

# THE BUYERS NETWORK

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**THE BUYERS NETWORK**  
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## Pipestem State Park Sees Tram Project Flying High

The installation of a new aerial tram is underway in West Virginia, thanks in part to the efforts of the Purchasing Division. The historic tram at Pipestem State Park is currently being replaced and is expected to open this fall.

Originally opening in April 1971, the tram had ferried many people into the Bluestone River Gorge, descending 3,410 feet at an elevation difference of 1,200 feet. The new pulse gondola system will follow the same path but with more efficiency and greater capacity. The new tram will also feature a freight car that can transport bicycles, kayaks, and other sporting equipment down to the Bluestone River and Mountain Creek Lodge.

“When I heard the old tram was in disrepair, I didn’t think twice about replacing it,” said Gov. Jim Justice during a recent press conference at Pipestem Resort State Park.



During a recent press event, Gov. Jim Justice discussed the new tram coming to Pipestem State Park. The tram will feature more capacity to transport guests and a freight car for bicycles and kayaks.

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## Agencies Reminded to Update Document Description on Change Orders Still Containing Roll Document Language

The Purchasing Division would like to remind agency procurement officers of language that may still exist in the Document Description field on change order documents. This language, which indicated the change order was a roll document and contains the change to the new fiscal year, can cause confusion in the official contract file and should be updated prior to submitting the document into workflow.

The wvOASIS Finance Team made the necessary changes prior to the FY2023/FY2024 year-end roll activities to update only the Reason for Modification field on the Modification tab of the award modification versions, and not overwrite information previously entered by agencies

Please see **ROLL DOCUMENTS**, page 5

## New Resources Available as Preparations for New Fiscal Year are Underway

Last month, we celebrated Public Service Recognition Week. I wanted to take this opportunity to extend my heartfelt gratitude for your unwavering dedication to the purchasing process. It takes all of us working together to uphold the integrity of the process, and your hard work, attention to detail, and commitment to excellence are truly commendable and do not go unnoticed.

I was pleased to meet many of you at our open house in late April, and for those of you who may not have had the opportunity to attend, I hope you will consider participating in one of our many training opportunities, including our annual conference later this year. We will be hosting the conference once again at Oglebay Resort and Conference Center. Registration is set to open on Aug. 7, 2024.

Our staff has also been working hard to identify and prepare additional training resources. Our latest is a mini online training module on market research, which outlines the various research methods available to procurement officers prior to them preparing a solicitation. This module is available on demand and can be accessed through the state's learning management system, CourseMill. For more on this module and others, see the article on page 3.

We recently offered webinars to our vendors on how to do business with the state of West Virginia and to the state's high-level officials on purchasing procedures and P-Card rules. Both webinars were recorded and are posted on our website for viewing. Should you have questions about either, don't hesitate to reach out to us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

Finally, as we prepare for the new fiscal year, I want to remind each of you about the requirement to complete a new *Agency Procurement Officer Designation Form* for Fiscal Year

2025. The form was emailed to our listing of current primary and backup procurement officers and should be completed by your agency head and submitted to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov) no later than June 14, 2024. Your assistance in making sure this form gets into the right hands is greatly appreciated! If you didn't receive the form, please reach out to us to let us know so we can get you a copy. Having this form updated annually (and as changes occur throughout the year) ensures that agencies continue to receive important purchasing updates.



I am continually impressed by the professionalism, resourcefulness, and passion for purchasing demonstrated by our state agency partners. It is evident that you all approach each task with a sense of purpose and a drive to achieve the best possible outcomes for our state and its citizens.

As we navigate the challenges and opportunities that lie ahead, I have every confidence in your abilities to rise to the occasion and deliver results with integrity and excellence. Your contributions are invaluable, and I am grateful to have such dedicated professionals in our network.

Thank you once again for your hard work and dedication to the purchasing process. Your efforts are deeply appreciated and make a significant difference every day.

## Mandatory Training for High-Level Officials Now Online



An updated recording of the State Officials' Purchasing Procedures and Purchasing Card Training is now available via CourseMill.

Presented by the Purchasing Division and the State Auditor's Office, this biannual webinar provides information on purchasing procedures and purchasing card processes. This training is mandatory for high-level officials and must be completed each fiscal year as indicated in W. Va. Code § 5A-3-60. Watching the training online will suffice to meet this requirement.

To view the recording of this webinar, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov) and search for "PUR400EFY24" in the Course ID field. For questions related to this training, please email [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov) or contact Courtney Johnson at 304-558-4213.

# Purchasing Division Creates Market Research Mini Module

Proper market research can help agency procurement officers gain a better understanding of the commodity or service needed before any steps are taken to prepare a solicitation. The Purchasing Division recently published a mini online training module to assist state agency procurement officers in understanding the role market research plays in any successful procurement.

Market research is the process of gathering and assessing information on available products and vendors. The online training module outlines various methods for conducting market research, including speaking to agency experts, engaging consultants, and using the Vendors by Commodity report in Business Intelligence within *wvOASIS*.

The Market Research mini module is

available in CourseMill and is worth .25 hours of training toward certification, as well as the 10-hour yearly requirement for designated procurement officers.

This and all other Purchasing Division training modules can be found online at [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html).



## Section 9 Considerations Made on an As-Needed Basis

While every effort should be made to obtain commodities and services through competitive procurement, the Purchasing Division recognizes there are rare instances when this is not possible. In accordance with W. Va. Code § 5A-3-10 and the Code of State Rules § 148-1-4.1, the Purchasing Division director can establish a list of commodities and services that are considered impossible to procure through competitive bidding. This list can be found in Section 9 of the *Purchasing Division Procedures Handbook*. Spending units may purchase the commodities and services on the list directly from the vendor and are not required to have contracts for the purchase of those items approved by the Purchasing Division.

While the decision to add a commodity or service to the Section 9: Impossible to Bid list used to be made on a yearly basis, agency procurement officers are reminded that the process is now considered on an as-needed basis. A spending unit's request to add commodities or services to this list must be accompanied by written justification and an explanation of why competitive bids are not possible. The request can be made by using the *Section 9: Impossible to Bid List Addition Request (WV-67)* form.

Currently there are 32 commodities and services categorized as "impossible to bid" within Section 9, including advertising, aviation fuel, postage, professional association dues, vehicles, commodities obtained through the Federal Surplus Property Program, and copies of government documents/records obtained from the government. Procurement officers are reminded that while Section 9 commodities and services may be purchased without advertisement or bid, some items still require additional permissions, such as third-party approvals from the Fleet Management Division, the West Virginia Office of Technology, and more.

*Section 9 Impossible to Bid Addition Request* forms are available at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html). Once completed, the forms should be submitted to Deputy Purchasing Director Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov). Questions regarding commodities or services already included in Section 9 should be sent to the agency's designated procurement officer via the *Section 9 Applicability Opinion Request (WV-68)* form.

## Agencies Reminded of SWAM Reporting Requirement

The deadline is quickly approaching for agency reports on small, women-, and minority-owned (SWAM) business procurements. State agencies must submit this report at the end of each fiscal year to the Purchasing Division in accordance with W. Va. Code § 5A-3-59(b).

To create the SWAM report for your agency, visit the Business Intelligence (BI) component of *wvOASIS* and use the report ID WV-FIN-PROC-039. Additionally, procurement officers may use the BI report, WV-FIN-AP-061, to capture all P-Card and GAX document payments. These reports will fulfill the requirements mandated by Code for all purchase orders and contracts with SWAM vendors.

If you do not have access to Business Intelligence and should, your supervisor should inform your agency's *wvOASIS* security contact, who will make the request for BI access to the *wvOASIS* Security Team. Before submitting to the Purchasing Division, the cover page of the report must be signed and dated by the agency procurement officer to certify that the report is complete and accurate. If no SWAM vendors have been used by the agency during the fiscal year, the agency is still required to submit a signed and dated report noting that no purchases were made with SWAM vendors for that fiscal year. The SWAM report must be submitted to the Purchasing Division by July 31, 2024.

For a list of current SWAM vendors, go to [www.state.wv.us/admin/purchase/WVSWAM.pdf](http://www.state.wv.us/admin/purchase/WVSWAM.pdf). Agencies may submit the SWAM report to Deputy Purchasing Director Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov). Questions may also be directed to Knapp at 304-558-7022.

## Staff Change Announced by Purchasing Division

The Purchasing Division is pleased to announce Franklin “Frankie” Sisson as the new vehicle coordinator for the West Virginia State Agency for Surplus Property (WVSASP).

Sisson began working at WVSASP in 2019 as a warehouse laborer before transitioning to the vehicle sales section.

“I am excited to keep growing my career at WVSASP with this newest position,” said Sisson.

A resident of Alum Creek, Sisson enjoys spending free time with friends and family.

Congratulations Frankie on this new position!



**Frankie Sisson**  
**Vehicle Coordinator**

## Upcoming Dates to Remember

To register for these and other Purchasing Division training sessions, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov) and enter the course code listed below. For more information, contact [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

**Solicitation Process: From Planning to Post Award**  
June 5, 2024 | 9 a.m. - 12 p.m.  
*PUR202 (In-Person)*  
*PUR202W (Webinar)*

**WVOT Requirements**  
June 26, 2024 | 10 a.m. - 11 a.m.  
*PUR217W (Webinar)*

## TRAM

Continued from Page 1

“This tramway has been an iconic spot in West Virginia for many, many years. It’s a place where hundreds of thousands of folks have created memories over the last 50 years, and I’m just thrilled that we’ve found a way to bring it back better than ever before. I’ve ridden it down into the gorge to fish more times than I can remember, and I plan to be among the first to ride it down again this fall.”

In addition to the Pipestem tram, a second tram will be replaced at Hawks Nest State Park. Work on that project is expected to begin in October with the tram being completed in summer of 2025.

The Purchasing Division is pleased to have helped facilitate the procurement of these projects for the state of West Virginia.



Originally built in the 1970s (left), the new tram design (above) will bring additional accessibility to Pipestem. *Photos courtesy of WV Tourism.*

# Purchasing Division Hosts Second Quarterly Call of 2024

Approximately 100 agency representatives participated in the Purchasing Division's second quarterly call of 2024 on May 21. The calls were established in 2023 to provide procurement officers the opportunity to stay current with laws, rules, procedures, and other events in the Purchasing Division.

The call was held via Google Meet and featured speakers from the Purchasing Division. Deputy Purchasing Director Samantha Knapp provided an overview of bills in the Legislature that could affect the purchasing process, and also informed participants that the Purchasing Division will be conducting a review of the *Purchasing Division Procedures Handbook* and Terms and Conditions. Procurement officers were invited to offer suggestions for changes. Assistant Director Frank Whitaker and Buyer Supervisor Mark Atkins provided an update on Section 9: Impossible to Bid items, including vehicles, as well as information on construction procurements. Technical Services Manager Mark Totten showed the effectiveness of the Vendor by Commodity report in Busi-

ness Intelligence within *wvOASIS*. Wendy Pettry of the West Virginia State Agency for Surplus Property highlighted the forms that are required to complete an agency's Fixed Asset Inventory Certification.

When asked in a post-call survey to rate their overall opinion of the quarterly conference call, 67% of the respondents rated it a 9 or a 10 on a scale of 1 to 10, with the call's overall score averaging 8.7.

"I like that we can ask questions and that Purchasing is helpful and understanding in answering them," said one respondent to the survey.

"It is very convenient to participate and gain information in a remote setting," said another respondent.

Additional comments included: "I appreciate the range of topics and increased communication from the Purchasing Division," and "Everyone jumped in if someone left something out and it was complete teamwork."

One hundred percent of the respondents said they plan to participate in future quarterly conference calls.

## ROLL DOCUMENTS

Continued from Page 1

in the Document Description field. However, as the state enters into the current fiscal year-end, agencies are encouraged to keep an eye out for remnants of this default language from prior years in the Document Description field. Although the changes were made by the *wvOASIS* Finance Team before the year-end activities last year, there remains a significant number of subsequent change orders that contain the "roll" language. If you notice a change order that still includes the "roll" language in the Document Description field, edit the language in that field back to the language from the original contract.

Should you have any questions about change orders, please contact your assigned Purchasing Division buyer. A *Change Orders Instructional Guide* is also available on the Purchasing Division's website at [www.state.wv.us/admin/purchase/Documents/ChangeOrderInstructionalGuide.pdf](http://www.state.wv.us/admin/purchase/Documents/ChangeOrderInstructionalGuide.pdf).

## Purchasing Recognizes its Latest Certification Recipient

The Purchasing Division is pleased to announce Roger Green as the latest recipient of the West Virginia Procurement: Basic Certification. A senior procurement specialist for the West Virginia Division of Rehabilitation Services (DRS), Green has worked for the state for 24 years.

"When I started pursuing the basic certification, I was transitioning from being P-Card coordinator/internal auditor to DRS procurement after being asked by management to do so. The procurement staff at that time mentioned that preparing for the Basic Certification test would help me gain more knowledge and understanding of how procurement works. So I started from there, and the journey has been an educational one," Green said. "From my time learning the different tasks and diligently studying the Purchasing Handbook, I was able to gain the knowledge I needed to pass this challenging test. Passing it has given me more confidence in my job and a feeling of accomplishment. I view passing this test as a stepping stone to being more proficient in the procurement field, and it helps me feel more confident that I can face the challenges that may come."

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](http://www.state.wv.us/admin/purchase/training/Certification). Questions regarding the programs may be directed to Courtney Johnson at [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov) or 304-558-4213.

Buyers Network

## THE BUYERS NETWORK

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## Reminder: FY25 Agency Procurement Designation Forms Due June 14, 2024

The Agency Procurement Designation Form must be completed for each designee, indicating whether the individual will serve as the primary or backup contact for the agency, and must be submitted for all state agencies under the Purchasing Division's authority regardless of whether the designee is expected to change or remain the same from the previous fiscal year.

All forms should be emailed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

[www.state.wv.us/admin/purchase/vrc/  
FY25\\_DesignationForm&Memo.pdf](http://www.state.wv.us/admin/purchase/vrc/FY25_DesignationForm&Memo.pdf)

## Expiring Statewide Contracts Tracking

(As of May 17, 2024)

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 on these or other statewide contracts, please contact Buyer Supervisor Mark Atkins.

### RENEWAL REQUESTED

PESTCTR22

### ATTEMPT TO BID

TEMP21B	TEMP21F
TEMP21C	TEMP21G
TEMP21D	TEMP21H
TEMP21E	TEMP21I

### TO BE DETERMINED

EPORTAL16	OFFICE23
TIMECLOCK22	

A copy of this report can also be seen by visiting the Statewide Contracts webpage or by clicking [here](#).

## Current Statewide Contract Update

(As of May 17, 2024)

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).

### New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
LAR24	Crayon Software	Software	04/01/24 -03/31/27

### Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
ABATMN-T21	Custom Services	Asbestos removal	07/01/24 -06/30/25
TRAVEL21	National Travel	Travel Agency	07/01/24 -06/30/25

## 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
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