

THE BUYERS NETWORK

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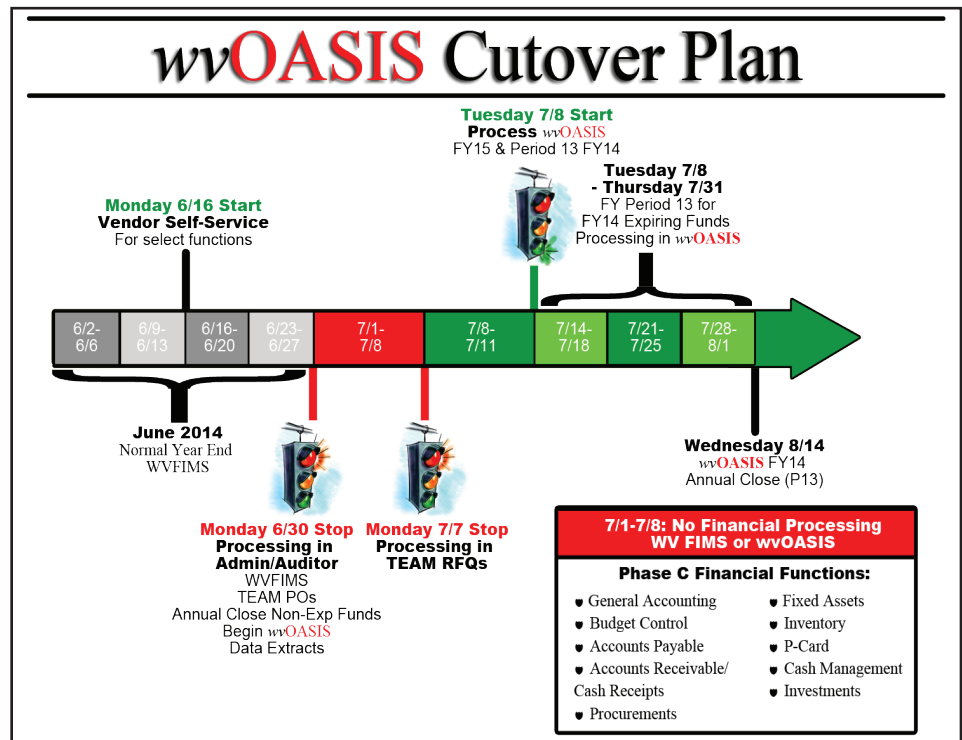
THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

Phase C Implementation for wvOASIS Set for July 8

For most agency purchasing officers, the spring and summer months were spent in training for the state's new enterprise resource planning (ERP) system, wvOASIS. The scheduled implementation date of Phase C of this system is July 8.

Phase C consists of the core finance and procurement aspects of wvOASIS. The specific components of this phase include general ledger, budget control, accounts payable, accounts receivable, purchasing card, cost accounting, project accounting, cash management, fixed assets, purchasing, contracts, inventory (pilot), financial transparency, the Comprehensive Annual Finance Report, grants and investments.

wvOASIS is intended to replace more than 100 outdated existing systems throughout state government and stan-



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INSIDE...

- **Director's Comments:** wvOASIS Implementation Changes Requisition Receipt Procedures for Agencies
- Purchasing Division Showcases Training Efforts in Video, with Introduction by Governor
- Lab Services Makes a 'Grade A' Purchase
- WVSASP Continues Extended Summer Hours

Mandatory Procurement Training Classes Being Developed by Purchasing Division

The Purchasing Division and State Auditor's Office are joining together to develop a training program focused on procurement for state leadership in accordance with a new provision in *West Virginia Code* §5A-3-60.

The passage of Senate Bill 356 during the 2014 Regular Session of the Legislature included this measure, which states, in part, "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."

The first training session is scheduled for Wednesday,

Training Information

For more information on this mandatory training, contact Staff Development Specialist Samantha Knapp by calling 304.558.7022 or e-mailing Samantha.S.Knapp@wv.gov.

Please see TRAINING, Page 4

wvOASIS Implementation Modifies Processes Relating to Requisition Receipt for Agencies

By Purchasing Director Dave Tincher

Upon the implementation of the state's enterprise resource planning system, wvOASIS, there will be many changes to our current procedures and processes. Some of these changes we are fully aware of and can begin preparing for modifications to our current processes. Other potential issues we may not expect, but will evaluate and make appropriate changes going forward.

One of the important processing changes that will occur incorporates requisition creation and processing at the agency level, all requisitions must be electronically entered into wvOASIS. This means that the Purchasing Division will no longer have the ability or authority to take possession of any *Purchase Requisition* (WV-35) through any means other than by the requesting agency entering the requisition in wvOASIS.

Since many of our agency purchasers have utilized our *purchasing.requisitions@wv.gov* e-mail address to submit requisitions, this practice has been discontinued, as of June 30. Other required reports, such as the Small, Women-, and Minority-owned (SWAM) annual report and various contract usage reports, may still be sent through this e-mail address.

In the past several weeks, our staff has been working on drafting and finalizing modifications to the *Purchasing Division Procedures Handbook* to clarify current procedures and attempt to update information that may be affected by the implementation of wvOASIS.

In this issue of *The Buyers Network* and through e-mail communication with our agency designated procurement officers, we have provided information on the changes made in the most recent version of the *Purchasing Division Procedures Handbook*, which became effective July 1. We realize that there will most likely be many more changes in the near future as we and our agency partners become more familiar with the new system. At that point, we can identify those areas more specifically and adjust our procedures accordingly.

It is our intent to develop a new handbook by late 2014 or early 2015, which will focus more on the wvOASIS terminology and any changes to processes that we deem necessary.



In regard to the review of Section 9 of the *Purchasing Division Procedures Handbook*, I would like to extend our appreciation for the feedback and additional documentation that our agency procurement officers provided during this evaluation process. Additional information will be forthcoming on any changes that will be made to this section.

Although we expect delays in processing as a result of this transition of systems, we will work closely with agency purchasers to address issues that arise and assist, to the best of our ability, in responding to questions. The implementation of wvOASIS, which is one of the largest undertakings that state government has made in recent years, has and will continue to impact each of our jobs.

Although our statutory and regulatory requirements, in accordance with *West Virginia Code* and the *Code of State Rules*, remain constant, the manner in which we accomplish them need to be reviewed periodically to ensure the efficient processing of purchases on behalf of state government.

Vendor Registration Inching Closer to Being a Paperless Process

Vendor Self-Service

Procurement officers are encouraged to direct vendors to the wvOASIS website at wvoasis.gov, which includes a link to the VSS and its instruction manual.

The Purchasing Division reminds procurement officers to encourage vendors with whom you have contact to utilize the Vendor Self-Service (VSS) portal in order to apply for registration to conduct business with the state of West Virginia.

In June, the West Virginia Enterprise Resource Planning (ERP) Board mailed several thousand letters to vendors who have been registered with the state with instructions on how to set up a new vendor registration account in the VSS; the importance of doing so; and why it was necessary.

The Purchasing Division will continue to accept the *Vendor Registration and Disclosure Statement and Small, Women-, and Minority-owned Business Certification* (WV-1 and WV-

1A) application, but the vendor will have more flexibility and control with its own account by registering through the VSS. Please note that the WV-1 and WV-1A forms have recently been updated to provide more consistency with the VSS, while ensuring the information required by the *West Virginia Code* and *West Virginia Code of State Rules* remains.

Procurement officers are encouraged to direct vendors to the wvOASIS website at wvoasis.gov to access the link to the VSS and the instruction manual. This website has several links to provide vendors with remedies to learn more about the online registration process and who to contact for questions or concerns about the VSS.

Purchasing Division Showcases Training Efforts in Video, with an Introduction by Gov. Tomblin

A new video promoting the Purchasing Division's training program features an introduction by Gov. Earl Ray Tomblin, touting its importance. "Throughout my years in public service, I have learned how important it is to be a good steward of the people's money," Tomblin said in the video.

The video comes in the wake of Gov. Tomblin's signing of Senate Bill 356, which made clarifications and additions to the current statutory authority relating to state procurement in West Virginia. The four-minute video features interviews with state procurement officers and footage from In-House Training program workshops and agency purchasing conferences. It was filmed and edited by Chad Williamson, a public information specialist for the Purchasing Division.

"We feel that the importance of proper procurement training cannot be overstated," said Staff Development Specialist Samantha Knapp. "It speaks highly of the Purchasing Division's training initiatives that Gov. Tomblin recorded this introduction and offered his support of our training program."

The video emphasizes various training opportunities offered by the Purchasing Division, including in-house



Gov. Earl Ray Tomblin offers a brief introduction to a video promoting the Purchasing Division's training program.

training, the annual agency purchasing conference, webinars and online agency resource modules.

Williamson said the video is the latest of its kind produced by the Purchasing Division but the first to focus on the division itself. Previous videos were created for the West Virginia State Agency for Surplus Property (WVSASP) as marketing tools for the agency.

"We are hoping to continue spotlighting various programs within the Purchasing Division, as well as WVSASP, through video technology," he said. "Technological advances have changed the way content can be produced, and being able to create our own videos in-house gives us the chance to connect with customers and with agencies in a different way than ever before."

To view the video, please visit www.state.wv.us/admin/purchase/training.

wvOASIS

Continued from Page 1

standardize business procedures and practices across organizational lines.

There are two more phases of wvOASIS that are scheduled to be implemented in January, 2015:

- Phase D (human resources and payroll), with testing and training set throughout the remainder of the year, and
- Phase E (that includes the remaining transportation, facilities, and real estate).

For additional information on wvOASIS, please visit wvoasis.gov. The myOASIS help desk may be reached at 304.558.6708 or 855.666.8823, Monday through Friday, 7 a.m. to 5 p.m., or e-mail at helpdesk@wvOASIS.gov.

Recent Changes Made to the Purchasing Division Procedures Handbook

The *Purchasing Division Procedures Handbook* has undergone revisions which went into effect on July 1. These modifications, which have been distributed to agency designated procurement officers, were made to better clarify existing purchasing procedures. The Handbook can be reviewed in its entirety at www.state.wv.us/admin/purchase/Handbook.

Many of the additions and revisions appearing were dictated by the passage of Senate Bill 356 during the 2014 Regular Session of the Legislature and with the implementation of wvOASIS, the state's enterprise resource planning system.

These changes include:

- Revised language specific to penalties for violating Purchasing laws and new language granting additional purchasing oversight authority to the Purchasing Director (Section 1)
- Revisions to procurement definitions (Section 2)
- Revised language specific to renewals (Section 4)
- Revised language specific to the technical evaluation process; established

Please see HANDBOOK, Page 5

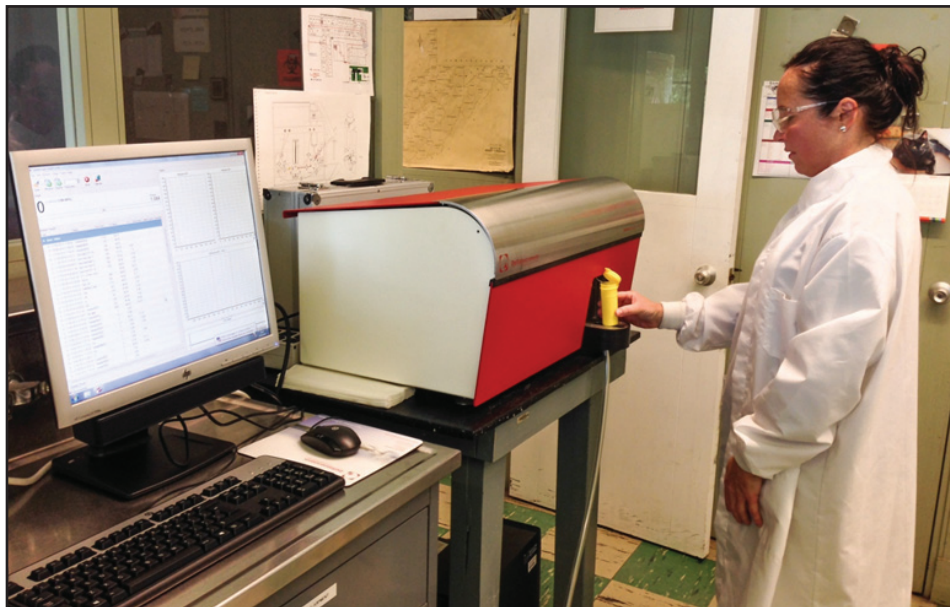
State Laboratory Services Makes a 'Grade A' Purchase

The state Office of Laboratory Services (OLS), an agency within the Department of Health and Human Resources (DHHR), is no stranger to unique purchases.

Recently the OLS acquired a Somascope Smart, an electronic somatic cell counter, at its lab in South Charleston, to be used with dairy products. The Somascope Smart is the only one of its kind in West Virginia. The device electronically scans dairy products for somatic cells, primarily white blood cells, in order for the milk to be deemed "Grade A" quality.

"High levels of somatic cells can indicate mastitis infections within the herd of dairy cows," said Tom Ong, the associate director of Environmental Programs within the DHHR. The device is intended to work with goat and sheep milk as well. "This device basically indicates to us what is an acceptable and not acceptable product."

The milk sanitation program, operated by the United States Public Health Service and the Food and Drug Administration, was created by the Pasteurized Milk Ordinance in 1924. According to the 2009 revision of the ordinance, government interest in milk sanitation stems from the key nutrients in dairy and its historical association with major disease outbreaks. Milk



Above, Tracy Goodson, a microbiologist with OLS, is pictured above using the Somascope Smart.



Left, the Somascope Smart, an electronic somatic cell counter, scans dairy products for somatic cells in order for milk to be deemed "Grade A" quality.

Please see MILK, Page 5

TRAINING

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October 29 from 9 to 11 a.m. at the Culture Center. Senate Bill 356 requires that this training be offered two times per year. The date for the spring training session has not yet been determined.

The first half of training will be offered by the Purchasing Division and will cover topics such as the 11 steps of the purchasing decision path; the spending limits and their bid requirements; exemptions; agency designations; and changes brought about from the legislation. The second half of this training will be conducted by the Auditor's Office on the Purchasing Card Program.

Communication will be distributed in August to state agencies with more information on how to register.

For more information on about this mandatory training, contact Staff Development Specialist Samantha Knapp by calling 304.558.7022 or e-mailing Samantha.S.Knapp@wv.gov.

Agency Purchasing Officer Training Set for November

The annual Agency Purchasing Conference will not be conducted this fall due to the implementation of *wvOASIS*; however, the Purchasing Division will be providing three agency procurement webinars on November 6, 13 and 20 to review current procedures, legislative changes affecting procurement, and other valuable information. Each webinar will be offered from 10 – 11:30 a.m.

More details about the agenda and registration will be provided in future issues of *The Buyers Network*.

Extended Summer Hours Continue at State Agency for Surplus Property

WVSASP

For more information on WVSASP, please visit WVSurplus.gov

The West Virginia State Agency for Surplus Property (WVSASP) will continue to offer extended summer hours on the first Monday of each month throughout the remainder of summer.

WVSASP's hours of operation will be until 7 p.m. to give extra hours for customers who might not be able to visit the agency's warehouses in Dunbar during regular business hours. Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue said the extra shopping hours offer more of the public a chance to stop and shop. WVSASP's regular business hours are 8:30 a.m. to 4:30 p.m.

Perdue said the additional hours have worked for the agency. "Our extended hours give an added opportunity for individuals who may work during the same hours we are normally open, and the result has been a good flow of customers both new and familiar," she said. State employees, with the exception of Purchasing Division employees, may purchase state surplus property for their own use through public sales.

WVSASP will continue to offer its extended hours on July 7 and August 4. For additional information on WVSASP, please visit WVSurplus.gov.

The West Virginia State Agency for Surplus Property is offering extended shopping hours on the first Monday of the month throughout the summer.



MILK

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Sanitary Practices

In 1938, a quarter of all food-related diseases came from dairy; today, that figure is less than one percent.

sanitation has proven to be very effective at reducing the instance of milkborne illnesses. In 1938, a quarter of all food-related diseases came from dairy; however, today that figure is less than one percent.

"The electronic somatic cell counter allows the results to be reported in a timely manner," said Ong. "The Somascope Smart was purchased to replace an older non-functioning instrument."

The procurement of the Somascope Smart "was a joint effort between OLS and the Office of Environmental Health Services," said Ong. "The procurement process went fairly smoothly."

HANDBOOK

Continued from Page 3

bid opening; and public notice (Section 7)

- New language regarding the processing of grants (Section 8)
- New language dealing with mandatory procurement training for individuals in state leadership positions (Section 10)
- A new appendix was added title, Vendor Preference Scenarios, which was previously included in Section 7

Agency procurement officials are encouraged to periodically review the *Purchasing Division Procedures Handbook* and contact their assigned Purchasing Division buyer with additional comments, suggestions or questions.

A PDF of this most recent version of the *Purchasing Division Procedures Handbook* is available at the bottom of the webpage at www.state.wv.us/admin/purchase/Handbook.

RFQ Templates Revised, Posted to Purchasing Division Intranet

The Purchasing Division has updated its Request for Quotation (RFQ) templates, which are now posted online at: <http://intranet.state.wv.us/admin/purchase/procedures.html>.

Agency procurement officers are advised to discard any previously printed forms and templates and to download the most recent versions to ensure the most current forms are being utilized. These templates are for use in all levels of developing specifications for purchases.

Interested in past issues of *The Buyers Network*? Be sure to check them out on the Purchasing Division's website at: www.state.wv.us/admin/purchase/BN/bnlist.html



Staff Development Specialist Samantha Knapp and Technical Services Manager Mark Totten lead a Vendor-Customer training class for wvOASIS.

Changes Made to Renewable Term and Reasonable Extension Clauses

The Purchasing Division reminds state agency procurement officers that it has recently modified its Purchasing Master Terms and Condition in regard to the Renewal Term and the Reasonable Time Extension clauses.

To provide more clarity and functionality to Purchasing Division practices, the Reasonable Time Extension clause has been eliminated; however, the Renewal Term has been expanded to account for the

extra 12-month period to allow for a total combined time to be used at the discretion of the agency and/or the Purchasing Division.

With most contracts, the renewal of the

contracts will be limited to three successive one-year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not to exceed 36 months in total. Prior to this change, contracts could be extended for two successive one-year periods with an option of a reasonable time of up to 12 months to complete a particular project or to re-bid a contract.

The updated language in this section now reads, "A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 36 months in total."

This change affects only contracts that are processed and executed by the Purchasing Division.

To view the Purchasing Master Terms and Conditions, please visit www.state.wv.us/admin/purchase/TCP.pdf

Terms & Conditions

To view the Purchasing Master Terms and Conditions, please visit: www.state.wv.us/admin/purchase/TCP.pdf

Purchasing Division Employees on Front Line with wvOASIS Training

Four Purchasing Division employees have served vital roles in training state employees as end-users of wvOASIS, the state's enterprise resource planning (ERP) system.

Technical Services Manager Mark Totten and Staff Development Specialist Samantha Knapp were charged with leading classes specific to the Vendor/Customer function of wvOASIS, which deals primarily with how vendor data will be collected and maintained.

The training material from the Vendor/Customer course will be used to develop future classes for the Purchasing Division's training program.

Buyer Supervisor Shelly Murray has been leading training classes on Master Agreements / E-Catalogs. Murray was assigned as the Purchasing Division's procurement lead for wvOASIS in May 2012 and has been heavily involved with the planning and implementation of Phase C.

Finally, Assistant Director and Surplus Property Manager Elizabeth Perdue is responsible for leading classes on Asset Management, instructing on how to perform asset management processes within wvOASIS. The system provides for the management and control of fixed assets and property records.

Please see **EMPLOYEES, Page 7**

wvOASIS Training

To access the training manuals for various classes offered by wvOASIS, visit myApps and click "Enterprise Readiness" and then the Training box.

Statewide Contract Keeps Our State Offices Looking Clean

The statewide contract to supply mops, buckets and other household cleaning supplies (HOUSE) to state agencies and political subdivision does not readily appear to be a glamorous contract but it certainly qualifies as one of the most necessary ones.

“The household cleaning supplies contract has been around for a long time. It was recently put out to bid, awarded and became effective May 1,” said Assistant Director Mike Sheets. “This is one of those contracts that does not have any unique items in it but rather it is one that nearly everyone can use because it has many ordinary products. We are pleased to have this statewide contract secured because the cleaning products



listed in it are needed by many.”

Liberty Distributors, Inc. of Tridelphia is the sole vendor for HOUSE and it is the company’s first time as a vendor for this statewide contract. Liberty is also a vendor on the statewide contract for sanitary paper supplies (SANPAP).

To review the current statewide contract for household cleaning supplies (HOUSE), please visit www.state.wv.us/admin/purchase/swc/HOUSE14.pdf.

To review all statewide contracts, please visit www.state.wv.us/admin/purchase/swc. To view the list of Purchasing buyer assignments for agencies and statewide contracts, please visit www.state.wv.us/admin/purchase/byrassign.pdf.

Procurement Officers Reminded SWAM Reports Due to the Purchasing Division

Agency procurement officers are reminded that in accordance with *West Virginia Code* §5A-3-59(b), state agencies are required to submit annual progress reports on small, women- and minority-owned (SWAM) business procurement to the Purchasing Division.

These reports are due this month to the Purchasing Division and can be sent to purchasing.requisitions@wv.gov or Diane.M.Holley@wv.gov.

The Purchasing Division provides a

SWAM Reporting Tool on its intranet site under Processes and Procedures at <http://intranet.state.wv.us/admin/purchase/procedures.html>. It is listed as the Small, Women-, and Minority-Owned Business Reporting Tool on this webpage.

Please note that all purchasing transactions, processed under agency delegated authority or through the Purchasing Division on your agency’s behalf, must be noted on this report.

EMPLOYEES

Continued from Page 6

The state agency trainers were initially trained by employees of CGI, the vendor which was awarded the contract to implement the state’s ERP system in early June. Following classes of observation, the state trainers then led classes for state employees, most of

whom took the class at West Virginia State University as well as others who also viewed the training online from remote areas in the state.

Phase C of *wvOASIS*, which includes procurement and finance, is set to go live July 8.



What’s Your Question?

Are state employees eligible to buy items from the West Virginia State Agency for Surplus Property?

Yes, state employees are eligible to buy items at the West Virginia State Agency for Surplus Property (WVSASP), with the only exception being those employees of the Purchasing Division, the parent agency for WVSASP. Surplus Property is located at 2700 Charles Avenue in Dunbar and its normal business hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding state holidays. For more information, contact WVSASP at (304) 766-2626 or visit WVSurplus.gov. WVSASP also has a Facebook page; a link to it can be found on its website.

Purchasing Division and Surplus Property Accepting Comments on Proposed Rules

The Purchasing Division is accepting comments through July 21, 2014, on its proposed legislative rules (CSR148-1). For a link to the proposed rule, please visit www.state.wv.us/admin/purchase/2014_0619PurchasingDivisionRulesCommentPeriod.pdf.

Additionally, the West Virginia State Agency for Surplus Property is accepting comments through July 28, 2014, on proposed legislative rules (CSR148-4) relating to its State Plan of Operation. For a link to the proposed rule, please visit www.state.wv.us/admin/purchase/2014_0625SurplusPropertyRulesforComment.pdf.

For both proposed rules, all comments should be mailed to:
Diane Holley-Brown
West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
e-mail: Diane.M.Holley@wv.gov

Current Statewide Contract Update

(As of June 15, 2014)

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. For more information, please contact the buyer assigned to the specific statewide contract.

New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
TEMP14D	Express Services	Temporary employment services	05/19/2014 -05/18/2015

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
DIGCOP12	KOMAX LLC	Digital copiers	Name change of vendor
IP12	Hewlett Packard	Computer peripheral devices and accessories	Remove monitor part #XW477A4 and replace with #D7P53A4
MV14A	Bob Robinson Chevrolet Oldsmobile	Motor vehicles	Remove Class 9B Flex Fuel vehicle from MV14G and re-awarded under MV14A
MV14F	Stephens Auto Center	Motor vehicles	Remove Class 9B Flex Fuel vehicle from MV14F and re-awarded under MV14A

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
MV14G	Thornhill Group	Motor vehicles	Remove Class 9B Flex Fuel vehicle from MV14G and re-awarded under MV14A

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this month, the following statewide contracts for which their expiration dates are approaching will be examined.

AEBATT12 Automotive and equipment storage batteries
 BEDDING Bedding
 CABLE13 Computer data cable
 MEDSUP12A Medical supplies

FOR MORE INFORMATION

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

FILE	BUYER	EMAIL	PHONE
21	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
22	Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-0067
23	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
31	Shelly Murray	Shelly.L.Murray@wv.gov	**
32	Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
33	Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
41	Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468
52	Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
53	Beth Collins	Beth.A.Collins@wv.gov	558-2157
*	Greg Clay	Gregory.C.Clay@wv.gov	558-2566
*	Misty Delong	Misty.M.Delong@wv.gov	558-8802
*	Melissa Pettrey	Melissa.Pettrey@wv.gov	558-0094

* File not assigned yet

** Temporarily assigned to the ERP Project

Whittaker Receives Advanced Certification

The Purchasing Division is pleased to recognize the latest recipient in the West Virginia Procurement Certification program. Frank Whittaker of the Purchasing Division received the *West Virginia Procurement: Advanced Certification*.

Currently, there are 11 procurement officers who have achieved the advanced certification since the program's inception.

Procurement officials who may have questions or would like to express their interest in this program are encouraged to contact Staff Development Specialist Samantha Knapp at 304.558.7022 or at Samantha.S.Knapp@wv.gov.