

THE BUYERS NETWORK

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Purchasing Division Participates in Minority Business Expo

The West Virginia Purchasing Division participated in the 2015 Minority Business Expo conducted on October 21, 2015. The Expo was held at the Charleston Civic Center and was co-sponsored by the Herbert Henderson Office of Minority Affairs, Toyota and the Martin Luther King Jr. State Holiday Commission.

The theme for this year's Expo was "Living the Dream Through Entrepreneurship," and it featured exhibits and special presentations by small business owners from across West Virginia. In addition, the Expo provided minority entrepreneurs and business owners with the opportunity to network with a wide variety of state agencies and private organizations, as well as to identify tools and resources available to assist them in building their businesses.

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Procurement Officers Receive Valuable Training at 2015 Agency Purchasing Conference



Purchasing Division Attorney James Meadows speaks to a class on contract drafting during the 2015 Agency Purchasing Conference.

More than 275 agency purchasers gathered at Canaan Valley Resort from October 13-16 for the 2015 Agency Purchasing Conference. As part of this three-day conference, the Purchasing Division offered sessions highlighting various topics, ranging from best value procurement and contract drafting to vendor registration and evaluating and awarding contracts. Nearly one-third of attendees were first-time participants, prompting the Purchasing Division to once again offer the *Beginner's Track*, as well as the *Advanced Track* for seasoned designated procurement officials.

Attendees provided excellent feedback as part of the online evaluation, which was e-mailed following the conference. With a response rate of more than 40%, the conference participants rated various categories in a four-scale survey, with excellent being the greatest. Respondents rated the following categories as "good" or "excellent": 95% for the overall opinion of the conference; 98% for conference registration; 97% for the organization of the conference; 95% for the learning environment to be engaging; 98%

"We are very pleased with the feedback and will continue to strive to meet the training needs of our agency purchasers."

Dave Tincher, CPPO
Purchasing
Director

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Agency Purchasing Conference Proves to be a Valuable Professional Development Opportunity

By Purchasing Director Dave Tincher

Following the successful implementation of the 2015 Agency Purchasing Conference last month, I want to express my sincere gratitude to the agency procurement officials who took time out of busy schedules to attend and actively participate during the workshop sessions.

Year after year, the conference proves to be an important source of training for our agency partners. As a proponent of professional development, it excites me to see state agency purchasers become engaged in the learning process, absorbing as much as they can about the laws, rules and procedures which govern West Virginia procurement.

For two decades now, the Purchasing Division has recognized an individual each year who demonstrates high levels of performance and professionalism. The recipient of this **Procurement Officer of**

the Year award is typically announced at the conference, where attendees and presenters alike provide insight into the process. This year's winner, Angela White Negley of the Division of Natural Resources, joins a long list of highly regarded state procurement professionals.

Included in the criteria considered during the selection process is professional development, or an individual's attainment of advanced skills to continue one's education focused on various purchasing-related topics. The recipients of this award have displayed the knowledge, skills, and abilities necessary to complete their jobs in an efficient and ethical manner.



If you were unable to attend the conference, or if you attended and found the information enlightening, I would encourage you to further seek out professional development opportunities, both at the state and national levels.

The Purchasing Division's In-House Training and Procurement Certification programs are a very good start. They will

provide you with the foundation necessary to better understand the public procurement profession, specifically as it relates to West Virginia state government procurement.

Again, I thank you for your commitment to professional development and the public procurement profession within state government.

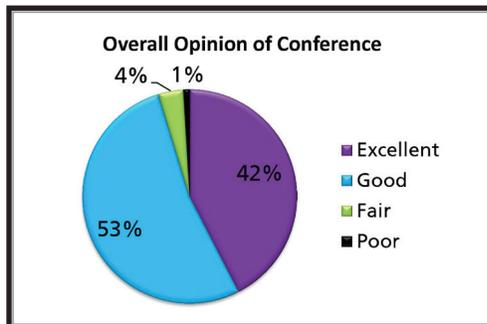
CONFERENCE

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for the atmosphere being conducive to learning; and 98% for the overall quality of the conference sessions being professional and effective.

Receiving especially high praise was the knowledge of the subject matter experts who presented the material. "The instructors were very knowledgeable, helpful and had a strong command of the subject matter," noted one attendee. Another participant stated that the presenters were "always willing to talk about issues outside of the training topic and were all very personable."

According to Purchasing Director Dave Tincher, the positive feedback from this year's conference indicates that the Division's training efforts are highly valued and recognized by our state agency purchasers. "I'm extremely proud of our comprehensive training program. Our staff and presenters work tirelessly to ensure that our attendees receive the most from the purchasing conference and their time spent away from the office," he said. "We are very pleased with the feedback and will continue to strive to meet the training needs of our state agency purchasers."



EXPO

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Additionally, the Purchasing Division provided attendees with information on how to do business with the state of West Virginia, including how to register with the state as a vendor. Purchasing Division staff who attended the event included Buyer Supervisor Frank Whittaker, Technical Services Manager Mark Totten, and Public Information Specialist Aimee Cantrell.

One of the resources shared during the Expo was the Small, Women-, and Minority-Owned (SWAM) Business Certification, which may be requested as part of a vendor's record with the Purchasing Division. The SWAM certification, governed by *West Virginia Code* §5A-3-59, provides non-resident vendors who fall within the business categories of small, woman-, or minority-owned the opportunity to request vendor preference. More information on SWAM certification, including definitions, requirements, and certification forms, can be found on the Purchasing Division's website at <http://state.wv.us/admin/purchase/minority.html>.

To learn more about the Herbert Henderson Office of Minority Affairs, visit www.minorityaffairs.wv.gov/Pages/default.aspx.

2015 Agency Purchasing Conference Highlights



Technical Services Manager Mark Totten discusses the process of creating and maintaining a vendor registration record with the Purchasing Division during his Vendor Creation and Maintenance session at the conference.



Purchasing Division Buyer April Battle highlights the various solicitation types processed by the Purchasing Division.



Purchasing Director Dave Tincher (above) welcomes nearly 290 agency procurement officers from various state agencies in West Virginia to the 2015 Agency Purchasing Conference at Canaan Valley Resort in Davis, while attendees (right) listen intently to our subject matter experts who presented valuable information on many purchasing-related topics.



Purchasing Division Senior Buyer Beth Collins engages participants in her session on special purchases, which featured information on emergencies, sole source purchases, piggyback purchases, and exempt pur-



WV-1 and WV-1A Forms Revised

The Purchasing Division's Vendor Registration and Disclosure Statement and Small, Women-, and Minority-Owned Business Certification Application (WV-1 and WV-1A) have recently been updated, and among other improvements, the revised forms reflect this year's change to a dollar threshold and better emphasize parts of the vendor registration process in the *West Virginia Code of State Rules*.

Technical Services Manager Mark Totten said the threshold for vendors to pay the vendor registration fee was raised from \$1,000 or less per year to \$2,500 or less per year, as a result of the legislative rule change. "Vendors receiving awards under that threshold must still register with the Purchasing Division," Totten said. "However, the \$125 vendor registration fee is not required until the vendor has received in excess of \$2,500, which is an aggregate total from all state agencies each year."

In addition, the WV-1A form's Part II was clarified in order to emphasize the transactional nature of vendor registration policy, specifically when and if the \$125 vendor registration fee is required from a vendor.

The WV-1A form is used to register sole source vendors and vendors selling competitive goods or services of less than \$2,500 per year. "Procurement officers should apply vendor registration policy according to each of their agency's transactions, not by the vendor as a whole," Totten said.

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Interested in past issues of *The Buyers Network*? Check them out at: www.state.wv.us/admin/purchase/BN/bnlist.html

Division of Natural Resources' Angela White Negley Honored as 2015 Procurement Officer of the Year



Purchasing Director Dave Tincher, left, and Division of Natural Resources Director Bob Fala, right, are pictured with 2015 Procurement Officer of the Year Angela Negley of the Division of Natural Resources.

One of the many highlights of the annual Agency Purchasing Conference is the announcement of the Procurement Officer of the Year, an award recognition program offered by the West Virginia Purchasing Division to recognize those individuals who have proven to be exceptional in the field of public procurement. This year, Purchasing Director Dave Tincher was pleased to honor Angela White Negley of the Division of Natural Resources for her outstanding performance, which was acknowledged by her staff and peers who nominated her.

Negley, who has more than 25 years of experience in various capacities within state government, was described by one peer as having "an abundance of knowledge of all purchasing laws, rules and procedures."

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Purchasing Director Dave Tincher presents 2015 Procurement Officer of the Year Angela Negley with a certificate and a clock.



Mark Atkins, Michelle Childers and Dustin Spry have joined the Purchasing Division's Acquisitions and Contract Administration staff. Atkins and Spry join as senior buyers, and Childers as a buyer.

Purchasing Division Welcomes Three Employees to ACA Staff

The Purchasing Division is pleased to welcome Mark Atkins, Michelle Childers and Dustin Spry to its Acquisition and Contract Administration section (ACA) staff. Atkins and Spry join the staff as senior buyers and Childers as a buyer.

A resident of South Charleston, Atkins graduated from the University of Charleston with a Bachelor of Arts degree in political science. Atkins previously worked as a business manager and a purchasing/materials specialist. In his spare time, he enjoys hunting, fishing, boating, jogging, traveling and playing guitar.

Childers is a resident of Winfield and

holds a Bachelor of Science degree from West Virginia State College (now University). She worked previously in purchasing and accounts receivable in the private industry.

A resident of Winfield, Spry possesses an associate's degree in criminal justice from Southern West Virginia Community and Technical College. Prior to accepting this position, he worked as a purchasing agent in the energy field. Spry's hobbies include hunting, fishing, riding ATVs and spending time with his family.

Please welcome Mark, Michelle and Dustin to the Purchasing Division family!

Technology for Purchase at Surplus Property

Technology equipment is available for purchase once again at the West Virginia State Agency for Surplus Property (WVSASP). The equipment, which has been properly retired by state agencies, ranges from desktop computer systems and monitors to copiers and printers. Agencies must send the retired equipment to the Office of Technology. Items that can be sold are then sent to WVSASP.

Assistant Surplus Property Manager An-

thony Cooper said prices may vary on the computer equipment, based on each system's processor speed and whether a hard drive is currently installed. All other technology equipment is priced at market value.

The technology equipment is immediately available to eligible organizations once received by WVSASP and will be sold on a first-come, first-served basis. For more information, visit WVSurplus.gov or call 304.746.2626.

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"Instead of looking to see if the vendor is fee exempt in wvOA-SIS, agencies should instead look at their specific procurement and determine if the transaction in question is fee exempt. If the transaction is fee exempt, the agency must submit a WV-1A to the Purchasing Division for backup documentation and for review while approving any Vendor/Customer Creation or Vendor/Customer Maintenance document."

When completing the WV-1A's Part II, agency procurement officers are asked to provide a concise description of the goods and/or services the vendor is providing in the specific action *in addition to* citing the corresponding exemption code from Section 9 of the Purchasing Division Procedures Handbook, if applicable; if the goods and/or services are considered sole source; and if the goods and/or services provided by the vendor exceed \$2,500 in aggregate across all state agencies.

To view the updated copies of the WV-1 and WV-1A, visit the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.

THE BUYERS NETWORK

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Current Statewide Contract Update

(As of October 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.

Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Status</u>
MV16	Vehicles	10/27/2015	Under Evaluation

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
AIRFARE14C	Delta Airlines	Airfare	10/1/2013 -9/30/2016

Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
FASTEN12	Grayson Industries	Fasteners	10/1/2015- 9/30/2016

State Agencies Encouraged to Subscribe to Surplus Property's New Mailing Lists

Eligible organizations and the general public can now subscribe to one of two West Virginia State Agency for Surplus Property (WVSASP) mailing lists. The subscription form was recently added to the Surplus webpage as a way to strengthen WVSASP's communication efforts. There are two lists, one geared toward eligible organizations and the other to daily sales customers and the general public.

Individuals may choose "West Virginia Surplus Property Mailing List" in the dropdown list to receive general public announcements, including upcoming public events and special offers at WVSASP.

Alternatively, those who subscribe to the "Surplus Eligible Organization Mailing List" may receive information relevant only to registered eligible organizations, including featured equipment, procedural information, and special events.

Eligible organizations include public agencies and certain non-profit organizations which have completed an Application for Eligibility through WVSASP, and may include state agencies, political subdivisions, hospitals, fire departments, churches, and more.

To sign up for either mailing list or for more information regarding the Application for Eligibility, visit WVSurplus.gov.

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
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
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
Sheila Hannah	Sheila.L.Hannah@wv.gov	558-4317
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Dustin Spry	Dustin.W.Spry@wv.gov	558-0246

NEGLEY

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Negley was also noted as being a proponent of professional development and is known to work closely and effectively with others in the agency, the Purchasing Division, and the vendor community. She was described as being ethical, conscientious, and always available to answer questions and provide assistance.

During his presentation, Tinchler bestowed Negley with an engraved clock. Expressing excitement over her selection, Negley said her job "is to simplify the purchasing process and make it easier for even the most inexperienced purchaser to make legal, moral and ethical decisions" She said she enjoys working with her staff to find alternatives to the problems that her agency faces when working through the purchasing process.

This is the 20th year in which the Agency Procurement Officer award has been presented. The criteria for this award includes tenure, performance, communication, internal training, professional development, cost-saving ideas, cooperation with the Purchasing Division and other state agency personnel, creating a positive image for the organization, establishing and following good purchasing practices, and participating 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>.