



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

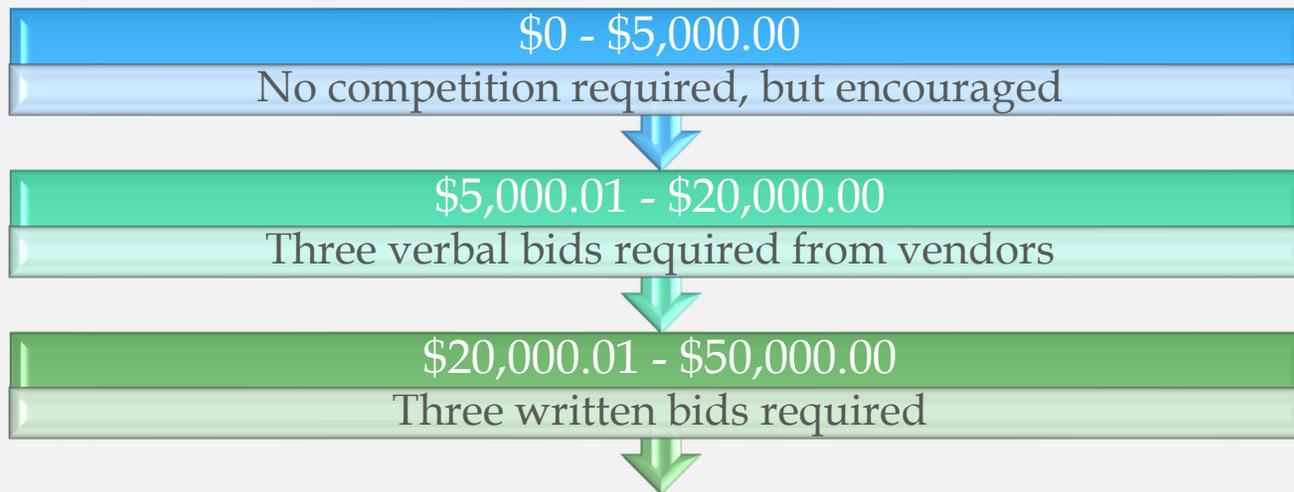
- *Agency-Delegated Authority*
 - Can market your business directly to state agencies.
 - List of State Procurement Officers available at www.state.wv.us/admin/purchase/vrc/agencyli.html.
 - Vendor Procurement Guide available for getting started with the competitive-bid process.
 - Responses to solicitations 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)



- 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 *wvOASIS* 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

MOASIS

Mark Totten Vendor

Published Solicitations

Search

Show Me: Open

Keyword Search

Search Reset

Grid Actions

41 - 60 of 60+ Records

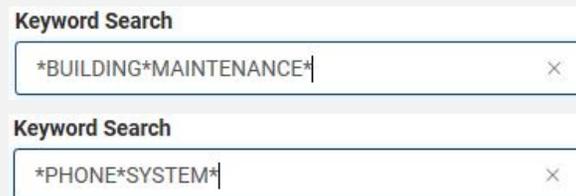
View per Page: 20 50 100

Page 3 of 3+

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status	
▶ HAULING TRUCK W/TARP WITH OPERATOR	DIVISION OF HIGHWAYS Dusty J Smith	ARFQ-0803-DOT240000053-1 Agency Request for Quote (ARFQ)	02/14/2024 02:30 PM EST 9 Days, 02:55:43 Open	Respond
▶ OSR SOUTHWESTERN MAINTENANCE OPEN-END	DEPARTMENT OF ENVIRONMENTAL PROTECTION Linda L Stanley	ARFQ-0313-DEP240000055-1 Agency Request for Quote (ARFQ)	02/15/2024 10:30 AM EST 9 Days, 22:55:47 Open	Respond
▶ DIRECT AWARD-VITALCHEK MULTI ELECTRONIC VITAL RECORDS SYSTEM	DIVISION OF HEALTH Crystal G Husted	CSSD-0506-HSC240000001-1 Central Sole Source Determination (CSSD)	02/15/2024 01:30 PM EST 10 Days, 01:55:47 Open	Respond
▶ WV DIVISION OF FORESTRY - 8 UTILITY TERRAIN VEHICLES	DIVISION OF FORESTRY Brandon L Barr	CRFQ-0305-FOR240000007-1 Centralized Request for Quote (CRFQ)	02/15/2024 01:30 PM EST 10 Days, 01:55:47 Open	Respond
▶ Direct Award for Zasio Software (OT24103)	INFORMATION SERVICES AND COMMUNICATIONS	ASSD-0210-HSC240000004-1	02/15/2024 02:30 PM EST	Respond

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

Keyword Search

- 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

The screenshot displays the Vendor Self-Service Portal interface. On the left, the 'Account Summary' section provides details for Mark Totten, including contact information and account status. The 'Announcements' section contains two messages regarding form availability and helpdesk contact. The main area shows the 'Edit My Account' page with a navigation bar for 'Account Information', 'Addresses & Contacts', 'Users', 'Commodities', 'Service Areas', and 'Business Types'. The 'Commodities' tab is active, showing an 'Add Commodity/Service' button and a message box with instructions. Below this is a 'My Commodity List' table with 0 records.

Account Summary

Primary Account Administrator
Name: Mark Totten
Email: mark.l.totten@wv.gov
Phone: 304-558-7839

Account Status
Vendor Code: VC0000024073
Vendor Status: Active
1099 Reportable: false

EFT Information
Account Level EFT Status: N/A
Address Level EFT Available: false

Prevent New Spending
Account Level:

Prevent New Orders
Prevent New Orders:

Announcements

Date	Message
01/25/2021	1099 forms will be mailed out to vendors. These forms will not be available in the Vendor Self-Service application. We apologize for any inconvenience.
11/10/2020	Contact our Helpdesk at 304-558-6708 or 855-666-8823 if you need assistance. Thank you for your patience as we update the site to include additional methods for contacting our helpdesk.

Edit My Account

VSS PURCHASING DIVISION OF | **Email:** mark.l.totten@wv.gov | **Phone Number:** 304-558-7839 | **Vendor Status:** Active

Account Information | Addresses & Contacts | Users | **Commodities** | Service Areas | Business Types

[Add Commodity/Service](#)

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the **Add Commodity/Service** button. To delete a commodity/service code, click the **Delete** button next to the record that you wish to delete. Any request to add a new commodity/service code or delete an existing commodity/service code will be reviewed for approval.

My Commodity List

0 Records | View per Page - 20 50 100 | Page 0 of 0

Commodity/Service Code	Commodity Description	Status
No Records Found		

Vendor Self-Service Portal at wvOASIS.gov

The screenshot displays the Vendor Self-Service Portal interface. At the top, the wvOASIS logo is visible on the left, and user information for Mark Tott, Vendor, is on the right. The main heading is "Agency Request for Quote (ARFQ)", with a "Document ID" and a "Time Left: Expired" status. A navigation bar contains several tabs: General Information, Notice of Award, Commodity Lines, Attachments (highlighted with a red box), Solicitation Instructions, Evaluation Criteria, Terms & Conditions, Events, Amendment History, and Public Bid Reading. Below the tabs, a table lists 11 attachments. The table includes columns for File Name, Date, Attachment Type, and Description. The first row is highlighted in blue.

File Name	Date	Attachment Type	Description
Exhibit B - Equipment List.xlsx	12/28/2016	Standard	Exhibit B - Equipment List
Provisions Required for Procurements.pdf	12/28/2016	Standard	Provisions Required for Federally Funded Procurements
Purchasing Affidavit.pdf	12/28/2016	Standard	Purchasing Affidavit
WV43.pdf	03/15/2017	Standard	WV43
Terms and Conditions.pdf	03/15/2017	Standard	
Exhibit A - Pricing Page.pdf	03/16/2017	Standard	
RFQ Specifications.docx	03/16/2017	Standard	
FinalARFQ_..._ARFQ_FORM.PDF	03/16/2017	Assembled Form	Assembled pdf file for document [ARFQ...] - Agency Request For Quotation Form (PDF Format)
Addendum - ...	03/23/2017	Standard	
Addendum #1 Form.docx	03/23/2017	Standard	
FinalARFQ_..._ARFQ_FORM.PDF	03/23/2017	Assembled Form	Assembled pdf file for document [ARFQ...] - Agency Request For Quotation Form (PDF Format)

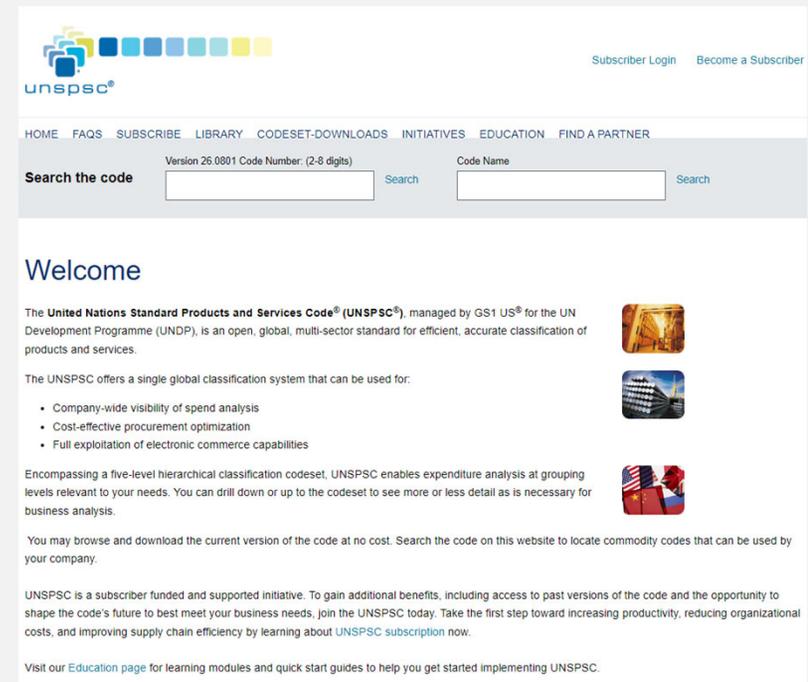
Vendor Self-Service Portal at wvOASIS.gov

The screenshot displays the Vendor Self-Service Portal interface for an Agency Request for Quote (ARFQ). The page features a blue navigation sidebar on the left with icons for home, search, and documents. The header includes the wvOASIS logo, a home icon, a help icon, and a user profile for Mark Tot Vendor. The main content area has a tabbed interface with the following tabs: General Information (selected), Notice of Award, Commodity Lines, Attachments, Solicitation Instructions, Evaluation Criteria, Terms & Conditions, Events, Amendment History, and Public Bid Reading. The 'General Information' tab is expanded to show three sections:

- Buyer Information:**
 - Buyer Name: [Redacted]
 - Buyer Phone: [Redacted]
 - Buyer Email: [Redacted]
 - Buyer Fax: -
- Important Dates:**
 - Issue Date: 03/17/2017
 - Bid Opening Date: -
 - Last Amended: 03/23/2017
 - Closing Date: 03/30/2017 12:00 PM EDT
 - Award Date: 04/17/2017
- Department Information:**
 - Category: Service - Misc
 - Document Department: [Redacted]
 - Description: PHONE SYSTEM MAINTENANCE AND EQUIPMENT
 - Type: Agency Request for Quote
 - Status: Awarded

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 *wv*OASIS 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.



The screenshot shows the UNSPSC.org website homepage. At the top, there is a navigation bar with links for HOME, FAQs, SUBSCRIBE, LIBRARY, CODESET-DOWNLOADS, INITIATIVES, EDUCATION, and FIND A PARTNER. Below the navigation bar is a search section with two input fields: "Version 26.0801 Code Number (2-8 digits)" and "Code Name", each with a "Search" button. The main content area features a "Welcome" heading followed by a paragraph describing the United Nations Standard Products and Services Code® (UNSPSC®) as an open, global, multi-sector standard for efficient, accurate classification of products and services. Below this, there are three bullet points listing benefits: "Company-wide visibility of spend analysis", "Cost-effective procurement optimization", and "Full exploitation of electronic commerce capabilities". To the right of these bullet points are three small images: a building, a factory, and a person. Further down, there is a paragraph explaining that UNSPSC enables expenditure analysis at grouping levels relevant to your needs, and another paragraph stating that users can browse and download the current version of the code at no cost. At the bottom, there is a link to the "Education page" for learning modules and quick start guides.

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*

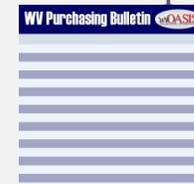
- What is the state seeking?

- **Bids Received**

- What offers were made?

- **Notice of Award Report**

- What vendors were successful?



NOTICE OF AWARD
In order to facilitate the transparency of procurement in the State of West Virginia, please find below a listing of contracts awarded by the West Virginia Purchasing Division. This listing includes contract awards made by the West Virginia Purchasing Division through the formal purchasing

- 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



WEST VIRGINIA PURCHASING DIVISION

STATEWIDE CONTRACTS

[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Contracts](#) | [Statewide Contracts](#)

[Translate](#)

Statewide Contract Index
(Mandatory and Non-Mandatory Contracts)

This web page is your connection to the statewide contracts issued by the Purchasing Division.

A statewide contract is a contract between the state and a vendor that is made available to all state agencies and some political subdivisions, such as municipalities, counties, boards of education, to purchase frequently-used commodities and services. State agencies that are statutorily required to follow the guidelines established by the Purchasing Division must use these contracts unless they have been designated in the list below as non-mandatory. Agencies may still be required to use the non-mandatory contracts if directed to do so by their own agency leadership.

Contracts that have the notation "(2 CFR 200 Compliant)" have included the federal contract terms found in 2 C.F.R. §§ 200.317 through 200.327 that are required by the federal government for the expenditures of certain federal funds.

How to use this site:

Below is a listing of all statewide contracts by description and contract code (name). By clicking the highlighted contract code, you will be directed to additional information on that particular contract. All contracts and subsequent changes will be included on this secondary page. Please note that some contracts are awarded to multiple vendors. In these cases, an alpha character (A, B, or C, etc.) will follow the contract name.

To assist in finding a certain commodity, a search box is available that you may enter various keywords to help identify a particular statewide contract. Simply type in any related keyword in this box and hit "Go." A list of possible matches will show, from which you may select.

Questions?

If you have questions, please contact Buyer Supervisor Mark Atkins at (304) 558-2307 or by email at mark.a.atkins@wv.gov.



**RECENT SWC
UPDATES**



**RENEWAL STATUS
(POSTED MONTHLY)**

The Purchasing Division does not currently have a statewide contract for vehicles.
All agencies should follow purchasing procedures to bid out vehicles individually.

If you need assistance, please contact your agency's assigned Purchasing Division buyer.

Search: Example: furniture

Description	Contract
Airfare <i>This contract provides discounted air fare for State Agencies and Political Subdivisions.</i>	AIRFARE
Asbestos Abatement Services <i>This contract includes various asbestos abatement services, including, but not limited to, removal of asbestos material, pipefitting and insulation.</i>	ASBATHMT

Fasteners and Accessories (Screws, Nuts, Bolts, etc.)	FASTEN
<i>This contract includes industrial and commercial fasteners and other fastening devices, including but not limited to, bolts, screws, nuts, washers, and anchors.</i>	
Fingerprinting Equipment and Services	DPS
<i>This contract includes electronic live-scan fingerprinting services.</i>	
Food Items (Various)	FOOD
<i>This contract includes a variety of foods, including but not limited to, baby food, baking goods, frozen foods, condiments, meats, fruits and vegetables, dairy products, desserts, and beverages.</i>	
Fuel (Gasoline, Diesel, Heating, Kerosene, etc.)	FUEL
<i>This contract includes unleaded gasoline, E-10, unleaded diesel, winterized diesel, B5 biodiesel, winterized B5 biodiesel, and heating fuel.</i>	
Geographic Information System (GIS) Software	ESRI
<i>This contract includes geographic information system software, data, web services, documentation, services, and hardware.</i>	
Google G-Suite Software as a Service	GWSUITE
<i>This contract provides G-Suite products and services.</i>	
Heavy Trucks, Van, Full-Size SUV	MYTRUCK
<i>This contract includes 2020 (or current model year) Classes 20-39, GVWR 8500 lbs. or less.</i>	
Industrial Supplies (Maintenance, Repair, and Operation Supplies)	MRO
<i>This contract includes facility maintenance, repair and operations equipment and supplies.</i>	
Information Technology Limited Advisory and Consulting Services	ITCONSULT
<i>This contract includes information technology and advisory services.</i>	
Lease/Finance Contract	FINANCE
<i>This contract includes financing for equipment and other capital financing needs in the form of a master lease purchase financing agreement.</i>	
Light Bulbs and Ballasts	LIGHT
<i>This contract includes compact fluorescent lights (CFL), fluorescent bulbs, metal halide bulbs, light-emitting diode (LED) bulbs, incandescent bulbs, halogen bulbs, high pressure sodium bulbs and associated ballast.</i>	
Microsoft Software	LAB
<i>This contract provides software licensing at a discount.</i>	
Office Furniture	SYSTEM
<i>This contract includes panel systems, filing cabinets, desks, chairs, tables, and other furniture needed in an office environment.</i>	
Office Supplies	OFFICE
<i>This contract includes paper clips, bulletin boards, labels, notepads, pens and pencils, file folders, index cards, tape and tape dispensers, and other office supplies.</i>	

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

**Vendor
Registration
Guide**

State of West Virginia
Department of Administration
Purchasing Division



State Capitol Complex
2019 Washington Street, East
Charleston, West Virginia 25305-0130

(304) 558-2306
Purchasing.VendorRegistration@wv.gov

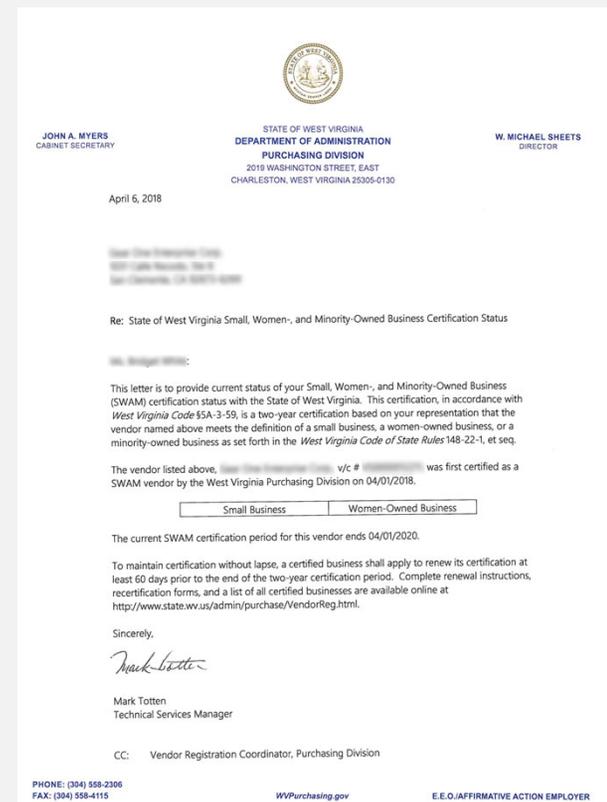
- Purchasing Division's Vendor Registration Office available to provide information to vendor community.
 - Information available at www.state.wv.us/admin/purchase/VendorReg.html.
 - Information available by U.S. Mail.
 - Can make an appointment to discuss registration.
 - Can contact by phone, email, 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.
 - **Market your business directly to agency procurement officers**, especially if your business's typical transactions would be under \$50,000.
 - **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 1

Strategy 2

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.

Contact Information

- Mark Totten
 - West Virginia Purchasing Division
 - WVPurchasing.gov
 - Mark.L.Totten@wv.gov
- Crystal Hustead
 - West Virginia Purchasing Division
 - Crystal.G.Hustead@wv.gov
- Carol Hudnall
 - West Virginia Purchasing Division
 - Purchasing.VendorRegistration@wv.gov

