

# 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.*

## Outreach Ensures Vendor Accounts Remain Active

The Vendor Resource Center (VRC), offered on the Purchasing Division's website at [WV-Purchasing.gov](http://WV-Purchasing.gov), provides a wealth of information for vendors and agency procurement officers.

Among the information contained within the VRC is the Vendor Registration site. For a vendor to complete their eligibility to receive purchase orders exceeding an aggregate amount of \$5,000, they must submit payment of a \$125 annual fee.

Letters are sent via U.S. mail to vendors after they register, informing them of their completed registration and future expiration date. When a vendor's one-year registration period ends, their record is automatically put on "hold" by the *wvOASIS* system that prevents the award of new contracts or orders from state



Please see **VENDORS**, page 4

## INSIDE...

- Director's Comments: Legislative Session in Final Days, Bills Could Affect Procurement Process
- Gov. Justice Proclaims March as Purchasing Month
- Code Encourages Buyers to Procure Recycled Products
- Instructional Guides for Direct Award Forms Now Online

## Statewide Contract for Security Guard Services Scheduled for Cancellation

The Purchasing Division would like to make procurement officers aware that the statewide contract for security guard services (SECSVS) will be canceled, effective March 12, 2024. At this time, the Purchasing Division does not have plans to rebid this contract. Please note that the vendor, B3, is contractually obligated to fulfill all delivery orders issued through March 12. If your agency's current need is not being met, please let your assigned Purchasing Division buyer know. Emergencies will be considered on a case-by-case basis.

Furthermore, if your agency has a long-term need for security guards, we encourage you to prepare specifications now so that you can solicit those services as soon as possible. While each agency's need may

Please see **SECURITY GUARDS**, page 5

## Legislative Session in Final Days, Bills Could Affect Procurement Process

We're seeing the first hints of spring and the days are getting longer. Here at the Purchasing Division, we are anticipating change along with the changing seasons, while also conducting business as usual.

The 2024 Legislative Session is wrapping up this month, and there are several bills that could affect the procurement process. We are still in "wait and see" mode, as anything the Legislature passes in the final days must still be signed by the governor. During the session, the governor has five days to veto legislation. After the Legislature adjourns, he has 15 days.

For the 14<sup>th</sup> year, the governor has proclaimed March as Purchasing Month in West Virginia. We're grateful for the opportunity to recognize our agency procurement officers for the great job they do in making sure our tax dollars are spent efficiently and ethically. For more on this proclamation, see the article on Page 3.

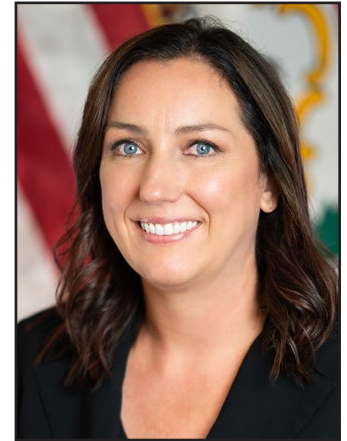
As the trees around us sprout new life this time of year, procurement officers are reminded to "go green" and purchase recycled products when possible. That initiative is established in West Virginia Code, and the Department of Administration, in conjunction with the Department of Environmental Protection, is required to report on the results of their efforts each year. More details on what is required by this initiative can be found on Page 3.

The statewide contract for security guard services (SEC-SVS) will be canceled, effective March 12, 2024. At this time, the Purchasing Division does not have plans to rebid this contract. Please note that the vendor is contractually obligated to fulfill all delivery orders issued through March 12.

If your agency's current need is not being met, please let your assigned Purchasing Division buyer know. For more information, see the article on Page 1.

The security guard contract was just one of the topics mentioned during our latest quarterly call, during which approximately 130 agency procurement officers participated. We surveyed the attendees, and the recurring theme among the comments was appreciation for the chance to ask questions and stay apprised of Purchasing Division procedures. As we plan the agenda for the next call on May 21, 2024, we will take your feedback into consideration and address the topics you have suggested.

Besides the quarterly call, we are always looking for ways to help make your jobs easier. For example, we were recently asked how vendors are notified that their registration is about to expire so the procurement officer would know how to address that question with vendors. Usually when one person has a question, many others want to know too - they just haven't asked yet! The article on Page 1 addresses this question and the vendor registration process. If you have a question that we can answer in a future *The Buyers Network* article, please send it to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).



## Purchasing Division Hosts First 2024 Quarterly Call

Approximately 130 agency representatives participated in the Purchasing Division's first quarterly call of 2024 on Feb. 6, 2024. The calls were established in 2023 to provide procurement officers the opportunity to stay current with laws, rules, procedures, and other current events in the Purchasing Division.

The call was held via Google Meet and featured speakers from the Purchasing Division. Acting Purchasing Director Samantha Knapp provided an overview of bills in the Legislature that could affect the purchasing process, and also introduced new Surplus Manager Tina Desmond. Assistant Director Frank Whittaker reviewed options for

procuring and financing vehicles, and Buyer Supervisor Mark Atkins provided an update on the statewide contract for security guard services. Buyer Supervisor Tara Lyle discussed responses to technical questions and issuing resulting addenda for RFPs and RFQs, and Senior Buyer Melissa Pettrey offered an overview of bonds.

When asked in a post-call survey to rate their overall opinion of the quarterly conference call, 76% of the respondents rated it a 9 or a 10 on a scale of 1 to 10, with the call's overall score averaging 9.0.

"I appreciated the open conversation between Purchasing Division staff re-

garding their experiences with the topic being discussed. Providing examples of purchasing concepts is always helpful," said one respondent to the survey.

"I love being able to participate remotely and hearing questions from other agencies," said another respondent.

Additional comments included: "It's a great opportunity to ask questions and have them acknowledged and answered by the Purchasing Division staff" and "Please continue these calls as they are very helpful."

Ninety-seven percent of the respondents said they plan to participate in future quarterly conference calls organized by the Purchasing Division.



# Gov. Jim Justice Proclaims March as Purchasing Month

Gov. Jim Justice has proclaimed March 2024 as Purchasing Month in the state of West Virginia.

The Purchasing Month proclamation allows the state to participate in the annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The proclamation highlights the initiatives that develop, support, and promote public procurement practitioners through educational and research programs.

"We are pleased the governor continues to recognize the state purchasing process as a vital function in the operation of state government," said Acting Purchasing Director Samantha Knapp. "This serves as a great honor for our state's agency procure-

ment officers and the work they do every day as responsible stewards of state spending."

Purchasing Month has been recognized in West Virginia since 2011 and honors the integrity and professionalism of all state purchasers who are entrusted with the spending of tax dollars. It aligns with the Purchasing Division's mission statement, "To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers."

The official proclamation is on display at the Purchasing Division offices in Building 15.



## Code Encourages Buyers to Procure Recycled Products

The Purchasing Division would like to remind agencies of the state's initiative to purchase recycled products whenever possible.

In accordance with W. Va. Code § 22-15A-21 and the *Purchasing Division Procedures Handbook*, agencies should remove any language in the specifications that discriminates against recycled products, as well as eliminate the use of disposable and single-use products, where possible. According to Code, "It is the policy of the state of West Virginia that, to the maximum extent possible, all agencies and instrumentalities of the state purchase recycled products. The goal of the state is to achieve a recycled product mix on future purchases."

In addition to West Virginia Code, the *Purchasing Division Procedures Handbook* also reiterates the following guidelines:

- Agencies should remove any language in the specifications that discriminates against recycled products.
- Recycled paper products are given a price preference of 10%, with priority given to paper products with the highest post-consumer content.
- The use of disposable and single-use products should be

eliminated, where possible.

- Compost is to be used by state agencies in all land maintenance and landscaping activities. The use of composted or deep stacked poultry litter products, certified by the Commissioner of Agriculture as being free from organisms that are not found in poultry litter produced in this state, should be given priority unless determined to be economically unfeasible.

Each year, a report is submitted to the Governor, Speaker of the House of Delegates, and President of the Senate that includes the accomplishments of the Environmental Action Plan outlined in code.

The most recent report can be found online at [www.state.wv.us/admin/purchase/LegisReports.html](http://www.state.wv.us/admin/purchase/LegisReports.html). Information on recycled products can be accessed at any time by reviewing Section 3.9.4.1: Recycled Products of the *Purchasing Division Procedures Handbook*.

If you are concerned about your procurements following the rules outlined in this section, please contact your agency's assigned Purchasing Division buyer.



# Instructional Guides for Direct Award Forms Now Online

The Purchasing Division is pleased to announce its newest instructional guides are now online. The instructional guide for *Direct Award Request for Consideration* (WV-65/65A) were published at the end of February and is the latest in a series of digital tools offered by the Purchasing Division.

“When completing the form for a direct award, it is important that an agency provides ample documentation and

explanation,” said Acting Purchasing Director Samantha Knapp. “We hope that the new instructional guides will assist procurement officers in providing all the necessary justifications so that the document can be approved without needing additional time for revisions.”

Published instructional 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 plans to publish more instructional guides for various online forms. If you want to suggest a form that would benefit from an instructional guide, please email [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

All Purchasing Division forms and instructional guides can be found at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).

**New instructional guides for the *Direct Award Request for Consideration* forms are now available online.**

The screenshot shows the 'DIRECT AWARD POSTING: Agency Request and Public Notice Form'. It includes sections for 'Public Notice Instructions', 'Statutory Authority', 'Agency Request', 'Vendor Interest', and 'Direct Award Information'. The form contains various fields for agency details, a description of the commodity or service, and justification for the award. There are checkboxes for software as a sole source or service, and a section for justification showing the award is in the best interest of the state.

## VENDORS

Continued from Page 1

agencies. Vendors are, however, sent a letter via U.S. mail approximately 30 days before their registration period ends.

Vendor correspondence from the Purchasing Division is sent to the default ordering address on file from the vendor's initial registration. As a result, it is important for vendors to not only keep their "order from" address current, but also ensure their preferred ordering address for contract-related correspondence is set to "default" in the Vendor Self-Service portal.

Vendors are encouraged to routinely check their spam or junk folder in their email, as electronic communication from *wvOASIS* could go there.

The Vendor Registration website also has a "Frequently Asked Questions" section that vendors are encouraged to read.

Furthermore, the Vendor Resource Center (VRC) contains information on vendor registration, publications and documents, and links to additional resources. For more information, visit the VRC at [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc).

Buyers Network

## 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).

### Vendor Webinar

March 14, 2024  
10 a.m. - 11:30 a.m.

Register: <https://forms.gle/snHVEiXppB5GFbGh8>

### Alternative Procurement Methods

March 20, 2024  
10 a.m. - 11 a.m.

PUR409 (In-Person)  
PUR409W (Webinar)

### Intro to Purchasing

March 27, 2024  
9 a.m. - 4 p.m.

PUR102 (In-Person)

### Purchasing as a Privacy Powerhouse

April 24, 2024  
10 a.m. - 11:30 a.m.

PUR201W (Webinar)

### WVSASP 2024 Open House for Eligible Organizations

May 8, 2024

10 a.m. - 2 p.m.

Register: <https://forms.gle/vRrN4uAjULZt3Xwb9>

### Vendor Registration

May 8, 2024

9 a.m. - 11:30 a.m.

PUR111 (In-Person)  
PUR111W (Webinar)

### EOIs and Construction

May 20, 2024

9 a.m. - 11 a.m.

PUR302 (In-Person)  
PUR302W (Webinar)



# State Employees Achieve Guinness World Record

Larry McDonnell, a senior buyer in the Purchasing Division, can boast an unusual accolade. He and his wife are now in the Guinness Book of World Records and will be recognized on the Italian television show *Lo Show dei Records* in Milan, Italy.

McDonnell and his wife Jessica, a procurement manager in the Division of Administrative Services, now hold the world record for greatest height differential of a married couple, with the wife being taller. At 5'10", Jessica is 2.85 feet taller than Larry, who is three feet tall due to diastrophic dwarfism.

"I came across an article a couple of years ago in a dwarfism group I interact with on occasion. It was about a couple who had a Guinness record for greatest height difference," Larry said. "I knew Jessica and I had that beat."

Shortly after the McDonnells put in an application with Guinness, they received guidelines and options for getting certified. Larry said the available options were not possible at the time because of several factors, including the COVID-19 pandemic. Jessica also became pregnant with their fourth child around the same time.

Late last year, the couple decided to give the Guinness application another try. They went through a thorough certification process that included height measurements at different times in a 12-hour period, performed by a medical practitioner

with a witness, as well as photo and video proof of the measurements. Also, paperwork including the McDonnells' marriage license and the measuring physician's credentials had to be submitted to Guinness.

The couple and their four children will appear on *Lo Show dei Records* this spring.



**In addition to their procurement skills, Purchasing Division Senior Buyer Larry McDonnell and wife Jessica McDonnell now hold acclaim in the Guinness Book of World Records. The couple have the greatest height differential in a married couple, with the wife being taller, with a difference of 2.85 feet.**

## SECURITY GUARDS

Continued from Page 1

be slightly different, the specifications used in the solicitation for the current statewide contract may be a good starting point for specifications. Those specifications can be found at [www.state.wv.us/admin/purchase/swc/SECSVS.htm](http://www.state.wv.us/admin/purchase/swc/SECSVS.htm).

The Purchasing Division will monitor market conditions and will revisit the opportunity to solicit bids for a new statewide contract when they improve.

If you have questions regarding this or other statewide contracts, please contact Buyer Supervisor Mark Atkins. A list of all current statewide contracts is available online at [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

## THE BUYERS NETWORK

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**Jessica Chambers**  
**Teresa Cutlip**

**Save the Date**  
**WVSASP Open House for**  
**Eligible Organizations**  
May 8, 2024 • 10 a.m. - 2 p.m. • Dunbar, WV

# Current Statewide Contract Update

(As of Feb. 14, 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). For more information, please contact the buyer assigned to statewide contracts.

## Contract Renewals

Contract	Vendor	Commodity	Effective Date
COMTR-KRN22	EAN Holdings	Vehicle Rental	2/1/24 -1/31/25
FASTEN22	Grayson Industries Inc	Fasteners	01/15/24 -01/14/25
FUELTW21A	Harris Oil Co	Fuels	04/01/24 -03/31/25
FUELTW21B	R T Rogers Oil	Fuels	04/01/24 -03/31/25
FUELTW21C	Bruceton Petroleum Co	Fuels	04/01/24 -03/31/25

RECMGT22	Iron Mountain	Document Storage	2/15/24 -2/14/25
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## Miscellaneous Updates

Contract	Vendor	Commodity	Description of Change
LAR20	Shi International	Software	To match contract end date with NASPO
WVARF23	WV Assoc. of Rehab Facilities	Janitorial Services	To provide updated FMP sheets to the contract and publish revised pricing pages

## Expiring Statewide Contracts Tracking

(As of Feb. 14, 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 IN PROCESS

DIGCOP22                      SYSFURN23  
EQRENT22A

### BIDDING NEW CONTRACT

FINANCE21

### RENEWAL REQUESTED

EQRENT22B

### TO BE DETERMINED

CENTREX23                      LIGHT23  
HOUSE22                        PAINT23  
LAR20

## 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
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
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David Pauline	David.H.Pauline@wv.gov	558-0067
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<u>Buyer</u>		
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