

# 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.*

## Plans Launching for New Boat Ramp in South Charleston

The Purchasing Division is assisting the city of South Charleston in the development of a new boat ramp.

The ramp will be located near the intersection of Jefferson Road and U.S. 60, underneath Interstate 64 on a currently vacant piece of land. That land is west of an existing boat ramp, known as the Davis Creek boat dock, where Davis Creek empties into the Kanawha River.

The ramp and recreational facilities will be developed and paid for through the Division of Natural Resources.

The design work was awarded in August 2024 to Chapman Technical Group Ltd. of St. Albans. Once the engineering firm completes the design, the construction will be bid out.

The Purchasing Division is pleased to assist with this project and other unique procurements in the state of West Virginia.



Current Ramp



New Ramp Location

**Plans are underway for a new boat ramp in South Charleston. Currently in its design phase, the new ramp will be located underneath I-64 (right) and will replace the current ramp located at Davis Creek (left).**

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## Annual Agency Purchasing Conference Coming Soon

The 2024 Agency Purchasing Conference is just a few weeks away and there are some reminders to be aware of as the conference approaches.

The conference will be Oct. 22-25, 2024, at Oglebay Resort in Wheeling. This year's agenda features five concurrent in-person workshops and a concurrent webinar; a beginner's track with seven workshops perfect for individuals new to the state purchasing process or those who simply need a refresher but are not sure what classes to take; group meals with plenty of opportunities for networking; and special recognition of the 2024 Procurement Officer of the Year award recipient.

The Purchasing Division will again utilize an app called Grupio to share information. This is the same app that was used at the conference in 2023. Attendees are encouraged to download the app prior to attending, but it is not required to be used. All information found in the app is also available on a website version of the app.

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## Looking Ahead: Insights from NASPO, Upcoming Conference, and Website Improvements

In September, I attended my first National Association of State Procurement Officials' (NASPO) Annual Conference in Indianapolis. I had no idea what to expect, but I went into it with a thirst for knowledge and connection, and what I found far exceeded my expectations. I walked away with valuable insights from procurement leaders from other states, expanded my professional network, and heard innovative perspectives on topics like artificial intelligence, data analysis, and contract management. I took away many important lessons, some of which I hope to use to improve our state's processes moving forward.

As we get closer to the 2024 Agency Purchasing Conference later this month, I hope you come to us with that same enthusiasm for learning and connection. I absolutely love conferences. They give us the opportunity to step away from the day-to-day work and immerse ourselves in issues that are important to our careers and gain new perspectives. As state employees, our workload is high because there is much to be done to serve our state; our expectations are high because what we do matters to us; and our emotions can be high because what we do is impactful for all the citizens of West Virginia. All of that can really build up throughout a year at work.

I hope you will come to this event with an open mind and see it as an opportunity to really invest yourself in learning more about the inner workings of public procurement. Please bring all your burning questions and be ready to collaborate and discuss with our team at the West Virginia Purchasing Division and all our colleagues throughout the State. The conference is more than just an event; it's an opportunity to dig deep, connect, and problem-solve with other procurement professionals.

I am incredibly proud of the program my Communications and Training team have worked so hard to put together for us all, and I am eager to experience it with you firsthand. Our commencement will kick off at 9:15 a.m. on Wednesday, Oct. 22, in the Glessner Auditorium at Oglebay Resort, with learning sessions beginning immediately after. Be sure to download the Grupio app to your mobile device and look for a future email containing your

login information. If you have any questions regarding the conference, please feel free to contact us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov). I look forward to seeing many of you there!

Last year, we made some changes to our website so that it would better serve our agency's needs. We revamped the Agency Resource Center and the forms and statewide contracts pages. We are continuing these efforts to make our website better serve your needs and enhance your experience. As we work toward this goal, your feedback is crucial in guiding our efforts. We are asking users of our website to take a few minutes to complete this survey at [www.surveymonkey.com/r/2024WebSurvey](http://www.surveymonkey.com/r/2024WebSurvey).

In addition to completing the survey, we encourage you to stop by the conference check-in table and share your thoughts on our Website Improvement Idea Board. We know how important it is to be able to find the information you need and access it quickly. Your input is crucial so we know what is currently working well and what you would like to see changed.

Another project I've tasked Purchasing Division staff with is conducting a full review of our purchasing forms to ensure the information is current and accurate, while still best meeting our needs. We have heard from several of you about changes you would like to see and are open to feedback from the rest of you. If you have any ideas of changes that would improve our forms, please email Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

The insights and feedback we gather not only enhance our events and resources but also strengthen our collective expertise in public procurement. Your participation is invaluable as we strive to better meet your needs. I look forward to seeing you at the conference and hearing your thoughts on how we can improve.



## Staff Change Announced by Purchasing Division

The Purchasing Division is pleased to announce that Chris Seckman has been promoted to quality control and transparency specialist within the Business and Technical Services Section.

Seckman originally joined the Purchasing Division in November 2022 as the bid clerk and worked for the Department of Health and Human Resources prior to that as a switchboard operator.

"I'm excited for this opportunity to gain a greater understanding of government procurement and I look forward to continuing my career with the Purchasing Division," said Seckman.

Congratulations to Seckman on this new position!



**Originally joining the Purchasing Division in 2022, Chris Seckman has transitioned into a new role as the quality control and transparency specialist.**



# Who We Are: Communication and Training Section

During the next few months, the various sections of the Purchasing Division will be highlighted in *The Buyers Network*, starting with the section that produces it: Communication and Training.

The Communication and Training (CT) Section is responsible for a variety of services offered to state employees, vendors, and the public.

The five employees of the CT Section bring more than 90 combined years of communications experience and more than 20 years of training experience to the job. That experience helps in being equipped to take complex, sometimes dry, topics and make them understandable and perhaps even enjoyable. The team consists of Samantha Knapp, deputy director of the Purchasing Division; Courtney Johnson, administrative services manager; Jessica Chambers and Teresa Cutlip, public information specialists; and Krista Chadband, secretary.

Chances are good that if you have learned purchasing-related skills and information, it was developed and distributed by the CT section.



**Purchasing  
Division**

**Communication  
& Training  
Section**

**The Communication and Training Section is made up of Krista Chadband, Jessica Chambers, Teresa Cutlip, Courtney Johnson, and Samantha Knapp (left to right).**

The CT Section is responsible for developing monthly newsletters; maintaining formal publications and documents, including the *Purchasing Division Procedures Handbook* and annual report; distributing guidance to all designated procurement officers through regular eblasts; maintaining the official Procurement Officer Listing; and much more.

This section also oversees the Purchasing Division's complete training program,

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## Survey on Website Satisfaction Being Conducted by Purchasing Division Through October

To improve its services, the Purchasing Division is continually looking at ways to update and enhance its website. As part of this initiative, the Purchasing Division would like to invite interested individuals to complete a short survey regarding the current version of the website.

Questions within the survey include:

- How often do you visit **WVPurchasing.gov**?
- How easy is it to find the information you need?
- Which web pages within the site do you access most often?
- What additional information or features would you like to see on the Purchasing Division website?

Anyone interested in providing feedback regarding the current version of the website can do so at [www.surveymonkey.com/r/2024WebSurvey](http://www.surveymonkey.com/r/2024WebSurvey). The survey will remain open through Oct. 31, 2024. Additional comments and questions about this project can also be submitted to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).



## ORIENTATION TO THE VETERANS FEDERAL SURPLUS PROPERTY PROGRAM

◆ NOV. 14, 2024 ◆

Join WV Surplus during National Veterans Small Business Week for a free webinar to learn about this program. [Click here to learn more!](#)

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# Registration Now Open for Fall 2024 Mandatory High-Level Officials Training for Fiscal Year 2025

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Rules training, presented by the West Virginia Purchasing Division and the State Auditor's Office. This is the first training for high-level officials for Fiscal Year 2025. This two-hour session, scheduled for Thursday, Nov. 14, 2024, will be conducted online as a webinar from 9 a.m. to 11 a.m.

Offered twice per year, this training is mandatory for high-level state officials as indicated in W. Va. Code § 5A3-60. The Code requires all high-level state officials to annually complete two hours of training on purchasing procedures and purchasing card processes each year.

Information on how to register for this live online training can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html). The webinar will be recorded and posted within CourseMill for later viewing. Instructions on how to view the recording can be found at the aforementioned link.

This training must be completed by June 30, 2025, to remain in compliance with state rules.

## Who is Required to Complete this Training?

West Virginia Code § 5A-3-60 requires the following individuals to take two hours of training on purchasing procedures and purchasing cards annually:

- Executive Department Cabinet Secretaries
- Commissioners
- Deputy Commissioners
- Assistant Commissioners
- Directors
- Deputy Directors
- Assistant Directors
- Department Heads
- Deputy Department Heads
- Assistant Department Heads

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## WHO WE ARE

Continued from Page 3

including in-person workshops, virtual webinars, and on-line training modules; coordinates the annual Agency Purchasing Conference; manages the State Procurement Certification Program; develops online training modules; oversees compliance with training requirements for designated procurement officers; and more.

A lot of planning and work goes into any piece of communications or form of training developed by the CT team. **The Buyers Network** newsletter is planned and developed a month in advance. Planning for each annual Agency Purchasing Conference begins as soon as one ends. Trainings require assisting in the creation and review of presentations, as well as juggling schedules to get the trainings on the calendar. Hours of work and research go into each publication, training opportunity, and conference. For example, the annual conference is more than just securing a location, setting a date, and sending out an invitation. The CT team builds and manages the schedule and online registration form, builds the conference app, works with the conference site on everything from classroom needs to the menu to lodging, and finalizes each one of the many presentations given.

The CT Section works closely with the other sections of the Purchasing Division to ensure accurate and timely in-

formation for agency buyers.

When asked what they wish people knew about the CT section, team members welcomed the opportunity to share their thoughts.

"Our personalities really mesh well together and we put what's best for the Division ahead of any personal wants or goals. We are always looking for better, faster, more efficient ways to serve the Division, agency procurement officers, and the taxpayers," said one team member.

"I wish people knew the time and effort spent by our staff to better ourselves so we can provide the best possible communications and training work product to our agency partners," said another. "We're here to help through education and sharing information."

Anyone with questions related to communications or training can contact the CT section at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

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*This is the first part of an ongoing series from the Purchasing Division titled, 'Who We Are.' The goal of this project is to explain the functions of the different sections and teams within the Purchasing Division.*

## CONFERENCE

Continued from Page 1

Room check-in begins at 4 p.m. You may get a room sooner only if the room is clean and ready to be occupied. Please stop by the conference registration desk in the main lobby between 3 p.m. and 6 p.m. on Tuesday, Oct. 22, 2024, to sign in and receive your conference packet. In your packet you'll find a variety of items, including your name badge and a personalized schedule of classes for which you registered. If you won't make it in time to check in at the conference registration desk on Tuesday, registration will open again on Wednesday at 7:30 a.m. in the main lobby.

An evening social will be held in the Fort Henry Room, with space also available in the Hickman Lounge and Terrace room, from 6 p.m. to 7 p.m. on Tuesday, Oct. 22, 2024. Light refreshments and beverages will be provided.

If you wish to print a copy of the presentations to take with you to each class, you can do so online at [www.state.wv.us/admin/purchase/training/2024confpts.html](http://www.state.wv.us/admin/purchase/training/2024confpts.html). Presentations can also be viewed within the Grupio app.

The dress attire is casual and jeans without holes are acceptable. Attendees will have free time following their full day of conference workshops, so you may wish to bring some comfortable clothes to change into later. Comfort levels for classroom temperatures may vary for some participants, so

you may also wish to bring a light jacket as a precaution or dress in layers.

A full breakfast and lunch will be provided on Wednesday and Thursday in the Glessner Auditorium. Pastries will be provided on Friday morning. Dinner each night is on your own for a chance to explore the Wheeling area. Oglebay has two new restaurants on the property, Trace Chophouse and Skyline Kitchen and Bar.

Additionally, the 2024 Agency Procurement Officer of the Year will be announced during the Thursday luncheon. If you have any questions between now and the time of conference, contact Courtney Johnson at 304-558-4213. The Purchasing Division staff looks forward to welcoming you this month at the 2024 Agency Purchasing Conference!



## 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).

### 2024 Agency Purchasing Conference

Oct. 22-25, 2024

Register through Oct. 4: <https://wvpurchasing.wufoo.com/forms/z1ltufaa0496tsf/>

### Quarterly Call

Nov. 19, 2024 | 9:30 a.m. - 10:30 a.m.

Registration not required

### Purchasing as a Privacy Powerhouse

Nov. 20, 2024 | 10 a.m. - 11:30 a.m.

PUR201W (Webinar)

### EOIs and Construction

Dec. 4, 2024 | 9 a.m. - 11 a.m.

PUR302 (In-Person) PUR302W (Webinar)

### Purchasing for Boards and Commissions

Dec. 11, 2024 | 9 a.m. - 11 a.m.

PUR306 (In-Person) PUR306W (Webinar)

## 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)

**Jim Justice**  
Governor

**Samantha Willis**  
Purchasing Director

Editors  
**Samantha Knapp**  
**Courtney Johnson**

Contributing Reporters  
**Jessica Chambers**  
**Teresa Cutlip**



PURCHASING DIVISION'S FOURTH QUARTER

# Conference Call



NOV. 19, 2024  
9:30 A.M. - 10:30 A.M.

## Current Statewide Contract Update

(As of Sept. 16, 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
WVARF23	WV Assoc. Of Rehab Facilities	Janitorial Services	09/01/24 -08/31/25
WVRFJAN23	WV Assoc. Of Rehab Facilities	Janitorial Services	10/01/24 -09/30/25

## Expiring Statewide Contracts Tracking

(As of Sept. 16, 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.

### NEW CONTRACT IN PROGRESS

ESRI21

AIRFARE21

### PROCESSING RENEWAL

NTIRE21

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

## 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
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Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
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Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
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<u>Buyer</u>		
Brandon Barr	Brandon.L.Barr@wv.gov	558-2652

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