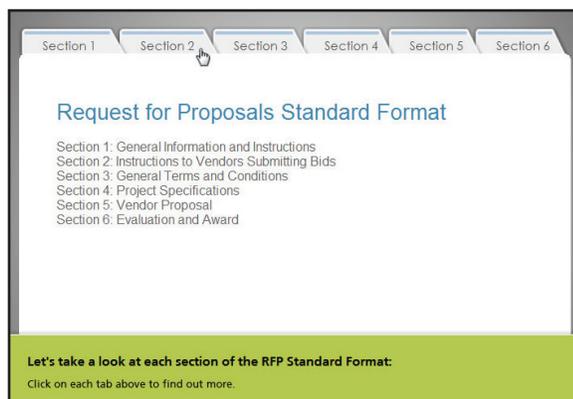


## Request for Proposals Online Resource Module Now Includes Interactive Elements

The Purchasing Division is pleased to announce that an updated version of the online resource module for the Request for Proposals (RFP) Evaluation training has been posted on its website. The Purchasing Division is provided the authority under *West Virginia Code* §5A-3-10b to conduct best value procurements when deemed to be in the best interest of the state.

The module was revised to allow training participants the opportunity to interact with the training content by clicking on the various learning elements, all while receiving valuable information related to RFPs. This self-paced format allows trainees to work through the course at the speed best for them; and, while the module does have narration, the audio can be muted and the dialogue read as an alternative. The



**An updated Request for Proposal (RFP) Evaluation Training Module is now available on the Purchasing Division's website. This training is required for all individuals serving on an RFP Evaluation Committee and must be completed within 12 months of serving on that committee.**

previous training module was a downloadable video of a slideshow with voice-over narration.

The RFP training is required for all individuals serving on an RFP Evaluation Committee and must be completed within 12 months of serving on that committee. Upon finishing the online resource module, viewers must print and

**Please see TRAINING, page 4**

## INSIDE...

- **Director's Comments:** 2016 Legislative Session Ends with Relatively Minor Changes Affecting the Purchasing Processes
- In-House Training Program Engages Participants with Hands-on Activities
- Agency Purchasers Urged to Share Information Regarding Purchasing Process with Potential Suppliers

## Expanded Transactional Vendor Registration Fee Exemption Codes will Soon Go Live in wvOASIS

Phase C of the wvOASIS project brought about numerous changes that have affected the state's procurement process. A component of the system's procurement module that continues to be improved relates to vendor registration. The application of vendor registration procedures, including payment of the registration fee, is to be considered and applied on a transactional basis.

To ensure that our procurement systems allow processing compliant with Purchasing Division procedures and *West Virginia Code*, wvOASIS will soon expand to agencies the number of Vendor Registration Fee Exemption Codes available for use in award documents. Procedures to determine when vendors must register and when the vendor registration fee applies are covered in detail through several Purchasing Division training courses.

To summarize, vendors receiving an award document from the state must

**Please see CODES, page 5**

# 2016 Regular Session of the Legislature Ends with Relatively Minor Changes to Purchasing

By Purchasing Director Dave Tincher

During the month of March, we welcomed the first day of spring as well as daylight saving time. Another noteworthy occurrence during last month was the conclusion of the 60 days of the West Virginia Legislative Session.

The Purchasing Division routinely tracks bills that may have an impact on the state purchasing process, and this year was no exception. There were two pieces of legislation that passed, House Bill 4005 and House Bill 4046, of which state agency procurement officers should be aware.

**House Bill 4005**, which repealed the prevailing wage rate, successfully passed both the House and Senate before it was vetoed by the governor. Despite the veto, the bill was passed into law following a simple majority of both houses on February 4, 2016. This law will become effective 90 days from passage.

Prior to this Legislative Session, the Purchasing Division required vendors to be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements were applicable. To address this new law, the prevailing wage rate language included in our master terms and conditions as well as in AIA documents and the *Purchasing Division Procedures Handbook* will be removed.

Furthermore, **House Bill 4046** modified the *Code of State Rules* 148CSR1, which serves as the legislative rule for the Purchasing Division. This modification adopted the language from the previous emergency rule that was enacted last year. That emergency rule exempted construction purchases from the change order process that was incorporated into the *Code of State Rules* 148CSR1-6.8, which states that a pending unit may not permit vendors to perform work that will be added to a contract through a change order until the change order has been formally approved by the Purchasing Division and the Attorney General's Office, encumbered by the Purchasing Division, and mailed to the vendor. Vendors on a construction contract are bound by terms of the contract which may permit work before a change order has been officially approved by the Purchasing Division in some circumstances.

In addition to these two bills, **Senate Bill 619** passed during this Session, which amended the Regulatory Reform Act. This Act requires all executive agencies with rule-making authority to review and evaluate all state rules, guidelines, policies and recommendations under their jurisdiction and provide a report to the Legislative Rule-Making Review Committee by July 1, 2020, explaining whether the rule should continue without change or be modified or repealed. Additionally, any new legislative rule promulgated will require an expiration provision terminating the rule after five years, with the option to modify or repeal the rule after the expiration date. **Senate Bill 474** passed on March 8, 2016, which exempts the Department of Environmental Protection for purchases relating to its construction and reclamation contracts from the Purchasing Division's review and approval. This law is effective 90 days from passage. Prepare for transition of existing contracts to DEP.

These are just a few of the bills introduced during the 2016 Legislative Session which should be of interest to our state agency procurement officers. Please feel free to share this information with your peers to ensure that we all remain compliant with the law.



## REMINDERS

Open House set for May 3 from 10 a.m.-2 p.m.

Registration now open for State Officials' Purchasing Procedures and P-Card Training on April 27 from 9-11 a.m.

## Latest Issue of Property Connection Posted on Surplus Property's Website

The first quarter issue of *The Property Connection*, produced by the West Virginia State Agency for Surplus Property (WVSASP), is now available online at [www.state.wv.us/admin/purchase/surplus/propertyconnection](http://www.state.wv.us/admin/purchase/surplus/propertyconnection).

WVSASP publishes this quarterly newsletter to focus on procedural updates, inventory changes, general news and stories highlighting eligible organizations and how they have benefited from their surplus purchases. Articles published in the current issue feature the latest construction updates, the WVSASP Facebook page and eligible organization Lewis County Board of Education and how its students are benefiting from a recent vehicle purchase.

To view the latest newsletter or for more WVSASP news and updates, visit [WVSurplus.gov](http://WVSurplus.gov) or call 304.766.2626.

# In-House Training Program Engages Participants with Activities

The West Virginia Purchasing Division staff is utilizing more hands-on activities this year as part of its In-House Training Program. These activities engage training participants while reinforcing the lessons and information learned during each session.

Buyer Supervisor Frank Whittaker and Senior Buyer Linda Harper presented the In-House Training session, *Preparing and Evaluating an RFP*, in January. They introduced a new activity that helped participants see how a technical score paired with a cost proposal can measure up to change the award of a contract. This activity demonstrated that the vendor with the lowest cost proposal does not always receive the award.

Senior Buyers Misty Delong and Mark Atkins also facilitated a training in January. Following the instruction of the *Developing Specifications* content, participants were divided into three groups and given puzzles that had one missing piece each. Once the teams assembled the puzzles, they had to write specifications for the missing piece, including the shape, width, and size.

The teams were given a puzzle piece from a pile of pieces based on the speci-

fications they wrote. If the specifications were written clearly and concisely, the team was given the correct piece to complete its puzzle.

At the completion of the day-long workshop, *An Introduction to West Virginia's State Purchasing Process*, in February, Communication and Professional Development Unit Manager Samantha Knapp led the group in a game of Battleship. Workshop attendees were separated into two teams, with each team's leader asking the opposing team questions about the information that was presented that day. The teams attempted to sink the other team's ship as they answered questions correctly.

These hands-on activities have engaged our training participants, helping them to develop the skills and competencies necessary to implement Purchasing Division-mandated procedures at the agency level. Perhaps the most impactful benefits of these hands-on activities and demonstrations are the opportunities for repeated practice and the application of newly-acquired knowledge.

The Purchasing Division continues to implement such activities and has been pleased with the positive response re-

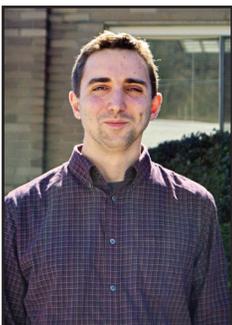


**Attendees work together during a *Developing Specifications* workshop to assemble a puzzle and then write specifications for the missing piece.**

ceived by our agencies.

Agencies procurement officers who are interested in the Purchasing Division's In-House Training Program can find more information at [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training). Questions may be directed to Ms. Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) or 304.558.7022.

## Purchasing Division Welcomes New Buyer



**Charles Barnette**  
Buyer

The Purchasing Division is pleased to welcome Charles Barnette to its Acquisition and Contract Administration (ACA) section. Barnette joins the staff as a buyer.

A current resident of St. Albans, Barnette attended West Virginia State University. He graduated with an associate's degree in Computer Science and a bachelor's degree in English focusing on Professional Writing. Before joining the Purchasing Division, Barnette worked for five years as a buyer for Advance Technical Solutions in Scott Depot. In his free time, Barnette enjoys playing guitar.

Please welcome Charles to the Purchasing Division family!

Buyers Network

## Purchasing Division Announces Latest Recipients in Certification Program

The Purchasing Division is pleased to recognize Jamie Jones, Mark Totten, and Tony Walizer as the latest recipients in its *West Virginia Procurement: Basic Certification* program.

Jones, a Procurement Manager for the Division of Corrections, has worked in state government for more than four years, with the last 15 months focused in procurement.

"Achieving this certification has helped make my transition into the world of procurement a smooth one. Attending the required training and Agency Purchasing Conference as part of the program helped me to better understand how to implement the procedures outlined in the Procedures Handbook," said Jones.

Totten is the Technical Services Manager for the Purchasing Division. He has more than 8 years of experience working in state government and is responsible for all technical purchases made for the Purchasing Division.

"The robust requirements of the West Virginia Procurement Certification program reminds us not only how the procurement field deserves greater recognition on a national level, but also how intricate and established procurement is within West Virginia state government," said Totten.

Walizer, a Purchasing Coordinator for the Department of Health and Human Resources' Bureau for Public Health, has only worked in state government for

**Please see RECIPIENTS , page 5**

# Agency Purchasers Encouraged to Share Information Regarding Purchasing Process with Potential Suppliers

The West Virginia Purchasing Division encourages all vendors to seek business with the State of West Virginia, but participating in the state's competitive bid process may be an intimidating prospect for some. As a result, the Purchasing Division would like to offer a short review of the purchasing process and some tips that may be useful for our agency procurement officers to share with vendors.

There are four primary steps for businesses looking to secure a state government contract with an agency required to procure under **West Virginia Code § 5A-3**:

1. **Register** with the Purchasing Division and other state agencies, including the Secretary of State's Office
  - a. Vendors are encouraged to register with the Purchasing Division online through the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov).
  - b. Vendors doing business with the state must be licensed and in good standing with all state and local agencies, including the Purchasing Division, Secretary of State's Office, Insurance Commission, and more.
  - c. Businesses are encouraged to visit the Purchasing Division's Vendor Registration webpage at [www.state.wv.us/admin/purchase/VendorReg.html](http://www.state.wv.us/admin/purchase/VendorReg.html) for more details.
2. **Review** the West Virginia Purchasing Bulletin to find bid opportunities
  - a. Bid opportunities expected to exceed \$5,000 are posted on the West

Virginia Purchasing Bulletin.

- b. Free public access is available to the West Virginia Purchasing Bulletin. Therefore, a vendor can visit [wvOASIS.gov](http://wvOASIS.gov) and simply click on the Vendor Self-Service portal link to access the advertisement tool used to list bid opportunities that are available now.
- 3). **Participate** in the competitive bid process
    - a. Vendors should review the West Virginia Purchasing Bulletin to see what bid opportunities are currently available for commodities or services that they supply.
    - b. Each bid opportunity lists a bid opening date, often referred to as a "bid close date," at which time all bids must be received to be considered.
  - 4). **Win** – For requests for quotations, the vendor who submits the lowest bid meeting all of the solicitation's mandatory specifications will be awarded the contract
    - a. The successful business will receive a purchase order or contract.
    - b. Based upon the language in the contract, work must be completed or goods received within a specific number of days.
- Below are some additional tips that agencies may share with vendors who are new to doing business with the State of West Virginia:**
- Vendors should keep close watch of bid opening dates (often referred to as "bid close dates") so

their business does not miss a bid opportunity. These opportunities are found on the *West Virginia Purchasing Bulletin*.

- Vendors should reach out to all agency procurement officers directly to make them aware of what goods and services they provide. Agencies are delegated the authority to make purchases up to \$25,000; however, they also provide a list of suggested vendors to the Purchasing Division for procurements exceeding that dollar threshold. For a list of agency procurement officers, visit [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html).
- Vendors should read the Vendor Procurement Guide so they are knowledgeable of the purchasing laws, rules and procedures that are required within West Virginia. The guide can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/vrc/VPG/VendorProcurementGuide.pdf](http://www.state.wv.us/admin/purchase/vrc/VPG/VendorProcurementGuide.pdf).

An article addressing the competitive bid process for the State of West Virginia was recently published in *West Virginia FOCUS* magazine to assist potential suppliers. The Purchasing Division would like to encourage our state agency procurement officers to share the information contained within the article with potential suppliers to increase competition in the competitive bid process.

## TRAINING

Continued from Page 1

submit a certificate of completion to receive credit for the course.

The modifications made to this RFP evaluation training make it the fourth module to be converted to this new interactive format. To view the others, visit the Purchasing Division website at [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html).

## Revised In-House Training Schedule Posted Online

### Rescheduled Classes

Due to the 2016 Agency Purchasing Conference, the workshops originally scheduled for late August have been rescheduled to early September. For the dates, view our training registration form online at the link below.

### Registration

To register, visit [www.state.wv.us/admin/purchase/training/inhouse.html](http://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](mailto:Samantha.S.Knapp@wv.gov)

## CODES

Continued from Page 1

register with the Purchasing Division through the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov) or by completing a vendor registration and disclosure statement (WV-1 form) provided by the Purchasing Division. According to the *Code of State Rules*, competitive vendors must pay an annual fee of \$125 except in these instances:

- Purchasing card vendors providing travel-related services or receiving an aggregate total yearly payment less than \$25,000 from a spending unit;
- Vendors receiving orders for goods or services less than \$2,500, calculated aggregately across all state agencies; and,
- Vendors who have been designated as a sole source provider for a good or service.

In addition, as specified in Section 9 of the *Purchasing Division Procedures Handbook*, non-competitive purchases qualifying under a specific subsection do not require fee payment by the vendor. The Purchasing Division revised Part II of its WV-1A form in late fall of 2015 to emphasize the transactional nature of the vendor registration policy, specifically when and if the \$125 vendor registration fee is waived for a specific transaction.

“Procurement officers should apply vendor registration according to their agency’s individual transactions, rather than considering the vendor as a whole,” said Technical Services Manager Mark Totten, clarifying that, while a vendor may provide something non-competitive in one transaction, that vendor may also provide goods to the state that can be competitively bid.

Agencies should look at each specific procurement and determine if the transaction in question is fee-exempt, based on purchasing procedures, rather than looking to see if the vendor is fee-exempt in *wvOASIS*. If the current transaction qualifies as fee-exempt, your agency will soon be able to process the corresponding award document more efficiently for vendors who have completed the required disclosures of information to register but is on “Prevent New Orders” hold on the VCUST screen in *wvOASIS* due to not yet paying the vendor registration fee.

Vendor Registration Fee Exemp-

tion Codes for your agency can be viewed by Department code on the VNREGEX screen in *wvOASIS*. The appropriate transactional code can be input into the “Vendor Registration Exemption” field within the Header portion of the award document under the General Information tab. The procurement officer will also need to include backup documentation in the agency’s files.

If the transaction is fee-exempt, the agency must submit a WV-1A to the Purchasing Division for backup documentation and review while approving any Vendor/Customer Creation or Vendor/Customer Maintenance document related to that vendor’s new registration.

When completing the WV-1A’s Part II, agency procurement officers need to provide a concise description of the goods and/or services the vendor is providing for the specific transaction 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.

The utilization of these expanded Transactional Fee Exemption Codes, as opposed to designating vendors as always being universally fee-exempt, will benefit the state in numerous ways. Vendors will not be able to be perpetually fee-exempt when they provide goods and services that do not fall under one of the aforementioned exemptions.

For any competitive transaction, vendors will properly participate in the bid process for goods and services that are competitively bid. Furthermore, payment of the annual fee, whether required or not, can be more accurately enforced according to statewide vendor registration procedures.

Any time a state agency uses a code from the VNREGEX table in a *wvOASIS* award document, it is logged and reported to the Purchasing Division’s Inspection Unit and will be part of an agency’s regular contract management review.

## RECIPIENTS

Continued from Page 3

just over a year but has more than 20 years of experience in purchasing for the private sector.

“I’m very excited and honored to have obtained my Basic Purchasing Certification. It’s been a personal goal of mine. I’m really appreciative of all the training programs available from the Purchasing Division. I feel that I’ve learned a lot on my path to obtaining the Basic Purchasing Certification, and I look forward to continuing my training towards the Advanced Purchasing Certification,” stated Walizer.

The basic procurement certification program identifies and honors agency procurement officers who have demonstrated the superior knowledge and skills necessary to perform and promote the public procurement function for the State of West Virginia.

State agency procurement officers who are interested in participating in the program may review the program’s requirements at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). Questions regarding the certification program may be directed to Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

Congratulations to Jones, Totten, and Walizer on this noteworthy accomplishment!

### THE BUYERS NETWORK

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Charleston, WV 25305-0130  
Telephone: (304) 558-2306

**Earl Ray Tomblin**  
Governor

**Mary Jane Pickens**  
Acting Cabinet Secretary  
Department of Administration

**David Tincher**  
Director, Purchasing Division

**Diane Holley-Brown**  
**Samantha Knapp**  
Editors

**Aimee Cantrell**  
**Jessica Chambers**  
Contributing Reporters

# Current Statewide Contract Update

(As of March 15, 2016)

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.

## Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
DIGCOP12A....	Komax	Digital Copiers	03/01/16 - 02/28/17
PAINT13.....	Sherwin Williams Company	Paint and paint Supplies	04/01/16 - 03/31/17

## Contracts Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
OIL15.....	Apollo Oil, LLC	Oils, Lubricants & Grease	03/25/16 - 03/24/17
DFS15.....	Veritiv Operating Company	Disposable Food Service Items	12/15/15 - 12/14/16
SWCLD- PHONE15.....	Method One Communications	Long Distance Phone Services	02/01/16 - 01/30/17
PBKCR10B.....	Enterprise Rent-a-Car	Car Rental	10/19/15 - 10/18/16

## Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
DEBT15A.....	Penn Credit Corp.	Debt Collection	Change to dates in the commodity lines to match the renewal period
DEBT15B.....	EOS CCA Corp.		
DEBT15C.....	Credit Management Company		
DEBT15D.....	Premiere Credit of North America, LLC		
DEBT15E.....	Pioneer Credit Recovery Inc.		
DEBT15F.....	Conserve		
MEDSUP12B..	McKesson Medical Surgical Minnesota Supply Inc.	Medical Supplies	Change to allow state agencies to purchase latex gloves from MEDSUP12B since state-wide for latex gloves expired

NTIRE13A.....	Goodyear Tire & Rubber Co.	New Tires	To publish an updated dealer list
DFS15.....	Veritiv Operating Company	Disposable Food Service Items	To reissue the contract to reflect the vendor's name change in wvOASIS
SWCE- PORTAL14.....	WV Interactive, Inc.	Emergency Extension	To update the effective dates on the commodity line to match the Header and current contract dates

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>EMAIL</b>	<b>PHONE</b>
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
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