

8th Annual Purchasing Division Open House

Tuesday, May 5 / 10 a.m. - 2 p.m.

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THE BUYERS NETWORK

Purchasing Division Strives to Maintain Information Accessibility on Intranet and Internet Websites

With the many changes to the procurement process resulting from the implementation of Phase C of *wvOASIS*, the Purchasing Division would like to assure state agency employees that some processes have remained continuous throughout this transition, specifically in regard to its reporting and transparency efforts on the division's websites, available on the state intranet (intranet.state.wv.us/admin/purchase) and on the Internet (WVPurchasing.gov). Various pre-*wvOASIS* reports that were designed to inform state agency procurement officers either continue to be updated, or a post-*wvOASIS* version of those reports now exist in the same location as before.

"State agencies should know that information they depend on is still available on our websites," said Technical Services Manager Mark Totten. "For example, we continue to post vendor responses to solicitations on the website for every business day that a bid opening occurs."

Totten said the Purchasing Division website is the only place to find both paper and online responses to centralized solicitations in their entirety. Responses submitted to the Purchasing Division from vendors in hard copy format are scanned as before, and in addition, responses submitted through the Vendor

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West Virginia
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Intranet

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Purchasing Applications
Welcome to the **West Virginia Purchasing Division's** intranet website! The information contained herein will provide you with additional resources relating to state procurement, its procedures and statutory and regulatory provisions.

Processes and Procedures
Our intranet site offers all of our required forms, procedures, system applications, the West Virginia Purchasing Bulletin, and various purchasing tools and resources.

Purchasing Forms
The Purchasing Division is organizationally structured under the Department of Administration. In addition to the Purchasing Director's office, the division has three sections: Acquisition and Contract Administration; Communication and Technical Services; and Program Services.

West Virginia Purchasing Bulletin
Acquisition and Contract Administration Section
This section is responsible for the procurement of products and services for state agencies in excess of \$25,000. It is committed to providing good customer service to agencies and vendors by buying the best quality commodities at the lowest cost to taxpayers. The procurement process is monitored through the Requisition Tracking System from the requisition receipt to the award of the purchase order. The Contract Management Unit within this section oversees the managing of all 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.

Training Center
Communication and Technical Services Section
This section is responsible for a variety of services offered to agency purchasers, the vendor community and to the general public. It focuses on technology, communication, training, vendor registration and relations, and administrative functions, including records imaging, purchase order encumbrance, bid receipt, and bid package distribution. The Communication Unit provides information related to the division as well as the individual programs which are administered by the division. The Technical Services Unit maintains the automated purchasing systems, our networking services and the division's website. In addition, this unit oversees the administrative functions outlined above. Professional development is also a vital aspect of the division. Conferences, online training modules, in-house workshop sessions, and the West Virginia Procurement Certification Program are offered throughout the year to offer guidance and opportunities to our agency procurement officers.

Awards/Recognition Programs
Program Services Section
This section is responsible for several of the programs administered by the 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

Tools and Resources

Contact Information

Sections

Additional Changes Expected with Passage of Bills During 2015 Legislative Session

In addition to the passage of Senate Bill 142 during the 2015 Legislative Session, which brought changes to Title 148, Series 1 of the *Code of State Rules* (see April issue of *The Buyers Network* for more on these changes), several other bills which successfully completed legislation may also have a slight impact on the state purchasing process. From prevailing wage rates to project labor agreements, a brief description of these changes can be found below.

Senate Bill 361 changed the rules on the prevailing wage rate and modified

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THE DIRECTOR'S COMMENTS

A Transparent and Accountable Approach is the Guiding Principle for Purchasing Division

By Purchasing Director Dave Tincher

The West Virginia Purchasing Division strives to function in a transparent and accountable manner, two of the guiding principles of public procurement, and we hold our state agencies to that same standard. We take every opportunity to practice the values that we preach.

In this effort, we are pleased to offer the 8th annual Purchasing Division Open House, scheduled for Tuesday, May 5 at the Purchasing Division. Agency procurement officers are encouraged to bring specific solicitation issues or their questions regarding the purchasing process to discuss with Purchasing Division personnel. To schedule a time to meet directly with your Purchasing Division buyer or any staff member, including myself, we encourage you to e-mail Chad Williamson

(Chad.B.Williamson@wv.gov) the time you will be available to meet and with whom you would like to meet.

If a one-on-one discussion isn't needed, we encourage you to come and attend one of our informational sessions on new legislation, vendor registration processes and procedures, or the purchasing decision path.

Another transparency effort that was implemented in 2013 related to offering vendor webinars twice annually. These webinars are geared toward our vendor community, with whom we strive to inform and provide an update of our processes and procedures on a regular basis. It is important that



they understand the state purchasing process so they can bid on solicitations, ultimately increasing our vendor pool and embodying the competitive nature of our bidding process.

This month, we are excited to offer the spring vendor webinar, scheduled for May 29 from 10 a.m.-11:30 a.m. As you reach out to vendors

regarding solicitations, we encourage you to spread the word about these webinars. Vendors may register by visiting www.state.wv.us/admin/purchase/VendorWebinarPromotion.pdf.

We hope to see you at our Open House and thank you for helping us to spread the word about the upcoming vendor webinar!

Surplus Property Implements New wvOASIS: Fixed Assets Training for Asset Management Coordinators

The West Virginia State Agency for Surplus Property (WVSASP) has implemented a series of training sessions geared to state agency Asset Management Coordinators who are responsible for maintaining inventory and disposing of surplus property for their agencies. These three-hour training sessions, titled *wvOASIS: Fixed Assets*, provide clarification and guidance on how to properly enter fixed assets and dispose of property in *wvOASIS*. The class size for each session is small, with only four agency personnel attending each session, allowing participants to receive more personalized, one-on-one training from the training facilitator.

Attendees are asked to bring agency-specific fixed assets' documentation for hands-on practice under the supervision of WVSASP staff. In addition to entering and disposing of fixed assets, they are also



State agency Asset Management Coordinators are pictured participating in the April 1 *wvOASIS: Fixed Assets* training session offered by the West Virginia State Agency for Surplus Property.

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BILLS

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the calculation of this rate. The new application threshold, as governed in *West Virginia Code* §21-5A-3 (effective April 13, 2015) applies “only to contracts for public improvements whose cost at the time the contract is awarded will be paid with public money in an amount greater than \$500,000.” While a determination on the new wage rate is made, agencies may utilize the current wage rate until July 1, 2015, at which time an extension period may be offered, dependent upon that determination. More information on the prevailing wage rate may be found in a future issue of *The Buyers Network*.

Senate Bill 409 added *West Virginia Code* §5-22-3, which expressly states that the State cannot require, prohibit, favor or disfavor a “project labor agreement” on construction projects, with a project labor agreement defined as an agreement with organized labor that sets terms for employment on a project.

House Bill 2632 exempted the procurement of certain instructional materials for use in and in support of public schools from Purchasing Division requirements, as well as exempted the State Police Forensic Laboratory and the West Virginia Office of Laboratory Services from these same requirements.

Other legislative changes not previously mentioned include, but are not limited to:

Agency Delegated Purchases (CSR 148-1-7.2.b.)

- Outlines Director remedies for agency failure.

Cooperative/Piggyback Contracts (CSR 148-1-7.8)

- Clarifies that approval of each purchase from a piggyback contract is not required. Specifically states that the Director may sign an agreement with a vendor that has the effect of adding state spending units to a contract issued by agencies of the federal government, agencies of other states, other public bodies, or other state agencies.

Protests (CSR 148-1-8.4-5)

- Adds procedures for protests related to reverse auctions and master contracts/direct ordering.
- Clarifies that protests must be delivered to the Purchasing Division.

Specification Drafting (CSR 148-1-6.5)

- Requires that agencies specify what constitutes “or equal” in the solicitation.
- Requires that any state spending unit request to disqualify a vendor on the grounds that the vendor has bid an unequal product be accompanied by written justification listing the mandatory component that is unequal and explain how the product bid is unequal.

Purchasing Division Remembers Employee Ashley Williams Following Her Passing



ASHLEY WILLIAMS

It is with great sadness that we announce the passing of Purchasing Division employee Ashley Williams. Ashley passed away suddenly on April 8, 2015.

She was hired as an Office Assistant in mid-February and quickly became a valued member of the Purchasing Division family. Ashley will be truly missed.

Her funeral was held on April 13, 2015, in her hometown of Shinnston. The Purchasing Division sends its condolences to Ashley’s family and friends during this difficult time.



What’s Your Question?

What are the differences between a construction RFQ and a regular RFQ?

Although there are some similarities between construction requests for quotations (RFQs) and regular RFQs, there are also some significant differences between the two. Below is a comparison of these solicitation types, including but not limited to, their statutory authority, advertising requirements, and basis for award.

Authority:

The state and its subdivisions are provided the authority under *West Virginia Code* §5-22-1(c) to solicit competitive bids for every construction contract exceeding \$25,000 in total cost, while regular RFQs are governed by *West Virginia Code* §5A-3-10(b).

Advertising:

West Virginia Code §5-22-1 and 2 do not address advertising procedures for the solicitation of construction contracts. Therefore, the Purchasing Division utilizes the same procedures

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THE BUYERS NETWORK

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Surplus Property Welcomes New Staff Member and Transitions Two Employees into New Roles

The West Virginia Purchasing Division is pleased to welcome one new employee to its West Virginia State Agency for Surplus Property (WVSASP) staff and announce the transition of two current WVSASP employees into new roles.

Steven Mullins joined WVSASP in March as an Accountant/Auditor III. Mullins will serve as the P-Card Coordinator for WVSASP. Additionally, he will maintain all aspects of asset item placement for bid and purchase on www.GovDeals.com and will assist with annual budget preparation.

Mullins graduated with a B.B.A. degree in Accounting from Marshall University. He earned a Certified Internal Controls Auditor (CICA) certification.

A resident of Ashford, Mullins previously worked in general accounting, public accounting, as a banking auditor, and as a senior internal auditor for a hospital system.

In his spare time, Mullins enjoys working out at the gym, riding his ATV, and playing softball and basketball. He is also a huge fan of the St. Louis Cardinals.

Anthony Cooper transitioned into his new role as an Administrative Services Manager I at WVSASP. Cooper oversees the daily operations of the state and federal surplus property programs. Prior to WVSASP, he worked as a produce manager, meat cutter, floor crew supervisor, and store keeper.

Cooper resides in Charleston and



STEVEN MULLINS



ANTHONY COOPER

graduated from DuPont High School. His hobbies include fishing and running obstacle races, such as the Tough Mudder and Spartan races.

In her previous role with WVSASP, **Sherry Fewell** served as a Secretary I. To better assist state agencies, she now serves as the Fixed Assets Inventory Coordinator for retired assets, in addition to her other duties.

Fewell is responsible for training agency procurement officers on *wvOASIS* in regards to retiring assets. She assists with www.govdeals.com and is responsible for leave and time sheets for WVSASP employees.



SHERRY FEWELL

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Purchasing Division Introduces New Vendor Registration Coordinator



GAIL MONTANTEZ

Congratulations to **Gail Montantez**, who has been officially designated as the Vendor Registration Coordinator for the Purchasing Division.

In this role, Montantez processes vendor registration information and payments in *wvOASIS* and answers related questions from vendors and state agencies.

Prior to her role as Vendor Registration Coordinator within the Purchasing Division, Montantez served as the front-desk receptionist.

Before coming to the Purchasing Division in July of 2012, she worked as a supervisor at AAA Auto Club in Florida.

Montantez is originally from Florida but now lives in Charleston. She enjoys spending time with her family, reading, and traveling. She has been to most of the states along the eastern seaboard and six inland states.

Montantez, her husband, and their three children enjoy exploring different areas of West Virginia.

QUESTION

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to advertise these RFQs as it does for regular RFQs, relying on *West Virginia Code* §5A-3-10(d), which states that “bids shall be solicited by public notice. The notice may be published by any advertising medium the director deems advisable. The director may also solicit sealed bids by sending requests by mail or electronic transmission to prospective vendors.”

Award:

Construction contracts are awarded to the lowest qualified responsible builder as dictated by *West Virginia Code* §5-22-1(d). Regular contracts, on the other hand, are awarded based on advertised bid requests or contracts made by the director or by a state department, which are awarded to the lowest responsive and responsible bidder or bidders, as noted in *West Virginia Code* §5A-3-11(e).

In addition to these differences, there are also some requirements that pertain to construction RFQs that do not apply to regular RFQs. These requirements include, but are not limited to, bid bonds, performance and payment bonds, the Drug Free Workplace Affidavit, prevailing wage rates, and more. Furthermore, construction RFQs may not be bid as open-ended contracts.

Some exclusions do apply to construction contracts only, however, including vendor preference and discussion and final offers.

Overall, solicitations for both construction and regular RFQs must be formally bid if the total cost is expected to exceed \$25,000. Bids for both are also solicited through public notice and are opened and read aloud in a public forum. Late bids are not accepted.

ACCESSIBILITY

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Self-Service portal are downloaded, compiled and posted by Quality Control and Transparency Specialist Lu Anne Cottrill. As was the case before wvOASIS, this information is organized chronologically by bid opening date at www.state.wv.us/admin/purchase/Bids, continuing the Purchasing Division’s transparency efforts in regard to the bid-receipt process.

Furthermore, the Daily Requisition Status Report continues to be updated every business day on the Purchasing Division’s intranet site at intranet.state.wv.us/admin/purchase/purapps.html, which is only available to employees on the state network.

“In the same way you can track a shipped package to its destination, this report allows state agency personnel to follow their procurements throughout the life of the formal purchasing process,” said Totten. “It is important to continually make this information available to state agencies, even following the implementation of wvOASIS.”

Also available on the division’s website is the Small, Women-, and Minority-Owned (SWAM) Vendor List, which is the state’s complete, official listing of SWAM-

certified vendors, in accordance with the requirements of *West Virginia Code* §5A-3-59. “This is an example of a report that was previously generated from our old system but is now generated through wvOASIS. The method through which we compile the information has changed, but the goal and online location of the report remains the same,” Totten points out.

State agency personnel can also verify a vendor’s SWAM status on the VCUST table in wvOASIS, but Totten suggests agencies might still find the complete SWAM Vendor List useful when completing their required Small, Women-, and Minority-Owned Business Reports at the end of every fiscal year. The template for this report can be found on the intranet at intranet.state.wv.us/admin/purchase/procedures.html.

“It is important for agency procurement officers to know that while wvOASIS expands and options are available to state personnel through the new system and to vendors through the Vendor Self-Service portal, the West Virginia Purchasing Division continues to maintain its efforts in information distribution, services and transparency,” Totten said.



In-House Training: May/June 2015

May

- Wednesday, May 6:
Vendor Registration Procedures & Vendor/Customer Creation & Maintenance
9 a.m. - 11 a.m.
- Wednesday, May 20:
Travel Management
10 a.m. - 11 a.m.
- Friday, May 29:
Vendor Purchasing Webinar
10 a.m. - 11:30 a.m.

June

- Wednesday, June 3:
Vendor Remedies
10 a.m. - 11 a.m.
- Wednesday, June 10:
Best Value Procurements
9 a.m. - 12 p.m.

Location

Purchasing Division's Office

Registration

To register, visit www.state.wv.us/admin/purchase/training/inhouse.html.

For more information

Contact Samantha Knapp
at 304.558.7022 or
Samantha.S.Knapp@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](http://www.state.wv.us/admin/purchase/BN/bnlist.html)

Current Statewide Contract Update

(As of April 15, 2015)

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 Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
FUELTT14A	J.L. Brannon Inc.	Fuel by tank truck	4/1/2014 -3/31/2016
FUELTT14B	Harris Oil Co.	Fuel by tank truck	4/1/2014 -3/31/2016
FUELTT14C	R.T. Rogers Oil Co. Inc.	Fuel by tank truck	4/1/2014 -3/31/2016
FUELTW14A	J.L. Brannon Inc.	Fuel by tank wagon	4/1/2014 -3/31/2016
FUELTW14B	R.T. Rogers Oil Co. Inc.	Fuel by tank wagon	4/1/2014 -3/31/2016
FUELTW14C	Bruceton Petroleum Co.	Fuel by tank wagon	4/1/2014 -3/31/2016
FUELTW14D	Belmont Petroleum Corp.	Fuel by tank wagon	4/1/2014 -3/31/2016
TCARD13	United Bank	Travel card services	4/1/2013 -3/31/2016

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
MPLS07	Verizon Business	Multi-protocol label switching and services	8/10/2007 -6/30/2016

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of change</u>
WVARF15	WV Assoc. of Rehab Facilities	Commodities and services	To add laundry delivery costs

STAFF

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Sherry lives in Eleanor and is a graduate of Clay County High School and West Virginia University Institute of Technology.

Prior to her current position, Sherry worked for Shawnee Hills, the West Virginia State Tax Department, and the Division of Natural Resources.

She enjoys reading cookbooks and magazines in her spare time.

Please welcome Steven into the Surplus Property family, and congratulate Anthony and Sherry in their new roles!

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
Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Laura Hooper	Laura.E.Hooper@wv.gov	558-4212
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
April Battle	April.E.Battle@wv.gov	558-2306

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.

CEREAL Cereals
TEMP Temporary employee services

TRAINING

Continued from Page 2

instructed on how to run pertinent reports.

Three training sessions were conducted in April, and the results have been positive. "Everybody seems pleased with the training so far," said Sherry Fewell, Fixed Assets Inventory Coordinator for WVSASP, who facilitates the training sessions. "Participants seem to enjoy these training sessions because they are more hands-on and they can use their own agency information and assets to gain real-world experience, as opposed to watching someone teach using generic examples."

The *wvOASIS: Fixed Assets* trainings are conducted at WVSASP located at 2700 Charles Avenue in Dunbar. There are four more sessions scheduled for the remainder of this fiscal year.

More information on these training sessions can be found on the Purchasing Division website at www.state.wv.us/admin/purchase/training/inhouse.html. All other questions may be directed to Administrative Services Manager Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.