inventory and fixed assets. This section is also 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):
Larry McDonnell, Angelina Villanueva, Bev Toler, Frank Whittaker, Mike Sheets, Alisha Pettit, Katy Bell, Krista Chadband

2nd row (l-r):
Crystal Hustead, Josh Hager, Melissa Pettrey, Jennifer Fields, Teresa Cutlip, Courtney Johnson, John Estep

3rd row (l-r):
Bob Ross, David Pauline, Tara Lyle, Guy Nisbet, Toby Welch, Shane Hall

Pictured back row (l-r):
Mark Totten, Brandon Barr, Jason Thompson, Mark Atkins, Mitzie Howard, Samantha Knapp

Contact Reference Guide

	<u>Telephone No.</u>	<u>Location</u>
Director's Office		
Mike Sheets, Purchasing Director	(304) 558-0492	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>		
Tara Lyle, Buyer Supervisor	(304) 558-2544	Main Office
Mark Atkins, Buyer Supervisor	(304) 558-2307	Main Office
John Estep, Senior Buyer	(304) 558-2566	Main Office
Josh Hager, Senior Buyer	(304) 558-8801	Main Office
Crystal Husted, Senior Buyer	(304) 558-2402	Main Office
Larry McDonnell, Senior Buyer	(304) 558-2063	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>		
Shane Hall, Contract Manager	(304) 558-8803	Main Office
Mitzie Howard, Inspector III	(304) 558-2037	Main Office
Jason Thompson, Inspector II	(304) 558-2538	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
Bob Ross, Quality Control and Transparency Specialist	(304) 558-3486	Main Office
Angelina Villanueva, Vendor Registration Coordinator	(304) 558-2311	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, Secretary	(304) 558-2744	Main Office

Program Services Section

Greg Clay, Assistant Director	(304) 766-2626	Dunbar
<i>Fixed Assets Management Unit</i>		
Wendy Pettry, Fixed Assets Coordinator	(304) 356-2426	Dunbar
<i>Surplus Property Unit</i>		
Greg Clay, 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

Purchasing Revamps Agency Resource Center, Introduces New Logo as Part of Rebranding Effort

One of the Purchasing Division's focuses during Fiscal Year 2023 was to hone its communication efforts and make it easier for agency procurement officers to access important information. As part of this initiative, the Purchasing Division introduced its new logo at the 2022 Agency Purchasing Conference, as well as revamped its Agency Resource Center (ARC). The new logo, which contains the slogan "Procurement Excellence Through Collaboration and Service," embodies the values of the Purchasing Division and is now used on important messaging to agency procurement officers.



Procurement Excellence Through Collaboration and Service

Additionally, the ARC was updated to include links to the most important information an agency buyer might use in his or her daily operations, categorized to make it much easier to find exactly what is needed on the Purchasing Division's website.

Longtime Employee Named Deputy Director



Samantha Knapp
Deputy Director

Effective Jan. 9, 2023, Samantha Knapp was named deputy director of the West Virginia Purchasing Division. In addition to this role, she retained her role as the assistant director of the Communication and Training section, in which she has served since October 2020.

With more than 17 years of state government service, nearly 13 of those have been with the West Virginia Purchasing Division. She holds a master's degree in public administration from West Virginia University and has been recognized by the Universal Public Procurement Certification Council as a Certified Professional Public Buyer and by the National Institute of Governmental Purchasing as a Certified Procurement Professional.

Prior to her time with the Division, she managed communication and training for the Cancer Prevention and Control Division within the Mary Babb Randolph Cancer Center at West Virginia University.

"I am pleased to have the opportunity to help lead the Purchasing Division," Knapp said. "Public procurement is a complex field, and I find great satisfaction in helping people understand the ins and outs of the process and making decisions that are in the best interest of the state and its employees."

Purchasing Division Introduces New Support Email Helpline

Email Support
Purchasing.Help@wv.gov

The Purchasing Division introduced a new Purchasing Support Email Helpline, *Purchasing.Help@wv.gov*, as part of its project with the Toyota Production System Support Center (TSSC). The project, which was conducted in two phases, identified areas for improvement in the state purchasing process and as part of the Purchasing Division's customer service. The helpline was one of many initiatives implemented by the Division as part of its commitment to making continuous improvements.

The Helpline is available as a resource to all procurement officers, including individuals not designated as their agency's primary or backup procurement officer. The email address is monitored regularly during normal business hours by the Purchasing Division's inspection staff, and a response is sent to the requestor within one business day.

Purchasing Division Monthly Eblast Provides Quick Update to Agencies on Expiring, New, and Upcoming Statewide Contracts

During the 2022 Agency Purchasing Conference, procurement officers were asked to share their thoughts and opinions on a community Idea Board. The ideas were then analyzed for opportunities for future improvement projects. One initiative to come out of the Idea Board was a monthly eblast with information on expiring statewide contracts and the future status of those contracts. The hope was that this would provide agencies with ample opportunities to put contracts into place if there were no plans to replace an expiring contract from which they frequently purchase.

The first email was sent in December 2022 to 349 recipients and opened a total of 529 times. The *Statewide Contracts Status Update* document is posted monthly on the Purchasing Division's statewide contracts web-



page at www.state.wv.us/admin/purchase/swc and is also shared each month in the Purchasing Division's monthly newsletter, *The Buyers Network*.

Delegated Spending Authority Doubled for Agencies Following Passage of HB4499

A bill passed during the 2022 Legislative Session became the basis for a blanket increase to agencies' delegated spending authority during Fiscal Year 2023. Following the passage of House Bill 4499, agencies saw their delegated threshold increase from \$25,000 to \$50,000. Additionally, the spending thresholds within that authority also increased, with the no bid threshold increasing from \$2,500 to \$5,000 and the verbal bid threshold increasing from \$10,000 to \$20,000.

Following this change, agencies were also granted the authority to request a higher delegated spending threshold of \$100,000, subject to approval by the Purchasing Division. As of June 30, 2023, ten agencies had obtained the higher-level delegated threshold.



Recovered Bricks Preserve History of Destroyed Building

In February 2022, a fire occurred at the administrative building of the West Virginia Schools for the Deaf and Blind in Romney. The historic building, which dated back to 1850, was not able to be saved. However, a special project from the Department of Education (DOE) has ensured bricks from the building were recovered for future use.

“The idea to save bricks was born from alumni and community requests,” said DOE Finance Manager Tabitha Crist. “As we were meeting to write specifications for the demolition of the administrative building, we started discussing the requests that were received for the bricks and future plans for the site.”

Historic bricks salvaged from a devastating fire will be reused in the future thanks to specifications written by the Department of Education and the Purchasing Division.

As part of the contract awarded for the demolition of the building, the vendor was to salvage at least 500 bricks. Michelle Childers, procurement officer for the DOE, and Josh Hager, senior buyer at the Purchasing Division, worked to refine the specifications for this part of the contract. Approximately 600 bricks were in a condition to be

salvaged and cleaned by the vendor. Currently, a plan is in place to use part of the bricks at a memorial site on the School for the Deaf and Blind campus.

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

RFQ and RFP Recommendation for Award Templates Revised, Second Option Added for Verification of Vendor Compliance with Secretary of State

During Fiscal Year 2023, the Purchasing Division introduced a new RFQ Recommendation for Award Memo template, and updated its existing RFP one. As part of the new and revised templates, language certifying an agency’s verification of vendor compliance with Secretary of State registration was added. Language was also added to reflect a second option that the vendor was not in compliance with the Secretary of State requirements for business registration and will need to remedy that before an award can be made. The new and revised templates are available for viewing on the Forms page of the Purchasing Division’s website at www.state.wv.us/admin/purchase/forms.html.

Quarterly Conference Calls Add Value to Purchasing Division’s Training Offerings

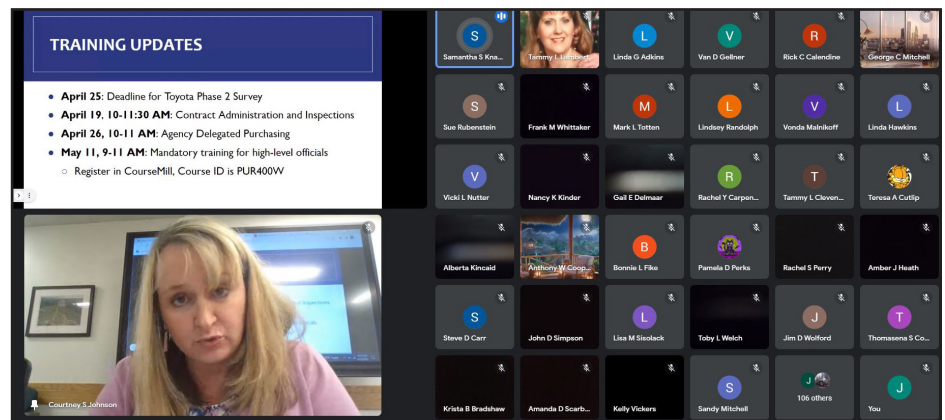
The Purchasing Division began offering quarterly conference calls to procurement officers during 2023 as part of its comprehensive training program. The calls, which stemmed from feedback received from agency procurement officers following the 2022 Agency Purchasing Conference, provided the Division with an opportunity to share information related to laws, rules, procedures, and other current events in a timely manner. Real-time Q&A also allowed participants to receive answers to questions on the spot.

The calls were held via Google Meet and featured slideshow presentations, live demonstrations, and speakers from the Purchasing Division who provided an overview and updates on a variety of topics, including statewide contracts, legal issues, contracts and acquisitions, *Handbook* updates, and more. Though optional, approximately 300 procurement officers participated in the two calls conducted on Jan. 5, 2023, and April 18, 2023.

In one post-call survey, a participant said “there was great information and the presenters really kept me engaged.”

Two additional calls were scheduled for later in 2023.

The quarterly conference calls held by the Purchasing Division were the result of agency feedback. These events allowed attendees to learn about upcoming events and changes within the Purchasing Division and ask questions. Members of the Purchasing Division staff, such as Courtney Johnson seen right, took turns presenting on different topics.



Focus on Change Order Processing Leads to New Instruction Guide, Revised Standard Language

Data prepared as part of the Purchasing Division’s project with the Toyota Production System Support Center (TSSC) showed that change orders were historically among the highest rejected documents received by the Purchasing Division from agencies. To help mitigate that issue, the Purchasing Division made available a new *Change Order Processing Instructional Guide and Standard Change Order Language* during Fiscal Year 2023.

As part of this document, the Purchasing Division incorporated standard change order language for use in change order documents, previously only available as an appendix in the *Purchasing Division Procedures Handbook*, as a way to make the language more accessible to users. In addition to language changes, additional color coded markings were added to help procurement officers identify what language should be customized. By adding the colored text, the Purchasing Division hoped to reduce the possibility of the procurement officer overlooking any part of the change order that needs customization.

The *Change Order Processing Instructional Guide and Standard Change Order Language* document is available on the Forms webpage of the Purchasing Division’s website at www.state.wv.us/admin/purchase/Documents/ChangeOrderInstructionalGuide.pdf.

Purchasing Wraps Up Phase Two Project with Toyota

The Purchasing Division wrapped up its partnership with the Toyota Production System Support Center (TSSC) during Fiscal Year 2023. This partnership included two phases. The first phase in 2021 focused on processing time, while the second phase focused on customer service. TSSC is a nonprofit organization that uses its years of manufacturing experience to share ideas with other manufacturers, nonprofits, and other



Purchasing Division staff said farewell to Hitomi Scott (bottom left) following the conclusion of its two phase partnership with the Toyota Production System Support Center.

organizations to enable them to develop better ways of doing their daily work.

As part of Phase Two, the Purchasing Division initiated better communication with agency procurement officers regarding the future status of statewide contracts, created new resources to make it easier for procurement officers to do their jobs (such as a change order processing reference document with revised standard change order language and instructional guides for both agency and central master terms and conditions), increased opportunities for networking with Purchasing Division staff with the creation of Quarterly Conference Calls, processed more

fast track procurements, and more.

A wrap-up survey found that 87% of procurement officers rated the Purchasing Division’s overall customer service as a 7 or above on a scale of 1-10. One respondent said “Purchasing does an outstanding job and is extremely helpful and quick to assist the agencies in resolving issues that arise.” Another commented that the “Purchasing Division works hard to meet our needs in the agency, and it shows. I have noticed a positive change in their efforts to meet the needs of their customers.”

Following the Toyota project, the Purchasing Division will continue to seek new ways to improve communication and customer service to its agency partners.

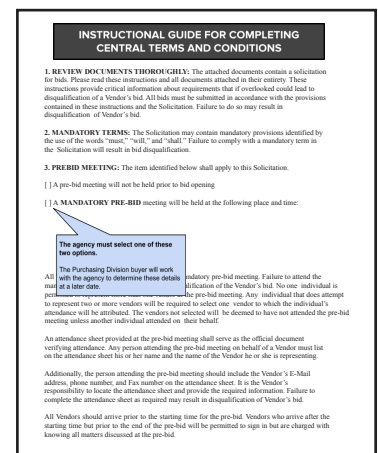
Purchasing Division Develops Instructions for Terms and Conditions Documents

The Purchasing Division developed instructions during Fiscal Year 2023 to assist agency procurement officers in filling out the terms and conditions required in the purchasing process.

Developing instructions for required forms was identified as kaizen (continuous improvement) by the Problem Solving Group for the Toyota Phase Two project. It serves as another tool in the toolbox for agency procurement officers who don’t work with terms and conditions often and can be used for onboarding or other training purposes.

The terms and conditions were marked with various annotations to guide users through the form. The annotations highlight areas of importance and provide explanations on what needs to be checked or filled out, what can be left blank, who should fill out various parts of the form and when, and more.

The instructional guides for the terms and conditions can be found linked beside each document on the Purchasing Division’s Forms webpage at www.state.wv.us/admin/purchase/forms.html.



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 \$50,000. 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.

Planned Capitol Project Proceeds After Many Years

The Department of Arts, Culture and History, with the assistance of the Purchasing Division, moved forward with placing a decorative mural on the interior of the Capitol dome.

The completion of the project involves the Department acquiring the artwork itself and the installation of that artwork. Due to the historic nature, both aspects required meticulous planning. Using the guidelines under Section 9 of the *Purchasing Division Procedures Handbook*, the Department was able to retain the services of the artist through the Impossible to Bid List and then secure the installation through the direct award process.



The artwork to be placed is an original design by architect Cass Gilbert and uses the marouflage technique. Marouflage is a 3,000-year-old method that will allow for a canvas mural to be directly applied to the interior of the Capitol dome. By using this technique, the artwork can be easily repaired or replaced as needed. It also offers a more natural and realistic decoration.

Guided by Cass Gilbert's original notes, installation company John Canning & Company is developing a color palette that will enhance the marble and architectural style of the Capitol.

John Canning & Company is an architectural arts restoration contractor with specialized experts in art conservation and historical decoration. The company was also a subcontractor for the gilding of the Capitol dome in 2004, completed all the artwork and period paintings for the remodeling of the Governor's Mansion, and worked on the mural artwork at Independence Hall in Wheeling.

As part of its original design, the West Virginia Capitol was meant to have decorative murals placed on the interior of the dome. However, before this could be completed, the Great Depression hit and put the project on hold. After an attempt to revisit the project in the 2000s fell through, the Department of Arts, Culture and History is actively working to complete it.

The Department is working with John Canning & Company in the design phase, which involves developing and finalizing mock-up compositions from the original, historical artwork. Once the art has been approved, the compositions will be transferred to canvas using artists' oil paints and glazes. The last phase of this project will be the installation itself.

Purchasing Division Assists in Electric Bus Purchases

The Purchasing Division was pleased to have worked on behalf of the state of West Virginia to secure an order for 41 electric school buses, valued at \$15 million, from GreenPower of WV, LLC.

The order will give the West Virginia Department of Education 37 of GreenPower Motor Company's 90-passenger Type-D buses called "The Beast." The order also calls for production of four of the company's 25-foot "Nano Beast" models, which seat 24 passengers.



The Purchasing Division assisted the West Virginia Department of Education in securing an order for 41 electric school buses from GreenPower of WV, LLC.

Purchasing Division Awards Multiple Statewide Contracts Awarded in Fiscal Year 2023

The Purchasing Division awarded several statewide contracts in Fiscal Year 2023.

The BLDSUPPLY contract with Lowe's provides walk-in building supplies to all state agencies and political subdivisions located within the state of West Virginia. It went into effect on Aug. 1, 2022, following a previous short-term contract that was in effect from June 15, 2022 to July 31, 2022. The contract allows procurement officers to go online, choose the item they need, and pay for it with a P-card. Items are usually available at a 7%-20% discount, based on the item being purchased and the quantity.

The statewide contract to provide paint and paint supplies (PAINT23) was put out to bid, evaluated, and awarded to Sherwin Williams, effective April 1, 2023. There are more than 35 types of paint and more than 50 types of paint tools and accessories on the contract.

The Purchasing Division also awarded the contract to provide security services (SECSVS23) to B3 Security Group LLC in Maxwelton, W. Va. The contract covers various security guard classifications, including security guards, sergeants, probationary guards, and shift supervisors.

Other contracts awarded included LIGHT23, FNGPRNT22, and SYSFURN23. WV Electric Supply Company was awarded the LIGHT23 contract. The company provides light bulbs and ballasts, as well as conduit and fittings, electrical boxes and enclosures, and control and automation systems. Idemia Identity & Security USA LLC was awarded FNGPRNT22 which provides fingerprinting equipment and services. Capitol Business Interiors was awarded the SYSFURN23 contract which provides office furniture and furnishings contract.

Quick Procurement of Certain Commodities Saves Money

The Purchasing Division often hears from its agency partners about the challenges related to the time constraints involving central purchases. Through the Division's work with the Toyota Production System Support Center (TSSC), a nonprofit corporation affiliated with Toyota Motor North America, the Division created a fast track procurement process for goods that are frequently purchased and for which vendors remain fairly constant in the industry and are familiar with the state's purchasing procedures.

With the price fluctuations in a volatile market, fast track procurements have helped the Division of Highways (DOH) acquire commodities at a vendor's original stated price, and for some items the solicitations were processed in as few as eight to 12 days. The simplified process eliminates pre-bid meetings and reduces a solicitation's advertising time from 10 days to five.

Solicitation for poly culvert pipe was done in eight days, while solicitations for metal culvert pipe took nine days and steel beams 12 days, respectively.

Buyers Collaborate on Design Solicitation for New Veterans Nursing Facility

The Purchasing Division worked with the West Virginia Department of Veterans Assistance to bring a new veterans nursing facility in Beckley to fruition. The 120,000-square-foot facility will have 120 beds and will be built on approximately 12 acres adjacent to the Jackie Withrow Hospital on Eisenhower Drive.

When developing the Expression of Interest (EOI) for architectural and engineering services, the procurement staff from Veterans Assistance reached out to the Purchasing Division. In addition to offering the help of Purchasing staff, the Division also recommended the Department utilize the knowledge and skills of Dean Wingerd of the Adjutant General's Office, who has many years of experience in this type of procurement.



This collaborative effort showcases how agencies can work together to accomplish large-scale projects.

“The legal framework that ensures transparency and correctness for agencies making large purchases is complicated. We are grateful for the Purchasing Division’s professionalism, guidance, and expertise during this process,” said Randy Coleman, deputy cabinet secretary of the Department of Veterans Assistance.

The architectural and engineering firm selected for the project will work on the schematic designs for the facility, as well as construction administration services. This will allow the state to move ahead after the federal Department of Veterans Affairs announces the grant awards in the latter part of the year. The federal government will provide 65% of the cost of construction, and the state will provide 35%.

Purchasing Division issued First Successful Prequalification in Fiscal Year 2023

The Purchasing Division successfully issued its first prequalification during Fiscal Year 2023 on behalf of the Veterans Nursing Facility.

Standard solicitations seeking staff with various skillsets had been unsuccessful due to how much the staffing market has changed during and since the COVID pandemic.

With the prequalification process, specifications are not as detailed as normal specifications, and with very few mandatories. The goal is to create a pool of qualified vendors that can provide the required commodity or service needed. When creating the specifications, agencies need to make sure that vendors are qualified and have the necessary experience to provide the specified commodity or service. In the specifications, the agency will need to make sure to convey what is needed, the terms on how it is to be delivered or serviced, and the agency’s expectations of the vendors. If the specifications have too many mandatory requirements, it defeats the purpose of the prequalification solicitation. The end

result should be a pool of qualified vendors.

Once the pool is established, no other vendors will be allowed to participate in the contract. Only those in the pool will be allowed to provide pricing in the next phase, known as the secondary bidding process. When the contract has been established, the agency will submit in *wv*OASIS the request for pricing to the prequalified pool of vendors. A good aspect of this contract is that the agency can set up for shorter time frames to ensure they have a better chance of attracting more vendors to participate, and in turn will most likely get better pricing as the contract is rebid each time.

This type of contract is not for all situations, but if agencies are having issues getting a contract that works, this serves as another tool in the toolbox.

Purchasing Division Brings Agencies to Statewide Amazon Account

During Fiscal Year 2023, the Purchasing Division held webinars to inform agency procurement officers of the benefits of using the state's Amazon Business Prime account. As part of a plan to move as many state agencies over to the state's account as possible, the Purchasing Division worked with its Amazon account representative to update its current listing of users and reach out to those currently using Amazon but under a separate account. An audit showed that some agencies were actively using Amazon Business Prime, paid for by their own agencies, while others had users listed that are no longer with the agency. Purchasing Division webinars offered an introduction and retraining as necessary as the Division worked to encourage agencies to use the state account, instead of many separate ones.

By purchasing through the state's Amazon Business Prime account, state agencies receive automatic tax-exempt purchasing, free two-day shipping on eligible items, business-specific pricing, access to a specialized Amazon Business Customer Service team, and more. During the implementation phase of Amazon Business Prime, the Purchasing Division hosted webinars for administrators and requisitioners.

The Purchasing Division negotiated an agreement with Amazon Business Prime on behalf of all state agencies that allows agencies to make purchases more quickly from Amazon, when appropriate, because the terms and conditions have already been negotiated.

Amazon Business Prime

The membership fit for your business, complete with fast, FREE shipping, and other benefits.

[Create a free account](#) [See available plans](#)

Have a business account? [Sign in](#)

business prime

Purchasing Assists with DOH Emergency Purchase

There are options available when an agency is unable to successfully procure needed goods or services in a cost effective or timely manner. When programs and services rely on those procurements, the Purchasing Division works with the agency to ensure there are no interruptions to service, sometimes through the emergency procurement process.

One example in which the emergency procurement process was successfully utilized is the West Virginia Division of Highways' (DOH) purchase of approximately \$25 million in construction equipment.

According to the emergency request, it would have taken two to three years for the DOH to obtain the needed equipment if an emergency was not granted. The request was approved after the DOH was unable to secure the needed equipment through the competitive bidding process. This meant the agency could not replace its more than 10-year-old construction fleet, and several orders had been canceled due to manufacturers being unable to fill orders placed prior to 2019. Existing, open-end contracts were also canceled because there had been significant manufacturing and raw material price increases. Increased costs, combined with limited equipment availability resulting from the pandemic, made fleet replacement nearly impossible. Without new construction equipment, the Division would have struggled to maintain the existing fleet, which had become costly and difficult due to parts shortages. Purchased equipment included plows and spreaders, tractors, excavators, and pavers.

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 work with state agencies to review purchasing records primarily for their delegated purchasing transactions. Inspections occur in arrears. Therefore, the data contained below relates to purchases made and processed during Fiscal Year 2022 but were reviewed by inspectors during Fiscal Year 2023.

Fiscal Year Inspection Statistics

During this fiscal year, inspectors within the Contract Management Unit opened and completed **51** individual inspections of various state agencies and related programs. This encompassed a total of **111,213** transactions of which **4,547** (approximately **4%**) were closely scrutinized. Of the transactions reviewed more closely, **439** were determined to have a finding (approximately **9.9%**).

Below are percentages based on the total number of transactions for inspections made during Fiscal Year 2023:

Finding	Percentage of Inspected Transactions
Failure to bid at central level (stringing)	0.18%
Failure to use statewide contracts	1.1%
Failure to bid at delegated level	4.1%
Failure to check vendor registration/wrong vendor fee exemption code utilized	.13%
Failure to verify Workers' Compensation, Unemployment Compensation, Secretary of State registration, and/or state debarment	4.6%
Failure to obtain <i>Purchasing Affidavit</i>	1.2%
Failure to issue a <i>wvOASIS</i> award document	1.9%
Failure to affix an asset identification tag	0.02%
Failure to include the <i>Non-Conflict of Interest</i> form	2%
Miscellaneous findings	.52%

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 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.

As part of their responsibilities, the Technical Services Unit receives VSS-generated VCM documents (in workflow) 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 **3,345** paid registrations were received via multiple payment methods during Fiscal Year 2023, with revenue generating **\$418,125.00**. The vendor registration annual fee is **\$125**.

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 **858** new contracts/Central Delivery Orders and **1,079** change orders were encumbered by the Purchasing Division during Fiscal Year 2023.

Records and Imaging

All documents relating to Fiscal Year 2023 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 **231,479** for Fiscal Year 2023.

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 2023, there were **353** paper bids received by the Purchasing Division. Through *wvOASIS*, vendors may also submit electronic bids to the Purchasing Division. There were **1,013** electronic bids received through *wvOASIS* during this fiscal year. The total number of all incoming paper and electronic sealed bids for Fiscal Year 2023 was **1,366**.

Technological Initiatives

Currently, the Technical Services Unit consists of four 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. One such project included:

- 1. Records Digitization:** The Purchasing Division initiated a project in Fiscal year 2023 to preserve archived purchasing contracts dating back to the 1990s. The collection of contracts contains approximately 1,300 microfilm cassettes.

This unit 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 2023, the website statistics for this fiscal year are noted below:

Purchasing Division's Internet Site Statistics:

Total Hits:	10,572,876
Unique Visitors:	184,761
Visitor Sessions:	1,111,170
Average Visitors Per Hour:	21.09
Files Downloaded:	112,907

Purchasing Division's Intranet Site Statistics:

Total Hits:	20,758
Unique Visitors:	716
Visitor Sessions:	3,773
Average Visitors Per Hour:	.08

Purchasing Division Saves Historic Files and Money with New Scanning Machine

The Purchasing Division procured a new machine during Fiscal Year 2023 to aid in the preservation of archived purchasing contracts contained on 1,300 nearly obsolete microfilm cassettes.

The information on the microfilm cassettes, dating back to 1990, is being scanned with the Wicks & Wilson Crowley Microfilm Scanning and Conversion System, making the information digitally accessible now and in the future. The cassettes contain contracts and documentation done before the current scanning system was implemented.



“We had a microfilm reader. It’s pretty much an obsolete thing no one uses anymore. It’s not made anymore and we wouldn’t be able to get it serviced when it stops working,” said Assistant Purchasing Director Guy Nisbet. “We need to scan the information before it becomes inaccessible.”

The Purchasing Division considered outsourcing the work, which would have cost \$150,000. Instead, buying a machine for \$26,000 and doing the work in-house provided a significant savings to the Division and the state.

Purchasing Hosts Summer Intern

The Purchasing Division is pleased to host Daniel McCloy as its summer intern. As part of this internship, McCloy has worked on website development and maintenance through the Business Technical Services section.

McCloy is from Elizabeth, W. Va., and was a rising senior at Marshall University, majoring in computer information technology (CIT).

“The main reason I wanted to become an intern was to get credit for my capstone experience at Marshall,” McCloy said. “As a CIT major at Marshall, I had to either get an internship and have that approved by the chair of my department or do a personal project beyond the scope of our normal education while supervised by a professor.

“In my search for an internship, I got to interview with Mark Totten, who is the technical services manager, and it just felt like a good fit,” he continued. “I’m hoping this can help build my experience in the web development field, and I feel like I’ve already learned so much in just a few weeks.”

McCloy previously interned with the West Virginia Baptist Convention, working on video editing and website development.



Daniel McCloy
Intern

Redesigned Forms Page Now Online

As part of its ongoing efforts to improve its services, the Purchasing Division is pleased to announce an update to its Forms webpage on *WVPurchasing.gov*. While the content listed on the Forms page has not changed, the formatting and display of the information has been reorganized to be more user friendly and efficient.

“We are always looking for ways to improve the user experience on our website,” said Purchasing Director Mike Sheets. “While a redesign of our Forms page might seem small, we recognize that small changes can have big impacts. This is a frequently used part of our website and we want procurement officers to be able to access the information as easily as possible.”



As part of the new design, the Forms page has been split into several different sections, including agency forms, alternative purchasing methods, construction, contract management, the RFP packet, travel management, terms and conditions, and vendor forms. The new Forms page also compiles all published templates into one section.

This is one of many ongoing improvement projects underway for the Purchasing Division website. Suggestions for future improvements and projects can be sent to *Purchasing.Division@wv.gov*.

EDMS System Enhancements in Fiscal Year 2023

In the Purchasing Division, document retention is crucial, even beyond the legally-required period of time. Immediate scanning of contracts is also essential to the public posting of contract awards, which is now standard operating procedure.

While replacing a state desktop computer may sound like a relatively simple, routine process, when a licensed electronic document-management system (EDMS) and sophisticated scanning hardware is configured together through the PC, a more advanced replacement plan must be developed.

The primary PC used for the Division’s EDMS was replaced with an appropriately powerful computer to ensure efficient workflow and years of peak performance. In addition, a second scanner was procured and calibrated into the division EDMS as both a backup and layer of continuity for the division’s document archive and contract publication processes.

The end result is higher-performing equipment for Purchasing Division staff, years added to the life of the EDMS, and ensuring that hardware needs keep up with increasing informational demands on state procurement.

Vendor Registration Section Mass Mailing Successfully Reaches Thousands of Vendors

The Purchasing Division's Technical Services Unit regularly sends postal and electronic communication to the state's vendor community. This hybrid mailing strategy of both paper and electronic methods of communication has proven to be the most effective way to stimulate necessary responses from vendors and also encourages continuous engagement with the state's public procurement process.

"Specifically, we send state vendors registration confirmation letters, SWAM Certification confirmation letters, and notices that registration is about to expire," said Technical Services Manager Mark Totten.

Every few years, there is a need to communicate with the entire state vendor database. Past and current data reveals the most effective method is through the U.S. Mail.

"Post pandemic, based on internal data and our daily interaction with vendors participating in the state's competitive bid process, the concern existed that many vendors had not received Purchasing Division correspondence as a result of work-from-home trends over the past three years and the relocation of many businesses' brick-and-mortar locations," Totten said.

The latter especially caused the vendor community to fall out of touch with the State of West Virginia, as regular emails sent to vendors were also not effective in keeping them from staying in communication with procurement opportunities.

The consequences of lower vendor engagement is a reduction in competition for state agency solicitations.

Because of the Purchasing Division's partnership with the West Virginia Office of Technology's Mail/Print/Warehouse Manager Charlene Good and Data Processing Supervisor Toney Broyles, the Technical Services Unit's mailings are an efficient, automated process whether 100 or 5,000 pieces are sent to the state's vendors.

"Purchasing Division's Programmer Analyst Alisha Pettit programs a mass mailing from our Bldg. 15 offices and electronically transmits the data to the OT Print Shop's printing and mailing equipment," Totten said. "Thanks to the skill of OT's Print Shop team, we can easily send specific information to state vendors quickly and in a cost-effective manner using what has proven to be the most efficient form of communication for soliciting the actions needed from each recipient."

In June 2023, the Technical Services Unit developed a mailing for all previous state vendors who had failed to re-register during the COVID-19 crisis. The mass mailing was planned alongside Good and Broyles since it was a much larger job than the routine correspondence sent by the vendor registration and SWAM Certification programs. The total number of recipients was 2,598. Reflective of the complicated needs of the state of West Virginia, the vendor recipients were located globally.

The mass mailing not only re-engaged the state with hundreds of business entities, but also gave the state a chance to communicate updated ordering address information with vendors who had relocated during the pandemic. These newly re-registered vendors are expected to increase competition for all commodities and services procured by West Virginia agencies for their necessary roles fulfilling their missions to the citizens.

Staff Presents SWAM Information to Committee

Technical Services Manager Mark Totten presented information on the Small, Women-, and Minority-Owned (SWAM) Business Certification to the Select Committee on Minority Issues on September 13, 2022.

The presentation reviewed what makes a business entity eligible for West Virginia's SWAM Business Certification status, including details on the categories by which the Purchasing Division may approve a certification application, as well as how a business entity's West Virginia SWAM status may result in reciprocal benefit with an external entity or government.



Totten explained that the SWAM program serves as an economic development tool for West Virginia and its businesses.

“The SWAM Certification program’s largest benefit to West Virginia vendors may be when bidding with other state governments that reciprocate our SWAM certification,” Totten said. “The potential ability to better compete out of state is increasing West Virginia vendors’ business opportunities.”

The Purchasing Division’s Vendor Registration Office provides documentation for SWAM-certified vendors regarding status and certification dates and can provide additional documentation to any West Virginia vendor competing for business using the SWAM Certification.

Totten shared several examples of West Virginia businesses that used SWAM Certification Program opportunities to expand successfully.

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. This is managed through 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.

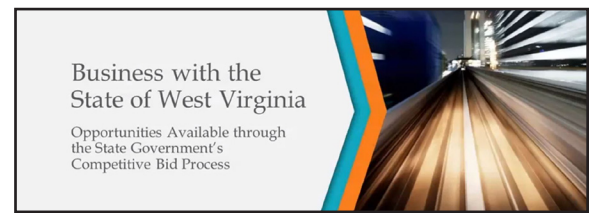
2022 Agency Purchasing Conference

The 2022 Agency Purchasing Conference was held both in-person at Glade Springs Resort and Conference Center and virtually via WebEx. Approximately **180** attended in-person and chose from 55 available sessions, and more than **100** attendees logged on to view the 11 webinars offered by the Purchasing Division. For more information on the conference, please see Page 35 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 Purchasing 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 2023, more than **100** 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.



Also during Fiscal Year 2023, an open house was held on the Capitol Complex to give more than **125** vendors the opportunity to ask questions of the vendor registration staff and meet procurement officials from several different agencies. Several members of the Purchasing Division also went on the road to Morgantown to give vendors in that part of the state the same opportunity to meet with them in person. Approximately **10** vendors attended that event.

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 2023, the Purchasing Division conducted **12** webinars (**19** total hours).

The webinars offered this fiscal year covered basic topics applicable to most agency purchasers, regardless of location. Webinar topics included statewide contracts, inspection services, fixed assets and surplus property, alternative procurement methods, and vendor registration. Agency procurement officers participated in these free webinars approximately **440** times.

In-House Training Curriculum

The Purchasing Division offered in-person training during Fiscal Year 2023 for those individuals whose needs are better met by attending training face-to-face with a presenter.

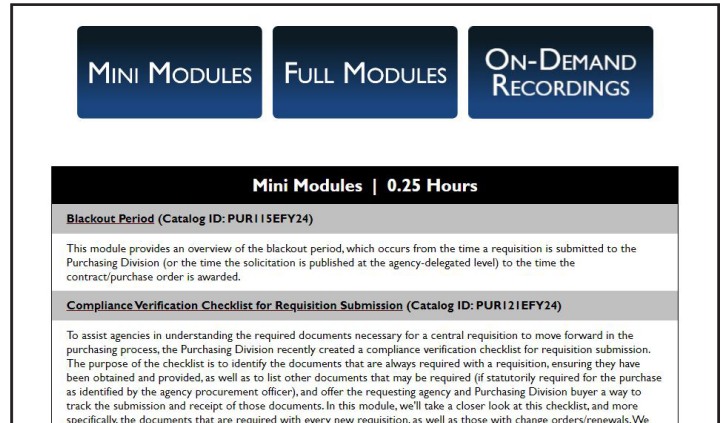
The Division offered eight in-person sessions in Fiscal Year 2023. One of these was a day-long session titled An Introduction to West Virginia Purchasing. This session is worth six hours of training credit and includes topics such as basic purchasing, statewide contracts, vendor registration, developing specifications, and requests for quotations. Additional in-person sessions included EOIs and Construction, Contract Administration and Inspections, *WV*OASIS Tips and Tricks, and Agency Delegated Purchasing.

A total of **107** 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 15 modules (seven full modules and eight mini-modules) covering varying topics, from the blackout period and pre-bid conferences to requests for quotations and drafting specifications.



During Fiscal Year 2023, the Purchasing Division introduced a new module on the topic of construction procurement, as well as a recording that walks through how to complete the change order process, from creating the requisition to modifying language to include the specific change order information.

Agency procurement officers viewed the modules approximately **740** 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 2023, these webinars were offered on Nov. 3, 2022, and May 11, 2023. 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 **450** 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 2023, **six** agency buyers successfully completed the Basic Certification Program. This brings the number of total agency purchasers certified since the program's inception to **119**. Additionally, there were two agency procurement officers certified at the advanced level, making the total since inception at **26**.



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 2023, Assistant Director Guy Nisbet spoke to staff about ReqTrak, the Division's requisition tracking system. Technical Services Manager Mark Totten spoke to staff at a second development session about vendor registration. His discussion included more detailed information specific for central Purchasing staff than the regular training courses that are available on this topic.

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 2023, Director Mike Sheets, Inspector Leslie Gwinn, Administrative Secretary Jennifer Fields, and Senior Buyers Toby Welch, Jessica Hovanec and Melissa Pettrey attended NASPO Reach July 25-27, 2022, in Kansas City, MO; Asst. Directors Frank Whitaker and Guy Nisbet attended NIGP Area 2 October 18-21, 2022, in Pittsburgh, PA; Asst. Director Samantha Knapp attended ICON PRSA 2022 November 12-15, 2022, in Grapevine, TX; Administrative Services Manager Courtney Johnson and Public Information Specialist Teresa Cutlip attended the NASPO State Training Coordinators Conference 2023 February 7-9, 2023, in San Antonio, TX; and Technical Services Manager Mark Totten attended the NASPO Exchange April 3-7, 2023, in Salt Lake City, UT.

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 2023:

Description of Training	Statistics
Number of High-Level State Officials Trained on Purchasing Procedures and Purchasing Card Program	453
Number of In-Person Training Sessions	8 <i>(19.5 hours)</i>
Number of Agency Webinars	12 sessions <i>(19 hours)</i>
Number of Times Agency Procurement Officers Participated in Webinars	439
Number of Times Agency Procurement Officers Participated in In-Person Training	107
Number of Agency Conference Participants - Virtual	102
Number of Agency Conference Participants - In-Person	179
Number of Online Training Modules	7 full modules <i>(3.5 hours)</i> 8 mini-modules <i>(2 hours)</i> 1 On-Demand Recording
Number of Online Modules Viewed	737
Number of Individuals Attaining the WV Procurement: Basic Certification	6
Number of Individuals Attaining the WV Procurement: Advanced Certification	2
Number of Individuals Attaining Re-Certification	23

Purchasing Division Reaches Vendors with April Open House and Webinar Events

The Purchasing Division was pleased to host two successful vendor activities in April 2023.

More than 125 vendors attended the Purchasing Division's Vendor Open House on April 11, 2023, during which staff members from 11 agencies were on hand to meet with vendors and answer questions.

Designed to give the vendor community the opportunity to meet with representatives from several state agencies in one location, the event featured representatives from the Purchasing Division, the Secretary of State's Office, General Services Division, WV OASIS, the Division of Health and Human Resources, the West Virginia State Agency for Surplus Property, the West Virginia State Treasurer's Office, the Department of Environmental Protection, the Division of Finance, the Department of Transportation, and the Department of Agriculture.



"The Open House was very well received," said Deputy Purchasing Director Samantha Knapp. "Many of the attendees told us they were able to get their questions answered, and that they gained a better understanding of what is needed from the vendor community."

On April 27, 2023, the Purchasing Division presented its "Doing Business with West Virginia" webinar, during which vendors were given information on solicitations and how to submit a bid, along with how the state evaluates bids for award, the different procurement methods the state uses, and guidelines on how to market commodities and services to state agencies.

37 vendors participated in the webinar and found it to be a valuable resource.

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 April 2023, the Purchasing Division conducted its first strategic sourcing meeting of the fiscal year

with the General Services Division. Meetings continued in May of 2023 with the Department of Veterans Assistance and the Office of Technology.

“Communication and relationships are key to successful procurements,” said Purchasing Deputy Director Samantha Knapp. “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.

Gov. Justice Proclaims March as Purchasing Month

Gov. Jim Justice has proclaimed March 2023 as Purchasing Month in the state of West Virginia.

This 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 success of the Purchasing Division is based on the relationships we have built over the years with both our agency procurement officers and vendors,” said Purchasing Director Mike Sheets. “Our staff does tremendous work each year and, we are pleased the governor has again recognized our commitment to our stakeholders and customers.”

As part of its mission, the Purchasing Division:

- Provides valued services to its customers by making sound and effective decisions in accordance with state law.
- Exercises prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible price.
- Continually improves the services it offers to maximize the efficiency of state government.
- Provides leadership and guidance to its customers – state agencies, vendors, legislators, and the general public – while building lasting business relationships.

The Purchasing Division is pleased that this vital function in the operation of state government has been recognized by Gov. Justice. Purchasing Month has been recognized in West Virginia since 2011 and honors the integrity and professionalism of all state purchasers who are entrusted with the spending of tax dollars.

The official proclamation is on display at the Purchasing Division offices in Building 15.



Agency Procurement Officers Assist Purchasing Division with Training Program

The Purchasing Division recently invited two agency procurement officers to serve as guest presenters as part of its training program.

Dusty Smith, assistant procurement officer for the Division of Highways, presented *wvOASIS* Tips and Tricks, while Morgan Sheets, director of procurement for the Department of Veterans Assistance, presented on market research and what it entails.

“As someone who has worked at both an agency and at central Purchasing, I have a unique perspective on *wvOASIS* and have accumulated a lot of knowledge over the years,” Smith said. “It was great to have the chance to share that information with others. Even picking up one trick can save someone a few minutes a day and that time adds up. I’m always available to help anyone who wants to know how they can be more efficient in *wvOASIS*.”

“It is really helpful to show others real world procurement scenarios in a training setting,” Sheets said. “One thing they should remember is that the support we get from the Purchasing Division cannot be overstated. I send questions to Purchasing all the time to get clarification on things. Don’t be afraid to pick up the phone or email them for situations you may be unclear on.”

The Purchasing Division has established the *Purchasing.Help@wv.gov* email helpline for anyone with questions. A listing of agency procurement officers and their contact information can also be found at www.state.wv.us/admin/purchase/vrc/agencyli.html.

Annual Agency Purchasing Conferences Returns to In-Person During Fiscal Year 2023

After pausing since 2019 because of the COVID-19 pandemic, an in-person Agency Purchasing Conference was held in August at The Resort at Glade Springs in Daniels, W. Va. The conference agenda included a total of 55 sessions, with topics ranging from statewide contracts and inspection services to West Virginia Office of Technology requirements and vendor registration. The conference also featured a virtual option that offered 11 webinars for participants who were unable to travel to the conference.



Following the conclusion of each Purchasing Division conference, attendees provided the following feedback:

- 97% said conference organization was “Excellent” or “Good”
- 91% said the variety of classes was “Excellent” or “Good”
- 95% said their overall opinion of the conference was “Excellent” or “Good”

-
- 100% said the overall quality of the conference sessions to be professional and effective;
 - 100% found the conference atmosphere to be conducive for learning

The 2022 Agency Purchasing Conference also received the following remarks on the evaluation: “The sessions were informative, and I enjoyed meeting the Purchasing staff.”

“Purchasing staff members were always helpful, friendly, and were very knowledgeable.”

“I loved how the presenters were open for questions and had a great attitude.”

“I liked the social aspect of the conference. I got to talk to other people who are performing the same tasks as myself and get their opinions on subjects.”



Virtual attendees were also surveyed and received high remarks with 98% of respondents saying the overall quality of the webinars presented was professional and effective and 95% saying they will be able to use the information learned in the webinars in their daily tasks. Several virtual attendees reported they liked being able to participate without having to travel.

Senior Buyers Crystal Husted and Toby Welch presented at the 2022 Agency Purchasing Division conference at The Resort at Glade Springs.

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 2023, the Purchasing Division responded to a total of **68** 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 2023 Statistics

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

Federal Property Service Charge	\$220,382.86
State Property Service Charge	616,813.98
Public Daily Sales	892,702.51
Online Sales (GovDeals)	601,265.51
Scrap	13,998.53
Gross Revenue	\$2,345,163.39
<u>Amount Reimbursed to State Agencies</u>	<u>\$755,195.17</u>
Net Revenue	\$1,589,968.22

State Vehicles

There were 251 vehicles sold during Fiscal Year 2023. Below is a breakdown of the method by which they were sold:

Public Auction	0	\$0.00
Public Daily Sales	114	689,281.00
Online Sales (GovDeals)	89	959,460.33
Negotiated Sales	32	418,675.00
Fixed Pricing	16	203,350.00
Total.....	251.....	\$1,546,544.84

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 **268** items through GovDeals during Fiscal Year 2023. Items sold included but were not limited to a 2005 Terex 760B backhoe, a 2002 Gulf Stream Coach Cava camper, and an ice resurfer. Revenue from online sales was **\$601,265.51**.

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, **\$892,702.51** was generated in revenue during Fiscal Year 2023.

Fixed Price Program Connects Federal Vehicles to West Virginia Programs

During Fiscal Year 2023, the West Virginia State Agency for Surplus Property (WVSASP) began participating in the U.S. General Services Administration’s Fixed Price Program. This program has allowed WVSASP to obtain a variety of federal



vehicles, including those used for law enforcement, which were made available exclusively to eligible organizations for a low price.

“This is an important opportunity for our cities and counties in West Virginia to procure a vehicle at an affordable rate,” said former WVSASP Manager Elizabeth Cooper. “The federal Fixed Price Program has allowed WVSASP to acquire and offer these vehicles at a considerable savings. The program is already a success and has attracted a lot of interest.”

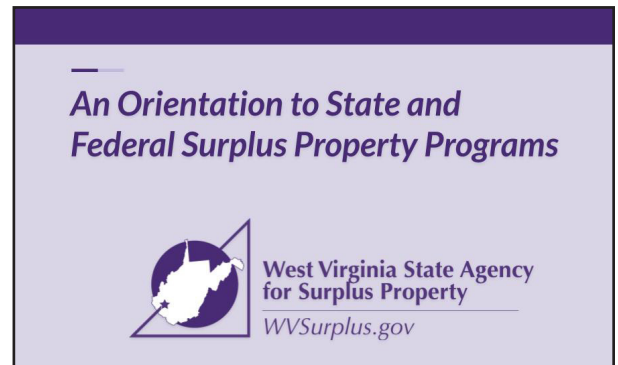
The Kelly Blue Book value (with police package) of one vehicle obtained through the Fixed Price Program was estimated to be \$21,000. WVSASP was able to offer this vehicle for only \$13,000.

Priority for federally-obtained vehicles was given to tax-supported eligible organizations. Specifically, vehicles with police packages were only made available to local police departments and sheriff’s offices.

WVSASP Hosts Annual Events in Fiscal Year 2023

From eligible organizations to members of the general public, the West Virginia State Agency for Surplus Property (WVSASP) hosted several outreach events in the last fiscal year. The first was its annual webinar titled “Orientation to State and Federal Surplus Property Programs” in May and the second was its Customer Appreciation Day in June.

The May webinar was open to state agencies, local municipalities, volunteer fire departments, and other non-profits and was attended by 44 individuals who represented more than 39 organizations. This included Fairmont State University, Barboursville Volunteer Fire Department, Eastern WV Airport Authority, South Charleston Public Library, House to Home Homeless Shelter, Taylor County Senior Citizens, Webster Memorial Hospital, and the West Virginia Department of Education. The webinar is an important outreach for WVSASP and provides an overview of its programs and how eligible organizations can become involved.



In June, members of the general public were invited to visit the Dunbar warehouse for its annual Customer Appreciation Day with a special reception offering special after-hours shopping. While this annual event is appreciated by current WVSASP customers, it also brought in several first-time shoppers. One young couple who attended the event took advantage of the special discounts to furnish their new apartment with two bookcases, desks with chairs, and a dining table with four chairs for just under \$150.

WVSASP Announces New Reimbursement Rate

In October 2022, the West Virginia State Agency for Surplus Property (WVSASP) introduced new reimbursement rates. These new rates can be seen below and were defined for each selling method WVSASP utilizes. A full copy of new reimbursement policy can be found at <https://administration.wv.gov/surplus/forms/Documents/ReimbursementPolicy.pdf>.

- **General Sale** - WVSASP will reimburse the retiring agency 55% of sale proceeds for all items that sell for \$250 or more. WVSASP will keep a maximum of \$5,000 per item sold for items other than passenger vehicles. WVSASP will keep 45% of proceeds for all passenger vehicles sold.
- **GovDeals or Sealed Bid Sale** - WVSASP will reimburse the retiring agency 55% of sale proceeds for all items that sell for \$250 or more when items are sold on online auction sites, such as GovDeals, or via sealed bid. For items other than passenger vehicles, WVSASP will keep a maximum of \$5,000 per item sold. WVSASP will pay the online auction site/sealed bid fees up to \$500. Retiring agency will be responsible for all online auction site fees charged over \$500. WVSASP will pay auction site fees for passenger vehicles.
- **Scrap** - When items are sold for scrap value, WVSASP retains \$50 per scrap check. WVSASP will reimburse retiring agency any amounts over \$50.

Please note that these rates are not applicable to WVSASP vehicle sales. For all passenger vehicles sold, WVSASP will still retain 45% of the proceeds.

Former WVSASP Manager Receives Honor from National Surplus Organization

Elizabeth Cooper, former manager of the West Virginia State Agency for Surplus Property (WVSASP), was honored with the President's Award from the National Association of State Agencies for Surplus Property (NASASP) during the organization's annual conference.

"I am humbled and honored to receive the President's Award in honor of Shane Bailey," said Cooper. "Shane was such an advocate for the federal property program, and he was the one who encouraged me to accept the nomination for president in 2019. I am proud to be associated with NASASP, an organization that saves taxpayer dollars and extends federal financial assistance to many organizations throughout the country."

The NASASP President's Award is an annual award. This year the award was presented in honor of former Alabama State Agency for Surplus Property Director Shane Bailey. Cooper served as the NASASP president from Sept. 1, 2019, though Aug. 31, 2021.



New WVSASP Website Improves User Experience

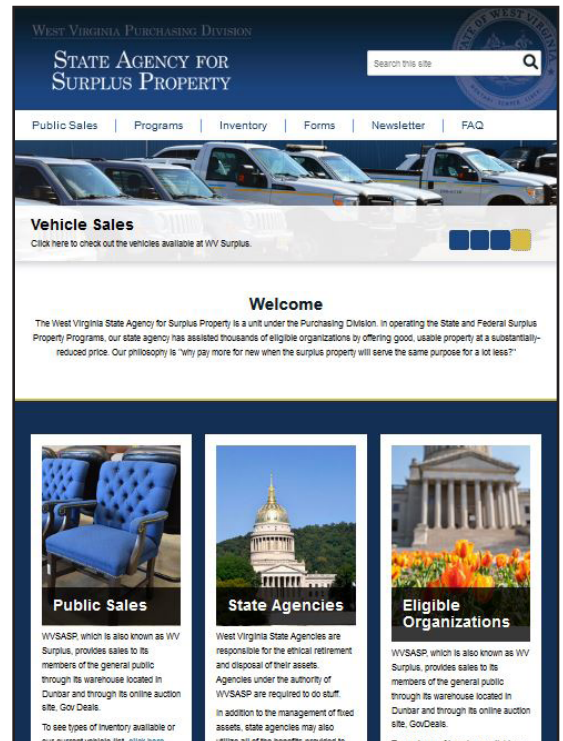
WVSurplus.gov received a facelift during Fiscal Year 2023. In October 2022, the West Virginia State Agency for Surplus Property (WVSASP) launched its revamped website featuring new webpages on its various programs and inventory highlights.

The new website, which can be seen on the right, contains quick access points on its home page for three of its most common audiences: members of the public, state agencies, and eligible organizations. Each section is designed to ensure visitors to the WVSASP website see content that is relevant to them. For state agencies, this includes information on obtaining property from WVSASP and managing their inventory.

One of the most important aspects of this project was ensuring the revamped *WVSurplus.gov* website would be mobile responsive, which ensures that anyone using a smartphone or tablet can easily view all the website content. This includes the WVSASP vehicle lists.

Information added to the website includes an overview on the 8(a), Federal Fixed Price, and eligible organization programs; a contact form; and a comprehensive guide for state agencies.

To view the new WVSASP website, visit *WVSurplus.gov* or <https://administration.wv.gov/surplus>.



The new WVSASP website can still be accessed by visiting *WVSurplus.gov*.

WVSASP Bids Farewell to Longtime Employee Fewell

The West Virginia State Agency for Surplus Property (WVSASP) celebrated the retirement of longtime state employee Sherry Fewell in October 2022. Originally joining WVSASP in 2009 as an office assistant, Fewell transitioned into several different roles over the years. Eventually, Fewell became in charge of online auctions and inventory management, where she remained until her retirement.



“In my role at WVSASP, I have had the opportunity to work closely with state agencies and members of the public,” said Fewell. “I will retire with almost 25 years of public service to the state of West Virginia, and I am grateful for all of the experiences I have had along the way.”

During her new free time, Fewell is working on projects at home and completing personal improvement goals.

Sherry Fewell retired from WVSASP during Fiscal Year 2023 after many years of service in state government.

Annual Gift Guide Celebrates Items at WVSASP

In December 2022, the West Virginia State Agency for Surplus Property (WVSASP) presented its annual Holiday Gift Guide. Items featured in this year's gift guide included a media cabinet, bar stools, furniture, and tablets.

"The Holiday Gift Guide is a great tradition that allows us to showcase inventory to both current and new customers," said former WVSASP Manager Elizabeth Cooper. "Everyone is looking to save money this time of year. It is a perfect time to remind customers of the benefits of buying used."

The Holiday Gift Guide was distributed to members of the public through WVSASP's Facebook page at www.facebook.com/wvsurplus.



Water Buffalo Tanks Acquired Through WVSASP Offer Fresh Water Solution in Case of Emergency

With 1,040 square miles of land and a population of more than 29,400, Randolph County faces some unique challenges serving its residents across such a large area. Thanks to three water tanks acquired through the West Virginia State Agency for Surplus Property (WVSASP), Randolph County's preparation for disaster response has greatly improved.

"Over the last few years, Randolph County has experienced water supply problems due to spring flooding and water line breaks," explained Randolph County Commissioner Cris Siler. "We were lucky to be able to borrow a water buffalo tank from neighboring counties during these incidents but knew it was important to have our own source of providing water to our communities during times of need."



When Siler set out to obtain a water buffalo tank for his county, he was encouraged to contact

Three trailer-mounted water buffalo tanks were acquired by Randolph County through the Federal Surplus Property Program. These items were transported from outside states to the WVSASP warehouse in Dunbar before being transported to Randolph County.

WVSASP, which had recently obtained one for its federal warehouse. After speaking with WVSASP, Siler was able to put in a request for two additional water tanks. Due to the geographical size of the county, the additional tanks ensure that they can be placed around the county for faster delivery.

All three water buffalo tanks were obtained through the federal surplus property program. Assets listed online through this program are often available for purchase at a cost significantly lower than buying new. Siler estimates that Randolph County was able to obtain three used water buffalo tanks for the price of a single new item.

“Acquiring these items through WV Surplus is just good money sense,” said Siler.

WVSASP Welcomes New Manager

Following the departure of longtime manager Elizabeth Cooper, the West Virginia State Agency for Surplus Property (WVSASP) was pleased to welcome Greg Clay as its new manager. Effective Feb. 11, 2023, Clay was selected as the assistant director over the Program Services Section for the Purchasing Division, which oversees WVSASP operations.

While Clay is new to WVSASP, he originally joined the Purchasing Division in 2014 as a senior buyer. Within a year, he had transferred into the Inspection Services Unit as its manager. Clay served as the manager for the Inspection Services Unit until August 2022, when he became a buyer supervisor for the Purchasing Division.



Greg Clay
WVSASP Manager

“I am pleased to have had so many roles in my time with the Purchasing Division,” said Clay. “While I am in a new office, I am still working with a great group of people who are committed to public service. I have been blown away by their knowledge and dedication. It is a pleasure to be in a position where I can support their efforts.”

Clay earned a business management degree from Concord University and worked in the mining industry for more than 20 years before joining state government.

“Between my background in the private sector and time spent at the Purchasing Division, I have had the opportunity to see the different needs of individuals versus organizations,” said Clay. “I look forward to using that knowledge to improve our services for members of the general public who come to shop at the warehouse and for the many state agencies, nonprofits, and other eligible organizations who utilize the various programs here at WVSASP.”

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 2023 was **91,318**, based on an expenditure of **\$3,518,884.87**, making the average cost of a rental car per day as **\$38.54**. Without a preferred car rental contract, the normal (average) daily rate is **\$69.00** for a savings of **\$2,782,057.13**.

Hertz

The total number of rental days for the Fiscal Year 2023 was **5,100**, based on an expenditure of **\$171,087.00**, making the average cost of a rental car per day **\$33.55**. Without a preferred car rental contract, the normal (average) daily rate is **\$74.64**, for a savings of **\$209,577**.

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 **97,986** rental days, the state has saved **\$3,429,510.00** on rental insurance.

Statewide Contract for Travel Management Services [National Travel]

Year-end transactions include:

Exchanges	303
Refunds	18
Airline tickets	3,235
Service fees paid	\$82,659.65
Total Transactions	6,501
Cost	\$2,339,000.00
Full Fare	\$7,405,340.00
Savings	\$5,066,340.00

The Delta Partnership statistics for Fiscal Year 2023, as provided by Delta, indicated savings as shown below:

Tickets:	1,065
Cost:	\$757,558.50
Full Fare:	\$1,996,094.00
Savings:	\$1,238,535.50

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, 2023, that rate was increased to **.655** cents per mile, up .03 cents from the previous rate. That rate was increased July 1, 2022, which was increased .04 cents from the previous rate of **.585** on January 1, 2022. The rate covers all operating costs, such as fuel, maintenance, and insurance, and no additional reimbursement will be made for such expense.

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*](http://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.

Legislative Changes

The end of the 2023 Legislative Session brought with it some new rules for the Purchasing Division. These rules included changes to the impossible to bid list, bid bonds, and emergency procurements.

As part of the changes, impossible to bid items can now be considered by the Purchasing Director on an as-needed basis rather than just once annually. These items are included in Section 9 of the *Purchasing Division Procedures Handbook*, which have been deemed by the Purchasing Director to be impossible to obtain through competitive bidding.

Changes to the bid bond requirements also brought positive change to the state purchasing process. When a solicitation mandates that a bid bond be provided, the Purchasing Division can now consider electronically submitted copies of bid bonds to be valid for the purposes of bid review, evaluation, and acceptance, provided that the electronic copy of the bid bond would be considered a valid bond if presented in its original form.

Finally, agencies were provided more autonomy when it comes to emergency purchases. While approval of the Purchasing Division is still required for central procurements under certain circumstances, agencies are now permitted to process these contracts as agency-level contracts rather than central-level documents within *wvOASIS*. Reporting requirements were also modified and include reporting of all emergency purchases to the Purchasing Division within 30 days of the emergency being approved, regardless of dollar amount, so that the Purchasing Division can publicly post the documentation in accordance with the Rules.

Purchasing Division Adds to Its Debarred Vendor List

The Purchasing Division added three vendors and/or related parties to its Debarred Vendor List this fiscal year. They included Mehwish Baqai, May Baqai, and Planet Cellular. 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 2023

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 2023, **six** 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 **six** protests filed, **one** was canceled with plans to re-solicit and **one** issued revised specifications via addendum.

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 2023 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. 25, 2022 at the annual Agency Purchasing 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 Morgan Sheets

Department of Veterans Assistance

The Purchasing Division named Morgan Sheets as the 2022 Procurement Officer of the Year at the 2002 Agency Purchasing Conference at Glade Springs. Sheets is an administrative services manager for the West Virginia Veterans Home in Barboursville. He has worked in state procurement since November 2017, first with the Department of Health and Human Resources' Bureau for Medical Services. In August 2020, Sheets accepted a position at the Veterans Home as the fiscal supervisor, which was recently reclassified to an Administrative Services Manager I position.

“Morgan’s job performance has been excellent during his time with the state,” said the co-worker who nominated him. “He strives to produce quality work products for his agency. He is well-versed in purchasing and *WV*OASIS terminology, and this helps him to communicate effectively about his work with internal and external parties.”

Sheets’ work helps lower the cost of contracted health care services for residents of the Veterans Home.



Morgan Sheets was named the 2022 Procurement Officer of the Year. Morgan has worked in state procurement since 2017.

“I would not be in state government if not for Jimmy Dowden at DHHR/BMS,” said Sheets. “He facilitated my training and also steered me to join the National Institute of Governmental Purchasing (NIGP). NIGP monthly meetings have great training sessions, and more importantly, the wealth of procurement knowledge in the room and having access to that is very beneficial. Also, my buyer at DHHR, Bobby Price, showed me how to do procurement the RIGHT way. Since I left DHHR and went to the Department of Veterans Assistance, I have reached out numerous times to many people in the Purchasing Division for guidance and assistance.

“Finally, without my team at the West Virginia Veterans Home, this would not have been possible,” he continued. “This was truly a TEAM award. I would also like to mention my boss, Mike Lyons, who gave me carte blanche to fix what was wrong here; he is a great leader and I am proud to work for him. I would also be remiss to not mention my wife, who has put up with me for years and also let me borrow her car to get to the conference.”

Sheets earned his Basic Certification from the West Virginia Purchasing Division and has attended several of the Division’s training sessions and conferences. He also served as a panelist at the 2019 Agency Purchasing Conference.

The Agency Procurement Officer of the Year award program was created in 1996. Since that time, the Purchasing Division has recognized 28 individuals, including Sheets, for their outstanding performance, dedication, and leadership in the area of procurement. This marks the 27th 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:

- 2022:** Morgan Sheets (Department of Health and Human Resources)
- 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 2023 AWARD TRANSACTION SUMMARY

New Purchasing Award Transactions and Delivery Orders

Designation	Total Count	Percentage	Total Amount	Percentage
In-WV*	21,090	48.07%	\$269,260,168.02	52.17%
Out-WV	22,780	51.93%	\$246,877,101.35	47.83%
TOTAL	43,870	100.00%	\$516,137,269.37	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):	\$146,158.97
Average Transaction Amount (Including Delivery Orders):	\$11,765.15

Procurement Type Breakdown

Procurement Type Name	Total Count Per Type	Count Percentage	Procurement Type Amount	Amount Percentage
Agency Delivery Order	41,721	94.22%	202,420,250.02	39.22%
Central Master Agreement*	678	1.46%	\$0.00*	0.00%
Central Delivery Order	525	1.54%	87,302,993.95	16.91%
Central Purchase Order	439	1.39%	142,979,339.88	27.70%
Central Contract - Fixed Amount	219	0.63%	20,520,576.93	3.98%
Central Direct Award	150	0.42%	13,475,207.69	2.61%
Statewide Contract (Open-End)**	73	0.17%	0	0.00%
Central Emergency Purchase	53	0.14%	49,379,032.39	9.57%
TOTAL	43,858	100.00%	\$516,077,400.86	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	8129	18.53%	\$10,207,841.80	1.98%
Department of Environmental Protection	4836	11.02%	\$36,366,641.85	7.05%
Dept. Of Health and Human Resources	4087	9.32%	\$74,040,083.47	14.35%
Division Of Natural Resources	2941	6.70%	\$22,787,682.28	4.42%
Division Of Highways	2460	5.61%	\$119,517,926.33	23.16%
General Services Division	1,905	4.34%	\$69,549,309.20	13.47%
Division of Motor Vehicles	1847	4.21%	\$7,723,701.33	1.50%
Veterans Affairs	1488	3.39%	\$11,259,108.34	2.18%
Department of Education	1473	3.36%	\$16,184,362.00	3.14%
Lottery Commission	1125	2.56%	\$29,423,746.35	5.70%
Information Services and Communications	804	1.83%	\$28,913,482.70	5.60%
Adjutant General	649	1.48%	\$19,194,647.74	3.72%
Workforce West Virginia	473	1.08%	\$3,613,502.90	0.70%
Tax Division	375	0.85%	\$7,124,785.16	1.38%

WV Division Of Multimodal Transportation Facilities	171	0.39%	\$14,090,276.48	2.73%
Enterprise Resource Planning Board	58	0.13%	\$7,341,680.59	1.42%
Office of Technology	39	0.09%	\$4,047,424.25	0.78%
Finance Division	35	0.08%	\$3,244,454.80	0.63%
West Virginia State Police	28	0.06%	\$3,064,357.03	0.59%
Other	10946	24.95%	\$28,442,254.77	5.51%
Total	43869	100.00%	\$516,137,269.37	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	42,651	22.17%	\$9,146,624.14	1.77%
81102600 - Sampling services	13780	7.16%	\$1,817,410.99	0.35%
23150000 - Industrial process machinery and equipment and supplies	13663	7.10%	\$4,901,471.44	0.95%
80161801 - Photocopier rental or leasing service	11319	5.88%	\$891,463.18	0.17%
22101900 - Building construction machinery and accessories	\$9,553.00	4.97%	\$1,497,483.78	0.29%
81112103 - World wide web WWW site design services	\$7,086.00	3.68%	\$3,675,893.59	0.71%
50202301 - Water	\$5,163.00	2.68%	\$313,339.11	0.06%
83111603 - Cellular telephone services	\$4,895.00	2.54%	\$1,795,376.40	0.35%
44101501 - Photocopiers	4773	2.48%	\$2,738,524.52	0.53%
15100000 - Fuels	\$3,819.00	1.99%	\$12,700,944.70	2.46%
78181507 - Automotive and light truck maintenance and repair	\$3,113.00	1.62%	\$3,677,215.53	0.71%
25172500 - Tires and tire tubes	\$2,995.00	1.56%	\$2,859,595.67	0.55%
50000000 - Food Beverage and Tobacco Products	\$2,745.00	1.43%	\$156,912.12	0.03%
43210000 - Computer Equipment and Accessories	\$2,735.00	1.42%	\$5,001,015.94	0.97%

Commodity Type and Name	Total Count	Count Percentage	Total Value	Value Percentage
76110000 - Cleaning and janitorial services	2142	1.11%	\$12,058,920.59	2.34%
78111809 - Vehicle leasing of sedans or coupes or station wagons	\$2,211.00	1.15%	\$248,482.10	0.05%
78131804 - Document storage services	2209	1.15%	\$624,036.54	0.12%
76110000 - Cleaning and janitorial services	2142	1.11%	\$12,058,920.59	2.34%
53102700 - Uniforms	\$1,565.00	0.81%	\$173,591.07	0.03%
78102204 - Letter or small parcel worldwide delivery services	\$1,534.00	0.80%	\$481,674.57	0.09%
Others	\$51,896.00	26.98%	\$450,298,046.39	87.26%
Total	\$192,367.00	100.00%	\$516,044,202.08	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.*

Significant Limitations on Reporting

General Accounting Expenditures (GAX) Payments

Approximately \$3 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 2023, according to *wv*OASIS reporting, the state of West Virginia processed **305,518** GAX payment transactions for a total payment of **\$3,096,539,416.00**. The average GAX payment was **\$10,135.40**.

West Virginia Purchasing Card Procurements

Approximately \$5.1 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 2023, according to *wv*OASIS reporting, the state of West Virginia processed **338,966** Purchasing Card transactions for a total payment of **\$517,192,651.80**. The average Purchasing Card payment was **\$1,525.79**.

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 2023 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 2023.