

Online Resource Modules Become More Interactive

In an effort to make its agency resource modules more interactive, the West Virginia Purchasing Division has been hard at work converting its current modules' audio and video format into a more hands-on, animated one. The first of the modules to be reintroduced on the Purchasing Training Center is the *Basic Purchasing* module.

This module highlights the Purchasing Division's composition and statutory authority, walks through the Purchasing Decision Path, and defines some of the terms used in the state purchasing process. Its range between basic content and active participation allows the viewer to test his or her knowledge about the process while receiving immediate feedback. State employees required to procure

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What is the first step in the Purchasing Decision Path?

- Determine availability through internal resources
- Determine availability through a Statewide or Agency contract
- Determine the need
- Determine if purchase will be competitive, sole source, or an emergency

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Deadline Approaching to Nominate Procurement Officer of the Year!

Have you submitted your nomination for the annual *Agency Procurement Officer of the Year* award? If not, the deadline is rapidly approaching! **The deadline is Friday, September 5, 2014.**

Because of the Phase C implementation of *wvOASIS*, it was determined that it would not be possible to conduct an Agency Purchasing Conference this year, when the honor is traditionally given, though a Procurement Officer of the Year will still be named. The Purchasing Division will schedule a special recognition ceremony once the 2014 recipient has been determined.

This is the 19th year for the Purchasing Division's recognition program for agency procurement officers. The *Agency Procurement Officer of the Year* program recognizes individuals who have demonstrated high levels of performance and professionalism. This program provides an avenue for agency procurement officers to nominate co-workers and colleagues who have served as role models in the public purchasing profession.

Nomination criteria for this award includes but are not limited to tenure, per-

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Time Has Come to Refocus on Procurement Training

By Purchasing Director Dave Tincher

Now that our staff as well as our state agency purchasers have become more acclimated to the wvOASIS system, it is time to get back into our routine of focusing on our processes and training programs.

As you may be aware, because of the time constraints of learning the new system, we took a break from our training curriculum by suspending in-house workshops during the summer and cancelling our annual purchasing conference. However, we have now resumed our training and are diligently working on updating all of our online modules. Not only are we updating these training tools, but we are making them more interactive by utilizing new technology.

In place of our annual conference this year, we will be offering three webinars in November as a substitute. During the webinars, we will offer highlights of changes that have occurred since last year's confer-

ence that our agency purchasers need to know to perform their procurement responsibilities. We will also address changes resulting from legislation that was passed earlier this year. And lastly, we will incorporate some information that may be helpful in processing procurements through the new system.

Another training session that we are in the process of developing is for cabinet secretaries, division directors and their assistants, which we will conduct on October 29 in cooperation with the State Auditor's Office. Senate Bill 356 requires all executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads to participate in two



hours of training on purchasing procedures and purchasing cards on an annual basis. We hope to explain not only the procedures that are in place but also the importance of the role that our agency procurement officers play in your organization.

The Purchasing Division is already planning for our 2015 Agency Purchasing Conference and will share information once finalized. As I continue to reiterate, training is an important facet of our division's operation in order to ensure that those individuals responsible for spending taxpayers' dollars are knowledgeable of the procedures, laws and rules by which we must abide.

For more information on the various training formats that the Purchasing Division offers, visit www.state.wv.us/admin/purchase/training.

Increase your wvOASIS Savvy by Knowing The Vocabulary

wvOASIS

For more information on wvOASIS, visit wvOASIS.gov.

With the implementation of the new Enterprise Resource Planning system, wvOASIS, comes new procurement terminology. To assist in the transition process, below are wvOASIS-specific terms and acronyms associated with the new procurement system. Additional terms and acronyms will be listed in future issues of *The Buyers Network*.

Agency (or Decentralized) Master Agreement (AMA) – A procurement document that sets prices, terms and conditions, by which itemized goods or services can be purchased by agencies from a vendor at a specified price. Previously, this was called an Agency Open-End Contract.

Electronic Funds Transfer (EFT) – The electronic movement of data between banks which results in a value transfer between accounts.

My Requests (RQHISTM) – This table allows viewing of all Requisition and Universal Requestor



documents that you have submitted.

Receiver (RC) – Document that enables you to record the receipt of goods or the dollar amount of services rendered.

Renewal Document (RN) – Previously known as a Change Order to renew a purchase order or contract, this is a procurement document that is used by the Renewal Agreements batch process to control how specific Master Agreements are renewed.

Solicitation Response (SR) – Document used to record vendor responses to a solicitation. Previously, this was called a Bid.

Vendor Self Service (VSS) – A web-based component through which vendors may directly register their companies in the wvOASIS system.

Purchasing Division Introduces Mobile Device App

The Purchasing Division is pleased to announce that its new mobile application is available for download on both the Google Play Store and the Apple App Store.

This app, created by Governor's Internship Program participant Shannon Kelsh and Technical Services Manager Mark Totten, serves as a central, on-the-go hub for procurement information for both the vendor community and agency procurement employees. By being available for both Apple iOS-based and Android OS-based devices, the Purchasing Division app can be utilized from a wide range of mobile devices, such as the Samsung Galaxy family of smartphones and tablets and Apple iPhones and iPads.

There are currently sections within the app that cover various aspects of state procurement, accessible through 13 buttons on the app, covering a range of topics. Users can view informational videos for vendors and agency employees as well as streaming videos spotlighting the latest events and programs from the Purchasing Division. In addition, the app allows users to easily view the Purchasing Division's newsletters, emergency purchasing procedures, state travel guidelines, and the West Virginia State Agency for Surplus Property.



Purchasing Division Intern Shannon Kelsh and Purchasing Division Technical Services Manager Mark Totten developed a Purchasing Division mobile app that serves as an on-the-go hub for procurement information.

The Purchasing Division app was made in-house by the Technical Services Unit and took approximately five weeks to complete, from its initial planning and development to submission and publication through Google and Apple's application platforms.

"For several years, we have wanted to develop a mobile device app to increase availability of information already on our websites, such as *WV-Purchasing.gov* and *WVSurplus.gov*, because we

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App Download

To download the free mobile application, search for "WV Purchasing Division" on either the Google Play Store or the Apple App Store.

High-level Mandatory Training Scheduled for October 29

Training Information

For more information on the mandatory training required by Senate Bill 356, contact Staff Development Specialist Samantha Knapp by calling 304.558.7022 or e-mailing Samantha.S.Knapp@wv.gov

The Purchasing Division and the State Auditor's Office have scheduled a mandatory training session on procurement procedures and purchasing cards for high-level state officials in the Culture Center Theater from 9 to 11 a.m. on Wednesday, October 29.

As required by a new provision in *West Virginia Code* §5A-3-60, there will be a sessions offered bi-annually, one in the fall and one in the spring. The date has not yet been set for the mandatory training in the spring. These sessions will be recorded for viewing as another option for those designated to receive this training.

Senate Bill 356, which was passed during the 2014 Regular Session of Legislature, requires that these training sessions be attended by "all ex-

ecutive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads."

The two-hour training will be divided into two presentations, with the first half being conducted by the Purchasing Division and the second conducted by State Auditor's Office personnel. Purchasing Director Dave Tincher will be presenting information on purchasing procedures.

Notification will be distributed to the cabinet secretaries and division directors in early September. Questions may be directed to Staff Development Specialist Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.



State Agency for Surplus Property Receives Valuable Feedback from Eligible Organizations

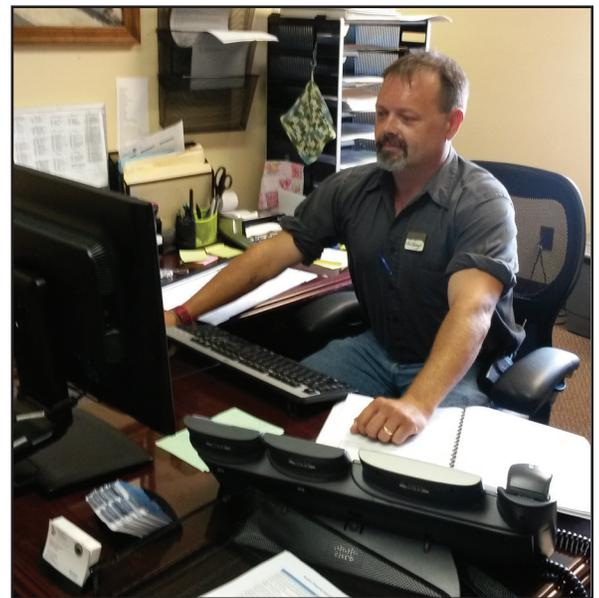
A recent survey of eligible organizations registered to acquire surplus property from the West Virginia State Agency for Surplus Property (WVSASP) in Dunbar returned interesting results. The 64 respondents to the survey answered questions on a variety of topics ranging from convenience of the location and hours to the types of property offered and requested.

Approximately one third of respondents indicated they visit WVSASP monthly, with more than 50 percent noting they visit annually, and the remaining respondents either never visited or only visited on occasion.

Nearly all respondents were interested in both the federal and state surplus property programs, with the most commonly-acquired items being office furniture (73 percent), vehicles (63 percent), generators (47 percent), hand tools (43 percent) and computer equipment (35 percent).

Approximately 75 percent of respondents did not know how to screen federal property on the U.S. General Services Administration's website. Roughly the same number had never requested federal property through WVSASP. The survey results also indicated that 56 percent of responding organizations had plans to utilize federal property through WVSASP.

Overwhelmingly, respondents agreed that WVSASP's hours and location were accessible and that they had a good familiarization with the kinds of products available at the facility.



State Surplus Property Supervisor Anthony Cooper enters data for the wide variety of property received at WVSASP, which becomes available to eligible organizations.

“This survey serves as an excellent gauge for us in our on-going outreach efforts to our eligible organizations,” said Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue. “It is always beneficial to receive feedback from the people and organizations with whom we do business. Doing so will make us a better organization.”

Surplus Property

For more information the West Virginia State Agency for Surplus Property, visit WVSurplus.gov.

Purchasing Bulletin Soon to Be Accessible Solely Through wvOASIS Vendor Self-Service

Solicitation	Agency/Entity/Buyer/Categories	Dates	Status
(TS) Summit License Renewal ARFQ: AG1500000007	West Virginia West Virginia Info Technology Agency Request for Quote(ARFQ)	Published On: 8/25/14 Amended On: Closing On: 8/29/14 6:00 PM EDT Time Left: 88:42:11 Intent Posted On:	Open
Office Trailer Rental for Grounds List ARFQ: G15100000015	West Virginia West Virginia Agency Request for Quote(ARFQ)	Published On: 8/25/14 Amended On: Closing On: 8/29/14 2:00 PM EDT Time Left: 84:17:41 Intent Posted On:	Open
HIGH SCHOOL EQUIVALENCY DIPLOMA ARFQ: ED1500000007	West Virginia West Virginia Agency Request for Quote(ARFQ)	Published On: 8/25/14 Amended On: Closing On: 8/29/14 4:00 PM EDT Time Left: 85:17:11 Intent Posted On:	Open
UTV FOR CAMP CREEK STATE PARK ARFQ: DR1500000036	West Virginia West Virginia Agency Request for Quote(ARFQ)	Published On: 8/14/14 Amended On: Closing On: 8/29/14 6:00 PM EDT Time Left: 87:17:41 Intent Posted On:	Open
Cat Cutters and Cat Cutter Vacuum ARFQ: C18100000001	West Virginia West Virginia Agency Request for Quote(ARFQ)	Published On: 8/15/14 Amended On: Closing On: 8/29/14 6:00 PM EDT Time Left: 87:17:11 Intent Posted On:	Open
ARFQ for Dell PowerEdge R620 Server or Equal - see attached ARFQ: HC1500000007	West Virginia West Virginia Agency Request for Quote(ARFQ)	Published On: 8/25/14 Amended On: 8/25/14 Closing On: 8/29/14 6:00 PM EDT Time Left: 2:59m, 45:17:11 Intent Posted On: 8/25/14	Open

The long-held way the Purchasing Division has published and distributed the *West Virginia Purchasing Bulletin* will soon be coming to an end. The final bid opening for a solicitation in TEAM, our former purchasing system, is set for September 24.

Within the next couple months, all active solicitations will be posted and available for review through Vendor Self-Service (VSS), the vendor portion which is incorporated in wvOASIS, the state's new Enterprise Resource Planning system.

When the state procurement function of wvOASIS went live in early July, bid opportunities for the vendor community began appearing through the VSS. At the same time, the Purchasing Division continued to publish the previous *West Virginia Purchasing Bulletin* in its traditional format for solicitations generated through TEAM prior to the wvOASIS implementation. The Purchasing Division made a concerted effort on its website to inform key parties that the previous means of posting the *West Virginia Purchasing Bulletin* would be discontinued.

State procurement officers are encouraged to remind the vendors with whom they communicate about this transition and to direct them to register in the VSS in order to conduct business with the state of West Virginia. Vendors may be referred to wvOASIS.gov and click the Vendor Self-Service link to begin the process.

All Bids Received Continue to be Posted Online

The Purchasing Division continues to post on its website the "Bids Received" responses for solicitations received by the Purchasing Division.

Though the implementation of the state's Enterprise Resource Planning system, wvOASIS, makes the state procurement process more transparent, the Purchasing Division made the decision to maintain

this website to provide a central location for all bids received and opened, both submitted paper bids and those electronically submitted through the Vendor Self-Service portal of wvOASIS.

To review bids that have been received by the Purchasing Division, please visit www.state.wv.us/admin/purchase/Bids.

Bids

To review all bids received through the Purchasing Division, please visit www.state.wv.us/admin/purchase/Bids

Registration Fee Change Affects Exempt Commodities and Services Vendors

The *Purchasing Division Procedures Handbook* has been revised, effective July 29, 2014, with an emphasis on the vendor registration fee as it relates to commodities and services specific to Section 9.

After further review, it has been determined that the vendor registration fee is now waived and not required for a vendor providing commodities or services under Section 9. This provision was made in accordance with *West Virginia Code of State Rules* 148-1-4.17, which allows for the Purchasing Director to waive the vendor registration fee for all vendors providing commodities or services under Section 9 if it is determined to be in the best interest of the state.

Additionally, the exemptions from vendor registration requirements relating to tuitions, stipends, accrued and regular fees as well as court-ordered payments have been removed to more accurately reflect the wvOASIS processing system requirement that all vendors must register to receive payment.

The Purchasing Division continues to review the *Purchasing Division Procedures Handbook* as a means to making positive improvements to its processes in compliance with state law and rule. Questions and comments regarding any portion of the handbook may be directed to Diane Holley-Brown at 304.558.0661 or Diane.M.Holley@wv.gov.

Interested in past issues of *The Buyers Network*? Be sure to check them out on the Purchasing Division's website at: www.state.wv.us/admin/purchase/BN/bnlist.html

Construction Projects Set for Processing as CPO, Not CCT

The implementation of Phase C of *wvOASIS* has brought about new terminology and procedures to the state procurement process. Two of these new terms are Centralized Purchase Order (CPO) and Central Contract (CCT), which are processed through the Purchasing Division. Agency procurement officers are reminded of an important distinction between the two, particularly when it involves a construction project.

“For the first few weeks since going live with *wvOASIS*, we have been processing construction projects under both the CPO and CCT categories. We will be moving away from that practice and treating construction projects solely as CPOs,” said Assistant Purchasing Director Mike Sheets. “The CCT designation is geared toward those procurements that involve renewals. It is important to remember that CPOs do allow for changes to contract time; they just don’t anticipate renewals. The notable difference between the two is that CPOs involve a fixed time for a given product or service, even with change orders. The CPO does not anticipate



the change order but allows for them if necessary. CCTs involve contracts that have anticipated time changes similar to that of a master agreement.”

Sheets added that, at the time of recommendation to award, construction contracts should be designated as a CPO. For more information, contact your assigned Purchasing Division buyer. For a list of buyer assignments, please visit www.state.wv.us/admin/purchase/byassign.pdf.

Statewide Contracts for Non-Profit Workshops Now Updated and Online

The statewide contract for mandatory commodities and services offered by non-profit workshops (WVARF) has been extended and the statewide contract for janitorial services offered by non-profit workshops (WVRFJAN) has been renewed and both are now in effect.

West Virginia Code establishes the mandate for the purchase of commodities and services offered by non-profit workshops. The West Virginia Association of Rehabilitation Facilities serves as the coordinating agency between the non-profit workshops and state spending units.

The WVARF contract includes absorbent products, bottled water, condiment kits, courier services, data management, document imaging, grounds maintenance, interstate restrooms, janitorial

services, laundry and linen service, low impact monitoring of roads and bridges, microfilming services, presort U.S. mail, soap, survey stakes, and wiping cloths.

The WVARF contract can be reviewed at www.state.wv.us/admin/purchase/swc/WVARF.htm and this contract has been extended to October 31. Click on “Change Order 23” to review the most current version of the contract.

The WVRFJAN contract – which was awarded, effective July 7, 2014 for one year – includes dusting, sweeping and mopping floors, vacuuming, emptying trash, disinfecting restrooms, and cleaning windows. It can be viewed at www.state.wv.us/admin/purchase/swc/WVRFJAN.htm. To review all statewide contracts, please visit www.state.wv.us/admin/purchase/swc.



What’s Your Question?

If I use the State Purchasing Card, do I have to follow state purchasing rules?

Yes! The Purchasing Division encourages the use of the State Purchasing Card as a payment method for purchases, whenever possible, in accordance with State Purchasing Card guidelines. **However**, this should not be interpreted as a means to disregard the state procurement process as outlined in *West Virginia Code*, the Code of State Rules and the **Purchasing Division Procedures Handbook**. By doing so, an agency runs the risk of issuing a series of requisitions or purchase orders – intentional or not – to circumvent the competitive bidding process.

This is commonly referred to as “stringing,” which is prohibited by law.

APP

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did not want to miss reaching the amount of people who now use mobile devices to access information,” said Totten. “With Shannon’s background in business and technology, and the need for us to distribute information to agencies and vendors as quickly and effectively as ever, this summer seemed like the perfect moment to take on this project.

“We wanted the app to not only be free to download but also available through multiple mainstream platforms in order for the app to be downloadable across a wide range of mobile devices,” he added.

“Seeing the Purchasing Division mobile application come to fruition has been one of the most exciting parts of interning for state government this summer. When I am asked what I did in my internship, I can show people instead of just telling them,” said Kelsh.

To download the free app, search for “WV Purchasing Division” on either the Google Play Store or the Apple App Store.

Webinars Scheduled to Substitute for Agency Purchasing Conference



Technical Services Manager Mark Totten leads an August webinar on vendor registration while Buyer Misty Delong observes. Agency procurement webinars are scheduled for November to replace the 2014 Agency Purchasing Conference.



In-House Training: September 2014

September

- Wednesday, September 10:
Fundamental Elements of a Solicitation
9 a.m. - noon In-House
- Wednesday, September 24:
Purchasing for the Non-Purchasing Manager
10 - 11 a.m. In-House

No sessions will be offered in October.

Location

Purchasing Division's first floor conference room.

Registration

For more information or to register, visit www.state.wv.us/admin/purchase/training/inhouse.html. First-come, first-served basis.

For more information

Staff Development Specialist Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.

DEADLINE

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formance, communication, training, and professional development. The individual submitting the nomination may nominate someone in his or her own agency or a purchaser from another agency.

For more information about the *Procurement Officer of the Year*, visit the Purchasing Division's intranet site at <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html> or contact Staff Development Specialist Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.

Webinars

For more information on the webinars or the Purchasing Division training and certification programs, contact Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov

Due to the implementation of *wvOASIS*, the state's Enterprise Resource Planning system, the West Virginia Purchasing Division chose not to conduct its annual Agency Purchasing Conference this year. Instead, three agency procurement webinars have been set for November 6, 13 and 20 to review current procedures, discuss legislative changes resulting from the 2014 Legislative Session, and allow for a question and answer period. Each webinar will be offered from 10-11:30 a.m.

"There will be a limit of up to 100 participants in each webinar," said Staff Development Specialist Samantha Knapp. "These spots will be provided on a first-come, first-served basis."

Knapp said the discussion on current procedures will cover changes since the implementation of *wvOASIS* as well as procedural changes since the last conference. "Feedback from past conferences revealed that attendees prefer to focus on changes which have occurred since the previous conference," she said. "We hope to meet those expectations during the three webinars."

Knapp said that procurement officers seeking re-certification should be made aware that while attending one of the three webinars meets the conference requirement in lieu of attending an actual conference for this year only, it still only counts at 1.5 hours toward the 20-hour class or learning session requirement for re-certification. Additional hours can be earned by viewing the online agency resource modules or attending In-House Training workshops.

Registration information for the webinars will be announced in early October. For more information on the webinars or the Purchasing Division training and certification programs, contact Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.

Current Statewide Contract Update

(As of August 15, 2014)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at www.state.wv.us/admin/purchase/swc. For more information, please contact the buyer assigned to the specific statewide contract.

Contract Awards

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
WVRFJAN14	WV Assoc of Rehab Facilities	Janitorial services offered by non-profit workshops	07/01/2014 -06/30/2015

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Dates</u>
PAINT13	Sherwin Williams	Paint	04/01/2014 -03/31/2015

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
DPS1115A	Morphotrust USA Inc.	Fingerprinting services	08/01/2014 -01/31/2015
WVARF10	WVARF	Mandatory commodities offered by non-profit workshops	07/01/2014 -10/31/2014

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of change</u>
IP12	Hewlett Packard	Computers	Updated to include vendor catalogue items and pricing
MAILEQP12	Pitney Bowles	Mailing machines	To cancel the contract in its entirety effective 08/31/2014
SECSVS14	G4S Secure Solutions USA	Guard and security services	To add Ritchie County to Region 1

FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

<u>FILE</u>	<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
21	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
22	Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-0067
23	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
32	Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
33	Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
41	Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468
52	Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
53	Beth Collins	Beth.A.Collins@wv.gov	558-2157
*	Greg Clay	Gregory.C.Clay@wv.gov	558-2566
*	Misty Delong	Misty.M.Delong@wv.gov	558-8802
*	Melissa Pettrey	Melissa.Pettrey@wv.gov	558-0094

* File not assigned yet

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this month, the following statewide contracts for which their expiration dates are approaching will be examined.

DWASH	Dishwasher Dispensing Equipment and Supplies
FASTEN12	Fasteners
LAUNDRY11	Detergents, Special Formula
LGLOVES12	Latex Gloves
RTIRE11C	Retread Tires

MODULES

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under *West Virginia Code* §5A-3 can view this module as an introductory course or as a refresher. Each module acts as credit in the West Virginia Procurement Certification program for eligible candidates. To view the module, visit www.state.wv.us/admin/purchase/training/modules.html.

To learn more about the certification program, visit www.state.wv.us/admin/purchase/training/Certification. Additional questions may be directed to Staff Development Specialist Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.