

THE BUYERS NETWORK

FEBRUARY 2023

VOL. 33, ISSUE 2

THE BUYERS NETWORK
is published monthly by the
Purchasing Division of the
West Virginia Department of
Administration to promote better
value in public purchasing.

Redesigned Forms Page Now Online at WVPurchasing.gov

As part of its ongoing efforts to improve its services, the Purchasing Division is pleased to announce an update to its Forms webpage on WVPurchasing.gov. While the content listed on the Forms page has not changed, the formatting and display of the information has been reorganized to be more user friendly and efficient.

“We are always looking for ways to improve the user experience on our website,” said Purchasing Director Mike Sheets. “While a redesign of our Forms page might seem small, we recognize that small changes can have big impacts. This is a frequently used part of our website and we want procurement officers to be able to access the information as easily as possible.”

As part of the new design, the Forms page has been split into several different sections, including agency forms, alternative purchasing methods, construction, contract management, the RFP packet, travel management, terms and conditions, and vendor forms. The new Forms page also gathers together all published templates into one section.

This is one of many ongoing improvement projects underway for the Purchasing Division website. Suggestions for future improvements and projects can be sent to Purchasing.Division@wv.gov.

WEST VIRGINIA PURCHASING DIVISION

FORMS

WV.gov | [Administration](#) | [Purchasing](#) | [Forms](#) Translate (This will open in Chrome or Firefox)
Select Language

The following forms are in PDF format. Use your [Adobe Reader \(TM\)](#) to view and print them:

[Agency](#) | [Alternative Purchasing Methods](#) | [Construction](#) | [Contract Management](#)
[Miscellaneous](#) | [RFP Packet](#) | [Surplus/Inventory Management](#) | [Templates](#)
[Terms and Conditions](#) | [Travel Management](#) | [Vendor](#) | [Resources](#)

Agency

1. [Agreement \(WV-48\)](#)
2. [Agreement \(WV-48A\)](#)
3. [Compliance Checklist \(for RFQs and change orders\) \(WV-36\)](#)
4. [Non-Conflict of Interest Certification](#)
5. [Pre-Bid Conference Sign In Sheet](#)
6. [RFQ Recommendation for Award and Manual Vendor Compliance Search Verification Form \(Agency Delegated Purchases\)](#)
7. [RFQ Recommendation for Award and Manual Vendor Compliance Search Verification Form \(Central Purchases\)](#)
8. [Risk Assessment Template \(WV-114\)](#)
9. [Verbal Bid Quotation Summary \(WV-49\)](#)

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WVSASP Helps Randolph County Obtain Water Buffalo Tanks

As the largest county by area in the state, Randolph County serves a population of more than 29,400. Having such a large physical area to service can create some unique challenges; however, thanks to three water tanks acquired with assistance from the West Virginia State Agency for Surplus Property (WVSASP), preparations for disaster response in that area have gotten much easier.

“Over the last few years, Randolph County has experienced water supply problems due to spring flooding and water line breaks,” explained Randolph County Commissioner Cris Siler. “We were lucky to be able to borrow a water buffalo tank from neighboring counties during these incidents but knew it was important to have our own source of providing water to our communities during times of need.”

When Siler set out to obtain a water buffalo tank for his county, he was encouraged to contact WVSASP, which had recently obtained one

Please see **WATER BUFFALO**, page 4

Purchasing Starts the New Year at Full Steam Ahead

2023 has already been a year of successes and kaizen (continuous improvement) for the Purchasing Division. To kick off the new year, we completed several projects that we believe will bring efficiency to the process and make it easier for procurement officers to do their jobs. In January, we introduced a new *Recommendation for Award* template which incorporated the *Vendor Compliance Search Verification* form for agency-level purchases, created condensed terms and conditions for use in rare circumstances for agency-level purchases (see page 5), and revamped the Forms webpage to make it easier to locate and access forms (see page 1). Many of these projects stemmed from the Idea Board at our annual conference and from discussions with agency procurement officers since then.

Last month, we also offered our first quarterly conference call. We were blown away by the positive feedback we received. On a scale of 10, respondents of the survey rated their overall opinion of the call an 8.8. Ninety-five percent of the respondents said they were satisfied with the helpfulness of the call, and 100% said they were satisfied with the variety of information that was presented.

While a full recap of the first quarterly conference call can be seen on page 3, below are some of the comments we received:

- “One of the many things that I like about the Purchasing Division is that they consider and talk about other people’s ideas. They are genuinely open to suggestions and changes.”
- “I appreciated the information regarding the legislative changes likely to come and anticipated revisions”
- “I liked the information provided and knowing each quarter we will get updated on existing or new processes and procedures or any changes that would benefit our daily tasks.”
- “It was great to have the ability to ask questions and have them answered during the call. This was a nice platform to exchange information.”
- “My favorite thing was the opportunity for communication and learning about some of the tools I didn’t know were available. This format was fast paced and informative, which

I appreciated.”

The Division is also celebrating its latest “fast-track” procurement. The Division of Highways was able to procure culvert pipes in 15 days. While this was not our fastest “fast-track” procurement, it’s another example that shows the process can be completed quickly when all parties are on board. The “fast-track” procurement process works best for goods that are frequently purchased and whose vendor pool remains fairly constant in the industry. Those vendors are also familiar with state purchasing procedures. The simplified process eliminates pre-bid meetings and reduces solicitation time from 10 days to five. Any agency procurement officer who has an idea for a commodity or service that could be successfully fast-tracked should send the suggestion to their assigned Purchasing Division buyer.



Internally, the Purchasing Division Director’s Office said “goodbye” to our administrative secretary Jennifer Fields, who recently resigned. I would like to thank her for service to the Purchasing Division over the years and wish her the best of luck in her future pursuits. Additionally, Samantha Knapp was designated as Deputy Director. Please congratulate her as she gets acclimated to this new role.

Looking ahead, we are in the middle of the Legislative Session and await any changes in the law that might affect the procurement process. We will also soon begin the early planning stage of the Agency Purchasing Conference, which will be at Oglebay Resort in Wheeling Oct. 17-20, 2023. As always, email Purchasing.Help@wv.gov if there is anything we can do to help.

Guidance for Expiring Contracts Issued Under Governor's COVID Emergency Rule

On Jan. 1, 2023, the pandemic-related emergency declaration issued by Gov. Justice came to an end, and with it, many questions arose related to contracts. Under this declaration, agencies were permitted to make purchases exempt from the rules when those purchases fell under certain COVID guidelines. The Purchasing Division would like to provide guidance on any contracts issued under those guidelines that are still in place.

If a contract was issued under the COVID rules (both exceeding the agency’s delegated threshold and those processed at the delegated level) and it has renewals left, it will not be required to come through the Purchasing Division for any renewals that exist. The agency should work directly with the vendor to renew

those contracts, pending agreement of both parties.

All contracts issued by the agency under the COVID rules (both exceeding the agency’s delegated threshold and those processed at the delegated level) that are set to expire with no renewals left should be treated like any other new purchase. If the purchase will exceed the delegated threshold and will be competitively bid, it must come through the Purchasing Division. If the agency feels the competitive bid process is not the correct course of action, the agency’s primary designated procurement officer should work with his or her assigned Purchasing Division buyer to determine the next steps.

Purchasing Holds First Quarterly Call to Update Procurement Officers

The Purchasing Division held its first quarterly call on Jan. 5, 2023, to update agency procurement officers on processes, procedures, and other current news and events.

This first call was a successful one that included 164 agency participants. In a post-call survey, participants expressed their appreciation for the information.

One participant in the survey commented, "There was great information and the presenters really kept me engaged." Another participant commented, "I liked the format and the information that was presented." Additional comments in the survey included appreciation for having questions answered throughout the presentations and knowing there will be future calls.

The call was held via Google Meet and featured slideshow presentations and speakers from the Purchasing Division who provided an overview and updates on the Division's work, including discussions on legal issues, contracts and acquisitions, communication and training, business and technical services, and program services.

The remaining scheduled calls this year will be held:

- April 18 (9:30 a.m. to 11 a.m.)
- Aug. 1 (9:30 a.m. to 11 a.m.)
- Nov. 14 (9:30 a.m. to 11 a.m.)

The calls are optional, but all procurement officers are encouraged to participate.

Purchasing Conducts Mid-Year Review of Training Hours

We are more than halfway through Fiscal Year 2023, and the Purchasing Division has completed its mid-year review of required training hours for agency designated procurement officers.

The Code of State Rules requires all designees to participate in 10 hours of training offered by the Purchasing Division each fiscal year. Training eligible toward this requirement includes webinars, online modules, conference sessions, and in-person training.

Procurement officers can also track their own training participation for the year. To view their transcript of completed training sessions, individuals should log in to CourseMill at www.onlinelearning.wv.gov and click on the "Transcript" tab near the top of the page. All completed courses will be listed. This report can be downloaded or printed. Certificates of completion for individual classes can also be printed. Any discrepancy in the hours reported and those sessions that the designee believes he or she attended should be brought to the Purchasing Division's attention.

Please note that training hours from the 2022 Agency Purchasing Conference are not included within CourseMill. Each attendee was emailed a certificate of attendance at the end of the conference which included the training hours earned. To request a copy of this certificate, email Purchasing.Training@wv.gov.

In addition to fulfilling the training hour requirement mandated by code, classes offered by the Purchasing Division will also count toward the WV Procurement: Basic or Advanced Certification program.

If you are a designated procurement officer and did not receive an email with your total completed hours for Fiscal Year 2023, email Purchasing.Training@wv.gov.

Purchasing Develops Instructions for Required Procurement Forms

The Purchasing Division is developing instructions to assist agency procurement officers in filling out various forms needed in the purchasing process.

Providing the form instructions was identified as kaizen (continuous improvement) by the Problem Solving Group for the Toyota Phase 2 project. It is another tool in the toolbox for agency procurement officers who don't work with terms and conditions often and is a job aid that can be used for onboarding or for other training purposes.

Terms and Conditions forms for central and delegated purchases were the first instructional guides developed. The guides are marked with various annotations

to educate users throughout the form. The annotations highlight areas of importance and provide explanations on what needs to be checked or filled out, what can be left blank, when to fill out various parts of the form, and more.

The Purchasing Division also plans to provide instruction guides for bonds, direct award requests, and multiple award requests.

Purchasing Division forms can be found at www.state.wv.us/admin/purchase/forms.html.

Instructional guides were recently developed and posted on the Purchasing Division website. Any instructional guides that are available are listed next to the corresponding form on the Forms webpage.

INSTRUCTIONAL GUIDE FOR COMPLETING CENTRAL TERMS AND CONDITIONS

the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline:

Submit Questions to:
2019 Washington Street, East
Charleston, WV 25305
Fax: (804) 558-3970
Email:

The agency should leave this section blank.
The Purchasing Division buyer will determine the question submission deadline.

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through wvOASIS, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system results. **This field is for RFPs only. While requiring convenience copies is discouraged, an agency may require them at their discretion and indicate that number here.**

Any bid received by the Purchasing Division for Request for Proposal (RFP) Responses ONLY: Submission of a response for Proposal is not permitted in wvOASIS. In the event that Vendor is responding to a Request for Proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in

At a minimum, this number may reflect the number of RFP evaluation committee members. In some instances, the agency may wish to print their own copies, omitting the need for convenience copies.

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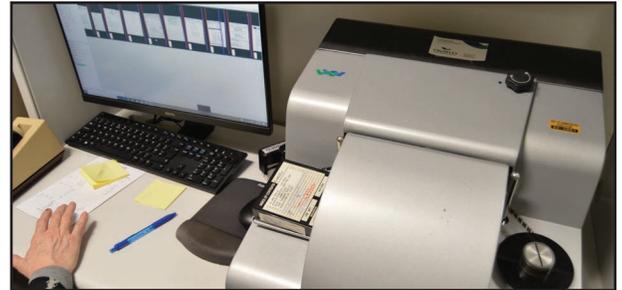
Purchasing Division Saves Historic Files and Money with New Scanning Machine

The Purchasing Division has a new machine to aid in the preservation of archived purchasing contracts contained on 1,300 nearly-obsolete microfilm cassettes.

The information on the microfilm cassettes, dating back to 1990, is being scanned with the Wicks & Wilson Crowley Microfilm Scanning and Conversion System, making the information digitally accessible now and in the future. The cassettes contain contracts and documentation done before the current scanning system was implemented.

“We had a microfilm reader. It’s pretty much an obsolete thing no one uses anymore. It’s not made anymore and we wouldn’t be able to get it serviced when it stops working,” said Assistant Purchasing Director Guy Nisbet. “We need to scan the information before it becomes inaccessible.”

The Purchasing Division considered outsourcing the work, which would have cost \$150,000. Instead, buying a machine for \$26,000 and doing the work in-house provided a significant savings to the Division and the state.



Documents dating back to 1990s can be found at the Purchasing Division. To help preserve access to these files, the Purchasing Division recently obtained a machine to digitize microfilm cassettes.

WATER BUFFALO

Continued from Page 1

for its federal warehouse. WVSASP was able to help secure two additional water buffalo tanks. Due to the geographical size of the county, the additional tanks ensure that they can be placed around the county for faster delivery.

All three water buffalo tanks were obtained through the Federal Surplus Property Program, which is available to state agencies, local municipalities, nonprofits, and more. Assets listed online through this program are often available for purchase at a cost significantly lower than the item would be if bought new. Siler estimates that Randolph County was able to obtain three used water buffalo tanks for the price of a single new item.

“Acquiring these items through WVSASP is just good



money sense,” said Siler.

While Randolph County is not seeking any immediate property, the commissioner plans to continue monitoring the federal property that is available online and will be contacting WVSASP when trying to fulfill future needs.

WVSASP has the authority to administer the transfer of donated federal surplus property through the U.S. General Services Administration. While this service is available to all eligible organizations, a current *Application for Eligibility* must be on file with WVSASP. The application can be found online at www.state.wv.us/admin/purchase/surplus/forms/SurplusApp107A.pdf. Registered organizations may obtain a unique user ID and password from WVSASP to screen property at GSAXcess.gov.

Federal property available for donation includes construction equipment, fire trucks, industrial machinery, medical equipment, trailers, tools, and more. Please note that the entity that receives property will be required to follow service use requirements.

To learn more about the Federal Surplus Property Program, visit WVSurplus.gov or call 304-766-2626.

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 for Randolph County.

Biannual Stringing Report Submitted to Legislature

Twice a year, the Purchasing Division submits a Stringing Report to the State Legislature in accordance with W. Va. Code § 5A-3-10(b).

For the period of July 1, 2022, through Dec. 31, 2022, (the Purchasing Division inspectors report on contracts one year in arrears) there were no spending units that reported to the Division 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, the Purchasing Division inspectors discovered five cases of stringing related to three spending units as part of their inspections during this period.

Stringing is defined within the *Purchasing Division Procedures Handbook* as “issuing a series of requisitions or dividing or planning procurements to circumvent the \$25,000 threshold or otherwise avoid the use of sealed bids.” It is important that agencies be aware that stringing is viewed on a 12-month rolling period, beginning with the date a new order is placed.

In many cases, stringing may be avoided by properly and continuously monitoring expenditures with vendors to ensure that the total amount spent with a given vendor, in any 12-month period, of same or similar commodity or service, does not exceed a bid threshold without the proper

level of documentation and bidding. For those commodities and services procured frequently, agencies are encouraged to process open-ended contracts to eliminate the potential for stringing.

Questions relating to stringing concerns and purchasing issues should first be directed to the agency’s designated procurement officer. If the agency procurement officer needs additional assistance, they are then encouraged to contact their assigned Purchasing Division buyer.

A copy of this and past stringing reports are available on the Transparency section of the Purchasing Division’s website at www.state.wv.us/admin/purchase/LegisReports.html.

Agency personnel interested in learning more about stringing and bidding thresholds are encouraged to complete the Stringing online training module available on CourseMill at www.onlinelearning.wv.gov.



New Order of Precedent and Additional Terms Agreement

In response to submitted feedback, the Purchasing Division has created a new set of terms and conditions to help procurement officers in special circumstances when dealing with small dollar purchases at the agency level. While using the standard terms and conditions continues to be the preferred course of action, in some instances, a vendor may submit its own terms and decline to sign those offered by the State.

For use in these limited circumstances, the Purchasing Division has developed a condensed version of *Agency Delegated Terms and Conditions* (i.e. *Order of Precedent and Additional Terms Agreement*) that can be used as a last resort for verbal and no bid procurements when a vendor will not sign the standard terms and conditions offered.

Please note this *Order of Precedent* document provides the State with less protection and should be used with strict care. Additionally, it should not be used for delegated procurements requiring written bids (>\$20,000), for construction contracts, or for Expressions of Interest contracts.

A copy of this form is available on the Purchasing Division's Forms webpage at www.state.wv.us/admin/purchase/Documents/OrderofPrecedentandAdditionalTermsAgreement.pdf.

THE BUYERS NETWORK

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**Training
Dates to
Remember**

Alternative Procurement Methods (PUR409W)
Feb. 1, 2023 | 10 a.m. - 11 a.m.

Purchasing as a Privacy Powerhouse (PUR201W)
Feb. 22, 2023 | 10 a.m. - 11:30 a.m.

Statewide Contract Updates (As of Jan. 17, 2023)

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
DEBT23A	DTG Holdings	Debt Collection	01/01/23 -12/31/23
DEBT23B	I C System Inc	Debt Collection	01/01/23 -12/31/23
DEBT23C	Penn Credit Corporation	Debt Collection	01/01/23 -12/31/23
DEBT23D	AllianceOne Receivables	Debt Collection	01/01/23 -12/31/23
DEBT23E	The CBE Group	Debt Collection	01/01/23 -12/31/23
SANPAP23	Liberty Distributors Inc	Paper Products	01/01/23 -12/31/23
SBUS23A	Worldwide Equipment	Busses	01/01/23 -12/31/23

SBUS23B	Matheny Motor Truck Co	Busses	01/01/23 -12/31/23
SBUS23C	GreenPower of WV, LLC	Busses	01/01/23 -12/31/23
SBUS23D	Blue Bird Bus Sales Of Pitt.	Busses	01/01/23 -12/31/23
SBUS23D	Byd Coach & Bus LLC	Busses	01/01/23 -12/31/23

Contracts Renewals

Contract	Vendor	Commodity	Effective Date
AEBATT-ERY21	Taylor & Blackburn	Batteries	01/15/23 01/14/24
COMTRK-RN22	Ean Holdings	Vehicle Rental	02/01/23 -01/31/24
FASTEN22	Grayson	Fasteners	01/15/23 01/14/24
LAR20	Shi International	Software	12/31/22 -03/31/23

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 RENEW

DIGCOP22	FUELTW21A	FUELTW21D
FINANCE21	FUELTW21B	PAINT21
FUELTT21	FUELTW21C	

NEW CONTRACT

IP19

OUT FOR BID

SYSFURN19

RENEWAL IN PROCESS

VOIP19

TO BE DETERMINED

AED22C	EQRENT22A	RECMGT22
CENTREX19	EQRENT22B	

FOR MORE INFORMATION

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

BUYER	EMAIL	PHONE
<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 Husted	Crystal.G.Husted@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