



Conference Synopses

Agency Delegated Purchasing

This course will address agency-delegated purchasing procedures for commodities and services expected to cost \$25,000.00 or less, and help participants identify bidding levels within this authority.

Basic Purchasing

This session covers the fundamentals of the procurement process. A basic overview of the Purchasing Division, including who is required to buy under its authority and how the division is structured organizationally, is discussed. The session also will highlight the steps required from the time an agency determines a need to the award of the contract, as well as some terminology used in the state purchasing process.

Building High Engagement and a High-Performance Culture (Toyota)

Learn how the Purchasing Division partnered with the Toyota Production System Support Center, Inc. (TSSC) and applied the TPS (Toyota Production System) culture of high engagement and high performance to improve speed of the requisition process to benefit agencies.

Contract Negotiations

In this new session, participants will explore what they should know about contracts, the market, and the law; when the state can negotiate; and several negotiation strategies that have been proven to work, as well as a few that don't.

Corporate Naming Issues

In this session, we'll examine the differences between various types of business entities; required filings with the Secretary of State's office; DBA and what it means; mergers and acquisitions; and how corporate structures and tax status can affect vendor registration.

Developing Specs for RFQs

This webinar will provide guidelines for writing effective specifications. Some topics addressed will include when to use mandatory specifications, the new standardization process for commodities, and the "or equal" requirement when using brand names when a standardization has not been approved.

Electronic Business

This session will explore state government electronic business options, resources to help purchasers expand their agencies' vendor base, and tools for the procurement officer drawn from lessons learned and the latest strategies within state procurement.

EOIs and Construction

This session will highlight the Expression of Interest (EOI) best value procurement process utilized by the state of West Virginia. Participants will learn how EOIs are used to select architects and engineers, as specified in West Virginia Code §5G, based on the vendor's qualifications and demonstrated competence for the type of professional services required at a fee determined to be fair and reasonable. Additionally, participants will gain a better understanding of the rules and requirements of the construction solicitation process.

Evaluating RFPs

This session will highlight the Request for Proposals evaluation process from scoring the technical proposal to the cost bid opening.

Forms and Documents

In this session, Purchasing Division personnel will discuss various forms and documentation and when they are to be used, including but not limited to the Agreement Addenda (WV-96), the Drug Free Workplace Affidavit, and Cover Sheet, and more.

Inspections: Making the Grade

This session will discuss the purpose of reviewing and auditing spending unit requests, purchases, and other transactions and purchases within the Purchasing Division's authority. It also will detail inspection procedures, requirements for state agencies, and contract management procedures.

Insurance

This session will address the proper inclusion of insurance into the purchasing process. We will discuss the basics of insurance and what types of coverage you should require from those vendors who wish to do business with the state.

Preparing RFPs

In this class, participants will learn the basic guidelines for preparing a Request for Proposals (RFP), from the initial approval of the Purchasing Division to developing the agency's goals and objectives, writing the specifications, and completing the RFP template.

Purchasing Card Program

This session will provide information on the Purchasing Card Program and its application within wvOASIS, administered by the State Auditor's Office.

RFQs: From A to Z

This workshop will discuss the acquisition planning steps required prior to the actual bidding process, including determining the need, conducting market research, identifying possible vendors and more. Participants will review the purchasing decision path leading up to the decision to use the Request for Quotations (RFQ) procurement method and analyze the agency and vendor responsibilities prior to and during the advertisement of the RFQ in the Purchasing Bulletin. Additionally, this workshop will highlight the evaluation of all received bid responses to determine the bidder's adherence to the mandatory specifications, compliance with procurement regulations and determination of the lowest responsible and responsive bidder in order to facilitate award.

Special Purchases

This session will examine the procedures required when an agency intends to process an emergency, direct award, or cooperative (piggyback) procurement, including pre-approvals, required documentation, and exceptions. Participants will also explore the Purchasing Division's list of non-competitive/exempt commodities and services and how such purchases are handled.

Statewide Contracts

This session will provide an in-depth look at the purpose and importance of statewide contracts. Participants will gain a better understanding of the statewide contracts available to them, learn the proper use of these contracts, and discuss how to mitigate vendor issues related to such contracts.

Surplus Property and Fixed Assets

This webinar will focus on how to obtain property through the State and Federal Surplus Property Programs. The discussion will include eligibility requirements of the two programs, use and compliance requirements, and property availability. In addition, participants will learn the basic requirements of maintaining an agency's inventory in the wvOASIS Fixed Asset System.

Adding property, retiring property, data change requests, and annual certifications will be covered.

Tools and Resources

This session will identify and define state purchasing terms, concepts, and principles. An overview of the purchasing decision path will be discussed, as well as the tools and resources that are available to agency purchasers on the Purchasing Division's website, WVPurchasing.gov.

Vendor Registration

This session will discuss the vendor registration process, rules, requirements, and reasons behind the program, and will address questions such as who is required to register as a vendor and when the annual registration fee is applicable. In addition, we will cover the various methods at our disposal for completing a successful registration and when each tool is used, as well as the responsibilities of both the state agency and the Purchasing Division in the vendor registration process. Details will be covered related to the electronic vendor/customer registration process and the creation and requirements of the associated documents with *wvOASIS*. The vendor/customer data table utilized by the vendor registration process, the *wvOASIS* system's relationship with Vendor Self-Service, and various fee exemption codes will all be examined.

wvOASIS Procurement

This introductory class will include an overview of *wvOASIS* procurement documents, processing, terminology, and system features. The role of commodity codes and encumbrance also will be discussed.

WVOT Requirements

This session explores recent and upcoming policy improvements, providing an overview and guidance on the WVOT Chief Technology Officer Review and Approval Policy, revealing the "what, why, who, when, and how." This workshop also will highlight technology statewide contracts, as well as allow participants the opportunity to provide process improvement feedback.