
THE DIRECTOR'S COMMENTS

Fiscal Year 2017 Agency Procurement Designation Forms Due to the Purchasing Division by June 8

By Purchasing Director Dave Tincher

As the end of the fiscal year approaches, the West Virginia Purchasing Division is looking toward the new fiscal year. The *West Virginia Code of State Rules* requires that each fiscal year, spending units under the Purchasing Division's authority must designate a person(s) to be responsible for the function of purchasing for their agency. These individuals are also required to complete 10 hours of training offered by the Purchasing Division each fiscal year.

In May, the Purchasing Division sent the *Agency Procurement Designation Form* to all current primary and back-up designated procurement officers. This form is required to be completed for all primary and back-up designees for Fiscal Year 2017, signed by the Department/Agency Head, and

submitted to the Purchasing Division no later than Wednesday, June 8, 2016.

A separate form must be completed for each person designated. However, no more than one primary designee should be indicated for each spending unit. The names of the designees submitted will be noted on the Agency Procurement Officer Listing on the Purchasing Division's website at www.state.wv.us/admin/purchase/vrc/agencyli.html and may be updated throughout the year when necessary.

This request for designees should not be confused with a previous request made earlier this spring asking agencies to submit the names and contact information for all staff who conducts purchasing as a primary function of their jobs. That request was the result of a legislative audit recommendation in which the Purchasing Division complies with each year.

The Purchasing Division appreciate your understanding and patience, and look forward to receiving your *Agency Procurement Designation Forms* for Fiscal Year 2017 by the deadline.



Purchasing Division Sees Increase in Online Vendor Registration Fee Payments with wvOASIS

The transition to wvOASIS over the past two years has affected every part of how the state of West Virginia procures commodities and services. One of the processes significantly affected was vendor registration.

The Purchasing Division processes registrations for vendors wishing to do business with and receive purchase orders from the state. Vendors receiving orders for goods or services must register with the program before receiving contract awards. Vendors receiving awards greater than \$2,500 (aggregated across all state agencies in a year) must pay the \$125 registration fee.

Prior to the implementation of wvOASIS in 2014, vendors could only register with the Purchasing Division by completing a paper registration form, and if applicable, pay their fee by cash, check, money order or credit card.

With the implementation of wvOASIS, however, vendors may now utilize the online Vendor Self-Service (VSS) vendor portal to register and pay the fee.

During the first quarter of 2015, vendor registration payment methods were divided nearly evenly between check/money order, credit card, and online payments via the VSS vendor portal. In contrast, during the first quarter of 2016, the number of online payments significantly increased (i.e. 81% of vendor registration fee payments were paid through the VSS) while the number of fees paid by check, money order, and credit card decreased proportionally.

This shift in payment methods not only reduces the man hours required by the Purchasing Division to process the payments, but it also shifts the responsibility to vendors to ensure their

vendor registration records are current and accurate.

"Vendor registration gives us an idea of the activity and growth of the state's competitive bid process," according to Assistant Purchasing Director Diane Holley-Brown.

Mark Totten, Technical Services Manager, concurred by stating, "When there are more vendors participating in the competitive bid process, we can say with more certainty that West Virginia state agencies are getting goods and services at competitive prices."

For more details on vendor registration requirements, please visit www.state.wv.us/admin/purchase/VendorReg.html. Additional information is available to state purchasers on the Purchasing Division's intranet vendor registration page at intranet.state.wv.us/admin/purchase/VendorReg.html.

Spring Mandatory Training Successfully Completed by State's High-Level Officials for Fiscal Year 2016

High-level state government officials throughout West Virginia gathered in Charleston on April 27th for training on the state's purchasing procedures and Purchasing Card rules.

This bi-annual training, governed by *West Virginia Code* §5A-3-60, requires the state's high-level officials to attend two hours of training on purchasing procedures and Purchasing Card rules each year.

Each fall, the two-hour training session is updated to reflect the most current purchasing rules and regulations. At that time, the training session is recorded and posted on the State Auditor's Office's website for viewing. While the face-to-face training always provides a good opportunity to learn and network, many government officials are choosing to complete the online training instead.

By viewing the training online, officials can avoid the costs associated with travel and com-

plete the training at their own pace.

Additionally, the online recording is available throughout the year as opposed to the face-to-face training sessions, which are only available bi-annually each year. The online training can be viewed at www.wvsao.gov/PurchasingCard/StateGovernment/SOP_PCardTrain.aspx.

For questions regarding this training requirement, contact Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov.



The Purchasing Division offered its bi-annual training on purchasing procedures and Purchasing Card rules on April 27th for the State's high-level official.

CONFERENCE

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Purchasing Card. To pay by IGT or for payment-related questions, contact Debbie Watkins at Debbie.A.Watkins@wv.gov or 304.558.3568.

Participants must make their own lodging arrangements. Rooms at Canaan Valley Resort will be released for reservation on June 13th. Please note that registering for the conference and reserving lodging are two separate processes and that registering for the conference does not guarantee a lodging room. Additional lodging will be available at Blackwater Lodge. When making reservations, participants should indicate that they are attending the 2016 Agency Purchasing Conference to receive the contracted room rate at either Canaan Valley Resort or Blackwater Lodge.

Additional conference information can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/Conference/Agency/2016.

Any procurement officer who received his or her basic certification prior to November of 2014 is required to attend this year's conference if that individual did not attend last year's conference or participate in the 2014 Agency Purchasing Webinar Conference. Please see the re-certification requirements on the Purchasing Division's website at www.state.wv.us/admin/purchase/training-certification or contact Communication and Professional Development Manager Samantha Knapp at Samantha.S.Knapp@wv.gov or 304.558.7022.

Buyers Network

Purchasing Accepting Nominations for Procurement Officer of the Year

The West Virginia Purchasing Division is now accepting nominations for its recognition program, *Procurement Officer of the Year*. The program, now in its 21st year, was implemented in 1996 as a way to recognize the dedication and hard work of state agency procurement officers who consistently demonstrate the highest level of professionalism and performance. This opportunity allows agency purchasers to recognize their colleagues who have exhibited the highest standards in the purchasing profession and serve as leaders in the field.

Criteria guidelines that will be considered by an evaluation committee include, but are not limited to tenure, performance, communication, professional development, and good purchasing practices. The recipient of the award will be recognized during a lunch banquet at the 2016 Agency Purchasing Conference. The nomination form can be found online at www.state.wv.us/admin/purchase/Conference/Agency/2016 and should be submitted no later than Friday, June 24, 2016.

Additional information about this award can be found at <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html>; this link is for an intranet site which may not be accessible on home computers. Questions may be directed to Communication and Professional Development Manager Samantha Knapp at Samantha.S.Knapp@wv.gov or 304.558.7022.

Purchasing Handbook and Master Terms & Conditions Reflect Changes to State Laws and Requirements, Effective May 4

Effective May 4, 2016, the Purchasing Division recently made modifications to its *Purchasing Division Procedures Handbook* as well as the Master Terms and Conditions for formal and agency delegated purchases. Some of these changes were the result of legislative changes that were approved during the Regular Session of the State Legislature, while others were made to clarify existing procedures.

Some of the changes to the Purchasing Handbook are outlined below:

Section 1 - General Information

- Section 1.7: Agency purchasers required to follow the same procedures as the Purchasing Division when making public records available, including that bids are to be made immediately available to the public after the bid opening.

Section 3 - Acquisition Planning

- Section 3.4.3.1: Specification templates now mandatory for use by state agencies to streamline processing transactions.
- Section 3.5.2: Trade-in process clarified to provide more clear guidance. Additionally, this process is not delegated to agencies.
- Section 3.6.1.5: Elimination of language relating to prevailing wage rates, due to the repeal of state statute.

Section 5 - Agency Delegated Acquisition Procedures

- Section 5.2.2: Added language similar to Section 1.7 to ensure agencies follow the same procedures as the Purchasing Division when making available their public records.
- Section 5.2.2.1: Under Additive/Alternative Options, clarification made to ensure that alternatives are awarded in the order listed in the solicitation.

Section 6 - Formal Acquisition Procedures

- Section 6.2.17.1: Same changes that were made to Section 5.2.2.1 regarding Additive/Alternative Options.

Section 7 - Special Acquisitions

- Section 7.3 - Clarification to the language relating to data processing equipment or software.

Appendix O - Agency Process Checklists

Some of the changes to the Purchasing Master Terms and Conditions include:

- Reorganizing sections for better flow (i.e. pricing, funding, Purchasing Card acceptance, etc.);
- Noting that bid bonds are required for construction only;
- Adding a section on additional fees;
- Removing all references to prevailing wage; and,
- Requiring information regarding the designated contact person for the contract.

Under the instructions to vendors submitting bids, it is noted that the Purchasing Division may prohibit the submission of bids electronically through *wvOASIS*. A separate section is noted for Requests for Proposals only.

Similar changes were made to the Agency Master Terms and Conditions. References to the *Drug-Free Workplace Affidavit and Report*, as well as the subcontractor list, were removed from the Agency Master Terms and Conditions because these requirements do not relate to small dollar purchases.

Should you have any questions regarding these changes, please contact your agency designated procurement officer who has received detailed information regarding these changes. The Purchasing Division continues to review and make necessary revisions to the *Purchasing Division Procedures Handbook* and its Master Terms and Conditions to ensure that they are current and correct throughout the year.

Governor's Internship Program Participant Hannah King Returns to Purchasing

Hannah King, a junior at West Virginia Wesleyan College in Buckhannon, has returned to the Purchasing Division as an intern in the Communication and Technical Services section. This will be King's second year participating in the West Virginia Governor's Internship Program. While interning at the Purchasing Division, she will be assisting with communication projects, such as gathering information for the annual report, newsletters, and assisting with prep work for the 2016 Agency Purchasing Conference.

A resident of Charleston and graduate of Herbert Hoover High School, King is pursuing a degree in political science and plans to attend law school after she graduates.

The Purchasing Division has participated in the Governor's Internship Program since it began in 1989. The program matches high-achieving college students with programs that foster career growth and development in various state agencies.

The Purchasing Division welcomes Hannah back to its team!



Hannah King
Purchasing Intern

OPEN HOUSE

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Tincher added that the Open House event is always great opportunity for agency procurement officers and the Purchasing Division to create positive and cooperative business relationships.

"This is the key to ensuring state agencies receive the commodities and services needed in a timely manner," he continued.

The Purchasing Division would like to extend its appreciation to all of the procurement officers who attended this year's event. As always, we appreciate your proactive partnership.

State Agency Listing a Beneficial Resource for State Employees

In a world where information is at our fingertips in seconds, the State of West Virginia has maintained a helpful tool on its state portal, www.wv.gov. A State Agency Listing, which provides contact information for all state agencies, includes agency addresses, website addresses, and key contact names and work telephone numbers.

This document is updated and reposted each month to ensure that the information is current and complete.

This State Agency Listing is posted as a PDF, making it easy to search for specific agency information. The search functionality is simple; just hold down the "CTRL" and "F" buttons simultaneously and then enter your

keyword(s) to search.

Each department has designated a contact person who is responsible for making these monthly updates. If your agency's information appears to be outdated and/or you are unsure who the contact is for your specific department, please contact Stephanie Mosley of the West Virginia Purchasing Division at 304.558.2744 or e-mail Stephanie.M.Mosley@wv.gov. She will be happy to direct you to your department's contact person.

To view the current State Agency Listing, visit www.wv.gov/Documents/StateGovernmentDirectory.pdf. Be sure to bookmark this page for future use!

Reminder: SWAM Reports Due Soon

State agencies are reminded to submit their annual Small, Women-, and Minority-Owned (SWAM) business annual reports. According to *West Virginia Code* §5A-3-59(b), agencies must submit an annual progress report on all SWAM business procurements to the Purchasing Division at the end of each fiscal year.

The SWAM report may be created through the Business Intelligence component of *wvOASIS* using the report ID WV-FIN-PROC-039. This report will fulfill the requirement mandated by Code.

Please note that the agency procurement officer must date and sign the report on the cover page to certify that the report is complete and accurate prior to submitting it to the Purchasing Division. If the agency has no purchases with any SWAM vendor for this fiscal year, the cover page needs to be submitted noting that no purchases were made with SWAM vendors during the fiscal year, and date and sign as indicated above.

Agencies may submit the SWAM report to Assistant Purchasing Director Diane Holley-Brown at Diane.M.Holley@wv.gov or purchasing.requisitions@wv.gov. Additional questions regarding this report may be directed to Ms. Brown at 304.558.0661.

Two Purchasing Division Staff Transition Into New Roles

The Purchasing Division is pleased to announce that Stephanie Mosley and Jordan Parsons have transitioned into new roles in its Communication and Technical Services (CTS) Section.

Mosley assumed her new role in the Communication and Professional Development Unit as an Office Assistant III, effective April 2, 2016. She will serve as the contact person for all In-House Training Program and webinar registrations, as well as the mandatory Purchasing Procedures and Purchasing Card Training for the state's high-level officials and vendor trainings.

She will maintain all records for the training program, assist with certification inquiries and serve as the Wellness Coordinator for the Division. Previously an Office Assistant II in the Support Services Unit, Mosley and her family live in St. Albans.

Parsons transitioned into the role of Office Assistant II, effective April 29, 2016. Her responsibilities will include



Jordan Parsons (left) and Stephanie Mosley (right) have both accepted new roles in the Communications and Technical Services Section of the Purchasing Division.

greeting all visitors to the Purchasing Division; answering telephone calls for the Purchasing Division; opening, sorting and distributing all mail; clocking in bids received by the Purchasing Division; and tracking incoming purchasing requisitions in *wvOASIS*. Parsons most recently served as an Office Assistant I and will remain within the Support Services Unit of the CTS Section.

Congratulations to Stephanie Mosley and Jordan Parsons on their new positions within the Purchasing Division!

THE BUYERS NETWORK

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Current Statewide Contract Update

(As of May 16, 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. 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>
LAR16	SHI International Corp	Software Licensing	04/28/16 - 04/27/17
SWC*5	WV Interactive LLC	Emergency Management of Web-Based Portal	04/01/16 - 06/30/16

Contracts Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
HOUSE14	Liberty Distributors Inc.	Household Supplies	05/01/16 - 04/30/17
TRAVEL13	National Travel Service Inc.	Travel Management Services	07/01/16 - 06/30/17

Purchasing Division Archives all WV OASIS Tips of the Month on its Intranet

The Purchasing Division is pleased to announce that a new section has been added to its intranet site, *intranet.state.wv.us/admin/purchase*, which provides a centralized location for WV OASIS tips which have been published in *The Buyers Network* since last year. This information may be found under the Processes and Procedures link.

The archived articles are posted according to the month in which they were published in *The Buyers Network*. Additionally, some of the postings include screenshots that were not included in the newsletters due to space limitations. Only those state employees on the state network can access this intranet page.

The articles, which contain information provided by WV OASIS, are compiled by the Communication and Professional Development Unit of the Purchasing Division and posted to the intranet site by its Technical Services Unit. This team effort provides yet another avenue where agency procurement officers can access information they need and use on a daily basis.

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
ABATMNT12A	Astar Abatement Inc.	Asbestos Abatement	To update the vendor's phone number for contract purposes
SWC*4	Alpha Technologies Inc.	SWC for IP Telephones, Licensing and Accessories	To change the name of the contract to VOIP EQUIP and to change the authorized department to "All"

FOR MORE INFORMATION

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

<u>BUYER</u>	<u>E-MAIL</u>	<u>PHONE</u>
<u>Supervisors</u>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
<u>Senior Buyers</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
April Battle	April.E.Battle@wv.gov	558-0067
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Linda Harper	Linda.B.Harper@wv.gov	558-0468
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
<u>Buyers</u>		
Charles Barnette	Charles.D.Barnette@wv.gov	558-2566
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Sheila Hannah	Sheila.L.Hannah@wv.gov	558-4317