

# THE BUYERS NETWORK

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## THE BUYERS NETWORK

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Buyer Melissa Pettrey discusses the Request for Quotation process during a 2014 In-House Training session. These sessions are offered as part of the West Virginia Purchasing Training Program, and count toward the West Virginia Procurement Certification Program.

## Procurement Certification Program Seeks to Recognize Agency Purchasers

### Certification Program

For more on the West Virginia Procurement Certification Program, visit [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification).

With the New Year comes a sense of renewed determination and focus. Individuals make New Year's resolutions to lose weight, eat healthier, and eat out less. They seek to organize their houses and manage their time better. They even try to spend less time watching television and more time being active. While personal goals are worthy endeavors, professional ones often get overlooked as workloads sometimes do not allow employees to pursue additional undertakings, such as exploring their professional development opportunities. Such an endeavor, however, can have a profound impact on the employee as well as their place of employment.

During 2015, the West Virginia Purchasing Division would like to challenge procurement officers to focus on their professional development by seeking participation in the West Virginia Procurement Certification Program. State agency procurement officials whose jobs entail 75 percent or greater of purchasing-related duties for their respective agencies, which fall under the

Please see **CERTIFICATION**, Page 3

## Guidance Offered In Identifying Employees and Contractors

The Purchasing Division has recently identified a need to provide additional clarification about the distinctions between contracting for temporary staffing through the Purchasing Division versus hiring a temporary employee through the Division of Personnel.

When the Purchasing Division contracts for temporary staff, either through bids, sole source procurements, emergency procedures, or other procurement methods, it is critical for agencies to remember that those temporary staff members are independent contractors. Examples of these contracts include, but are not limited to, the TEMP statewide contract, con-

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# Looking Forward to Another Year of Procurement Excellence By Looking Back at Achievements

By Purchasing Director Dave Tincher

As the holiday season winds down and the snow begins to fall, it is time to reflect on the last year and how far we (the State and our state agency procurement personnel) have come. In the last year, we transitioned to the state's new Enterprise Resource Planning system, *wvOASIS*. We applied for and received the *Achievement of Excellence in Procurement* award from the National Procurement Institute for the second year in a row. The Legislature successfully passed into law Senate Bill 356, which requires state government's high-level officials to attend two hours of training each year on state purchasing procedures and purchasing card rules.

These are just a few of the accomplishments we have realized in the last year. As the Purchasing Division and state agencies continue to move forward, it is

important to focus on maintaining efficient procurement processes and procedures and seek to continually improve them. This improvement comes with time, experience, and knowledge. In 2015, I encourage you to attend an In-House Training Program workshop offered by the West Virginia Purchasing Division or participate in one of its quarterly webinars; join the West Virginia Procurement Certification Program, or if you are already certified, seek the Advanced Certification; or just talk to other state agency purchasers and find out what works for them and what does not.

Other steps you can take to maintain and advance your knowledge of the state purchasing process may in-



clude bookmarking the Purchasing Division Procedures Handbook and using it as a reference to guide your daily procurement activities, utilizing your agency's designated procurement officer(s) and/or your designated Purchasing Division buyer, and/or creating job aids to assist you in expediting procurements for

your agency.

These and other efforts will aid you in creating a process that works for your agency that can be honed and modified to meet your agency's specific needs. Let us focus our efforts in 2015 on utilizing our knowledge and skills to improve the state purchasing process, both at the high level and for our individual state agencies.

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## Increase your *wvOASIS* Savvy by Knowing the Vocabulary

With the implementation of the new Enterprise Resource Planning system, *wvOASIS*, comes new procurement and system 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*.

**Business Types:** Identifies information about the vendor's or customer's operation. The business type(s) can be defined when creating or modifying a vendor and can also be found on the Vendor/Customer (VCUST) table. Business types are used to identify the type of ownership for the business or the type of operation of the business, such as minority- or woman-owned. Business types are used for vendor/customer registration and bid evaluation. Multiple business types can be assigned to a single vendor/customer.

**Centralized Delivery Order:** A written agency order to the vendor authorizing quantities of com-



modities and/or services to be delivered all in accordance with the terms, conditions, and prices stipulated in the master agreement.

**Factor:** The percentage to apply a decrease to a vendor's total bid price during the evaluation process to display an adjusted total. This is used to apply a vendor preference. This adjustment does not change the actual vendor's bid price. Instead, it calculates an adjusted bid price that can be used for evaluating purposes only.

**Secondary Navigation Panel:** A menu that changes depending on what type of page or document the user is viewing. The Home Page includes standard options and access to History and Favorites. Multi-page tables include a menu to navigate through sections of the table. Documents include a menu to navigate through sections and features of the document.

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### wvOASIS

For more information on *wvOASIS*, visit [wvOASIS.gov](http://wvOASIS.gov).

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# Registration Now Open for 2015 In-House Training Program

Registration is now open for the 2015 In-House Training Program and classes are filling up fast. These free training sessions are available to all agency procurement personnel required to procure under *West Virginia Code* §5A-3. All workshops will take place at the State Capitol Complex in the Purchasing Division's (Building 15) first floor conference room, unless otherwise noted. Space is limited and will be given on a first-come, first-served basis.



To register, visit [www.state.wv.us/admin/purchase/training/2015InHouseRegistration.pdf](http://www.state.wv.us/admin/purchase/training/2015InHouseRegistration.pdf). For additional information, contact Administrative Services Manager Samantha Knapp at (304) 558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## January

- Wednesday, January 7: Specification Development (Webinar) – 10-11 a.m.
- Wednesday, January 14: Best Value Procurements – 9 a.m.–12 p.m.
- Wednesday, January 28: Change Orders & Addenda – 10-11 a.m.

## February

- Wednesday, February 11: Surplus Property & Fixed Assets – 10-11 a.m.
- Wednesday, February 25: Implementing Special Purchases – 10-11:30 a.m.

## March

- \*Wednesday, March 11: An Introduction to West Virginia's State Purchasing Process – 9 a.m.-4 p.m.
- Wednesday, March 25: Vendor Remedies – 10-11 a.m.

\* This session will take place in the Regents Room of Building 7 at the State Capitol Complex.

## CERTIFICATION

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authority of *West Virginia Code* §5A-3, may be eligible to participate in this free program.

Why should agency procurement officers join the West Virginia Procurement Certification Program? The Certification Program identifies and honors agency procurement officers who demonstrate the superior knowledge and skills necessary to perform and promote the public procurement function for the state of West Virginia. The Basic Program combines experience with training, a two-day visit to the Purchasing Division offices, and completion of a final exam to recognize select individuals for their excellence in and commitment to the public procurement field.

The advanced-level certification necessitates candidates to meet more extensive experience, training, and exam requirements. Currently, 40 individuals have obtained their Basic Certification and nine have completed the requirements of the Advanced Certification.

For additional guidance, to view a list of current certification holders, or to view the requirements for program completion, visit [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). Additional questions may be directed to Administrative Services Manager Samantha Knapp at (304) 558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Dates Set for Purchasing Division Open House and Agency Purchasing Conference

### For more information

For more information or suggestions on the Open House or Agency Purchasing Conference, please contact Samantha Knapp at 304.558.7022 or email at [samantha.s.knapp@wv.gov](mailto:samantha.s.knapp@wv.gov).

The Purchasing Division has set dates in 2015 for two annual events and urges agency procurement officers to mark them on their calendars.

The date for this year's annual **Purchasing Division Open House** has been set for Tuesday, May 5. The event will take place from 10 a.m. – 2 p.m. at the agency's office at 2019 Washington Street East. This is the eighth consecutive year the Purchasing Division will host this event.

The 2015 Agency Purchasing Conference is scheduled for Oct. 13-16 at Canaan Valley Resort and Conference Center in Davis, West Virginia. Lodging reservations may be made on or after July 13, 2015. Information on registration, lodging and classes is forthcoming.

Check out future issues of *The Buyers Network* for more information about the Open House and the Agency Purchasing Conference!

### THE BUYERS NETWORK

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# WVSASP Continues to Change Its Appearance

While the new year typically gives most individuals and organizations a chance to make plans for change, the West Virginia State Agency for Surplus Property (WVSASP) has been busy for months making changes to its warehouses in Dunbar.

“We have spent time reorganizing the warehouses, making items easier to find, and systematically grouping things together better, so that it feels more like a typical retail operation,” said Assistant Purchasing Division Director and WVSASP Manager Elizabeth Perdue. “Our efforts have included adding new shelves to stock merchandise, as well as clearing out the warehouse of clutter and opening up the layout.”

Perdue said the goal of the work is to make the shopping experience at WVSASP friendlier and easier. “We want to best utilize this space and make it more convenient for when state agencies or daily sales' customers who come to the warehouses to browse, or to find



New shelving installed in the warehouse at the West Virginia State Agency for Surplus Property means a clearer display of items that are available for sale.

Please see **SURPLUS**, Page 5

## Purchasing Division Welcomes Hannah and Skiles to Staff

The Purchasing Division is pleased to welcome Sheila Hannah and Melissa Skiles to its staff. Hannah joins the Acquisition and Contract Administration section as a purchasing assistant and Skiles as an imaging operator for the Communications and Technical Services section.

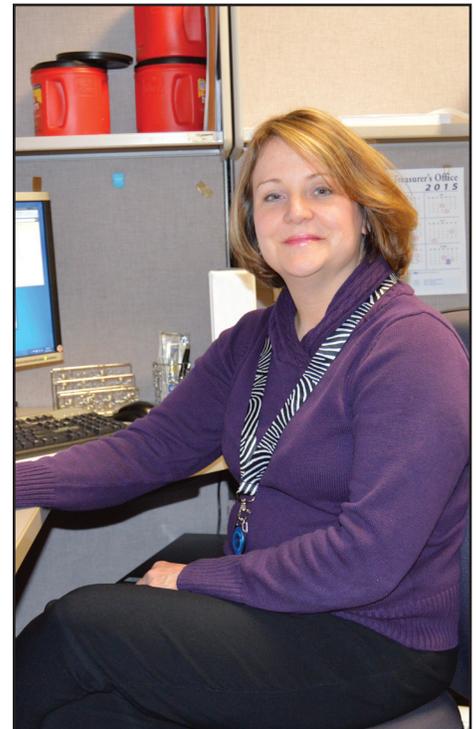
Hannah is a resident of Sumerco and a graduate of the University of Mount Olive (North Carolina) with an associate's degree in business. She has previously worked in procurement.

A resident of Charleston, Skiles attended Marshall University and the University of Charleston and has a bachelor's degree in communications from West Virginia State University. She has previously worked as a preschool teacher and a dispatcher for the Parkways Authority. The mother of a teenage son, Skiles is engaged to be married. In her spare time, she enjoys reading, kickboxing, kayaking and hiking.

Please welcome Melissa and Sheila into the Purchasing Division family!



Sheila Hannah



Melissa Skiles

## GUIDANCE

Continued from Page 1

tracts for medical professionals, and contracts for technological expertise. Temporary employees, on the other hand, can only be obtained through the Division of Personnel.

The distinction between temporary staff contracted with as an independent contractor and a temporary employee may seem trivial at first glance, but failing to recognize the distinction and act accordingly can have a significant impact on the agency in terms of employee benefits, taxes, etc. Stated another way, if the agency utilizes the services of an independent contractor improperly, that individual may be classified by the IRS or other entities as an employee entitled to all of the benefits and privileges associated with official employment.

Prior to obtaining temporary staff through a Purchasing Division contract, the agency must consider a number of factors to ensure that its intended use of the independent contractor will not lead to that individual being classified as an employee. The agency should consult the websites listed later in this article and internal legal counsel for more information, but generally, the agency should consider broad categories of behavioral control, financial control, and the relationship type between the state and the individual. Considerations in these categories may include the degree of control exercised by the State over the individual related to performance on the job and the degree to

which the individual is integrated into the State's system.

If, after considering the relevant factors and consulting internal legal counsel, the agency determines that the intended use of the independent contract may lead to classification of that independent contractor as an employee, then the agency must obtain those needed services through the Division of Personnel.

To assist in the agency's decision to utilize a contract for independent contractors, several governmental agencies, including the Internal Revenue Service (IRS) and the U.S. Department of Labor (DOL), offer detailed information outlining the distinction between an independent contractor and an employee. This information can be accessed at the following links:

- [www.irs.gov/pub/irs-pdf/p15a.pdf](http://www.irs.gov/pub/irs-pdf/p15a.pdf)
- [www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Independent-Contractor-Self-Employed-or-Employee](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Independent-Contractor-Self-Employed-or-Employee)
- [www.dol.gov/elaws/esa/flsa/docs/contractors.asp](http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp)

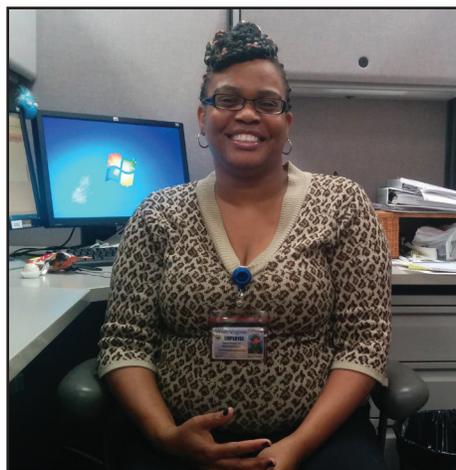
The Purchasing Division has also determined that independent contracts are not subject to the 1,000 hour limit generally, but if that provision is contained within prior awarded contracts, it remains binding as a contractual provision. Going forward, contracts for independent contracts do not have to include the 1,000 hour limit.

## Battle Named as Buyer for ACA Section

The Purchasing Division is pleased to announce that April Battle is the newest addition to the buying staff in the Acquisition and Contract Administration section. Battle was previously the bid clerk for the Communication and Technical Services section.

Battle is a resident of Charleston and a graduate of Franklin University in Columbus, Ohio, with a bachelor's degree in applied management with a minor in small business management.

She has previously worked as a licensure assistant for physician licensing and as a buyer in the private sector.



April Battle

Buyers Network



## What's Your Question?

*Are statewide contracts absolutely required to be used?*

Yes. Whenever an agency is in the acquisition planning phase of a procurement, that agency must look at statewide contracts, which are mandatory for use.

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

## SURPLUS

Continued from Page 4

exactly what they are looking for."

Items available at WVSASP continue to be unique and diverse, with staple items such as office furniture and chairs, as well as more interesting items such as wall art, coffee makers, and books. "Things are ever-changing with WVSASP, and we always encourage people to come and look around and find not just what they are looking for, but also what they never knew they needed," Perdue said.

## Stay in the Know ... on the Go!

Download the  
Purchasing  
Division app!

Available on the  
App Store

ANDROID APP ON  
Google play



# Current Statewide Contract Update

(As of December 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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact the buyer assigned to the specific statewide contract.

## Out for Bid

| <u>Contract</u> | <u>Description</u>              | <u>Bid Opening</u> | <u>Pre-bid</u> |
|-----------------|---------------------------------|--------------------|----------------|
| LDPHONE         | Long distance telephone service | 1/14/2015          | No             |
| OIL             | Oil, lubricants and grease      | 1/20/2015          | No             |

## New Contracts

| <u>Contract</u> | <u>Vendor</u>              | <u>Description</u>       | <u>Dates</u>              |
|-----------------|----------------------------|--------------------------|---------------------------|
| SYSFURN15A      | Capitol Business Interiors | Modular system furniture | 12/15/2014<br>-12/14/2015 |
| SYSFURN15B      | Capitol Business Interiors | Modular system furniture | 12/15/2014<br>-12/14/2015 |

## Contract Renewals

| <u>Contract</u> | <u>Vendor</u>             | <u>Description</u>      | <u>Dates</u>             |
|-----------------|---------------------------|-------------------------|--------------------------|
| SANPAP13        | Liberty Distributors Inc. | Sanitary paper supplies | 12/1/2014<br>-11/30/2015 |

## Contract Extensions

| <u>Contract</u> | <u>Vendor</u>                        | <u>Description</u>                                | <u>Dates</u>             |
|-----------------|--------------------------------------|---|--------------------------|
| DCBATT11A       | WV Electric Supply Company           | Disposable and rechargeable batteries             | 11/1/2014<br>-10/31/2015 |
| HRDEV11         | Ephiphany Consulting LLC             | Human resource related personnel assessment tools | 1/1/2015<br>-12/31/2015  |
| RECMGT11A       | Iron Mountain Information Management | Record management systems                         | 12/1/2014<br>-11/30/2015 |



*The West Virginia Purchasing Division Staff Wishes All of our Agency Purchasers a Happy and Prosperous 2015!*

## FOR MORE INFORMATION

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

| <u>BUYER</u>    | <u>EMAIL</u>               | <u>PHONE</u> |
|-----------------|----------------------------|--------------|
| Guy Nisbet      | Guy.L.Nisbet@wv.gov        | 558-2596     |
| Bob Kilpatrick  | Robert.P.Kilpatrick@wv.gov | 558-0067     |
| Frank Whittaker | Frank.M.Whittaker@wv.gov   | 558-2316     |
| Tara Lyle       | Tara.L.Lyle@wv.gov         | 558-2544     |
| Crystal Rink    | Crystal.G.Rink@wv.gov      | 558-2402     |
| Dean Wingerd    | Dean.C.Wingerd@wv.gov      | 558-0468     |
| Evelyn Melton   | Evelyn.P.Melton@wv.gov     | 558-7023     |
| 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     |

## 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.

IP12 ..... Computer peripherals

## Statewide Contract for HR-Related Personnel Assessment Tools Renewed

The statewide contract for Internet-based human resources-related personnel assessment tools and related services (HRDEV) has been renewed, effective January 1, 2015, through December 31, 2015.

This contract includes services for instant databases, including but not limited to, criminal records, civil records, statewide criminal records, verification on education and employment, drug screening, post-employment, and credit bureau.

To review HRDEV, please visit [www.state.wv.us/admin/purchase/swc/HRDEV.htm](http://www.state.wv.us/admin/purchase/swc/HRDEV.htm). To view the list of Purchasing Division buyer assignments for agencies and statewide contracts, please visit [www.state.wv.us/admin/purchase/byras-sign.pdf](http://www.state.wv.us/admin/purchase/byras-sign.pdf).