

# THE BUYERS NETWORK

JULY 2025

VOL. 35, ISSUE 7

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

## Purchasing Assists Agriculture in Unique Purchases

The Purchasing Division recently assisted the Department of Agriculture in successfully bidding and awarding contracts for beef cattle minerals and chest freezers.

The 22 tons of minerals, needed for cattle at Huttonsville State Farm, is being provided by Mountainview Veterinary Services in Keyser. Beef cattle require a variety of minerals for optimal health and productivity and include salt, magnesium, iodine, and vitamins A, D, and E.

The Purchasing Division also assisted the Department of Agriculture in the one-time purchase of 60 chest freezers from Lowe's Home Centers, LLC, for protein producers, allowing for increased on-farm storage capacity, and therefore, increased volume of product to market. The effort will enhance the ability of West Virginia's small farmers to increase market opportunities and provide additional products through decreased perishability, while enhancing the regional food supply chain and making agriculture a more sustainable, viable economic force across the state.

"It is always interesting to work with agencies on their procurement needs. Just when you think your agency work is predictable, you can be tasked with finding items you never would have thought of," said Larry McDonnell, a senior buyer for the

Purchasing Division. "I enjoyed being able to assist the Department of Agriculture in procuring the things it needed for healthy farming and food storage."



**The Purchasing Division recently helped the Department of Agriculture secure beef cattle minerals and chest freezers to support healthy livestock and improve on-farm storage for local protein producers.**

### INSIDE THIS ISSUE

- **Annual Inventory Certifications Due by July 15, 2025**
- **Purchasing Division Releases Training Schedule for Rest of Year**
- **Customer Appreciation Day Brings New and Previous Customers to WV Surplus**

## Purchasing Division Unveils New Website Amid Rebranding

The Purchasing Division has made its website, [wvpurchasing.gov](http://wvpurchasing.gov), more user-friendly—and with that comes a completely new look.

The updated site features a modern design that reflects the division's new logo and visual identity. Beyond the aesthetics, the layout has been thoughtfully restructured to help users more easily find the information they need.

The new site organizes content by audience—agencies, businesses, and local governments—making it easier for them to navigate to relevant resources. For example, vendors will have access to current solicitations grouped by type, including architectural and engineering services, construction, and commodities and services, through clear and intuitive buttons.

Please see **NEW WEBSITE**, page 3

# Mid-Year Momentum in Purchasing: Sharing Updates, Resources, and Recognition

As we wrap up this fiscal year, there are some important reminders and resources that I want to share with you.

First, we're excited to unveil the redesigned Purchasing Division website—[wvpurchasing.gov](http://wvpurchasing.gov). The site introduces a modern look and improved navigation, helping you find what you need more quickly. Whether you're looking for current solicitations, statewide contracts, the Handbook, or training tools, the streamlined layout is designed to support your day-to-day operations with greater ease and efficiency. We would love to hear your thoughts. Please email us at [Purchasing.Division@wv.gov](mailto:Purchasing.Division@wv.gov) with your feedback.

With the year end also comes some statutory reporting requirements. Annual inventory certifications are due to the West Virginia State Agency for Surplus Property (WVSASP) by July 15, 2025, while reports for purchases made from small, women-, and minority-owned (SWAM) businesses are due to the Central Office. The deadline for the inventory report is statutorily required with no extensions permitted, so please ensure your agency's Asset Management Certification Cover Sheet and, if applicable, Vehicle Inventory Certification Cover Sheet are submitted on time. These certifications help maintain the integrity and transparency of our asset management system, and we appreciate your diligence in meeting this obligation. Meanwhile, the SWAM reporting requirement can be met by submitting the Business Intelligence reports WV-FIN-PROC-039 and WV-FIN-AP-061. If no purchases were made with SWAM vendors during the last fiscal year, the front page of the report must be submitted with a date and signature verifying that no purchases were made. While the deadline for this requirement is flexible, we request that you submit these by the month's end so we can move into the new fiscal year with no outstanding reporting obligations.

Next, WVSASP hosted a successful Customer Appreciation Day last month, with record daily sales and strong engagement from the public. They're planning a back-to-school sale for teachers, offering deeply discounted supplies to help support classrooms across the state, so keep an eye out for information on that.

Looking ahead, we've also released the second half of our 2025 training schedule, offering a mix of in-person, webinar, and hybrid options to accommodate your needs. These courses are a great way to stay sharp on current procurement procedures and practices. Please note that we will not offer any trainings in August or September as we prepare for our annual conference at Glade Springs, which I hope many of you will attend.

During the week of conference, we will be announcing our 2025 Procurement Officer of the Year. If you know of a procurement officer who has gone above and beyond, we are accepting nominations through July 7, 2025. You can submit those nominations [here](#).

As always, thanks for your continued dedication to public procurement in West Virginia. We hope you find this issue helpful and informative as you navigate the busy months ahead—please don't hesitate to reach out with questions, ideas, or feedback.



A handwritten signature in black ink that reads "Samantha Willis".

## WV Surplus Requires Notification of Trade-Ins

When initiating a trade-in of state property, it is critical that Surplus Property (WVSASP) be informed at the beginning of the procurement process. Early coordination ensures compliance with fixed asset reporting requirements and prevents delays during award and post-award procedures.

Here are key steps agencies must follow during the trade-in process:

**Pre-Approval Required:** Agencies must receive written approval from WVSASP before issuing a Central Request for Quotation (CRFQ). Even if the item is valued under \$1,000, it must be entered into the Fixed Asset System to be eligible for trade-in consideration.

**Bid Format:** Bids must reflect the full cost of the new item; the trade-in value must be listed separately.

**WVSASP Submission:** Bid information must be submitted to WVSASP along with the FD document, clearly identifying the disposal method as "trade-in." WVSASP will approve the disposal, and then the agency may proceed with the award.

**Contract Pricing:** Buyers must ensure the awarded contract reflects the trade-in value provided by the vendor.

**Credit Documentation:** Agencies are responsible for submitting proof of the trade-in credit to WVSASP. Only then can the asset retirement process be completed.

**Fixed Asset Adjustment:** If the vendor applies the trade-in credit to reduce the award value (e.g. \$1,000 item with a \$500 trade-in results in a \$500 award), the agency must submit a Fixed Asset Increase (FI) to adjust the asset's value back to the full amount.

## Annual Inventory Certifications Due by July 15, 2025

In accordance with W. Va. Code § 5A-3-35, state agencies are required to annually submit inventory certifications to the Purchasing Division on or before July 15 of each year. This report must be filed by the head of each spending unit and include all real and personal property, equipment, supplies, and commodities in its possession as of the end of the fiscal year. Additionally, a report of physical inventory is required once every three years.

Agencies must complete the *Asset Management Certification Cover Sheet* and submit it to the West Virginia State Agency for Surplus Property (WVSASP) no later than July 15, 2025. A copy of the *Asset Management Certification Cover Sheet* can be found online at [www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertificationCoverSheet.pdf](http://www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertificationCoverSheet.pdf).

The *Certification Cover Sheet* should include:

- The date of the last physical inventory taken of all reportable assets under the agency head's authority;
- Certification that the agency has entered all real property and all reportable assets in its possession for the current fiscal year into the wvOASIS Fixed Assets System;
- Certifications that all outdated assets under the agency head's administration were retired in accordance with WVSASP policy, procedures, and guidelines; and
- Certification that the information contained in the wvOASIS Fixed Assets System is to serve as the required inventory report that must be filed with WVSASP.

Agencies are also reminded to check for asset shell documents which should be completed, or the event type changed to "FA14," which will remove the shell document.

Any agency that is exempt from WVSASP must still complete the *Vehicle Inventory Certification Cover Sheet*, as required by the W. Va. Code § 5A-12- 7. This document, which must also be submitted by July 15 of each year, certifies that all vehicles and equipment requiring a state license plate under the department head's jurisdiction as of June 30 were entered into the wvOASIS Fixed Assets System.

All exempt agencies that own state vehicles shall annually affirm to the WVSASP that the vehicles and equipment reported in the wvOASIS Fixed Assets System are accurate and current.

The *Vehicle Inventory Certification Cover Sheet* is accessible at [www.state.wv.us/admin/purchase/surplus/InventoryMgt/VehicleInventory\\_AssetMgmtCertificationCoverSheet.pdf](http://www.state.wv.us/admin/purchase/surplus/InventoryMgt/VehicleInventory_AssetMgmtCertificationCoverSheet.pdf).

Because the July 15 deadline is set by West Virginia Code, no extensions will be granted. For information regarding inventory management policies and procedures, visit [www.state.wv.us/admin/purchase/surplus/InventoryMgt](http://www.state.wv.us/admin/purchase/surplus/InventoryMgt). You can also contact Wendy Pettry, Inventory Management Coordinator, at [Wendy.A.Pettry@wv.gov](mailto:Wendy.A.Pettry@wv.gov).

## Surplus 75% Off Back-to-School Sale for Teachers



The West Virginia State Agency for Surplus Property will be offering a back-to-school sale

**July 28 - Aug. 8**

to help teachers get the items needed for their classrooms.

These items will be **75% off** for teachers who present a valid ID that shows they teach in a West Virginia school system.

**Binders** will be **10 for \$1**.

Other sale items will include:

- side chairs
- credenzas
- desks
- bookcases
- file cabinets
- mail sorting stations
- cork boards
- white boards
- elmos and projectors
- laptop bags



### NEW WEBSITE, Continued from Page 1

"While the website definitely has a cleaner look, the improvements are about more than just aesthetics," said Purchasing Director Samantha Willis. "We want our customers to find what they need quickly and easily. For vendors, that includes current solicitations for them to bid on, potentially win contracts, and grow their businesses."

The most visited pages on the site are also accessible from the main page within a single click, reducing time spent searching for frequently used tools and resources. This includes links to the *Purchasing Division Procedures Handbook*, statewide contracts, and more.



## Purchasing Division Releases Training Schedule for Rest of Year

The Purchasing Division is continuing a hybrid approach with its second semester training schedule, with most sessions offering procurement officers the opportunity to attend a training session either in person or online.

No training will be offered in August or September, as the Purchasing Division will be hosting its annual conference Aug. 25-28, 2025, at The Resort at Glade Springs in Daniels.

To register for these training sessions, visit [www.online-learning.wv.gov](http://www.online-learning.wv.gov) and log in with your User ID (i.e. your A, B, or E number) and password. Once logged in, click on the

Course Catalog tab and search for the courses that begin with the ID “PUR” or simply type the Catalog ID for the course you’re interested in into the Catalog ID field. If you have not logged into CourseMill previously, your password should be “password.” You will be prompted to change it once logging in. If you cannot remember your password, simply click on the “Forgot your User ID or Password?” button and you will receive an email to reset your password.

Questions regarding the training program should be directed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

DATE	COURSE TITLE	CATALOG ID (in-person)	CATALOG ID (webinar)	TIME
July 16	Correctional Industries	N/A	PUR20W	10 a.m. - 11 a.m.
July 23	Ethics Act and Open Meetings Act	N/A	PUR16W	10 a.m. - 11 a.m.
Oct 8	Preparing and Evaluating RFPs	PUR311	PUR311W	10 a.m. - 11:30 a.m.
Oct 22	EOIs and Construction	PUR302	PUR302W	9 a.m. - 11 a.m.
Nov 5	Solicitation Process	PUR202	N/A	9 a.m. - 12 p.m.
Nov 19	ADP/Commodity Codes	PUR412	PUR412W	9 a.m. - 11 a.m.
Dec 3	Payment Process	N/A	PUR307W	10 a.m. - 11 a.m.
Dec 17	Purchasing for Boards and Commissions	PUR306	PUR306W	9 a.m. - 11 a.m.

## Atkins Joins Purchasing Division as Senior Buyer



**James Atkins**  
Senior Buyer

The Purchasing Division is pleased to announce that James Atkins has joined the Purchasing Division as a senior buyer. Originally from Peytona and now residing in South Charleston, Atkins brings a wealth of experience to the team.

Atkins began his procurement career in 2016 at the Division of Rehabilitation Services. From 2022 to 2025, he served as a senior procurement specialist at the Department of Homeland Security – Division of Administrative Services.

James was drawn to the Purchasing Division after attending conferences and witnessing the camaraderie among the staff. He admired how

the staff members genuinely work together and knew he wanted to be a part of such a dedicated team.

“Coming to work for the Purchasing Division provides me with the opportunity to not only continue using the procurement skills I’ve gained in the past, but to expand on them by assisting other agencies with their diverse needs. I’m excited to learn at the major league level of purchasing,” Atkins said.

When he’s not working, Atkins enjoys watching sports, playing drums, and going to concerts. Please help us welcome Atkins to the Purchasing Division!

# Price Named to National Certification Committee



**Robert Price**  
Administrative  
Services Manager II

Robert Price, an Administrative Services Manager II for the Office of Shared Services, has been selected to serve on the Universal Public Procurement Certification Council (UPPCC) CPPB Standard Setting Committee. The committee plays a crucial role in establishing and maintaining the integrity of the Certified Professional Public Buyer (CPPB) certification program.

Committee members participate in a structured, research-based process to recommend the passing score for the CPPB exam. They evaluate exam questions based on performance-level expectations and psychometric methods to define the minimum level of competency

required for certification. This committee, working with UPPCC's testing partner, helps ensure that the CPPB certification accurately reflects the knowledge and skills necessary for public procurement professionals. Standard Setting Committee members must hold the CPPB credential and be in good standing. It is an intensive role that provides volunteers with insight into the certification standard-setting process.

"It is an honor and a privilege to be selected to work with a diverse group of individuals to help grow the next generation of procurement professionals," Price said.

Employed by DHHR since 2010, Price obtained the National Institute of Governmental Purchasers' Certified Procurement Professional certification in 2021, the West Virginia Procurement: Basic Certification in 2015, and the UPPCC's Certified Public Procurement Officer and Certified Professional Public Buyer certifications in 2014.

## Award Nominations Deadline July 7

Click here to submit a nomination for  
the Procurement Officer of the Year

## Customer Appreciation Day Brings New and Previous Customers to WV Surplus

Each June, the West Virginia State Agency for Surplus Property (WVSASP) hosts its annual Customer Appreciation Day event. The event allows WVSASP staff to celebrate their existing customers, as well as invite new customers to check out the Surplus showrooms. The event, which was held on June 11, 2025, was the most successful one held in recent years.

"We sold more than \$17,000 of inventory in a single day," said Surplus Manager Jessica Burns-McDonnell. "My staff went above and beyond to get the word out about this event and prepare for it, and the hard work paid off."

With light refreshments and extended shopping hours, those who attended shopped for items that included vehicles, file cabinets, electronics, office furniture, various supplies, and more. WVSASP held different sales throughout the day, which allowed staff to focus on specific items at specific times, creating efficiency in helping customers load inventory. Thank you to all of our customers who participated!

To learn more, visit [WVSurplus.gov](http://WVSurplus.gov) or call 304-766-2626. WVSASP also maintains a Facebook page at [www.facebook.com/wvsurplus](http://www.facebook.com/wvsurplus).

## THE BUYERS NETWORK



WEST VIRGINIA  
PURCHASING DIVISION

State Capitol Complex  
2019 Washington St., East  
Charleston, WV 25305-0130

304-558-2306  
8:15 a.m. to 4:30 p.m. (M-F)

**Patrick Morrisey**  
*Governor*

**Samantha Willis**  
*Director*  
*Purchasing Division*

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

Contributing Reporters  
**Teresa Cutlip**  
**Jessica Carl**

# Current Statewide Contract Update

(As of June 18, 2025)

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	Vendor	Commodity	Effective Date
<b>CONTRACT RENEWALS</b>			
IP23	HP Inc.	Computers & Accessories	7/15/25-7/14/26
FINANCE24	Bank of America Public Capital Group	Banking & Investment	6/1/25-5/31/26

Contract	Vendor	Commodity	Effective Date
<b>NEW CONTRACTS</b>			
MVPARTS25	NAPA Auto Parts	Aftermarket Vehicle Parts & Supplies	6/15/25-1/10/29
MSMENTPRZ25	Microsoft Corp.	Software	6/1/25-5/31/30

## Expiring Statewide Contracts Tracking

(As of June 16, 2025)

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 OFFICE23

### RENEWAL IN PROCESS

TEMP24A TEMP24B TEMP24C

TEMP24D TEMP24E TEMP24F

### TO BE DETERMINED

LDPHONE22 SBUSTIRE22B SBUSTIRE24

WVARF23 DATATRNSEEE TIMECLOCK22

### NEW CONTRACT IN BID PROCESS

ABATMNT21 TRAVEL21



WEST VIRGINIA  
PURCHASING DIVISION

## FOR MORE INFORMATION

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

### SUPERVISORS

Mark Atkins	Mark.A.Atkins@wv.gov	304-558-2307
Josh Hager	Joseph.E.Hageriii@wv.gov	304-558-8801
Tara Lyle	Tara.L.Lyle@wv.gov	304-558-2544

### SENIOR BUYERS

James Atkins	James.W.Atkins@wv.gov	304-558-0094
Brandon Barr	Brandon.L.Barr@wv.gov	304-558-2652
John Estep	John.W.Estep@wv.gov	304-558-2566
Crystal Hustead	Crystal.G.Hustead@wv.gov	304-558-2402
Larry McDonnell	Larry.D.McDonnell@wv.gov	304-558-2063
David Pauline	David.H.Pauline@wv.gov	304-558-0067
Toby Welch	Toby.L.Welch@wv.gov	304-558-8802