

Recovered Bricks Preserve History of Destroyed Building



In February 2022, a fire occurred at the administrative building of the West Virginia Schools for the Deaf and Blind in Romney. Tragically, the historic building that dated back to 1850 was not able to be saved. However, a special project from the Department of Education (DOE) has ensured bricks from the building were recovered for future use.

“The idea to save bricks was born from alumni and community requests,” said DOE Finance Manager Tabitha Crist. “As we were meeting to write specifications for the demolition of the administrative building, we started discussing the requests that were received for the bricks and future plans for the site.”

As part of the contract awarded for the demolition of the building, the vendor was to salvage at least 500 bricks. Michelle Childers, who is a procurement officer for the DOE, and Josh Hager, who is a senior buyer at the Purchasing Division, worked to refine the specifications for this part of the contract.

Approximately 600 bricks were in a condition to be salvaged and cleaned by the vendor. Currently, a plan is in place to use part of the bricks at a memorial site on the School for the Deaf and Blind campus.

The Purchasing Division is pleased to assist procurement officers with all unique purchases such as this and other procurements handled in West Virginia.

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Phase One of Toyota Partnership with Purchasing a Success

The Purchasing Division's partnership with the Toyota Production System Support Center (TSSC) is moving into Phase Two after a successful implementation of Phase One.

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. During the fall of 2021, the Division met with the TSSC to begin closely analyzing the state purchasing process to identify areas for improvement.

As part of the initial meetings, the staff defined factors that require immediate rejection of requisitions back to the agency, such as vendor issues, needed information from agencies, missing documentation or information, and changes to *wvOASIS* documents once submitted. In December 2021, it was determined that the requisitions were

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Purchasing Division Kicks Off Phase Two of Toyota Project, Launches New Surplus Website, and Begins Planning for 2023 Training Year

I'm always amazed at the pace at which time seems to travel. Just yesterday, it seemed like we were setting our goals for 2022, and now we're making plans for 2023 and asking ourselves how we can continue to meet the needs of our agency partners, vendors, and staff.

I've talked extensively about our work with the Toyota Production System Support Center (TSSC) and all the changes we have implemented for the better part of the last year as a result, from legislative changes to more routine items, such as forms and standard processes (see article on Page 1 to learn more about Phase 1 with Toyota). I am excited to say that last month, we kicked off a second phase of the project. This one will focus on customer service in state government. As we figure out what that means for our particular agency, we will be sharing more about the project and some of the efforts that come out of it.

Speaking of efforts, I am pleased to share that the West Virginia State Agency for Surplus Property (WVSASP) has launched a new website. During the last few months, our staff has worked to organize, draft, and format content on the site to best meet the needs of our various audiences, including state agencies, eligible organizations, and the public. The revamped site, which can still be accessed by going to WVSurplus.gov, is much easier to navigate, and most information can be found in two clicks or less. To learn more about the revamped WVSASP website, see the article on Page 4.

Last month, we also offered our final seminar of 2022

geared to local government entities and vendors. The seminar, held in Morgantown, allowed us to present to local government representatives the programs and services available to them. Furthermore, in a time when markets are unpredictable and supply chain issues persist, we were able to educate vendors on the bidding process and what some agencies are doing to respond to the current times. The hope is that vendors will continue to participate in and seek to do business with the state.

These are just a few of the initiatives that have come to fruition in the last month. As we look ahead, we'll be working on some new things we believe will greatly benefit our agencies. As always, if you have suggestions for changes, ideas for new opportunities, or just have comments or feedback about our existing resources, please let us know. Additionally, if you have questions about procurement processes or procedures, don't forget to email us at Purchasing.Help@wv.gov.



Purchasing Vendor Webinar Reaches Record Audience

The Purchasing Division presented its vendor webinar, titled "Doing Business with West Virginia," on Sept. 29, 2022. To date, this vendor webinar had its highest attendance ever recorded. More than 80 vendors participated.



This webinar provides information and training to current and potential vendors wishing to conduct business with the state of West Virginia. The Purchasing Division implemented these webinars several years ago as part of an initiative to reach out to the vendor community to educate them on how to participate in the competitive bidding process. During the webinar, vendors receive guidance on how to capitalize on their opportunities to bid and perform work for state government, how to register their company with the Purchasing Division, and how to submit bids/proposals for solicitations.

The webinar was recorded and posted online at www.state.wv.us/admin/purchase/vrc/default.html#VendorResourceModules.

Information regarding other vendor training opportunities can be found on the Vendor Resource Center of the Purchasing Division's website, located at www.state.wv.us/admin/purchase/vrc. Questions regarding this training may be sent to Purchasing.Training@wv.gov.

Purchasing Division Hosts Event in Morgantown for Vendors and Local Government Officials

Local government officials and vendors were invited to the Purchasing Division's final 2022 seminar in Morgantown. More than 10 local government officials and nine vendor representatives joined Purchasing Division staff members on Oct. 25, 2022, to learn about the Division's programs and services.

The morning session for local government entities provided information on the Purchasing Division's statewide contracts that are available to them while the manager of the West Virginia State Agency for Surplus Property (WVSASP) presented on the eligible organization and federal surplus property programs. Attending entities included the Monongalia County Commission, Mineral County Parks and Recreation, and Berkeley County Schools.

That afternoon, vendors were educated on how to expand their customer base, view state solicitations in the Vendor Self Service portal, and register as a vendor with the Purchasing Division. The vendor portion also included information on statewide contracts, requirements for successful vendors, and programs offered by the WVSASP.

Planning is underway for more educational events in 2023.



While the crowds were smaller, the Morgantown seminars for local governments and vendors were well received. Purchasing Division Assistant Director Frank Whittaker (shown above) spoke to individuals interested in learning more about opportunities available through the Purchasing Division.

TOYOTA

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being returned to all agencies at a rate of 36%. Two agencies were chosen as model agencies with a goal of reducing that rate: the Veterans Nursing Facility (VNF) and the General Services Division (GSD). In 2021, the requisition Return to Agency (RTA) rate was 72% for the VNF and 42% for the GSD. After identifying ways to help, the Requisition Submission Checklist was created, as well as a Specification Drafting Tips list to serve as a job aid for procurement officers when preparing specifications. The list contains items that, if observed and put into use, strengthen

the specification document's cohesiveness. Due to these and other process improvements, the RTA rates had been cut to 33% for the VNF and 25% for the GSD by the fourth quarter of FY22. The rate for all agencies was cut to 28% by July 2022.

Another success is a new record procurement: 11 days for the purchase of stone and aggregate, beating the previous record of 14 days. This was possible due to no pre-bid conference, reducing the number of days the solicitation was published from 10 to five, and strong communication with vendors who were experienced in bidding on this

commodity (leading to fewer questions).

"We continue to work together with the agencies to find areas where expediency is possible," said Purchasing Director Mike Sheets. "We cannot do it without agency buy-in, and that support is crucial to the success of a fast-tracked procurement."

The TSSC team also helped the Division establish regular weekly meetings for procurement staff and an "Idea Board," which encouraged engagement.

"This created opportunities for focused conversation and improved communication among our buyers, and we all had the same goals in mind," Sheets said. "It established consistency and helped us more clearly understand our struggles and specific ways to make our jobs easier and those of the agency procurement officers."

Phase Two of the TSSC project, which will focus on customer service, got underway in October 2022.



The West Virginia Purchasing Division kicked off Phase Two of its project with the Toyota Production System Support Center (TSSC) last month. Staff met with Hitomi Scott, TSSC representative, to discuss the objectives for this new phase, which will focus primarily on customer service.

WVSASP Showcases New Website Redesign

Visitors to *WVSurplus.gov* will now be greeted with a newly designed website. In mid-October, the West Virginia State Agency for Surplus Property (WVSASP) launched its revamped website featuring new webpages on its various programs and inventory highlights.

“I am very excited for everyone from state agencies to members of the public to utilize our new website,” said WVSASP Manager Elizabeth Cooper. “We considered feedback from our users when developing this new site.”

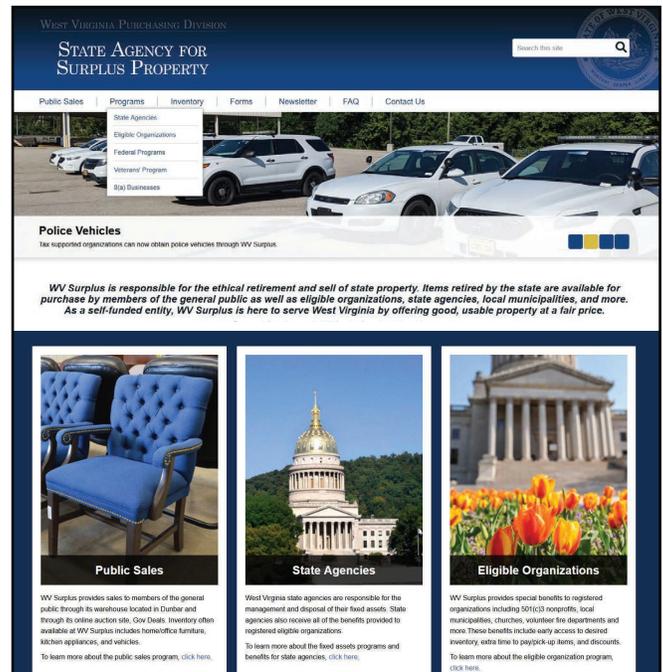
The new website, which can be seen on the right, will contain quick access points on its homepage for three of its most common audiences: members of the public, state agencies, and eligible organizations. Each section is designed to ensure visitors to the WVSASP website see content that is relevant to them. For state agencies, this includes information on obtaining property from WVSASP and managing their inventory.

“We have many different customers who utilize the WVSASP,” said Cooper. “A member of the public might be looking for a new vehicle while someone else may be logging on to find out about the veteran-owned small business program. Each of these individuals should have access to a website that is easy to navigate for their needs.”

One of the most important aspects of this project was ensuring the revamped *WVSurplus.gov* website would be mobile responsive, which ensures that anyone using a smartphone or tablet can easily view all the website content. This includes the WVSASP vehicle lists.

Information added to the website includes an overview on the 8(a), Federal Fixed Price, and eligible organization programs; a contact form; and a comprehensive guide for state agencies.

To view the new WVSASP website, visit *WVSurplus.gov* or <https://administration.wv.gov/surplus>.



The West Virginia State Agency for Surplus Property (WVSASP) recently redesigned its website. New features includes a dedicated page for state agencies, a contact form for WVSASP, and a fully mobile responsive layout.



Purchasing Recognizes Latest Certification Recipient

The Purchasing Division is pleased to announce Jessica Hovanec is the latest recipient in its West Virginia Procurement: Basic Certification program.

Hovanec, a senior buyer in the Purchasing Division, has worked for the state for one and a half years.

“Taking the Basic Certification exam is a goal that I started working toward on my first day here,” Hovanec said. “Having very knowledgeable and experienced people around you makes it easy to listen and learn,

and they help give you the confidence needed to succeed. It's a great feeling to know that you are doing the best you can to not only enrich your life, but the lives of those you serve as well.”

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.

The Purchasing Division would like to congratulate Hovanec on this noteworthy accomplishment.



Recommendation for Award Templates Help Streamline Process

In an effort to streamline the procurement process for agencies, the Purchasing Division has created template documents for RFQ and RFP recommendations for award.

As part of these forms, agency procurement officers can now certify that they have completed the required manual vendor checks, cutting down on the paper that they were formerly required to print and keep on file. While the RFP template existed previously, the language regarding manual checks has been added, also reducing the need for printed verification of the checks. Both templates, which streamline the recommendation for award process, became effective Oct. 1, 2022.

The new RFQ Recommendation for Award template and the language regarding certification of the manual vendor checks were the result of attendee suggestions made during the 2022 Agency Purchasing Conference. Any questions regarding the forms should be directed to your assigned Purchasing Division buyer.

Templates and other helpful forms can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.

AWARD RECOMMENDATION

DATE: [insert date]

TO: [insert designated buyer], [insert buyer's title]
West Virginia Purchasing Division

FROM: [must be from Procurement Officer]
[insert State Agency name]

SUBJECT: Recommendation for Award

Solicitation Number: _____ Procurement Folder Number: _____

Solicitation Description: _____

Bid Information:

[List Vendor # 1 Name - TOTAL BID AMOUNT]
[List Vendor # 2 Name - TOTAL BID AMOUNT]
[List Vendor # 3 Name - TOTAL BID AMOUNT]
[List Vendor # 4 Name - TOTAL BID AMOUNT]

Award Recommendation: Check the appropriate box below.

Lowest Bid: By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications.

Multiple Award: By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to multiple bidders meeting the required specifications. Those bidders receiving an award are identified as follows: _____

Other Than Lowest Bid: By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:

List Vendor # Name – _____
Reason for Disqualification/Missed specification: _____

Training Dates to Remember

To register for these and other Purchasing Division training sessions, visit www.onlinelearning.wv.gov. For more information, please visit WVPurchasing.gov.

wvOASIS Procurement*
(PUR208W)
Nov. 9, 2022
9 a.m. - 11 a.m.

Developing Specifications and Contracting (PUR113)
Nov. 30, 2022
9 a.m. - 11 a.m.

Fixed Assets and Surplus Property*
(PUR110W)
Dec. 14, 2022
10 a.m. - 11:30 a.m.

*Webinar

Purchasing Division, WVSASP Bid Farewell to Fewell

The West Virginia State Agency for Surplus Property (WVSASP), which is overseen by the Purchasing Division, bid farewell to Sherry Fewell who recently retired. A longtime state employee, Fewell originally joined WVSASP in 2009 as an office assistant before transitioning into several different positions. Eventually, Fewell became in charge of online auctions and inventory management where she worked with many state asset managers over the years.

"In my role at WVSASP, I have had the opportunity to work closely with state agencies and members of the public," said Fewell. "I will retire with almost 25 years of public service to the state of West Virginia, and I am grateful for all of the experiences I have had along the way."



With her new free time, Fewell is looking forward to working on projects at home and completing personal improvement goals.

The Purchasing Division and WVSASP would like to thank Fewell for her years of service and wishes her the best in her retirement.

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)

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Current Statewide Contract Update

(As of Oct. 21, 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

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
WVRFJAN23	WV Assoc. of Rehab Facilities	Janitorial Services	10/01/22 -09/30/23

Contracts Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
AED22C	Stryker Sales Systems	AED Systems	10/04/22 -04/04/23
AIRFARE21	Delta	Chartered Air Travel	10/01/22 -09/30/23

BODYARM-OR22A	GH Armor Systems	Personal safety	11/10/22 -11/10/23
BODYARM-OR22B	Survival Armor	Personal safety	11/10/22 -11/10/23
CRENTAL20A	Enterprise	Vehicle Leasing	09/15/22 -09/15/25
LAR20	SHI International	Software	09/30/22 -12/31/22

Miscellaneous Updates

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
WVRFJAN23	WV Assoc. of Rehab Facilities	Janitorial Services	To include additional Commodities/Services with updated pricing

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	DEBT19E	SWCSBUS22C
DEBT19C	SWCSBUS22A	SWCSBUS22D
DEBT19D	SWCSBUS22B	

ATTEMPT TO RENEW

NTIRE21	OIL22	SANPAP21
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FAILED BID, NO CONTRACT

MV22A	MV22D	MVTRUCK22A
MV22B	MV22E	MVTRUCK22B
MV22C	MV22F	MVTRUCK22C

TO BE DETERMINED

LAR20	OFFICE15A
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WILL NOT BE RENEWED, NO CONTRACT
SIPEE

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