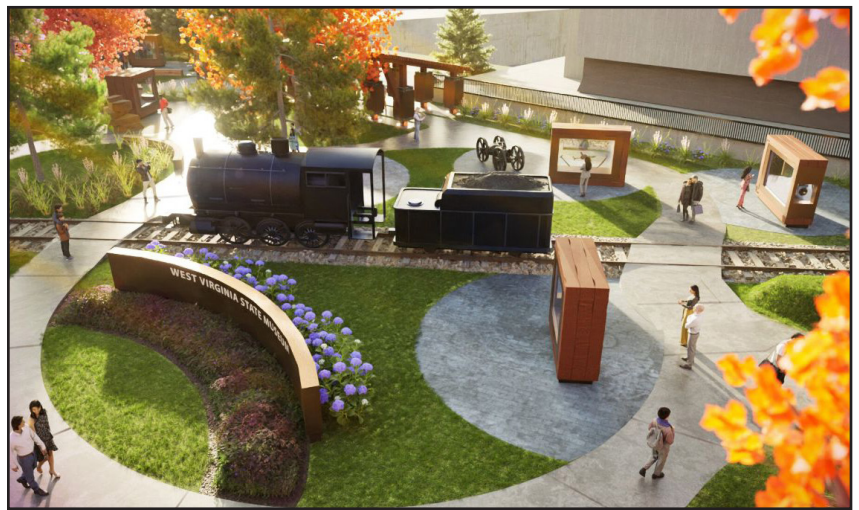


THE BUYERS NETWORK
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West Virginia Department of
Administration to promote better
value in public purchasing.*

Construction Underway for New Outdoor Exhibit at the State Museum in Charleston

Visitors to the State Capitol Complex may notice that construction has begun on a new outdoor display. Titled "West Virginia: Nature Designs a State that Fuels a Nation," the display is expected to be completed in March 2025 and will educate visitors on the history of how West Virginia's natural resources helped develop the state and country. The exhibit is part of the "America 250 WV" legacy project.

"This exhibit will not only celebrate our state's incredible history but also educate and inspire future generations about the vital role West Virginia has played in fueling our nation and world," said Gov. Jim Justice at the groundbreaking ceremony in July. "From the coal that powers our homes and creates steel to the natural gas driving today's energy innovations, West Virginia's abundant natural



A new exhibit is joining the State Capitol Complex. Titled "West Virginia: Nature Designs a State that Fuels a Nation," the exhibit will educate visitors on how natural resources have served West Virginia and the nation.

Please see OUTDOOR EXHIBIT, page 5

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Purchasing Division, wvOASIS Staff Provide Hands-On Training

The goal of the Purchasing Division's training program has always been to meet the needs of agency procurement officers, but over the years, one request has been a constant: the desire for more hands-on training opportunities. In August, the Division partnered with Lisa Comer, Nora Dolin, and Travis Hassig from wvOASIS to make that a reality.

For this first-of-its-kind hands-on session that focused on building a solicitation for public advertisement, procurement officers were asked to bring their own laptops. In order to provide one-on-one assistance, the session was limited to 10 procurement officers. Attendees built solicitation documents and a vendor base, and learned the importance of thorough procedures.

When surveyed following the session, 100% of attendees rated it as "excellent". Some offered the following comments:

"I enjoyed being walked through each step and seeing how any errors were

Please see WVOASIS CLASS, page 5

Welcoming New Talent and Celebrating Achievements: Updates from the Purchasing Division

Anyone who is involved in hiring knows that the process can be challenging, especially in today's day and age. That's why, after months of looking for the perfect candidates for several vacancies, we are thrilled to announce the newest members of the Purchasing Division family! Please join us in extending a warm welcome to Mark Fox, Jessica Burns-McDonnell, and Carol Hudnall, who have recently joined our team. They each bring a wealth of talent and unique perspectives that will undoubtedly contribute to our continued success and innovation.

Mark joins us as the Administrative Services Manager 1 at WV Surplus. In this role, he will serve as the assistant manager of Surplus and oversee the Federal Surplus Property Program. Jessica is our newest manager of WV Surplus and will serve as an assistant director for the Purchasing Division's Program Services section. Carol will serve as the vendor registration coordinator within the Business and Technical Services section. We are pleased to have them with us!

As we move closer to the date of our upcoming conference, I want to take a moment to reflect on the remarkable effort that has gone into planning this event. It has come with its own set of challenges, but it has also been incredibly rewarding, and I am both proud and grateful for the dedication displayed by our team.

Organizing a conference of this scale requires more than just meticulous planning—it demands passion, creativity, and an unwavering commitment to excellence. Each stage of the process, from conceptualizing the agenda to securing speakers and coordinating logistics, has been a testament to the hard work and resilience of our entire team.

I want to express my deepest appreciation to everyone involved. As we continue to finalize the details, we plan to keep

our focus on the end goal: delivering an exceptional experience for our attendees and creating an environment where meaningful connections and insights can flourish. We look forward to seeing you all there!

Training continues to be a priority of the Division. Last month, we hosted our first-ever hands-on *wvOASIS* training. It is my understanding that this type of training has been requested by procurement officers for years, and we were pleased to partner with the *wvOASIS* staff to make it a reality. During the session, each attendee had a laptop and was able to practice hands-on in the test environment. We received positive feedback and hope to continue offering this training as a regular part of our training program. Thank you to Lisa Comer, Nora Dolin, and Travis Hassig for their willingness to present this training. We couldn't do it without you!

Finally, I would like to remind everyone about our newest mini module. This module highlights the different types of bonds used in the bidding process and the information required on these bonds. If you haven't reviewed it already, I encourage you to keep this module in mind should you need quick instructions or a refresher on information related to bonds. Simply visit our online training module page at www.state.wv.us/admin/purchase/training/modules.html.

If you need anything at all, please don't hesitate to reach out to me or my staff.



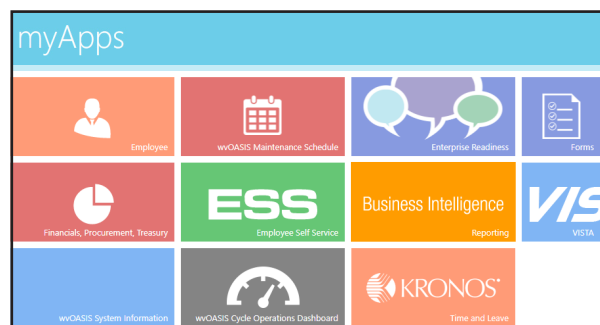
Agencies Reminded of Vendor By Commodity Report

Agencies are reminded of the Vendor by Commodity Report within Business Intelligence in *wvOASIS*, which has become a valuable tool for procurement officers at the delegated and central levels.

This report option in Business Intelligence allows users to search for vendors that provide certain goods or services by using a UN-SPSC commodity code. Identifying vendors as part of the requisition process ensures vendors are made aware of solicitations published by

the state of West Virginia for the goods or services they offer.

To run the Vendor by Commodity Report, open the WV-FIN-VN-010 report within Business Intelligence in *wvOASIS* and click "Refresh All." Upon entering the first four digits of a selected commodity code, a report will identify all vendors from the VCUST table in *wvOASIS* who have indicated they can provide the commodity based on that code or one with a similar code family to what the agency is seeking.



If you do not have access to Business Intelligence, your supervisor should inform your agency's *wvOASIS* security contact, who will make the request.

Purchasing Welcomes Three New Employees

The Purchasing Division is pleased to welcome three new employees to the Purchasing Division. Jessica Burns-McDonnell and Mark Fox will join the West Virginia State Agency for Surplus Property (WVSASP) unit, while Carol Hudnall will join the Purchasing Division's Business and Technical Services section as the vendor registration coordinator. Burns-McDonnell will serve as the new WVSASP Manager and assistant director for the Purchasing Division, while Fox will oversee the Federal Surplus Property Program as an administrative services manager.

A resident of Pinch, Burns-McDonnell joined the WVSASP after years at the Department of Homeland Security's Division of Administrative Services. She holds a bachelor's degree in biology from the University of Charleston and a master's degree in forensic toxicology from the University of Florida.

"I am very happy to be at the WVSASP and excited for this opportunity," said Burns-McDonnell.

In her free time, Burns-McDonnell enjoys hiking, reading, and playing video games. She has a special fondness for a good cryptid story (especially Bigfoot) and loves spending time with her family.

A resident of Hurricane, Fox joined the state in 2019 as a temporary employee before being hired full time by



Jessica Burns-McDonnell, Mark Fox, and Carol Hudnall (left to right) recently joined the Purchasing Division staff. While Hudnall will be in the main office at Building 15, Burns-McDonnell and Fox will both work in Dunbar at the West Virginia State Agency for Surplus Property.

the Department of Health and Human Resources. Prior to becoming a public employee, Fox spent 29 years as the regional manager for Long John Silver's and two years as a district manager for the 7-11 Corporation.

"I believe we can make a difference in people's lives," said Fox on his new position. "Both our external customers and our internal ones!"

In his free time, Fox enjoys woodworking, spending time with his family and pets, being active in church, and camping.

A resident of Cedar Grove, Hundall joins the Purchasing Division after working for many years at Kanawha County Schools and holds an associates degree from BridgeValley Community and Technical College.

"Stepping into a new job is like starting a new book," said Hundall on this new opportunity.

In her free time, Hundall enjoys reading and spending time with her family and animals.

Welcome Mark, Jessica, and Carol to the Purchasing Division!

Purchasing Division Hosts Third Quarterly Call of 2024

Approximately 105 agency representatives participated in the Purchasing Division's third quarterly call of 2024 on Aug. 20. 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.

Buyer Supervisor Mark Atkins and Assistant Director Frank Whittaker discussed bid evaluations, recommendations to award, and better specification writing; Donna Lipscomb of the State Records Center spoke on the importance of record retention in procurement; Senior Buyer Melissa Pettrey showed the correct way to cancel a contract; Assistant Director Greg Clay discussed Business Intelligence (BI) reporting; and Administrative Services Manager Courtney

Johnson provided updates on the 2024 Agency Purchasing Conference.

When asked in a post-call survey to rate their overall opinion of the quarterly conference call, 73% of the respondents rated it a 9 or a 10 on a scale of 1 to 10, with the call's overall score averaging 9.4.

"I love the format and appreciate the effort it takes to put these calls together," said one respondent to the survey.

"The information on records retention and the BI reports is extremely helpful," said another respondent.

Additional comments included: "I wouldn't change anything. You do a good job with these," and "The calls are a convenient way to get good information".

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

2024 Agency Purchasing Conference FAQ

With the 2024 Agency Purchasing Conference just a month away (Oct. 22-25, 2024), the Purchasing Division would like to offer a short FAQ for your conference questions. Don't see your question answered below? Send us an email at Purchasing.Training@wv.gov.

REGISTRATION

When does registration end?

The last day to register for the conference is Oct. 4, 2024.

What if I need to make a change to my schedule?

To make a change to your schedule, contact Teresa Cutlip at Teresa.A.Cutlip@wv.gov.

What is the cancellation policy?

The last day to cancel your registration for a refund is Oct. 4, 2024. There will be no refunds issued after that date.

TRAVEL/LODGING

When does the room guarantee end at Oglebay?

Lodging is not guaranteed at Oglebay after Sept. 20, 2024. To make a lodging reservation, please call Oglebay directly at 1-877-436-1797 and tell them you are attending the Purchasing Conference.

Who do I contact for travel questions?

All travel questions should be directed to your agency's travel coordinator. Additional questions can be sent to the Travel Management Office at Purchasing.Travel@wv.gov. Visit the Travel Management Office website to see per diem rates, travel forms, and to use the vehicle rental versus personal vehicle reimbursement calculator.

CLASSES

Will slides be posted to the Purchasing Division's website?

Presentation slides will be available on the Purchasing Division's conference webpage in early October. Copies of these presentations will also be uploaded to the Grupio conference app and website.

Are there any new classes?

The Purchasing Division will have three new classes at this year's conference: Real Estate Requirements, Change Orders, and Commodity Codes.

Where can I view the full conference schedule?

The full conference grid can be seen at www.state.wv.us/admin/purchase/Conference/Agency/2024/2024ConfGrid.pdf.

ATTENDEE INFORMATION

What should I wear to the conference?

Dress attire for the conference is business casual. Classroom temperatures can vary so it is recommended to wear layers or have a jacket/sweater. Attendees may also wish to pack more comfortable clothing to change into for their free evenings.

What meals will be provided?

Light appetizers/hors d'oeuvres will be offered at Tuesday night's reception (this is not intended to be a full meal). Breakfast and lunch will be provided on Wednesday and Thursday as well as breakfast on Friday. Snacks will also be provided during afternoon breaks.

What if I have dietary restrictions?

If you have any dietary restrictions, please contact Courtney.S.Johnson@wv.gov as soon as possible.

Can I purchase additional group meals for my partner/spouse?

Additional meals can be purchased for conference attendee guests. Please contact Courtney.S.Johnson@wv.gov as soon as possible, so we can account for them when submitting meal information to Oglebay. All requests must be made by Oct. 8, 2024. Payment can be made at conference check-in via check or cash. *Additional meals are no longer being offered.*

OTHER

Will there be a conference app again this year?

The Purchasing Division will once again be using the Grupio app for the conference. Individuals who do not wish to download the app will also be able to access a free version to use with a web browser. More information on the launch of the conference event app will be shared in October.

Can I still submit a nomination for the 2024 Procurement Officer of the Year (POOY) award?

Yes! Nominations for the 2024 Procurement Officer of the Year award must be submitted by Sept. 6, 2024, at <https://forms.gle/beiddBCYxQWAPVDK9>.

Upcoming Dates to Remember

To register for these and other Purchasing Division training sessions, visit www.onlinelearning.wv.gov and enter the course code listed below. For more information, contact Purchasing.Training@wv.gov.

Agency Delegated Purchasing/Alternative Purchasing
Sept. 11, 2024 | 9 a.m. - 11 a.m.
PUR221 (In-Person) / PUR221W (Webinar)

Purchasing as a Privacy Powerhouse
Nov. 20, 2024 | 10 a.m. - 11:30 a.m.
PUR201W (Webinar)

OUTDOOR EXHIBIT

Continued from Page 1

resources have been the backbone of progress and innovation. This exhibit will showcase how our rich land and hardworking people have contributed to national and global advancements, ensuring that West Virginia will continue to power the world with pride for generations to come."

In addition to coal and natural gas, the exhibit will also feature West Virginia resources such as salt, water, agriculture, and timber. The display is expected to have several large artifacts on display including a fireless steam locomotive, a coal shuttle car, a riverboat pilot wheel, a roll of steel from Nucor Steel Company, and artistic pieces from the glass and clay industries.

In addition to the actual construction of the exhibit, the Purchasing Division helped process several additional solicitations for the project,



The 'West Virginia: Nature Designs a State that Fuels a Nation' exhibit will be located on the Capitol Campus outside of the Culture Center. It is expected to open in March 2025.

including sound equipment for the displays, landscaping, fiber cable relocation, design consultation services, and more.

The Purchasing Division is pleased to

have assisted with this project that will showcase West Virginia history for years to come and the many different procurements needed to ensure its success.

WVOASIS CLASS

Continued from Page 1

resolved on the fly."

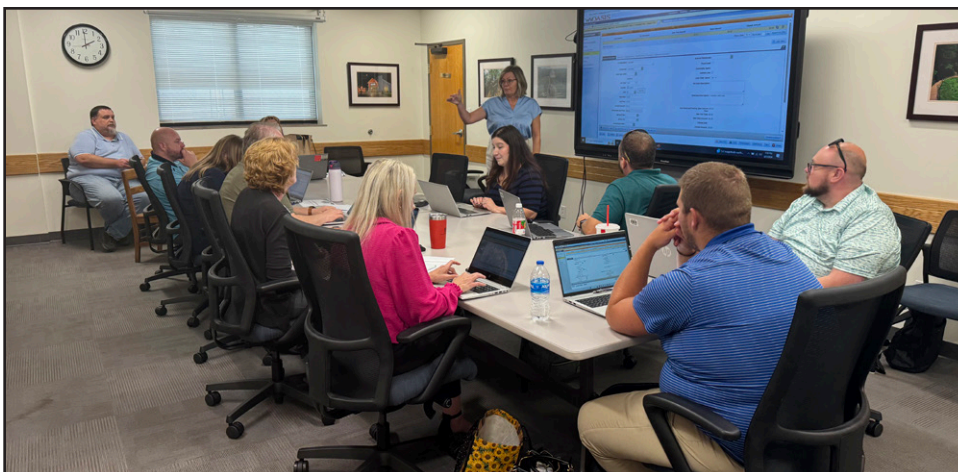
"I liked the small group size and the hands-on training."

"I enjoyed being able to work alongside the instructor in the test environment."

"I liked seeing the workflow of the process."

"Both Purchasing staff members and the wvOASIS team worked hard to make this a beneficial training session."

The Purchasing Division plans to make this session a regular offering in the future. Thanks to the wvOASIS team for their assistance!



The recent wvOASIS training class provided a hands-on experience for attendees.

Buyers Network

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

Current Statewide Contract Update

(As of Aug. 13, 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. 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>
EPORTAL-16E	WV Interactive	Web Design	07/01/24 -01/31/25

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
OFFICE23	Stationers	Office Supplies	08/01/24 -07/31/25

TIMECLO-CK22	UKG KRONOS	Timekeeping Hardware	07/01/24 -06/30/25
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Miscellaneous Updates

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
DIGCOP22	Komax	Copiers	To replace discontinued products
TIMECLOC-K22	UKG KRONOS	Timekeeping Hardware	To update vendor name from Kronos to UKG KRONOS

Expiring Statewide Contracts Tracking

(As of Aug. 13, 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

PROCESSING RENEWAL

CPHONE20A CPHONE20C
CPHONE20B

REQUESTING RENEWAL

WVARF23
WVRFJAN23

TO BE DETERMINED

AIRFARE21

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
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<u>Senior Buyers</u>		
John Estep	John.W.Estep@wv.gov	558-2566
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
Larry McDonnell	Larry.D.McDonnell@wv.gov	558-2063
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>		
Brandon Barr	Brandon.L.Barr@wv.gov	558-2652

Buyers Network