ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

October 6, 2026

Anthony Walizer, Procurement Supervisor
Bureau for Social Services
Office of Operations Region 1
1124 Smith Street
Charleston, West Virginia 25301

Dear Supervisor Walizer,

This is to transmit the final copy of the Purchasing Review of the West Virginia Bureau for Social Services, Office of Operations Region 1. Should you feel a response is warranted; your comments will become part of the Inspection Report file.

A Corrective Action Plan Request will follow requesting your response to a selection of the compliance issues identified in this report as a pattern of findings.

Thank you for your cooperation and that of your staff during this review.

Respectfully,

Frank Whittaker, CPPB
Assistant Director
West Virginia Purchasing Division

Enclosure

Cc Lorie Bragg, Commissioner of Bureau for Social Services, Department of Human Services
Mandy Carpenter, Interim Deputy Commissioner of Bureau for Medical Services, Department of Human Services
Carl E. Ayers, Cabinet Secretary, Department of Human Services

WV PURCHASING DIVISION
INSPECTION REPORT

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

West Virginia Bureau for Social Services, Office of Operations, Region 1

FISCAL YEAR
2025

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INTRODUCTION

The Purchasing Division is broadly charged with the development and oversight of the procurement functions of state spending units under its authority. That authority is found in Chapter 5A, Article 3 of the West Virginia Code, and Title 148, Series 1, of the West Virginia Code of State Rules. That mandate requires that the Purchasing Division "appoint inspectors to review and audit spending unit requests and purchases and other transactions and performance." W. Va. CSR § 148-1-4.14. The Purchasing Division's Inspection Services Unit performs this function by regularly conducting inspections of all spending units subject to Purchasing Division oversight.

The Purchasing Division Inspection Services Unit conducted a remote inspection of the Bureau for Social Services, Office of Operations, Region 1 for the period of July 1, 2024 to June 30, 2025. Notice of the inspection was provided on August 3, 2026, and the inspection commenced on August 18, 2026. The results of the inspection are contained within this report.

SCOPE

The scope of the inspection was focused on determining whether the Bureau for Social Services, Office of Operations, Region 1's procurement transactions for the period of July 1, 2024 to June 30, 2025 were, in all material respects, in compliance with applicable provisions of the West Virginia Code, the Code of State Rules and the Purchasing Division Procedures Handbook in effect during that time period.

Inspectors utilized spending unit payment transactions to identify potential violations with a primary focus on those transactions processed at the spending unit level without Purchasing Division involvement. Those transactions included, but were not limited to, agency delegated procurements, Section 9 procurements, agency delivery orders, General Accounting Expenditure ("GAX") payments, and P-Card payments. Notwithstanding this general focus, however, Inspectors can review any transaction or internal procurement operating procedures that they deem relevant.

As noted above, the transaction review was conducted to ensure compliance with applicable provisions of the West Virginia Code, the Code of State Rules and the Purchasing Division Procedures Handbook. More specifically, the scope of the inspection included, but was not limited to, an examination to determine if any of the following infractions had been committed:

(1) Failure to bid at central level (Stringing)[Required to be reported to the Legislature twice annually]
(2) Failure to bid at delegated level,
(3) Statewide contract not utilized,
(4) Vendor registration unverified and wrong vendor fee exemption code utilized
(5) Failure to verify compliance checks
    a. Unemployment
    b. Workers' compensation
    c. Vendor status with Secretary of State's office
    d. Debarred vendor list
(6) Failure to issue wvOASIS procurement award document,
(7) Lack of compliance with fixed asset requirements (asset tags),
(8) Failure to include Certification of Non-Conflict of Interest form,
(9) Miscellaneous Issues
    a. Improper award (Unjustified award to other than lowest responsible bidder meeting specifications),
    b. Leases exceeding six months not processed centrally
    c. Other as needed

SUMMARY

During the period under review, the spending unit processed 5,402 procurement transactions with a value of $1,537,373.56. These amounts are approximate, subject to reporting limitations from wvOASIS (including possible data entry errors and errors caused by elimination of duplicate results). Of those transactions, the Inspector selected 221 for review, which represents approximately 4% of the total. This inspection of 221 selected transactions yielded 32 findings associated with 32 of the selected transactions. This means that approximately 15% of the transactions reviewed had one or more instances of noncompliance with applicable provisions of the West Virginia Code, the Code of State Rules and the Purchasing Division Procedures Handbook.

The inspection also revealed that on 0 occasions, the spending unit failed to obtain competitive bids as required by the applicable dollar level of spend. That number is comprised of 0 instances of failing to bid at the central level (also known as stringing), and 0 instances of failing to bid at the delegated level. Any instances of failure to bid at the central level will be reported to the Legislature as required by the West Virginia Code.

Based on the findings contained in this report, the Purchasing Division recommends the spending unit work to improve any areas of noncompliance. Given that there was a pattern of findings, the first step must be the completion of a Corrective Action Plan, a request for which will be provided to you after this inspection is finalized.

EXHIBIT A: DETAILED INSPECTION FINDINGS

Issue 1: Failure to bid at central level (Stringing)

Authority: W. Va. Code § 5A-3-10; Procedures Handbook Section 6

Explanation: State law mandates that the Purchasing Division competitively bid for the purchase of commodities and services estimated to exceed fifty thousand dollars. The law also prohibits a spending unit from issuing a series of requisitions or divide or plan procurements to circumvent this fifty thousand dollar threshold. The transactions listed below violated this legal mandate and will be reported to the West Virginia Legislature as required by law.

Transactions in Violation: (0 Instances)

Purchasing Division Recommendation:

1. The Purchasing Division recommends that the spending unit establish central contracts through the Purchasing Division for each of the items included above and any other commodities or services that will exceed $50,000 in a rolling 12 month period.

2. The Purchasing Division recommends that the spending unit utilize wvOASIS to create reports that will allow the spending unit to track spend and determine when spending is closing to exceeding the $50,000 limit.

3. The Purchasing Division recommends that the spending unit forecast future needs for its commodities and services to determine in advance what should be procured at the central level.

4. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

Issue 2: Failure to bid at delegated level

Authority: W. Va. Code § 5A-3-11(a); W. Va. CSR § 148-1-7.2; Procedures Handbook Section 5

Explanation: The Purchasing Division has established competitive bidding requirements that spending units must follow when procuring commodities and services below $50,000.01, and above $5,000.00. For those transactions listed below, the spending unit has failed to obtain and document competitive bids as required.

Transactions in Violation: (0 Instances)

Purchasing Division Recommendation:

1. The Purchasing Division recommends that the spending unit follow the requirements associated with each delegated spending limit.

2. The Purchasing Division recommends that the spending unit utilize wvOASIS to create reports that will allow the spending unit to track spend and determine when spending is closing to exceeding spending limits.

3. The Purchasing Division recommends that the spending unit forecast future needs for its commodities and services to determine in advance what should be competitively bid at delegated verbal and written bid levels.

4. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

Issue 3: Statewide Contract Not Utilized

Authority: W. Va. CSR § 148-1-7.4.c.; Procedures Handbook Section 3.1.3.2

Explanation: The Purchasing Division has authority to establish contracts at a statewide level to secure economies of scale that would not be possible on an agency by agency basis. Once established, the Purchasing Division can mandate that spending units utilize those statewide contracts. For the transactions listed below, the spending unit has obtained the commodity or service in question outside of an available statewide contract without a valid waiver.

Transactions in Violation: (0 Instances)

Purchasing Division Recommendation:

1. The Purchasing Division recommends that the spending unit personnel become familiar with what is available from statewide contracts and either procure those commodities and services from statewide contracts or obtain a waiver from the Purchasing Division.

2. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

3. Agencies should issue a delivery order to obtain goods or services from central open-end contracts unless the West Virginia State Auditor's Office has approved an alternate ordering and payment method.

4. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

Issue 4: Vendor Registration Unverified/Wrong Vendor Fee Exemption Code Utilized

Authority: W. Va. CSR § 148-1-6.1; Procedures Handbook Section 4

Explanation: The agency must verify that the vendor is registered, and the registration fee paid, if applicable. The registration process includes having the proper disclosure of information in the *wv*OASIS vendor/customer account. Certain vendors are exempted from paying the vendor registration fee mandated by the authority referenced above. wvOASIS has created fee exemption codes that allow the spending unit to designate the appropriate exemption code on a transactional basis.

Transactions in Violation: (0 Instances)

Purchasing Division Recommendation:

1. The Purchase Division recommends that the spending unit only utilize vendor fee exemption codes for transactions that would permit a vendor to avoid paying the vendor registration fee.

2. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

3. The Purchasing Division recommends that the spending unit contact the Vendor Registration section within the Purchasing Division if there is uncertainty about when and how to apply a vendor fee exemption code.

Issue 5: Failure to Verify Compliance Checks

(Workers Comp, Unemployment, Sec. of State, Debarment)

Authority: W. Va. CSR § 148-1-6.1.e.; Procedures Handbook Section 5.3.2

Explanation: The authority cited above requires that a vendor be licensed and in good standing in accordance with all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or other state agencies or political subdivisions prior to being awarded a contract. The mandated compliance checks were not included in the transactions listed below.

Transactions in Violation: (1 Instance)

Date	Description	Vendor	Amount	Invoice
06/23/2025	Advertising	Column Public Notice	$95.40	PRCC,PC26042470

Additional Detail: : Although the above transaction falls below the limit requiring Verification Searches to be present, the aggregate amount spent was $5,618.18.

Purchasing Division Recommendation:

1. The Purchasing Division recommends that the spending unit perform all compliance checks mandated by the Handbook and properly document those compliance checks in the contract file.

2. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

Issue 6: wvOASIS Award Document Not Issued

Authority: Procedures Handbook Section 5.3.1.5

Explanation: The Purchasing Division Procedures Handbook requires that a procurement award document be issued for all purchases exceeding $5,000 in value. This requirement ensures that the transaction is recorded in wvOASIS in a way that allows it to be easily identified and tracked and helps to prevent spending in violation of procurement laws, rules, and procedures.

Transactions in Violation: (0 Instances)

Purchasing Division Recommendation:

1. The Purchasing Division recommends that the spending unit issue a purchase order through wvOASIS and maintain a copy in the contract file for all transactions exceeding $5,000.00.

2. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

Issue 7: Asset Tag Not Affixed

Authority: W. Va. Code § 5A-3-34; Surplus Property Operations Manual, Part II, Section 1.4

Explanation: The Surplus Property Operations Manual requires that all reportable assets must have a numbered identification tag affixed to the asset. Agencies are responsible for obtaining and placing the proper tags on the assets. This method of tagging assets helps to easily identify state assets during physical inspection and to guard against asset theft.

Transactions in Violation: (0 Instances)

Purchasing Division Recommendation:

1. The Purchasing Division recommends that the spending unit obtain a properly affix asset tags to all reportable assets. In conjunction with this, the spending unit must maintain accurate inventory records in wvOASIS.

2. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

Issue 8: Cert. of Non-Conflict Not Included

Authority: W. Va. Code §§ 5A-3-31 and 6B-2-5; Procedures Handbook Section 5.10

Explanation: The Purchasing Division requires all evaluators, advisors, and the agency procurement officer, despite the type of transaction, to sign a Certification of Non-Conflict of Interest form prior to contract award to ensure compliance with W. Va. Code § 5A-3-31and § 6B-2-5 by affirming that they do not have a conflict of interest and did not communicate with the vendor during the solicitation, evaluation, and award period.

Transactions in Violation: (0 Instances)

Purchasing Division Recommendation:

1. The Purchasing Division recommends that the spending unit include a properly completed Certification of Non-Conflict of Interest form prior to contract award for all transactions exceeding $5,000.00 and maintain a copy in the contract file.

2. The Purchasing Division recommends that the spending unit's procurement officer participate in training on this topic offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

Issue 9a: Miscellaneous (No Documents Provided During Inspection)

Authority: Procedures handbook Section 1.8

Explanation: Agency delegated contracts and supporting documentation should be maintained until the agency obtains permission to destroy the documents from the Legislative Auditor's office pursuant to W. Va. Code §5A-3-11(h).

Transactions in Violation: (29 Instances)

Date	Description	Vendor	Amount	Invoice
12/17/2024	Hotel	Charleston WV Embassy	$184.80	PRCC,PC25283227
08/27/2024	Advertising	Clarksburg Publishing	$919.85	PRCC,PC25124915
04/25/2025	Hotel	Country Inn & Suites	$123.20	PRCC,PC25455658
03/13/2025	Bus lines	Flix	$299.63	PRCC,PC25386306
03/11/2025	Hotel	Hampton Inns	$2,132.01	PRCC,PC25386306
01/03/2025	Hotel	Hilton Hotels	$281.44	PRCC,PC25277833
07/15/2024	Hotel	Holiday Inn Express	$1,331.00	PRCC,PC25067830
02/14/2025	Booking fee	Hotelbooking Servfee	$17.99	PRCC,PC25322895
08/20/2024	Professional services	Huseby LLC	$740.25	PRCC,PC25148354
01/29/2025	Hotel	Koolwink Motel	$182.00	PRCC,PC25315969
07/09/2024	Training	Nali Online Courses	$135.00	PRCC,PC25049961
05/22/2025	Hotel	Renaissance Portsmouth	$274.00	PRCC,PC26009470
04/27/2025	Hotel	Residence Inn	$506.24	PRCC,PC25461245
11/13/2024	Hotel	Sleep Inn	$3,378.00	PRCC,PC25210315
09/25/2024	Dental	SQ Stonehaven Dental	$680.00	PRCC,PC25168196
09/11/2024	Hotel	Stonewall Lodge	$215.08	PRCC,PC25134395
02/18/2025	Bedding	Target	$365.62	PRCC,PC25367278
08/30/2024	Professional services	Thomson West TCD	$1,275.00	PRCC,PC25126073
01/29/2025	Professional services	Thomson West TCD	$636.00	PRCC,PC25324445
08/16/2024	Advertising	Times West Virginian	$127.63	PRCC,PC25148400
11/08/2024	Programming	TLO Transunion	$339.82	PRCC,PC25203868
08/07/2024	Grocery store	Wal-Mart #1544	$302.35	PRCC,PC25086107

Date	Description	Vendor	Amount	Invoice
02/04/2025	Grocery store	Wal-Mart #1714	$392.34	PRCC,PC25324445
09/21/2024	Discount store	Walmart.com	$533.61	PRCC,PC25168196
08/23/2024	Grocery store	WM Supercenter #1477	$582.37	PRCC,PC25158355
10/25/2024	Grocery store	WM Supercenter #1544	$345.52	PRCC,PC25216161
03/25/2025	Grocery store	WM Supercenter #1714	$386.09	PRCC,PC25409051
08/05/2024	Grocery store	WM Supercenter #2696	$562.80	PRCC,PC25084573
10/23/2024	Grocery store	WM Supercenter #2809	$605.53	PRCC,PC25199702

Additional Detail: Documents not provided for review at time of inspection and were not subsequently provided.

1. The Purchasing Division recommends that the agency should maintain delegated contracts and supporting documentation until the agency obtains permission to destroy the documents.

2. The Purchasing Division recommends that the spending unit's procurement officer participate in training on the topics listed herein that are offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

Issue 9b: Miscellaneous (Third-party Booking)

Authority: West Virginia Code Section 12-3-11

Explanation: (Third-party Booking) Section 2.9 of the State Travel Policy states "Travelers must use state contracts for travel services or deal directly with the service vendor. Third Party Booking sites shall not be used."

Transactions in Violation: (2 Instances)

Date	Description	Vendor	Amount	Invoice
07/29/2024	Hotel booking fee	Hotelbookingservfee	$15.99	PRCC,PC25073002
08/31/2024	Hotel room / booking	Hotelcom72057989302516	$129.68	PRCC,PC25155180

Additional Detail: The agency personnel used third-party booking sites. This is not in compliance with the State of West Virginia Travel Rules.

Purchasing Division Recommendation:

1. The Purchasing Division recommends that the spending unit utilizes state contracts for travel services or deal directly with the service vendor. No third-party booking sites are not to be used for state business related travel.

2. The Purchasing Division recommends that the spending unit's procurement officer follow all rules stated in the State of West Virginia Travel Rules and ensures all staff utilizing travel through the state agency know and comply with said rules.

3. The Purchasing Division recommends that the spending unit's procurement officer participate in training on the topics listed herein that are offered by the Purchasing Division and ensure that all procurement staff understand how to comply with this requirement moving forward.

EXHIBIT B: COMPARISON WITH PRIOR INSPECTIONS

Due to restructuring of Department of Health and Human Resources, there has not been a previous inspection of the West Virginia Bureau for Social Services, Office of Operations Region 1 to use as a comparison.

Summary of Problem Transactions		
Findings	***FY 2025***	
Failure to Bid at Central Level (Stringing)	0	
Failure to Bid at Delegated Level	0	
Statewide Contract not utilized	0	
Vendor Registration unverified/wrong Fee Code	0	
Failure to verify Compliance Checks	1	
wvOasis Award Document not issued	0	
Asset Tag/Number not affixed	0	
Cert. of Non-Conflict of Interest not included	0	
Miscellaneous Issue	31	
Total	***32***	

There are multiple training resources available from the Purchasing Division in-house training program, as well as, through on-line training modules. These training resources would assist in educating procurement staff in purchasing procedures/requirements. Additional information can be obtained by contacting Courtney Johnson, Administrative Service Manager 1, at (304) 558-4213 or by visiting the Purchasing Division's website http://www.state.wv.us/admin/purchase/training/default.html.

EXHIBIT C: AGENCY TRAINING REPORT

Importance of Training: The Purchasing Division has found that training in procurement significantly improves the ability of the spending unit to comply with applicable provisions of the West Virginia Code, the Code of State Rules and the Purchasing Division Procedures Handbook.

Statutory Requirements:

- W. Va. Code § 5A-3-60 requires that All executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads are hereby required to take two hours of training on purchasing procedures and purchasing cards annually.

- W. Va. CSR § 148-1-3.2 mandates that all designated procurement officers receive 10 hours of procurement training annually.

Available Training: The Purchasing Division has implemented a very robust training program that is available to all procurement officers subject to Purchasing Division oversight. That training includes:

- Online Modules
- Webinars
- Live Training Sessions
- Annual conferences
- Basic and Advanced Procurement Certification Programs
- Agency Specific Targeted Training

Training: The Purchasing Division records indicate that during the inspection period the following individuals within the spending unit have obtained training at our annual Purchasing Conference as shown below:

Anthony Walizer
Attended 10 sessions (10 available)

Debra Kolinski
Attended 9 sessions (10 available)

Purchasing Division Recommendations:

The Purchasing Division recommends that all procurement officers, regardless of their status as designated or undelegated, participate in at least 10 hours of training annually and that all officials subject to the training requirements in W. Va. Code § 5A-3-60 take the required 2 hours of Purchasing and P-Card Training.