Business with the State of West Virginia

Opportunities Available through the State Government's Competitive Bid Process

Objectives

- **Why does the state buy from vendors?**
  - Procurement within West Virginia state government
  - Strategies to fit your business model

- **What does the state need?**
  - *West Virginia Purchasing Bulletin*

- **How can you more easily learn of bid opportunities?**
  - Pursuing state business
    - Commodity-based notifications
    - Transparency at **WVPurchasing.gov**
    - Opportunities for Statewide Contracts

- **What makes you eligible to receive orders?**
  - Vendor Registration Program
  - Small, Women-, and Minority-Owned Businesses (SWAM) Certification Program

Procurement in West Virginia

- **Why does state government buy from vendors?**
  - West Virginia state agencies sometimes procure goods or services that cannot be manufactured or performed internally, or are not cost efficient to do so.
  - Increased competition for state orders amongst vendor community and bulk-buying power of the state results in lower price for goods and services.
  - State agencies may find themselves in an emergency situation, where life and property is at risk, and may be authorized to solicit a private-sector solution immediately.

Thresholds for Bidding Opportunities

Under $50,000

- *Agency-Delegated Authority*
  - Can market your business directly to state agencies.
  - List of State Procurement Officers available at **www.state.wv.us/admin/purchase/vrc/agencyli.html**.
  - Vendor Procurement Guide available for getting started with the competitive-bid process.
  - Responses to solicitations are sent to designated person at respective state agency.
    - Bidding procedures may vary by agency.

Over $50,000

- *Centralized Procurement Process*
  - Dollar amount triggers formal purchasing process administered by the West Virginia Purchasing Division on behalf of the state agency.
  - Responses to solicitations are sent to the Purchasing Division, Capitol Complex Building 15.

Thresholds for Bidding Opportunities

- **Procedural differences for agency-delegated purchases (under $50,000)**

$0 - $5,000.00
No competition required, but encouraged

$5,000.01 - $20,000.00
Three verbal bids required from vendors

$20,000.01 - $50,000.00
Three written bids required
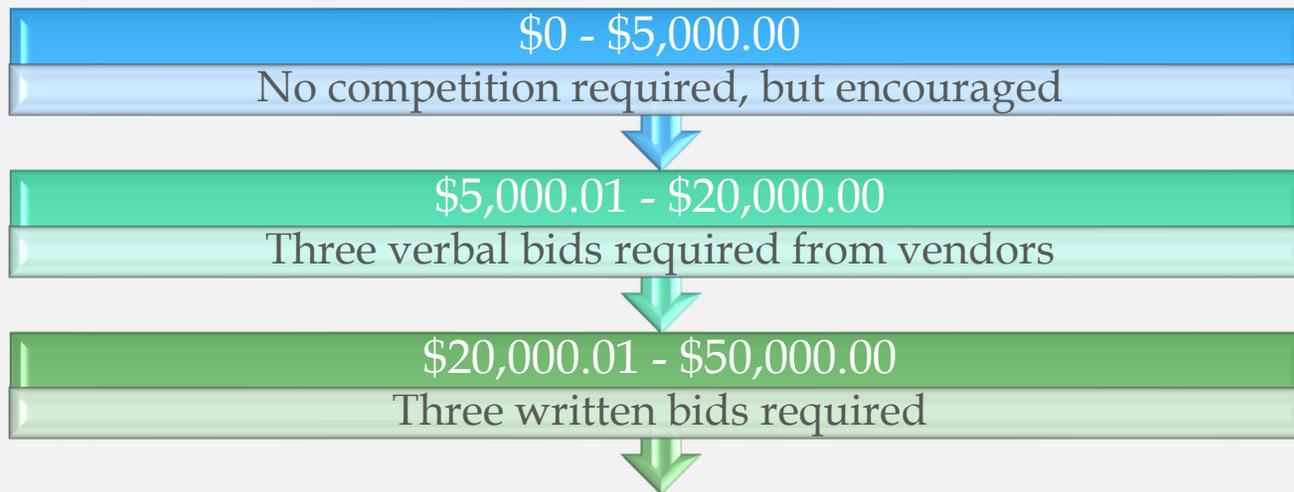
- **Over $50,000 administered by the Purchasing Division**

West Virginia Purchasing Bulletin

- **How do you know what state agencies need?**

- Bidding opportunities, referred to as solicitations, are publicly advertised online in the *West Virginia Purchasing Bulletin*.
  - Available within the Vendor Self-Service portal at **wvOASIS.gov**.
  - Can create an account for free; you do not have to register with a state agency to view the *West Virginia Purchasing Bulletin*.

- Vendors are assigned a *wv*OASIS system vendor number.

- Includes solicitations expected to exceed $20,000; state agencies may also advertise smaller solicitations.

- Do not have to register with a state agency to respond to a solicitation.
  - State wants to encourage competition.

West Virginia Purchasing Bulletin

Searching the *Purchasing Bulletin* using Keywords

- Solicitation descriptions in the *West Virginia Purchasing Bulletin* are searchable by keyword.

- When searching using multiple terms, enter a "wild card" between words (which is an asterisk in this system).

  - For example, if searching for "phone system" or "building maintenance," enter ***phone*system*** or ***building*maintenance*** into the keyword search box.

    Keyword Search

*BUILDING*MAINTENANCE*	×

    Keyword Search

*PHONE*SYSTEM*	×
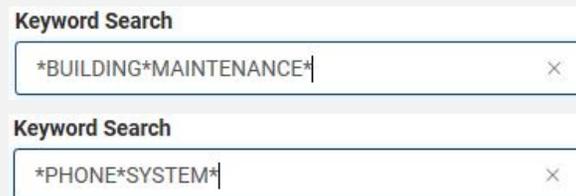
- This method reduces your chances of missing a relevant project when you are searching.

Vendor Self-Service Portal at wvOASIS.gov

- Login ID for the Vendor Self-Service portal allows vendors to maintain your entity's record, update commodity code alerts, bid online.

- Vendor Self-Service login ID creation does *not* register your business entity with any state agency.
  - State agency registration procedures must be completed individually (when each is necessary).

- Recommend adding to VSS record an email box checked by multiple employees or set up multiple employees with individual user IDs for redundancy.

- In the case of the Purchasing Division's Vendor Registration Program, vendors can complete the registration process online.
  - Two registration components required to receive orders from agencies:
    - Disclosure of Information about the business entity, such as federal tax identification number
    - Payment of $125 annual vendor registration fee

- For your separate registration to receive payments, vendors must send a signed W-9 to Finance Division at VendorAdmin@wv.gov if you have not done so already.

Vendor Self-Service Portal at wvOASIS.gov

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Vendor Self-Service Portal at wvOASIS.gov

Pursuing State Business

- **Commodity-based notifications**
  - Goods and services classified by the State of West Virginia according to the United Nations Standard Products and Services Code® (UNSPSC®) system.
  - Email-based alerts sent to vendors by the *wvOASIS* system according to your Vendor Self-Service preferences.
  - Vendors can view commodity code library at **UNSPSC.org** to select applicable codes for what your business can provide.

Exposure to State Agencies

- State Agency Procurement Officers:

  - Individual state agencies designate one or more employees as "procurement officers" responsible for ordering and completing purchases on behalf of each agency under the $50,000 threshold.

  - Market your business directly to state agency procurement officers.

    - Specifically target state agencies with operational mission where your business's solutions could be most valuable.

  - State Agency Procurement Officer Contact Listing published to **WVPurchasing.gov** under "Vendor Resource Center."

    - Or link directly at **www.state.wv.us/admin/purchase/vrc/agencyli.html**

Procurement Officer Listing

Pursuing State Business

- **Transparency at WVPurchasing.gov**
  - Transparency section of Purchasing Division website includes three pieces of the state procurement cycle:
    - *West Virginia Purchasing Bulletin*
      - What is the state seeking?
    - **Bids Received**
      - What offers were made?
   - **Notice of Award Report**
      - What vendors were successful?
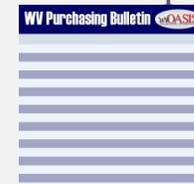
- Allows potential vendors to research solicitation archive and past purchases.

- Direct link is **www.state.wv.us/admin/purchase/transparency.html**.

Pursuing State Business

- **Opportunities for Statewide Contracts**
  - For the most frequently-purchased commodities and services, the state enters into a long-term contract with a successful vendor.
  - Mandatory for all state agencies to purchase through a statewide contract if needed goods or services are offered through an active agreement.
    - Mandatory items are specifically detailed in the catalog accompanying each statewide contract document; commodities and services not included are still competitive.
  - Statewide Contract Index for active agreements online at **www.state.wv.us/admin/purchase/swc**.

Statewide Contract Index

Purchasing Division Vendor Registration

- **What makes you eligible to receive orders?**

- You must register *before* goods are delivered or before services are performed for a state agency.

- Vendor Registration is required by *West Virginia Code* §5A-3-12. A completed registration includes:

Purchasing Division Vendor Registration	
Disclosure of Information about your business entity, such as current active federal tax ID	Payment of Annual Fee

Purchasing Division Vendor Registration

- Disclosure of Information
  - Legal Name
  - Business's physical address
  - Telephone number
  - Current active federal tax identification number for the business entity
  - Dun & Bradstreet number, if possible
    - https://www.dnb.com/duns-number/lookup.html

Purchasing Division Vendor Registration

- Purchasing Division's Vendor Registration Office available to provide information to vendor community.
  - Information available at **www.state.wv.us/admin/purchase/VendorReg.html**.
  - Information available by U.S. Mail.
  - Can make an appointment to discuss registration.
  - Can contact by phone, email, video teleconference, or in person.
    - Capitol Complex Building 15.

Small, Women-, and Minority-Owned Businesses (SWAM) Certification Program

- Two-year certification for eligible vendors created by *West Virginia Code* §5A-3-59 in 2012.

- Application for certification includes designations for women-owned businesses, veteran-owned businesses, small businesses, and more.

- Certification status may result in reciprocal benefit with an external entity or government.

- SWAM Certification in home state may also be required for West Virginia vendors applying for similar certifications in other states.

- Current list of West Virginia SWAM-Certified Vendors published to **www.state.wv.us/admin/purchase/VendorReg.html**

Small, Women-, and Minority-Owned Businesses (SWAM) Certification Program

- The SWAM Certification Program's largest benefit to West Virginia vendors may be when bidding with other state governments that reciprocate our SWAM certification.

- Ability to compete out of state increases West Virginia vendors' business opportunities.

- The Purchasing Division's Vendor Registration Office can provide documentation for SWAM-Certified Vendors regarding status and certification dates.
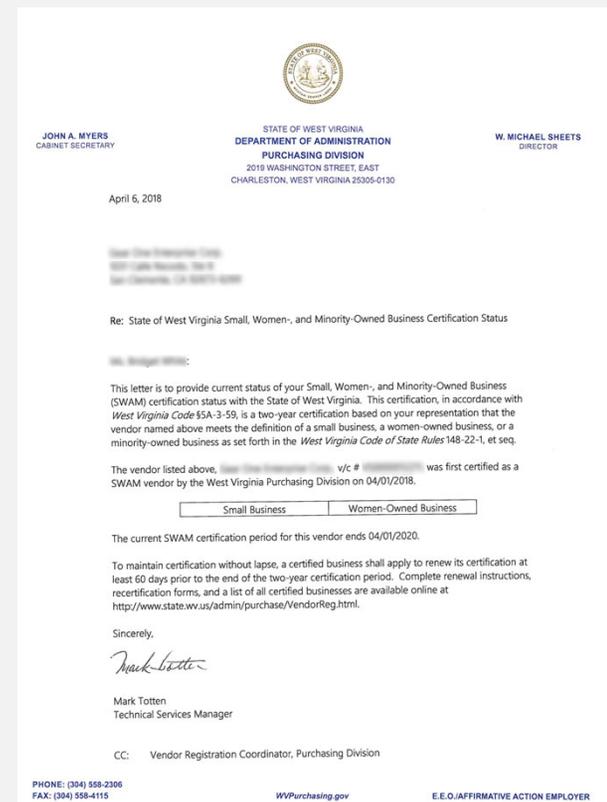
References

- Vendor Registration at WVPurchasing.gov
  - https://www.state.wv.us/admin/purchase/VendorReg.html

- Vendor Resource Center at WVPurchasing.gov
  - www.state.wv.us/admin/purchase/vrc

- Purchasing Division Transparency
  - www.state.wv.us/admin/purchase/transparency.html

- Awarded Central Contracts
  - http://www.state.wv.us/admin/purchase/Awards/awarded.html

- Procurement Officer Listing
  - http://www.state.wv.us/admin/purchase/vrc/agencyli.html

- Purchasing Division's wvOASIS Procurement section
  - www.state.wv.us/admin/purchase/oasis.html

- wvOASIS ERP Board / wvOASIS.gov
  - Toll-free at (855) 666-8823 / HelpDesk@wvOASIS.gov

Three Recommended Strategic Options for Competing for State Agency Business

- Utilize one or more strategies that fit your business model:

  - Read and search *West Virginia Purchasing Bulletin* with as much regularity as possible.

    Strategy 1

  - **Market your business directly to agency procurement officers**, especially if your business's typical transactions would be under $50,000.

    Strategy 2

  - **Statewide Contract opportunities** are a longer-term, but potentially high-yield pursuit if you can offer one of the most commonly-procured commodities or services utilized by state agencies.

    Strategy 3

In Conclusion

- Learn what state agencies need; there may be demand you can supply.

- Use tools at your disposal to be as informed as possible.
  - *West Virginia Purchasing Bulletin*
  - Vendor Self-Service portal at **wvOASIS.gov**
  - Commodity-code based alerts
  - State Agency Procurement Officer Contact Listing
  - Statewide Contract opportunities
  - Vendor Registration and Transparency section of **WVPurchasing.gov**

- Regularly update Vendor Registration & SWAM Certification.

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