

# THE BUYERS NETWORK

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**THE BUYERS NETWORK**  
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## Conference Registration Set to Open June 14

Registration for the 2017 Agency Purchasing Conference is set to kick off on June 14, 2017. The agenda for this three-day conference provides some new offerings among the 28 workshop topics, including classes on risks in public procurement and electronic business practices. Individuals interested in obtaining the WV Procurement: Basic or Advanced Certification program can also attend a certification study session.

Those interested in attending the conference will be required to pay a \$175 conference registration fee, which will cover all conference materials, group meals, administrative costs and attendance to all workshop sessions. Once a participant's registration has been processed and payment received, he or she will receive an email confirmation, along with his or her personalized class schedule. Payment will be accepted online at the time of registration. The preferred method of payment is



The 2017 Agency Purchasing Conference will return to Canaan Valley Resort this year. Conference registration opens for all state purchasers on Wednesday, June 14, 2017, with a pre-registration period for the agency designated procurement officers. Information has already been shared with the designated officers on the early registration process.

the State Purchasing Card. To pay by IGT or for payment-related questions, contact Debbie Watkins at [Debbie.A.Watkins@wv.gov](mailto: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 14, 2017. Lodging information was shared previously with our designated procurement officers regarding the early registration and reservation period which runs through June 13, 2017. Please note

**Please see CONFERENCE, Page 3**

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## June 8<sup>th</sup> Deadline Set for Fiscal Year 2018 Procurement Designation Forms

The submission deadline is quickly approaching for the annual Agency Procurement Designation Form. This form is required each fiscal year, in accordance with the *West Virginia Code of State Rules* §148CSR1, which states that all purchases be approved by the secretary or head of the spending unit, or a designee, whose name must be filed with the Purchasing Director. The designee(s) is responsible for the procurement function for his or her agency and all purchases for that spending unit must be processed through this person.

Separate Agency Procurement Designation Forms must be completed for each designee, indicating whether the individual will serve as the primary or backup contact

for the agency, and must be submitted for all state agencies under the Purchasing Division's authority regardless of whether the designee is expected to change or remain the same. This form must be signed by the agency head prior to submission. A list of current agency designated procurement officers can be viewed online at [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html).

All Fiscal Year 2018 form submissions must be received by the Purchasing Division no later than June 8, 2017, and can be sent to Stephanie Mosley at [Stephanie.M.Mosley@wv.gov](mailto:Stephanie.M.Mosley@wv.gov). Questions regarding this requirement may be directed to Assistant Purchasing Director Diane Holley-Brown at 304.558.0661 or [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov).

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## ACTING DIRECTOR'S COMMENTS

# Summer Season Brings a Busy Time with Many Changes

By Acting Purchasing Director Mike Sheets

I'm very pleased to offer this first column in my new role as Acting Director of the Purchasing Division.

With big shoes to fill, there is one thing to be said... working under former Purchasing Director David Tinchler for the past 13 years has given me many insights into how this job should be performed. He left an indelible mark on the state's purchasing laws, rules, and procedures during his nearly 40 years of public service, all of which he spent with the Purchasing Division in some capacity.

I feel sure that he elected to retire at this time because he was confident in the procurement staff, both within the Purchasing Division and within state agencies, who are responsible for the purchasing function within state government.

As we move forward, business will continue as usual. Our primary goal is to honor and uphold the integrity of the purchasing process and to comply with all purchasing laws and rules which we have been mandated to follow. We will continue to solicit competitive bids and

obtain the best value for the state of West Virginia.

I would like to remind our state agency partners that each agency head is required by the **Code of State Rules** 148CSR1 to designate a person (both a primary and any backups, as needed) responsible for the procurement function for his or her agency each fiscal year.

A designation form has been emailed to each of our current designees, which must be completed and returned to the Purchasing Division by June 8, 2017. The form must be completed and submitted for all designees, including those that are expected to remain the same as last fiscal year. To learn more about this designation requirement, please see the article on Page 1.

Additionally, anyone designated as a primary or backup procurement officer for an agency is also required by the **Code of State Rules** to obtain 10 hours of training through the Purchasing Division annually. The Purchasing Division is pleased to announce that registration for the 2017 Agency Purchasing Conference will be open this month. In addition to providing the 10 required hours of training for Fiscal Year 2018, the conference is also the perfect opportunity to network with other agency procurement officers and Purchasing Division staff. To learn more about registering for this conference, see the article on Page 1.

As we kick off the summer season, we may inevitably experience some changes. However, one thing will remain the same. We will always do the right thing and expect the same of our agency partners. I look forward to working with each and every one of you in maintaining this high level of expectation for our state's procurement function!



## Agency SWAM Reports Due at the 2017 Fiscal Year End

State agencies are reminded that annual progress reports on small, women-, and minority-owned (SWAM) business procurements are due at the end of each fiscal year. These reports must be submitted to the Purchasing Division in accordance with **West Virginia Code** §5A-3-59(b).

To download the SWAM report for your agency, visit the Business Intelligence component of *wvOASIS* and use the report ID WV-FIN-PROC-039. This report will fulfill the requirements mandated by code for all purchase orders and contracts with SWAM vendors. Any Purchasing Card transactions will need to be added to the report.

Before submission to the Purchasing Division, the cover page of the report

must be signed and dated by the agency procurement officer to certify that the report is complete and accurate. If no SWAM vendors have been used during the fiscal year, the agency is still required to submit a signed and dated report noting that no purchases were made with SWAM vendors for that fiscal year.

Agencies may submit the SWAM report to Assistant Purchasing Director Diane Holley-Brown at [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov) or [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov). Additional questions regarding this report and its requirement may also be directed to Holley-Brown at 304.558.0661.

## LAST CHANCE FOR NOMINATIONS!

### AGENCY PROCUREMENT OFFICER OF THE YEAR

NOMINATION DEADLINE:  
FRIDAY, JUNE 23, 2017

The West Virginia Purchasing Division is still accepting nominations for its annual recognition program, **Procurement Officer of the Year**. This program recognizes the dedication and hard work of state agency procurement officers who consistently demonstrate a high level of professionalism and performance. The nomination form is available online at [intranet.state.wv.us/admin/purchase/Recognition/POYAward.html](http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html).

## Purchasing Division's 10<sup>th</sup> Annual Open House Another Success

The tradition continues with another successful Open House event. Approximately 75 agency procurement officers attended the Purchasing Division's 10<sup>th</sup> annual Open House on May 2, 2017, at the Division's offices at 2019 Washington Street East.

The event provided an opportunity for state agency procurement officers to talk one-on-one with Purchasing Division buyers and meet people from other agencies. Agency procurement personnel were invited to meet with Purchasing Division staff to discuss issues related to contracts or topics specific to their

agency. Inspectors and technical staff were also present, as well as representatives from Surplus Property.

"The Open House is a chance for procurement officers to put names with faces, and it helps build relationships between our staff and the agencies that fall under our authority," said Acting Purchasing Director Mike Sheets. "Maintaining a high standard of customer service is vital to the Purchasing Division, and an event such as this helps us continue to meet that expectation."

The Purchasing Division extends its appreciation to all agency purchasers who attended this annual event.



**Purchasing Division staff met with agency procurement officials during its 10<sup>th</sup> annual Open House. This event allows Purchasing staff to meet one-on-one with agency officials they often only communicate with via phone or email and helps improve customer relations.**

### CONFERENCE

Continued from Page 1

that registering for the conference and lodging reservations are two separate processes and that registering for the conference does not guarantee a lodging room. Additional lodging will be available at Blackwater Falls State Park Lodge. When making reservations, participants should indicate they are attending the 2017 Agency Purchasing Conference to receive the contracted room rate at either Canaan Valley Resort or Blackwater Falls State Park.

Additional conference information can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/Conference/Agency/2017](http://www.state.wv.us/admin/purchase/Conference/Agency/2017).

To maintain their active status, procurement Buyers Network

officers who received their basic certification after the 2014 conference but before the 2015 conference are required to attend this year's conference if that individual missed either the 2015 or 2016 conference. See the re-certification requirements on the Purchasing Division's website at [www.state.wv.us/admin/purchase/training/Certification/default.html](http://www.state.wv.us/admin/purchase/training/Certification/default.html) or contact Communication and Professional Development Manager Samantha Knapp at 304.558.7022.



2017 WEST VIRGINIA  
AGENCY PURCHASING CONFERENCE

## Mandatory High-Level Training Now Available Online

The bi-annual Purchasing Procedures and Purchasing Card training, required for the state's high-level officials in accordance with *West Virginia Code* §5A-3-60, was offered via webinar on May 11, 2017. The webinar was co-presented by the State Auditor's Office and the West Virginia Purchasing Division.

*West Virginia Code* requires all "executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads" to annually complete two hours of training on purchasing procedures and purchasing card rules each year. Designated procurement officers are prohibited from attending unless they hold one of the aforementioned titles.

The content of this training is updated each year to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law. The webinar was recorded and is online at [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html). Viewing the training online will suffice to meet the requirement. A *Certificate of Completion* must be submitted to the Purchasing Division to receive credit.

For more information regarding this training, contact Communication and Professional Development Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## New Travel Card Procedures in Effect

The Purchasing Division would like to remind state employees that the statewide contract for Travel Card Services (TCARD13) expired on March 31, 2017. All travel (i.e. flights, hotels, rental vehicles, etc.) should now be processed using the State Purchasing Card.

Questions regarding travel purchases utilizing the P-Card should be directed to the Auditor's Office at [pcard\\_travel@wvsao.gov](mailto:pcard_travel@wvsao.gov). Additional information is available at [www.wvsao.gov/PurchasingCard](http://www.wvsao.gov/PurchasingCard) under "E-Travel and Travel Operations." The State Travel Policy can be found on the Travel Management section of the Purchasing Division's website at [www.state.wv.us/admin/purchase/travel/default.html](http://www.state.wv.us/admin/purchase/travel/default.html).

# WVSASP Hosts Open House for Eligible Organizations

On May 18, 2017, the West Virginia State Agency for Surplus Property (WVSASP) conducted an Open House for eligible organizations, including state agencies, local governments, and nonprofit organizations.

Approximately 55 organization representatives attended the event in Dunbar to learn about the benefits of shopping at and partnering with WVSASP. In addition to state agencies, other attending organizations included Cammack Children's Center, Kanawha Hospice Care, Recovery Point, Mason County School Board and Tyler Mountain Volunteer Fire Department.

"WVSASP has a lot to offer state agencies, nonprofits and other eligible organizations," shared Elizabeth Perdue, Assistant Purchasing Director and Manager of WVSASP. "This event was the perfect opportunity to educate new eligible organizations as well as those already registered with us on the variety of services we offer."

During the Open House, WVSASP conducted three in-



**West Virginia State Agency for Surplus Property (WVSASP) manager Elizabeth Perdue talks to a crowded room about the benefits eligible organizations receive with WVSASP. Approximately 55 individuals attended WVSASP's special Open House that was designed for eligible organizations.**

formational sessions: an orientation to WVSASP, how to complete the Application for Eligibility and how to screen for federal surplus property. WVSASP staff members were also available to meet with attendees one-on-one and learn about their individual needs.

"We're so pleased that the good news about our program and how we can assist organizations is starting to spread quickly," Perdue added.

State agencies and other eligible organizations interested in learning more about WVSASP should visit [WVSurplus.gov](http://WVSurplus.gov) or call 304.766.2626. WVSASP also maintains a Facebook page at [www.facebook.com/wvsurplus](http://www.facebook.com/wvsurplus) with information regarding weekly deals, the vehicle list and unique inventory.

## Electronics Recycling Event Scheduled at WVSASP in June

State agencies are invited to participate in a free electronics recycling event, sponsored by the West Virginia State Agency for Surplus Property (WVSASP), the U.S. General Services Administration and UNICOR.

The eScrap Recycling Event will be held on Wednesday, June 14, 2017, from 9 a.m. to 3 p.m. at WVSASP's location in Dunbar and is free to all federal, state and local governmental agencies.

A list of acceptable items eligible for recycling can be found online at [www.unicor.gov/RecyclingAcceptableItems.aspx](http://www.unicor.gov/RecyclingAcceptableItems.aspx). A training webinar is scheduled for Wednesday, June 7, 2017, and will explain the Abandonment and Destruction regulations and requirements for eScrap recycling.

A question and answer session will follow the webinar and will be specific to the event at WVSASP. Registration is required for the training and can be completed online at:

<https://interact.gsa.gov/gsa-event/west-virginia-escrap-recycling-event-june-14th-2017>

In the event of rain, the event will be offered on Thursday, June 15, 2017. Questions regarding this event may be directed to Christina Shaw at [christina.shaw@gsa.gov](mailto:christina.shaw@gsa.gov) or by calling 215.446.5083.

## Purchasing Division Welcomes New 2017 Summer Intern



**Damian Adams**  
Purchasing Intern

Damian Adams, a senior at Marshall University, has joined the Purchasing Division as a summer technical intern. Although this is Damian's first year in the West Virginia Governor's Internship Program, the Purchasing Division has been a strong supporter of this program and has participated since its inception.

While interning at the Purchasing Division, he will be working in the Technical Services unit assisting with various technical projects.

Adams is pursuing a degree in computer science with a minor in mathematics. His hobbies include hiking, video games, painting model figures and music. Welcome Damian to the Purchasing Division!

## UPCOMING EVENT

### WEST VIRGINIA STATE AGENCY FOR SURPLUS PROPERTY'S CUSTOMER APPRECIATION DAY

THURSDAY, JUNE 8  
8:30 A.M. - 6:00 P.M.

WVSASP invites state employees and members of the public to join us for our Customer Appreciation Day. Check out the new warehouse, view inventory and take advantage of special extended hours.

# Agencies Can Expect Some Changes Following Passage of Bills During 2017 Legislative Session

Each year, the West Virginia State Legislature introduces bills that can directly or indirectly impact the state purchasing process. This year, two bills which the Purchasing Division monitored closely were passed into law. These bills, House Bills 2001 and 2897, will become effective on July 7, 2017.

Following the passage of **House Bill 2001**, vendors will now be required to submit a Disclosure of Interested Parties form prior to award for contracts exceeding \$100,000. Interested parties include but are not limited to subcontractors as well as any owner of a business who owns 25% or more of the business expected to receive a contract. Subsequently, the form, developed by the West Virginia Ethics Commission, will also need to be submitted to the Ethics Commission within 30 days following the completion of the contract.

The other bill, **House Bill 2897**, will change the requirements for the submission of several documents related to construction contracts, including that of the contractor's license and drug-free workplace affidavit. Previously, any vendor who did not submit these documents with the bid was disqualified. This change now gives vendors one business day to submit these documents upon request of the Purchasing Division.

In addition, previous statutory stipulations required vendors on construction contracts to submit to the Purchasing Division the subcontractor's list within one business day of the bid opening. House Bill 2897 now authorizes the Purchasing Division to request this list from the apparent low bidder within one additional business day when the list was not submitted within the original time frame. House Bill 2897 also states that no contract

for a construction project shall be awarded to any bidder that is in default on any debt owed to the state.

Finally, some construction contracts allow for alternative options. Depending upon funding, these options may be included in the evaluation of the bids. Although the Purchasing Division procedures previously required that these alternates be noted in order of preference and accepted in this manner, this bill mandates this requirement for all agencies under our authority and allows for no more than seven alternates in any given solicitation.

The Purchasing Division will be making updates to its terms and conditions as well as the **Purchasing Division Procedures Handbook** as a result of these new laws. More information will be shared regarding these changes in the upcoming issue of **The Buyers Network**.

## New Vendor Receives Contract for Office Paper Recycling Program in Kanawha Valley

The contract for the office paper recycling program has been processed on behalf of the Department of Environmental Protection (DEP) and is now available for use to state agencies in the Kanawha Valley area.

The new vendor providing the pickup and recycling under this contract is:

**PACE Enterprises, Inc.**  
dba PACE Shredding  
Telephone: 304.983.1008

Primary Email:

[shred\\_ops@PaceEnterprises.org](mailto:shred_ops@PaceEnterprises.org)

Email:

[shredsales@PaceEnterprises.org](mailto:shredsales@PaceEnterprises.org)

Agencies are encouraged to email or call to establish regular pickups or request an unscheduled pickup.

Items included in the recycling program include High Grade Paper items such as Green Bar CPO, Laser Paper,

White Ledger, Xerox copy paper and junk mail. Mixed Grade Paper, such as blue prints, card stock, catalogs, envelopes, etc. are also accepted. The PACE contract does not accept such items as hard drives, aluminum cans, carbon paper, mylar, paper towels and microfiche/film.

The Rehabilitation Environmental Action Plan (REAP) program of the DEP is currently updating contact information for each agency eligible for this service. Agencies should provide the name, phone number and email address of the person who oversees paper recycling at their agency so that they will receive notification of any changes. This information may be emailed to [Lisa.I.Facemyer@wv.gov](mailto:Lisa.I.Facemyer@wv.gov) or provided by calling 304.926.0499 ext. 1002.

### THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of May 16, 2017)

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.

## New Contract

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
MEDSUP17	Moore Medical	Medical Supplies	04/06/17 -06/30/18

## Contract Extensions

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
LAR16	Shi International Corp.	Software Licensing	04/27/17 -10/31/19

## Contract Renewal

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
PC16	Stephens Auto Center	Police vehicles	05/14/17 -05/14/18
SWC*4	Alpha	IP Telephones, Technologies	03/30/17 -03/30/18

## Miscellaneous Actions

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Description of Change</b>
MV17A	Bob Robinson Chevrolet Inc	Motor Vehicles	To re-award Class 3 Flex Fuel originally awarded on contract MV17F
MV17B	Greenbrier Motor Co. Inc	Motor Vehicles	To cancel Class 9 Gasoline and Flex Fuel from Contract MV17B and re-award Class 10 Flex Fuel originally awarded on contract MV17F
MV17D	Greenbrier Motor Co. Inc	Motor Vehicles	Re-award Class 2 and Class 8 Flex Fuel originally awarded on contract MV17F and reaward Class 9 originally on contract MV17B
PBKCR10B	Enterprise Car Rental	Vehicle Leasing	Correct and republish the State Rate

MV17F	Whiteside Of St Clairsville Inc	Motor Vehicles	To cancel the awarded lines for Class 2, 3, 8, 9, and 10 Flex Fuel vehicle awarded on Contract MV17F and re-award.
SWC*4	ALPHA TECHNOLOGIES	IP Telephones, Licensing and Accessories	Remove end-of-life contract items, update contract items with replacements, provide an e-Catalog for utilization, add ordering instructions to the contract

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>E-MAIL</b>	<b>PHONE</b>
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<i>Senior Buyers</i>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Charles Barnette	Charles.D.Barnette@wv.gov	558-2566
April Battle	April.E.Battle@wv.gov	558-0067
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402