

THE BUYERS NETWORK

AUGUST 2022

VOL. 32, ISSUE 8

THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing.

Purchasing Conference is Here: What You Need to Know

It's time for the annual Agency Purchasing Conference, held this year at The Resort at Glade Springs in Daniels, W. Va. Purchasing Division staff members have worked during the past several months to put together an agenda that attendees will find beneficial, from incorporating screenshots into presentations to ensuring the most up-to-date and accurate information.

The Purchasing Division last held an in-person conference in 2019. The conference was canceled in 2020 because of COVID-19 and held virtually in 2021.

Below are some last-minute details that will be helpful as you prepare for arrival.

The Purchasing Division will again utilize an app called Grupio to share information. This is the same app that was used at the Conference in 2019. Attendees are encouraged to download



The Purchasing Division resumes in-person meetings with its annual Agency Purchasing Conference later this month at The Resort at Glade Springs. A virtual track is available to those individuals who do not wish or cannot attend in person.

Please see **CONFERENCE**, page 5

INSIDE...

- **Director's Comments:** Purchasing Division Shares Conference Reminders, New Purchasing Support Email Helpline, and More
- Non-Designated Buyers Still Important Part of West Virginia Procurement Process
- Annual Mid-Year Reports Submitted to Legislature
- Reminder: Always Check for Debarred Vendors

Agencies Collaborate on Design Solicitation for New Veterans Nursing Facility

Veterans in southern West Virginia will soon have a new place to call home, thanks to the efforts of Gov. Jim Justice and the Legislature. The Purchasing Division is working closely with the West Virginia Department of Veterans Assistance to bring a new veterans nursing facility in Beckley to fruition.

The 120,000-square-foot facility will have 120 beds and will be built on approximately 12 acres adjacent to the Jackie Withrow Hospital on Eisenhower Drive.

When developing the Expression of Interest for architectural and engineering services, the procurement staff from Veterans Assistance reached out to the Purchasing Division. In addition to offering the help of Purchasing staff, the Division also recommended the Department utilize the knowledge and skills of Dean Wingerd of the Adjutant

Please see **COLLABORATION**, page 4

Purchasing Division Shares Conference Reminders, New Purchasing Support Email Helpline, and More

I am extremely pleased that the Purchasing Division is bringing back its annual conference this month. The conference has been a staple of the Division for decades, well before my tenure here began. While we did our best to fill the educational gap in the years since the COVID-19 outbreak, we know there have been many staffing changes in the time since we last met in 2019.

Our staff has been working incredibly hard during the last couple of months to create presentations for you that will include key takeaways, tips and tricks, activities, and more. The educational component of this conference will be, without a doubt, exceptional, but I believe it will be the networking that you'll find the most valuable, whether it is with Purchasing Division staff, including your assigned Purchasing Division buyer, or your peers from other agencies.

As procurement officers, you are expected to be a wealth of knowledge for your agencies regarding state purchasing laws, rules, and procedures, but we all know there is a steep learning curve and that we are in an ever-changing environment. While there is a *Procedures Handbook* you can reference, forms you can utilize, and checklists you can refer to, none of those things can replace the historical knowledge of someone who has "been there, done that." Sometimes it helps to talk through an agency's undeveloped need and conceptualize what it might look like. Who better to do that with than others in your same boat?

Also, I mentioned in last month's Director's Comments that we were looking into initiatives that would allow us to effectively communicate with and provide guidance to agencies regarding their delegated processes. I am happy to share our new Purchas-

ing Support Email Helpline, ***Purchasing.Help@wv.gov***, which will be monitored daily by our Purchasing Division inspection staff. Those who utilize the Helpline can expect a response within one business day (weekends and holidays excluded) and do not need to be a designated procurement officer to do so.

Agency buyers can ask questions related to their agency-specific purchases (as well as purchasing procedures generally). In order for staff to give the best possible guidance, please provide as many details about the situation as possible, including any market research that has been conducted, previous spend by the agency in the past 12 months for the same or similar goods or services, or any other information pertinent to the need. In preparing a response, Purchasing Division staff may contact your agency's designated procurement officer(s) for more information and/or copy them on the email response. We realize that agencies often have additional procedures in place, so please note this is not a means to circumvent those processes within your agencies and should be used for informational purposes only.

I hope these tools will be useful in your work, and we look forward to serving you.



Row 1 (left to right): Krista Chadband, Katy Bell, Leslie Gwinn, James Meadows, Mike Sheets, Frank Whittaker, Alisha Pettit, David Pauline
Row 2: Terra Oliver, Courtney Johnson, Bob Ross, Melissa Skiles, Elizabeth Cooper, Melissa Pettrey, Samantha Knapp

Row 3: Crystal Hustead, Teresa Cutlip, Mark Atkins, Jessica Hovanec, Tara Lyle, Josh Hager
Row 4: Toby Welch, Brandon Barr, Jason Thompson, Shane Hall, Mark Totten, Greg Clay, Mitzie Howard, John Estep

Purchasing Division Conducts Outreach Education to Vendors on SWAM Certification

Mark Totten, manager of the Technical Services Unit of the Purchasing Division, recently shared his knowledge of business registration and certifications with vendors and subcontractors of West Virginia American Water.

Veronica Lewis, government affairs manager at West Virginia American Water, sought direction from the Purchasing Division on how to inform the company's vendors of what is available to them, specifically how to register as a SWAM-certified business. SWAM stands for Small, Women-, and Minority-owned Businesses.

Lewis and Totten worked together to present an informational session at the utility's office in Charleston.

"For West Virginia American Water's goals, I adjusted my standard business presentation for vendors to especially emphasize our SWAM Certification program," Totten said. "Vendor engagement in the session was high. The small group of invited businesses made the session very personalized. The vendors in attendance will also be sharing this information with their subcontractors."

One major theme that distinguished this informational session from the Purchasing Division's routine vendor outreach is the angle highlighting that state and federal agencies are not the only entities that may reciprocate West Virginia's SWAM Certification, creating an opportunity for



Technical Services Unit Manager Mark Totten was invited to share information on business registration and certification to vendors of West Virginia American Water.

the vendor community. Vendors and subcontractors serving entities such as utility companies may also benefit and find business opportunities by utilizing and participating in this state program.

Non-Designated Buyers Still Important Part of West Virginia Procurement Process

While the Purchasing Division primarily works with agency designated buyers to process central transactions, the Division's staff is available to assist those individuals who are not designated or who may procure at the delegated level only.

"I am always happy to answer questions when someone reaches out," said Contracts Manager Greg Clay. "Whether it is helping someone understand their purchasing threshold or find their buyer, it is our job at the Purchasing Division to provide comprehensive assistance and guidance."

To assist in this effort, the Purchasing Division has created a new Purchasing Support Email Helpline. Individuals at any level can reach out to Purchasing.Help@wv.gov with questions or concerns.

This email is not meant to replace inquiries that should be sent to the agency's designated or assigned Purchasing Division buyer but is a resource for individuals who are not sure who to contact or where to start. The Purchasing Support Email Helpline will be monitored by Clay and the inspection staff during normal business hours. Those who utilize this service are encouraged to provide as many details as possible regarding their situation.

A list of resources has also been gathered that may be of interest to non-designated procurement officers. This list can be found to the right.

All individuals involved with procurement are encouraged to contact Purchasing.Help@wv.gov for any of their needs.

Important Resources

Welcome Packet for Procurement Officers
www.state.wv.us/admin/purchase/arc/WelcomePacketforProcurementOfficers.pdf

Forms
www.state.wv.us/admin/purchase/forms.html

Procurement Officer Listing
www.state.wv.us/admin/purchase/vrc/agencyli.html

Purchasing Division Buyer Assignments
www.state.wv.us/admin/purchase/byrasign.pdf

wvOASIS Help
FinanceTeam@wvoasis.gov

Annual and Mid-Year Reports Submitted to Legislature

Each July, the Purchasing Division submits its semi-annual Stringing Report to the West Virginia Legislature, in accordance with W. Va. Code § 5A-3-10(b). This report, which can be viewed on the Purchasing Division's website, is submitted electronically through the Legislature's database to the Joint Committee on Government and Finance.

Stringing is defined within the *Purchasing Division Procedures Handbook* as "issuing a series of requisitions or dividing or planning procurements to circumvent the [delegated] threshold or otherwise avoid the use of sealed bids."

During the year, Purchasing Division inspection staff review agency purchasing records, primarily for those transactions processed at the agency-delegated level, to ensure those transactions are completed in accordance with the Purchasing Division's procedures. For the period of Jan. 1, 2022, through June 30, 2022, there were no spending units that reported the award of multiple contracts for the same or similar commodity or service to an individual vendor over any 12-month period where the total value exceeded \$25,000*. However, Purchasing Division inspectors discovered 15 cases of stringing related to six spending units during their inspections, as stipulated in this section of the Code.

The Purchasing Division is also required to submit on an annual basis a report noting the spending units which have "requested a direct award for their commodities or services, the type of commodity or service, and results of the direct award process." From July 1, 2021, through June 30, 2022, the Division approved 70 direct award procurements.

The Stringing and Direct Award reports have been posted on the Purchasing Division's website at www.state.wv.us/admin/purchase/LegisReports.html.

**Effective July 1, 2022, the limit for stringing will be set at an agency's approved spending threshold (i.e. \$50,000 or \$100,000)*

COLLABORATION

Continued from Page 1

General's Office, who has many years of experience in this type of procurement.

"I thought of Dean immediately when the Division was asked to help, because he processes a substantial number of EOIs each year and I knew his input would be invaluable," said Buyer Supervisor Tara Lyle. "I always encourage collaboration among agencies. A team brings more to the table than any one individual and that is reflected in the end result."

"I was honored to be asked to assist in this procurement. It gave me the opportunity to use the experience I've gained over the years to help another agency," said Wingerd. "As a veteran myself, I find it personally rewarding that our nation's heroes in the southern part of the state will have access to excellent medical care in a brand-new facility."

This collaborative effort showcases how agencies can work together to accomplish large-scale projects.

"The legal framework that ensures transparency and correctness for agencies making large purchases is complicated. We are grateful for the Purchasing Division's professionalism, guidance, and expertise during this process," said Randy Coleman, Deputy Cabinet Secretary of the Department of Veterans Assistance.

The architectural and engineering firm that the Purchasing Division is helping the state Department of Veterans Assistance to select will be working on the schematic designs for the facility, as well as construction administration services. This will allow the state to move ahead after the federal Department of Veterans Affairs announces the grant awards in the latter part of the year. The federal government will provide 65% of the cost of construction and the state will provide 35%.

WVSASP Hosts Summer Intern

The West Virginia State Agency for Surplus Property (WVSASP) is pleased to welcome Braden Phillips back as its summer intern. A participant in the Governor's Internship Program, Phillips is spending this summer working at the Dunbar warehouse as a marketing intern. Phillips has a long history of working with the Purchasing Division. He previously served as the marketing intern with WVSASP in 2021 and as a communication intern for the Purchasing Division in 2020.

"Working for WVSASP has given me the opportunity to gain experience in my field of study and a better understanding of professionalism in the workplace," said Phillips. "I'm honored to be returning for the third year



During the last three summers, Braden Phillips has worked with the Purchasing Division/WVSASP as a communication and marketing intern.

as an intern with state government and aim to continue honing my skill set that will benefit my future."

Phillips is responsible for promoting the public sales and federal surplus programs at WVSASP. He is also developing plans to increase outreach to organizations that are eligible to receive surplus property, such as state agencies.

Phillips is from Charleston and is a marketing major at West Virginia University. He will be entering his fourth year of school in August 2022 with plans to pursue law school.

CONFERENCE

Continued from Page 1

the app prior to attending. Individuals are not required to download this app. All information found in the app is also available online. An email containing instructions for the Grupio app will be sent in early August.

Room check-in begins at 4 p.m. You may get a room sooner only if the room is clean and ready to be occupied. Please stop by the conference registration desk between 3 p.m. and 6 p.m. on Tuesday, Aug. 23, 2022, to sign in and receive your conference packet.

In your packet, you'll find a variety of items, including your name badge, a personalized schedule of classes for which you registered, a copy of the conference grid, and a list of conference attendees.

A welcome reception will be held from 6 p.m. to 8 p.m. on Tuesday in the Bright Ballrooms and Bright Terrace.

If you won't make it in time to check in at the conference registration desk on Tuesday afternoon, registration will open again on Wednesday at 7:30 a.m. in the Bright Foyer.

If you wish to print a copy of the PowerPoint presentations to take with you to each class, you can do so online at <http://www.state.wv.us/admin/purchase/training/2022confppts.html>, or simply view them within the Grupio app. All PowerPoint presentations are expected to be online by Aug. 15, 2022.

The dress attire for the conference is business casual. Attendees will have free time following their full day of conference workshops, so you may wish to bring some comfortable clothes to change into later. Comfort levels for classroom temperatures may vary for some participants, so you may also wish to bring a light jacket as a precaution.

The Purchasing Division is pleased to offer most meals at the conference, as well as a morning beverage break and afternoon snack break each day. All meals will be provided on Wednesday, breakfast and lunch will be provided on Thursday, and breakfast will be provided on Friday. Dinner is not provided on Thursday evening.

Department of Administration Cabinet Secretary Mark D. Scott and Purchasing Division General Counsel Jimmy Meadows will deliver remarks and an overview of legislative updates during the luncheon on Wednesday, Aug. 24, 2022. Additionally, the 2022 *Agency Procurement Officer of the Year* will be announced during the Thursday luncheon.

If you have any questions between now and the time of conference, contact Courtney Johnson at 304-558-4213.

The Purchasing Division staff looks forward to welcoming you this month at the 2022 Agency Purchasing Conference!

Wildlife Education Center Now Open



The Claudia L. Workman Wildlife Education Center is now open to the public. First mentioned in the June 2020 issue of *The Buyers Network*, this exhibit at the Forks of Coal State Natural Area is one of many unique purchases processed by the Purchasing Division.

THE BUYERS NETWORK

Purchasing Division
State Capitol Complex
2019 Washington St., East
Charleston, WV 25305-0130

Telephone: 304.558.2306
8:15 a.m. to 4:30 p.m. (M-F)

Jim Justice
Governor

Mike Sheets
Director
Purchasing Division

Editors
Courtney Johnson
Samantha Knapp

Contributing Reporters
Jessica Chambers
Teresa Cutlip

Current Statewide Contract Update

(As of July 14, 2022)

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 statewide contracts.

New Contracts

Contract	Vendor	Commodity	Effective Date
GRNDMAI-NT22A	Deere & Co.	Personal safety devices/weapons	06/15/22 -02/27/23
IMECLOCK22	Kronos Inc	Time card	07/01/22 -06/30/23

Contract Renewals

Contract	Vendor	Commodity	Effective Date
FOOD22EMG	A F Wendling Inc	Food distribution services	06/15/22 -09/14/22
MVAPRTS21	NAPA Auto Parts	Motor vehicles	06/15/22 -06/14/23
SANPAP21	Liberty Distributors	Paper products	07/01/22 -12/31/22
TEMP21B	Athena Consulting LLC	Temporary personnel	07/15/22 -07/14/23
TEMP21C	Saunders Staffing Inc*		
TEMP21D	22nd Century Technologies Inc*		
TEMP21E	Moten Tate Inc*		

TEMP21F	Express Services Inc*
TEMP21G	Excelsior Consulting*
TEMP21H	Jaykay Inc*
TEMP21I	Manpower*

*Please reference commodity and effective date for TEMP21B

Miscellaneous Updates

Contract	Vendor	Commodity	Effective Date
IP19	Dell	Computers	To update inventory and pricing
OFFICE15A	ODP Business Solutions LLC	Office supplies	To update vendor name

FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<u>Supervisors</u>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
<u>Senior Buyers</u>		
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Jessica Hovanec	Jessica.L.Hovanec@wv.gov	558-2314
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
David Pauline	David.H.Pauline@wv.gov	558-0067
Toby Welch	Toby.L.Welch@wv.gov	558-8802
<u>Buyer</u>		
John Estep	John.W.Estep@wv.gov	558-2566

Reminder: Always Check for Debarred Vendors

Procurement officers are reminded that agencies may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period.

The Purchasing Division has recently added entities/names to its Debarred Vendor List. Procurement officers are reminded to check this list during the solicitation process. This complete list may be accessed at www.state.wv.us/admin/purchase/debar.html.

Debarred vendors may and sometimes do continue to bid, so vigilance and awareness of the debarred vendor list (both state and federal) is more important than ever.

The scope of the debarment includes all commodities and services.