

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.

Purchasing Division Assists Dept. of Environmental Protection with Purchase of Water Monitoring Equipment

From the mighty Ohio River to countless creeks, water flows throughout the Mountain State. For the Department of Environmental Protection (DEP), keeping these waterways healthy is a priority. Earlier this year, the Purchasing Division assisted DEP with the procurement of four multiparameter water quality sondes.

Acquired from the vendor In-Situ, DEP's new Aqua TROLL 600 sondes can provide data from a variety of aquatic locations, including lakes, streams, wetlands, stormwater, dams, groundwater, mine water, and more. Using these devices, DEP can evaluate water quality with data such as actual and specific conductivity, pH/oxidation/reduction potential, salinity, total dissolved solids, resistivity, density, turbidity, temperature and pressure, ion selective electrodes, and fluorometers.

With the portability of these testers, DEP will be able to test the water quality in remote areas. With the use of two D-cell batteries, the Aqua TROLL 600 can even monitor for nine to 12 months, which provides the opportunity for long-term and continuous monitoring. The antifouling wiper on each of these sondes can help extend the life of the instruments.



The image shows two In-Situ Aqua TROLL multiparameter sondes. One is a black cylindrical device with a small screen and several ports, and the other is a longer, grey cylindrical device with similar features. Both have "In-Situ" branding. Below the images is a blue banner with the text "Aqua TROLL® Multiparameter Sondes". To the left of the sondes is the In-Situ logo. To the right is a detailed description of the sondes and their features.

Aqua TROLL® Multiparameter Sondes

THE AQUA TROLL 500 AND 600 ARE FULLY CUSTOMIZABLE MULTIPARAMETER SONDES WITH INTERCHANGEABLE SENSORS AND A SMARTPHONE INTERFACE THAT DELIVERS ACCURATE DATA AND ENABLES SIMPLIFIED CALIBRATION, PANORAMIC DATA VIEW AND REPORT CREATION.

These flexible instruments are ideal for spot-checking and profiling applications when paired with a Wireless TROLL Com, or for long-term monitoring when used with Vulink telemetry and HydroVu data services. Rugged in groundwater and corrosion resistant in surface water, they each feature four smart-sensor ports, a convenient, onboard LCD screen that indicates sensor status, and a sub-2-inch antifouling wiper to ensure data accuracy.

Our sensor portfolio for both instruments includes RDO® dissolved oxygen, pH/ORP, turbidity, conductivity, temperature and pressure. Available in vented and non-vented options.

COLLECT DATA YOU CAN TRUST WITH EQUIPMENT DESIGNED TO BE RELIABLE.

AVAILABLE PARAMETERS (MEASURED WITH INTERCHANGEABLE SENSORS)

- RDO® Optical Dissolved Oxygen
- Actual and specific conductivity
- pH/ORP

The DEP recently acquired four In-Situ Aqua TROLL 600 sondes. These devices provide important data regarding water quality and will make monitoring aquatic locations more efficient and accessible.

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- How to Utilize Unit Measure Feature Within wvOASIS
- Following Procurement Policy Key When Using Amazon
- Purchasing Division Recognizes Three Latest Individuals to Earn Their Basic Certification

Purchasing Division FY21 Annual Report Now Available

The Purchasing Division is pleased to announce that it has published on its website its Annual Report for Fiscal Year 2021. This report provides information on the division's accomplishments and statistical data for work completed from July 1, 2020, to June 30, 2021.

"The transition into a new year is a perfect time to reflect upon past successes and challenges, while looking ahead at what's to come," said Purchasing Director Mike Sheets. "Compiling the report provides an opportunity to reflect on our major achievements and start thinking about upcoming initiatives to make our processes more efficient and strengthen our relationships with our agency partners."

Some of the accomplishments highlighted in this publication include:

- Recognized Robert Price of the Department of Health and Human Resources' Central Office as the 2020 Procurement Officer

Please see ANNUAL REPORT, page 4

Implementing Change Must be Strategic and Necessary, but Can Have Big Impact

Enacting change is one of the hardest things to do, both in our personal lives and in our professional ones, but change is essential for growth. During the last several years, the Purchasing Division has worked to better the state purchasing process by supporting changes that make the process more efficient for agencies while still protecting the state and the taxpayers' money. Though many integral pieces of the process occur outside of our authority, we continually look for areas in which we can ultimately lead change and improve the process. Some of those changes are addressed in our Fiscal Year 2021 Annual Report. These include but are not limited to making certain cooperative contracts nonmandatory for use, posting all newly encumbered contract documents on the Purchasing Division's website, and making Amazon Business Prime available to state agencies at no cost to them. To learn more about other successful changes implemented this year, see the Annual Report article on page 1.

The Purchasing Division recognizes that to enact any change, it must have adequate justification for doing so and proof that the change is needed, will make a difference, and can be successfully implemented. In the coming months, we will be working with select agencies to pilot test a new requisition submission document, which would replace the Purchasing Division's current requisition tracking form. The main purpose of the new form is to expedite the process by allowing it to serve as a job aid for agencies submitting a requisition to the Purchasing Division. The form contains a checklist of items that are required to move the requisition or change order request forward. In some instances,

the agency will need to determine whether an item is required or not, such as pre-approvals mandated by West Virginia Code, but in all cases, items identified as required must be submitted with the requisition. Failure to do so will result in an immediate rejection back to the agency.

Once a requisition is submitted and the checklist received by the Purchasing Division, the agency's assigned Purchasing Division buyer will then use the checklist to verify that the agency did in fact submit the required documentation and properly attach it to the requisition. Rather than permitting a back-and-forth to occur between the agency and the Purchasing Division, the objective is to ensure critical items can be easily identified by the agency on the front end and subsequently alleviate time spent post submission rectifying issues. Following the pilot test, we will share more information regarding this initiative and other changes being considered.

Finally, last month, we asked our procurement officers what their professional procurement goals are for the new year. What change are you hoping to enact? See the article below to see how your peers answered this question.



State Procurement Officials Share Their 2022 Goals and Ambitions

Happy New Year from the Purchasing Division! In the December issue of *The Buyers Network*, we asked readers to share their professional procurement goals for the new year. The Purchasing Division is committed to helping you reach your goals in 2022 and hopes you will take advantage of the many resources available to you. Below are some of the responses received regarding your procurement goals.

- To learn and become more familiar with construction purchases and to process all solicitations more quickly. Also, I would like to study more and know everything I can about purchasing so that I can answer all the office questions and not have to go ask someone to answer

Please see **PROCUREMENT GOALS**, page 5

How to Utilize Unit Measure Feature Within wvOASIS

by Lisa Comer, wvOASIS

The wvOASIS HelpDesk has recently experienced calls from vendors who are receiving a new error when attempting to respond to certain bid opportunities in the Vendor Self Service (VSS) portal. The error is related to an invalid Unit of Measure (UOM) code entered on the solicitation document. Currently, this error is a warning that appears on the solicitation document when validated. It is important to read the warning messages on documents in wvOASIS, ensure they do not have downstream impacts, and address them accordingly.

Unit: EA 

Choose

Browse Clear

Unit of Measure : Description :
Unit of Weight :

	Unit of Measure	Description	Unit of Weight
Select	ACRE	Acre 10 SQ Chains, 4840 SQ YD	No
Select	BAG	Bag	No
Select	BALE	Bale 5 Bundles	No
Select	BDFT	Board Foot 1' SQ x 1" Thick	No
Select	BIYR	Semiannual, twice a year	No
Select	BL	Barrel 31 1/2 Gallons	No
Select	BNDL	Bundle 2 Reams or 50 stakes	No
Select	BOX	Box	No
Select	BTL	Bottle	No
Select	BU	Bushel 32 Quarts	No

The warning message “*The Unit Measure does not exist on the Unit Measurement Table. (A761)*” should not be ignored, as again it prevents vendors from successfully responding to bid opportunities in VSS. To ensure you select a valid Unit of Measure, use the pick list located on the Unit field of the solicitation document commodity line and select a valid Unit of Measure.

Users can also access the Unit of Measure table by entering “UOM” into the Jump To field to view valid Units of Measure within wvOASIS.

Jump to: UOM 

Unit of Measure

Unit of Measure	Description	Unit of Weight
✓ ACRE	Acre 10 SQ Chains, 4840 SQ YD	No
BAG	Bag	No
BALE	Bale 5 Bundles	No
BDFT	Board Foot 1' SQ x 1" Thick	No
BIYR	Semiannual, twice a year	No

*Unit of Measure :
*Description :

Following Procurement Policy Key When Using Amazon

The Purchasing Division reminds agency procurement officers that the use of Amazon Business Prime (ABP) requires following bidding policies and procedures that are in place for all purchases, especially for aggregate spend exceeding \$2,500.

In 2019, the state entered into a terms agreement with ABP on behalf of all state agencies. The agreement allows agencies to make purchases more quickly because the terms and conditions have already been negotiated. In most cases, the state's account is strictly used for small dollar purchases that never exceed \$2,500.00 in a 12-month period. However, agencies are reminded that they should track their spend to ensure they are following the correct bidding requirements for the spending threshold and seeking verbal or Buyers Network

written bids when required.

The designated administrator for each group within the state of West Virginia's account has access to pull spend reports for his or her specific agency. To do this, the administrator should hover over his or her name in the upper right-hand corner of the screen once logged in and then select Business Analytics. From there, the administrator can scroll to the Reports section. Report types include reconciliation, orders, refunds, and more.

Purchases under the \$2,500 threshold may be procured through the state's ABP account, while a screenshot of the Amazon item and its price may serve as one of the verbal bids for purchases between \$2,500 and \$10,000 in aggregate.

By purchasing through the state's Amazon Business Prime account, state agen-

cies will receive automatic tax-exempt purchasing, free two-day shipping on eligible items, business-specific pricing, access to a specialized Amazon Business Customer Service team, and more.

During the implementation phase of ABP, the Purchasing Division hosted two webinars for administrators and requisitioners. Both trainings are available on the Purchasing Division's webpage at www.state.wv.us/admin/purchase/SWC/AMAZON.htm.

Questions regarding your agency's ability to utilize ABP should be directed to your agency's designated procurement officer. An FAQ for ABP, as well as the terms and conditions negotiated by the Purchasing Division, can also be found at the link above.

Procurement Office Profile: Vickers Demonstrates Procurement Journey in Career and in Solicitations

Kelly Vickers, procurement officer for the West Virginia State Auditor's Office (WVSAO), began working for the state in 2014 as an Office Assistant III for the Division of Corrections' Central Office. Today, Vickers is the Director of Purchasing and Asset Management with the WVSAO and oversees all aspects of the purchasing process, contracts, and assets within the agency.

"I have been very fortunate to have wonderfully knowledgeable and encouraging mentors in my career while working in several different agencies and gaining a wealth of knowledge and experience along the way," said Vickers. "My duties have evolved a great deal from starting as a general office assistant, moving to an executive secretary, on to a procurement administrator, and now a director."

One of the things Vickers enjoys most

about public procurement is that no day is ever the same and each procurement is unique in its requirements. From research and writing specifications to payment and reconciliation, Vickers enjoys the purchasing process.

"In my current position, I get to touch every part of the process in one way or another. It is always rewarding when I know we've successfully obtained the item through the proper process and in the most efficient and cost-effective manner," said Vickers. "The most rewarding part of my position, however, is the continual learning and sharing my knowledge with others to help them grow and excel."

Vickers has a Regents Bachelor of Arts in Business and Finance and has earned the Purchasing Division's Basic Certification. In her free time, Vickers enjoys watching football, reading, and baking.



**Kelly Vickers
State Auditor's Office**

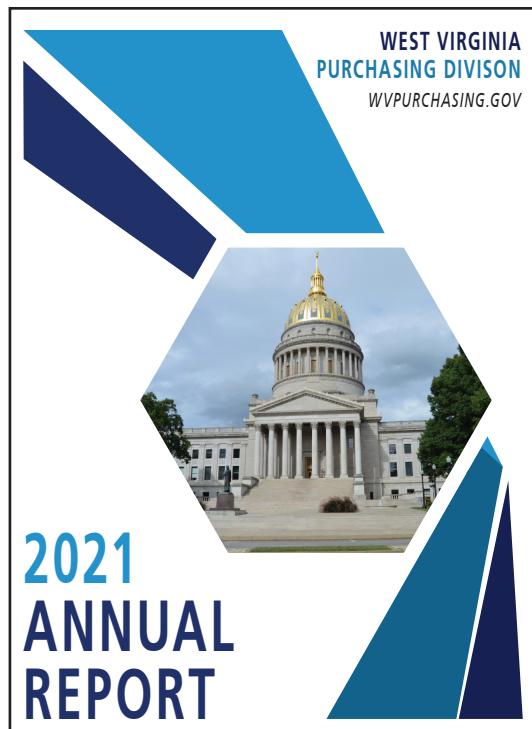
Originally from St. Albans, Vickers has four sons (two in college and two in high school), along with two dogs and two cats to keep her busy.

ANNUAL REPORT

Continued from Page 1

of the Year;

- Entered into a terms' agreement with Amazon Business Prime on behalf of



West Virginia;

- Began posting contract awards on its website as part of its efforts to maintain transparency;
- Redesigned and simplified the statewide contracts webpage;
- With procurement assistance from the Purchasing Division, the General Services Division completed the Capitol Dome renovation and celebrated it as part of West Virginia Day after the multi-year project ended;
- Underwent an internal reorganization to better address the needs of the division and establish more clearly the distinct roles and responsibilities among them;
- Received NPI's Achievement of Excellence in Procurement award as part of the program's 25th anniversary celebration.

Additional successes included the following:

- With assistance from the Purchasing Division, the Office of

Technology launched a state-wide initiative to move state employees to Google Workspace from its former Microsoft Office.

- The division created and/or approved a total of 181 Vendor/Customer Creation documents and 4,761 Vendor/Customer Maintenance documents in wvOASIS for a total of 4,942 new or modified vendor registration documents processed.
- The division, in conjunction with the State Auditor's Office, trained more than 150 high-level state officials on the state's purchasing procedures and P-Card rules.
- The West Virginia State Agency for Surplus Property earned a total revenue of \$738,079.31 through its public daily sales program.

To view this or past annual reports, please visit www.state.wv.us/admin/purchase/Annualreport.

Purchasing Division Recognizes Three Latest Individuals to Earn Their Basic Certification

The Purchasing Division is pleased to recognize Sherri Rowan, Josh Hager, and David Pauline as the latest recipients in its West Virginia Procurement: Basic Certification program.

Rowan is the Contracts Coordinator for the Operations Section of the Division of Highways (DOH).

"Getting my certification has been on my radar since I was hired at DOH Operations in 2018, so this really means a lot to me," Rowan said. "I have been working hard and eagerly learning as much as I can every day to best help Operations and all of our hard-working District folks statewide. I am happy to be part of the procurement team and have much respect for all the hard-working individuals who are part of the process at so many levels."

Hager is a Senior Buyer in the Purchasing Division.

"To prepare for the test, I spent a lot of time going over the *Purchasing Division Procedures Handbook*. I went back over it all initially for a refresher, and then tried to focus on the areas that I wasn't as famil-

iar with," Hager said. "I think most of us want to come in and do our job to the best of our ability, so being able to successfully complete the basic certification reinforces that you have the ability to be an asset not only to yourself, but your division and those that you serve."

Pauline is also a Senior Buyer in the Purchasing Division. He has been with the Division for 15 months.

"When I came to the Purchasing Division I made some personal goals, one of those being to learn as much as I could as quickly as possible and to take the Basic Certification once I was eligible. Thankfully this goal has been achieved and now I can work toward my other goals," Pauline said. "I am blessed to have an extremely supportive wife who believes more in me than I believe myself. I also have a great supervisor who has a lot of patience and knowledge and a willingness to share, that I have greatly benefited from. This has been a wonderful Christmas blessing that I thank God for. I can do all things through Christ who strengthens me."

State agency procurement officers interested in participating in the basic and/or advanced certification programs may review the requirements at www.state.wv.us/admin/purchase/training/certification. Any questions regarding the certification program may be directed to Courtney Johnson at Courtney.S.Johnson@wv.gov or 304.558.4213.



PROCUREMENT GOALS

Continued from Page 2

them for me.

- Continue to seek out training classes/opportunities to help understand how current procurement methods can be improved; update/write procedures; conduct internal training; seek advanced procurement-related certifications
- Attend more training to be able to understand the procurement process better
- Receive more training for myself and my team and hire a grants management specialist for our agency
- Recently, I was awarded Employee of the Year for my section within my agency. My goal is to continue learning and becoming stronger in public procurement every day. Not only for myself and for my team, but also for the citizens of our great state.
- We don't have specific procurement goals in our office because we don't make extraordinary purchases, although we do secure the services of expert witnesses as needed. I would like to look into ways to expand our cache of available experts on various issues.
- Continue expanding my education, work on streamlining processes for my agency, and train others in my agency on proper purchasing procedures
- To take as many classes and learn as much as I can about the whole procurement process
- I'd like to attend more training, whether in-person or webinars. My goal is to be more efficient and faster when helping my co-workers with purchasing questions.

If you have a goal you would like to achieve in 2022 and aren't sure how to begin, contact Purchasing.Division@wv.gov or your agency's designated buyer to see how we can help.

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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Current Statewide Contract Update

(As of Dec. 16, 2021)

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
EQRENT22A	United Rentals North America Inc	Equipment Rental Service	11/15/21 -2/21/23
NTIRE21	Goodyear	Tires and Tire Services	11/15/21 -11/14/22
PKGSVS21	FEDEX	Delivery Services	11/28/21 -11/27/26
SIPEE	Verizon Business	Telecomm Services	01/01/22 -12/31/21
SBUS22A	Blue Bird Bus Sales of Pitt.	Busses	01/01/22 -12/31/22
SBUS22B	Matheny Motor Truck Co	Busses	01/01/22 -12/31/22
SBUS22C	Worldwide Equipment of WV Inc	Busses	01/01/22 -12/31/22

Training Dates to Remember

For more information, visit WVPurchasing.gov or contact Purchasing.Training@wv.gov.

To register, visit onlinelearning.wv.gov.

Public Procurement Basics/
Tools and Resources (*PUR112W*)
Jan. 5, 2022 | 9 a.m. - 11 a.m.

Electronic Business with West Virginia/
Corporate Naming Issues (*PUR401W*)
Jan. 19, 2022 | 9 a.m. - 11:30 a.m.

Developing Specs/Statewide Contracts (*PUR402W*)
Feb. 2, 2022 | 10 a.m. - 11:30 a.m.

Special Purchases and Processes (*PUR213W*)
Feb. 9, 2022 | 10 a.m. - 11:30 a.m.

SBUS22D	Rohrer Enterprises	Busses	01/01/22 -12/31/22
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Contract Renewals

Contract	Vendor	Commodity	Effective Date
SANPAP21	Liberty Distributors	Paper Products	12/01/21 -06/30/22

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
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<u>Senior Buyers</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
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
<u>Buyers</u>		
John Estep	John.W.Estep@wv.gov	558-2566
Toby Welch	Toby.L.Welch@wv.gov	558-8802