

# THE BUYERS NETWORK

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

## WVSASP Shares Annual Holiday Gift Guide

During the holiday season, everyone is searching for a good sale. At the West Virginia State Agency for Surplus Property (WVSASP), the prices on retired state property are already a great deal. The retired state property at WVSASP is available to members of the general public, eligible organizations, and state agencies. State employees are also invited to purchase items from WVSASP.

Each December, WVSASP offers its annual Holiday Gift Guide. Throughout the month, WVSASP highlights unique inventory items on its Facebook page. Items featured in last year's gift guide included antique chairs, video cameras, microwaves, and tablets.

"The Holiday Gift Guide is a great tradition that allows us to showcase inventory to both current and new customers," said WVSASP Manager Elizabeth

Please see **HOLIDAY GUIDE**, page 4



## INSIDE...

- **Director's Comments:** Purchasing Division Reflects on Challenging 2022, Begins Planning for 2023 Training Year
- Training Schedule Announced for First Half of 2023
- Purchasing Division Welcomes New Employee to Staff
- Mandatory High-Level Officials Training Now Online

## Tracking of Training Hours Available on CourseMill

The Code of State Rules requires agency designated procurement officers to take 10 hours of training offered by the Purchasing Division annually, and the state's learning management system, CourseMill, is now making it easier than ever for participants to track their hours and courses.

While CourseMill is used as a registration tool for the Purchasing Division's webinars and workshops, it also serves as a transcript for any courses that have been completed. Following each webinar or workshop, Purchasing Division staff update the participant's status to "Complete." This allows procurement officers to track their own training participation for the year.

To view the transcript of complete trainings, individuals should log in at [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov) and click on the "Transcript" tab on the left-hand side of the page. All completed courses will be listed. This

Please see **TRAINING HOURS**, page 4

## Purchasing Division Reflects on Challenging 2022, Begins Planning for 2023 Training Year

As we reflect on the end of the year, we know it has been filled with a multitude of both challenges and victories. The world is evolving quickly, and the procurement process has been changing along with it. It's reassuring to know our colleagues can meet every roadblock, while always looking out for the most efficient use of our taxpayer dollars.

The success of the Purchasing Division is based on the relationships we have built over the years with both our agency procurement officers and vendors. We are grateful for the opportunity to work with and for you. No matter what challenges we have faced, we have persevered together as a team. We are excited for all that 2023 has in store for us and the new opportunities the new year will bring.

The Purchasing Division continues to make its training program a top priority. With the requirement that designated procurement officers attend or receive 10 hours of training offered by the Purchasing Division annually, as well as those agency personnel who need training in order to do their jobs more efficiently, we understand the need for more accessible and convenient training that does not require travel or time out of the office, while also taking advantage of the benefits of in-person training in small groups. The training schedule for January through June 2023 has been posted on the Purchasing Division's website and registration for these sessions is now open via CourseMill at [onlinelearning.wv.gov](https://onlinelearning.wv.gov). More information on the 2023 schedule can be found in the article on Page 3.

To make sure all individuals who perform purchasing as a primary job function are made aware of every opportunity for training and other important communication, the Division must ensure it has an accurate listing of those individuals. The Purchasing Division will once again be reaching out to agencies for a mid-year review of all individuals who per-

form purchasing as a primary job duty. Once your designated procurement officers receive that request from the Purchasing Division, please respond with your agency's purchasing personnel by the deadline provided.

Finally, last month, the Purchasing Division sent a survey to all designated procurement officers. The survey focused on customer service provided by the Purchasing Division, and the feedback received will be used for Phase 2 of our ongoing partnership with the Toyota Production System Support Center (TSSC). TSSC is a nonprofit organization that uses its years of manufacturing experience to share ideas with other manufacturers, nonprofits, and other organizations to enable them to develop better ways of doing their day-to-day work. We consistently look for ways to improve the purchasing process, and one of the ways to do that is through your feedback. Check out next month's issue for a complete look at the results. We will use the information provided to work with TSSC to analyze our current procedures and see where we can improve. As the year wraps up, I hope you're doing some of your own reflecting, analyzing, and planning. As we move into another year, let's continue to work together to maintain the integrity and efficiency of the state purchasing process. We wish you and your families the best during the holiday season, and look forward to a successful 2023!

A graphic with a teal background and a white border. At the top, there are various white icons hanging from the top edge, including Christmas trees, snowflakes, hearts, and socks. In the bottom left corner, there is a white notepad with a spiral binding and a green pencil. The notepad has the heading "NEW YEAR GOALS" in red and five numbered lines for writing. A small illustration of a mountain with a red flag on top is at the bottom of the notepad. In the center, the text "What are your professional procurement goals for the new year?" is written in a cursive font. Below this, there is a paragraph of text and a URL.

*What are your professional procurement goals for the new year?*

As we prepare for the start of the new year, it's time to make positive resolutions and set personal and professional goals. The Purchasing Division wants to know how you will make 2023 your best year yet in procurement. Are you going to focus more attention on drafting effective specifications? Improve internal procedures? Attend more trainings? To submit your answer, click here or visit <https://forms.gle/cpgQrJ-faXikDw8wF7>.

# Training Schedule Announced for First Half of 2023

The Purchasing Division is pleased to release its Training Program schedule for January to June 2023 and announce that registration is now open.

Courses for the first half of 2023 are a mix of webinars and in-person trainings and feature new topics as well as standard training offerings. The day-long training, “An Intro to WV Purchasing,” on March 8, 2023, will be held in the Capitol Room in Building 7.

“We are excited to offer some new content in the new year, along with the usual topics that are beneficial to both new and experienced procurement officers,” said Assistant Purchasing Director Samantha Knapp. “We are working on updating our powerpoint presentations with fresh content that our attendees will find more engaging.”

To register for any of these training sessions, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov) and log in with your User ID (i.e. your A, B, or E number) and password. Once logged in, click on the Course Catalog tab and search for the courses that begin with the ID “PUR” or simply type the Catalog ID for the course you’re interested in into the Catalog ID field. If you have not logged into CourseMill previously, your password should be “password.” You will be prompted to change it once logging in. If you can’t remember your password, simply click on the “Forgot your User ID or Password?” button and you will receive an email to reset your password.

All sessions are worth one credit per one hour of training for the 10-hour training requirement for designated procurement officers, per § 148 C.S.R. 1-3.2

To view a copy of the posted 2023 Training Program schedule, visit [www.state.wv.us/admin/purchase/training/2023TrainingSchedule\\_Web\\_1stHalf.pdf](http://www.state.wv.us/admin/purchase/training/2023TrainingSchedule_Web_1stHalf.pdf).

For more information on the Purchasing Division's training program, visit [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).

DATE	CLASS/EVENT TITLE	CATALOG ID	TIME
Jan. 11	Vendor Registration	PUR111W	9 am–11:30 am
Jan. 25	Contracting Basics Forms & Documents	PUR405W	9 am–11 am
Feb. 1	Alternative Procurement Methods	PUR409W	10 am–11 am
Feb. 22	Purchasing as a Privacy Powerhouse	PUR201W	10 am–11:30 am
March 8	Preparing and Evaluating RFPs	PUR303	9 am–11:30 am
March 22	Intro to Purchasing <i>In-Person: Building 7, Capitol Room</i>	PUR102	9 am–4 pm
April 5	Contract Negotiations Advanced Terms and Conditions	PUR407W	9 am–11 am
April 11	Vendor Open House* <i>In-Person: Building 7, Capitol Room</i>	N/A	TBD
April 19	Contract Administration Inspections <i>In-Person: Building 15, 1st Floor</i>	PUR408	9 am–11 am
April 26	Agency Delegated Purchasing <i>In-Person: Building 15, 1st Floor</i>	PUR218	10 am–11 am
May 2	Purchasing Division Open House*	N/A	TBD
May 10	WVOT Requirements	PUR217W	10 am–11 am
May 24	EOIs Construction <i>In-Person: Building 15, 1st Floor</i>	PUR302	9 am–11 am
June 7	wvOASIS Procurement	PUR208W	9 am–11 am
June 14	Market Research Statewide Contracts RFQs from A to Z <i>In-Person: Building 15, 1st Floor</i>	PUR406	9 am–12 pm
<p><i>Trainings will be conducted as webinars unless otherwise stated.</i></p> <p><i>*Designates non-training event</i></p>			

## Water Buffaloes Secured by WVSASP



Through the Federal Donation Program, the West Virginia State Agency for Surplus Property (WVSASP) can connect organizations in West Virginia with unique inventory. Recently, WVSASP coordinated the acquisition and donation of several water storage containers. Watch for more information regarding this property in an upcoming issue of *The Buyers Network*.

## HOLIDAY GUIDE

Continued from Page 1

Cooper. “Everyone is looking to save money this time of year. It is a perfect time to remind customers of the benefits of buying used.”

To view the WVSASP Facebook page, visit [www.facebook.com/wvsurplus](http://www.facebook.com/wvsurplus).

WVSASP is open Monday through Friday from 9 a.m. to 4 p.m., excluding state holidays. Accepted forms of payment at WVSASP include Visa, MasterCard, Discover, money orders, and bank-certified checks. Cash and personal checks are not accepted.

For more information on WVSASP, visit [WVSurplus.gov](http://WVSurplus.gov). All questions regarding WVSASP should be sent to [wvsasp@wv.gov](mailto:wvsasp@wv.gov).

## TRAINING HOURS

Continued from Page 1

report can be downloaded or printed. Certificates of completion for individual classes can also be printed.

“So often, we are asked by agency procurement officers how many hours they have for the current fiscal year as they try to gauge how many hours they still require,” said Assistant Purchasing Director Samantha Knapp. “With the exception of the annual conference workshops, which also count as train-

ing hours, we’re happy that agency procurement officers have a method to track their own training hours that is in line with how the Purchasing Division would pull the information. This cuts out the time of procurement officers having to wait on the Purchasing Division to pull their transcript and gives them some autonomy when planning or meeting the requirements of the various rules and programs.”

Those interested in obtaining basic certification are required to complete 15 hours of training, while 30 hours are required for the advanced certification. Any individual that has obtained the West Virginia Procurement: Basic or Advanced Certification must participate in 20 hours of training offered by the Purchasing Division in the three years from the date they obtain that certification to comply with recertification guidelines.

Questions on how to view your transcript or training hours within CourseMill can be directed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

A screenshot of a web application interface for generating a transcript report. At the top, there are tabs for 'Enrolled', 'Completed', and 'Transcript', with 'Transcript' selected. Below the tabs are buttons for 'Transcript', 'Expired Courses', and 'Help'. A 'Report Options' section contains two checkboxes: 'Summary Transcript' and 'Include Inactive Courses', both of which are unchecked. Below the options are four buttons: 'Run Report', 'Print Report', 'Download Generated Report', and 'Help'. At the bottom of the interface, the text 'West Virginia State Government' is displayed in a large font. To the right of this text is a blue button labeled 'Certificates'. Below the main heading, the following information is listed: 'Date Created Mon, 28 Nov 2022 18:34:03 GMT', 'Student: Johnson, Courtney S. (E015025)', 'Email: courtney.s.johnson@wv.gov', 'Branch: Executive', 'Department: Administration', and 'Agency: Purchasing Division'.

**Agency procurement officers have the ability to track their own training hours within CourseMill. The ability to check transcripts is a great tool to help agency designated procurement officers check their progress in completing the 10 hours of training required by the Code of State Rule.**

# Purchasing Recognizes Latest Certification Recipients

The Purchasing Division is pleased to announce Andrew Lore and John Estep as the latest recipients in the West Virginia Procurement Certification program.

Lore, procurement manager for the West Virginia Office of Technology (WVOT), has received the West Virginia Procurement: Advanced Certification. Lore has worked for the state for 10 years, having started in the Governor's Internship Program in 2012.

"Both personally and professionally, this certification represents hard work paying off," Lore said. "When I was answering phones as a Governor's Intern more than 10 years ago, I wouldn't have believed this was something I would accomplish. It shows that if you show up every day and try your hardest, you can achieve your goals. I'm grateful to all of the bosses, employees, co-workers, and mentors who have helped me get here."

Estep, a buyer in the Purchasing Division, obtained the West Virginia Procurement: Basic Certification. Estep has worked for the state for seven years, with the last two and half years in the Purchasing Division.

"The certification was a goal of mine," Estep said. "When I started here at Purchasing, I was given the Department of Highways file. That has kept me really busy, and I've learned so much. I appreciate all of my co-workers for helping me along the way. I believe this will give me the confidence to be a better and more helpful buyer."

State agency procurement officers interested in participating in the basic and/or advanced certification program may review the requirements at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). There are currently 53 procurement officers who have achieved the Basic Certification and 14 who have achieved Advanced Certifi-

cation.

Any questions regarding the certification program should be directed to Courtney Johnson at 304-558-4213 or [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).

The Purchasing Division would like to congratulate Lore and Estep on their noteworthy accomplishments.



## Purchasing Division Welcomes New Employee to Staff



**Chris Seckman**  
*Bid Clerk*

A new staff member has joined the Purchasing Division's Business and Technical Services section. Chris Seckman will serve as the new bid clerk for the division.

A resident of Charleston, Seckman transferred to the Purchasing Division from the Department of Health and Human Resources where he served as the switchboard operator. Seckman also worked at Edgewood Summit as a Food and Beverage supervisor.

"I'm looking forward to learning new skills related to office management and starting a new career outside of the food service industry," said Seckman.

A graduate of Sissonville High School, Seckman enjoys playing video games, skiing and fishing in his free time.

### THE BUYERS NETWORK

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Telephone: 304-558-2306  
8:15 a.m. to 4:30 p.m. (M-F)

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## True or False?

1. True 2. False

1. Agencies may not communicate with vendors regarding agency delegated solicitations for any reason from the time a solicitation is put out for bid until it is awarded.

2. The specification templates available on the Purchasing Division website can be modified.

# Mandatory High-Level Officials Recorded Training Now Online

High-level state officials participated in the Purchasing Procedures and Purchasing Card training held via webinar in November.

For anyone who missed it, the recording is now available online. The next webinar will be conducted in Spring 2023.

Co-presented biannually by the Purchasing Division and the State Auditor's Office, 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.

This training is required for the state's high-level officials and is conducted twice each year, in accordance with W. Va. Code § 5A-3-60. This law requires all high-level state officials to complete two hours of training annually on purchasing procedures and purchasing card processes. Watching the training online will suffice to meet this requirement. To view the recording, visit [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html).



Questions regarding this training may be directed to Assistant Purchasing Director Samantha Knapp at 304-558-7022.

## Expiring Statewide Contracts Tracking

The following contracts are set to expire within 90 days. This information is for planning purposes and may not reflect the current status of a contract. For more information, please contact Buyer Supervisor Mark Atkins.

### ATTEMPT TO BID

DEBT19B	SWCSBUS22A
DEBT19C	SWCSBUS22B
DEBT19D	SWCSBUS22C
DEBT19E	SWCSBUS22D
SANPAP21	IP19

### ATTEMPT TO RENEW

AEBATTERY21	FASTEN22
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### TO BE DETERMINED

LAR20	OFFICE15A
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## Current Statewide Contract Update

(As of Nov. 16, 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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact the buyer assigned to statewide contracts.

### Contracts Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
NTIRE32	Goodyear	Tires Systems	11/15/22 -06/14/23

OIL22	Pugh Lubricants	Lubricants and Oil	12/01/22 -05/31/23
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### Miscellaneous Updates

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
DIGICOP22	KOMAX	Photocopiers	To update commodity codes

## FOR MORE INFORMATION

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

<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
<u>Supervisors</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Greg Clay	Gregory.C.Clay@wv.gov	558-5780
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<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