

THE BUYERS NETWORK

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THE BUYERS NETWORK

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New Statewide Contract Available to State Agencies for Small Package Delivery Services

The Purchasing Division has recently posted a new statewide contract for small package delivery services on its website, WVPurchasing.gov. The vendor for this contract is FedEx. Small packages are defined as ranging in weight from 1 lb. to 150 lbs.

The first step agencies must take when utilizing this contract is to create an account by contacting FedEx Account Manager for Government Sales Gayle Gilbert at 703-599-1580 or ggilbert@fedex.com. If an agency has an existing FedEx account, an agency representative must contact FedEx Sales Representative Melissa Hatchell at 901.224.2611 or mahatchell@fedex.com to ensure the existing account is associated with state government pricing.

Once the account is created, agencies need to log on to FedEx.com to create shipments and manage billing. Gilbert



strongly encourages agencies to manage all shipments and billing online and discourages agencies from using Airbills for fraud purposes.

Agency coordinators will receive an e-mail alert when their bill is ready. Billing is weekly, per package and per invoice. Payment terms are net 30 days. Agency coordinators can pay their bills online and print receipts for reconciliation purposes.

Please call the FedEx Government Hotline at 800.645.9424 or e-mail [govt@](mailto:govt@fedex.com)

fedex.com with all questions regarding their services to West Virginia. For specific questions relating to these services, contact Gilbert at 703.599.1580 or ggilbert@fedex.com.

Purchasing Division's Senior Buyer Misty Delong processed this statewide contract. Should Ms. Gilbert or Ms. Hatchell not be available for questions, you may contact Ms. Delong at 304.558.8802 or Misty.M.Delong@wv.gov.

For a direct link to the FedEx contract as well as the usage summary, please visit:

www.state.wv.us/admin/purchase/swc/PKGSVS.htm

Agency coordinators are encouraged to read the usage summary before utilizing the contract. For additional information on all statewide contracts, please visit www.state.wv.us/admin/purchase/swc.

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Purchasing Division Submits its Stringing Report to Legislature

The Purchasing Division recently submitted its semi-annual Stringing Report to the West Virginia Legislature, in accordance with *West Virginia Code* §5A-3-10(b). This report is submitted electronically through the Legislature's database to the Joint Committee on Government and Finance in

January and July each year.

According to the *Purchasing Division Procedures Handbook*, stringing is defined as "issuing a series of requisitions or dividing or planning procurements to circumvent the twenty-five thousand dollar threshold or otherwise avoid the use of sealed bids."

Please see **STRINGING**, Page 4

Purchasing Division Open House set for May 3 from 10 a.m. - 2 p.m.!

Purchasing Division Keeps Close Watch of Legislation Which May Impact Procurement

By Purchasing Director Dave Tincher

During the Regular Session of the State Legislature, the Purchasing Division dedicates several of its staff to keep close watch of any legislation which may impact state procurement.

Although currently not many bills have been introduced that would have a major effect, it is prudent to monitor daily the list of bills introduced so we can follow potential legislation from the beginning.

As many of you are aware, reforms in our state procurement processes have taken place most recently in 2006 and 2014. With these reforms brought new requirements and changes to processes to ensure transparency and effectiveness.

Bills that were introduced during last year's Regular Session but did not pass are rolled over to this year. Some of those bills include Senate Bill 64, which requires all state purchased uniforms be manufactured in the U.S., and Senate Bill 67 (Keep

Jobs in West Virginia Act). However, there have been a few new bills that have been introduced that relate to prevailing wage and providing resident farm vendor's bidding preference.

Additionally, the *West Virginia Code of State Rules* as it pertains to the Purchasing Division is being modified to permanently address the processing of change orders. If you recall, last year an emergency rule was approved, which expires after 15 months. The primary focus of the emergency rule related to change orders for construction contracts.

During the session, I am often required to speak to various committees to explain the state purchasing process and provide statistical data when requested. Several of our staff are involved in the legislative process by monitoring bills, drafting language for legislation when needed, and preparing fiscal notes upon request.

We work closely with the Department of Administration's legislative liaison to coordinate any documentation that is requested by the State Legislature. One feature that we utilize is Bill Tracking, which is available on the Legislature's website at www.legis.state.wv.us.

Once the Legislative Session is completed at midnight on March 12, 2016, the Purchasing Division will put together a list of all legislation passed and include it in *The Buyers Network* in order to keep our agency procurement officers aware of any potential changes.



State Travel Manager Co-Presents NASPO Webinar on the Benefits of a State Managed Travel Program

West Virginia State Travel Manager Catherine DeMarco was one of five presenters who participated in a NASPO ValuePoint webinar on January 12, 2016, on state managed travel programs.

NASPO ValuePoint, formerly known as WSCA-NASPO, is a cooperative agreement led by the State of Oregon for all participating states nationwide.

The free webinar, which discussed the benefits of having a state managed travel program, saw participation from approximately 45 individuals with a variety of backgrounds, including those who approve and book travel,



process travel reimbursements, procure travel, write and implement travel policies, and travelers themselves.

According to NASPO ValuePoint, states spend approximately \$4 billion annually on state employee travel, yet

very few actually have a program in place to ensure savings and the safety of their employees.

To address these shortcomings, the presentation highlighted multiple savings- and safety-related topics, including duty of care, which touched on an organization's legal, ethical, and social obligation to protect the health and safety of its travelers; savings, including payment

and rebates; reporting, including overall spend and the use of rental cars and hotels; and cooperative travel agreements, including terms of contracts, rate savings, and more.

Sufficient Time Between Addenda Issuance and the Bid Opening Ensures Quality Bid Responses Received by State

The West Virginia Purchasing Division strives to process formal solicitations for our state agencies as quickly and efficiently as possible. To do so, the Purchasing Division focuses much of its attention on planning during the early stages of the solicitation process, particularly on its timeline preceding the bid opening date.

Each formal solicitation processed by the Purchasing Division contains instructions to vendors submitting bids, which indicates the deadline for vendor questions and may result in an addendum to the solicitation.

Ideally, the deadline for questions should leave enough time between that date and the bid opening date for the agency to draft responses to any questions received by vendors, while still allowing time for the Purchasing Division to release an addendum and vendors to

prepare and submit their bid responses.

For complex transactions, such as construction solicitations, requests for proposals, or complicated requests for quotations, the Purchasing Division should receive the addendum from the agency within 14 calendar days prior to the current scheduled bid opening. For simpler solicitations, seven calendar days prior to the current scheduled bid opening date should suffice. These guidelines are set forth in the *Purchasing Division Procedures Handbook* in Section 6.2.9.

“We try to ensure the purchasing process runs as smoothly and as quickly as possible,” said Assistant Purchasing Director Mike Sheets. “This works best when the lines of communication remain open between the Purchasing Division, those state agencies under our authority, and our vendor community.”

The Purchasing Division encourages all parties to meet the timeline set forth in the original solicitation. In good faith, an addendum requiring the rescheduling of a bid opening should not occur the day or two before that scheduled bid opening. Instead, the agency should notify the Purchasing Division with an acceptable amount of time to issue the addendum and notify vendors, specifically when the addendum requires a change in the bid opening date or the cancellation of a solicitation. Conversely, the Purchasing Division will work to process addenda in a timely and reasonable fashion.

“We want to respect everybody’s time,” said Sheets. “We strive to do this by providing good customer service and communicating, to the best of our ability, any and all changes to solicitations in a timely fashion.”

Vendor Procurement Guide Revised to Address Changes

The Vendor Procurement Guide, which is available on the Purchasing Division’s website, serves as a procedures guide to current and potential suppliers to the state of West Virginia. Due to recent changes in state law and rules, this resource guide has been revised to provide current and accurate information relating to how vendors may participate in the state competitive purchasing process.

The Vendor Procurement Guide has been modeled from the Purchasing Division Procedures Handbook, which is used as a technical resource by agency procurement officers throughout West Virginia state government. Despite the different target audiences of these two publications, the Purchasing Division strives to maintain consistent information, while also focusing on the processes and procedures relevant to the user.

“The Purchasing Division makes this Guide available in order to provide clear and concise information to our vendor community,” said Assistant Purchasing Director Diane Holley-Brown. “We encourage agency procurement officers to direct businesses who wish to learn more on how to do business with our state government to this informational resource.”

Several changes to the Vendor Procurement Guide related to the implementation of *wvOASIS*, which replaced the use of some of our legacy systems, such as *TEAM* and the West Virginia Financial Information Management System (*WVFIMS*).

For a direct link to the Vendor Procurement Guide, please visit www.state.wv.us/admin/purchase/vrc/VPG. Archive versions of the Vendor Procurement Guide are also available at this webpage.

State Reduces Mileage Reimbursement Rate

In accordance with the West Virginia State Travel Rules, the state’s mileage reimbursement rate for privately-owned vehicles adheres to the rate set by the United States General Services Administration (GSA).

The Travel Rules allow for mileage reimbursement for privately-owned vehicles engaged in state business based on the GSA rate in effect at the time of travel. According to a memorandum recently issued by Secretary Jason Pizatella, that rate decreased to 54 cents per mile, down 3.5 cents per mile from last year, effective January 1, 2016.

The rate covers all operating costs, such as fuel, maintenance, and insurance, and no additional reimbursement will be made for such expenses.

The State Travel Management Office has notified the state agency travel coordinators regarding this change. Questions should be directed to your agency’s travel coordinator or to State Travel Manager Catherine DeMarco at 304.558.2613 or Catherine.A.Demarco@wv.gov.

To view the State Travel Rules, visit: www.state.wv.us/admin/purchase/travel/TravelRule.pdf.

Purchasing Welcomes New Surplus Property Employees

The Purchasing Division is pleased to welcome Karen Roberts and Steven Browning to the West Virginia State Agency for Surplus Property (WVSASP) staff.

Roberts, who joins WVSASP as an Administrative Services Assistant, will serve as the procurement officer for WVSASP and will be responsible for



accounts payable. A resident of Fraziers Bottom, Roberts graduated from Winfield High School.

Before joining the Purchasing Division, she worked for the Division of Highways, the Division of Natural Resources, and Gritt's Midway Greenhouse, which she credits for her knowledge in bookkeeping, inventory control, general organizational skills and her "green thumb."

Browning joins WVSASP as an Office Assistant III. His duties include processing wvOASIS approvals, WV-103 form approvals, filing, answering phones, and scheduling and monitoring auctions on GovDeals.com.

Browning attended Poca and Buffalo High Schools and graduated from Concord University with a Bachelor of Science degree in Recreation and Tourism Management. He also completed an internship with Beech Fork State Park. He holds certificates in Cisco Certified



Network Administration and electronics repair.

Browning is a specialist with the West Virginia Army National Guard. Previously, he provided customer service for American Electric Power and was a tax season associate for 10 years.

Please welcome Karen and Steven to the Purchasing Division family!

STRINGING

Continued from Page 1

During the year, Purchasing Division inspection staff travels throughout the state to review purchasing records, primarily for agency delegated purchasing transactions to ensure those transactions are completed in accordance with the Purchasing Division's procedures. Based on their inspections and findings, incidents of stringing occurred in .70% of inspected transactions.

"While conducting an inspection, we discover that most findings of stringing are not done intentionally to circumvent the \$25,000 threshold within any 12 month period," said State Purchasing Contracts Manager Greg Clay, who oversees the Contract Management Unit. "Most state agencies have a procurement officer, who is responsible and knowledgeable in state purchasing guidelines as well as their own agency procedures." He added that having this internal procurement expert on staff is extremely helpful in avoiding possible stringing violations.

State agencies should continuously monitor their expenditures with vendors to ensure that the total amount spent with a given vendor, in any 12 month period, of same or similar commodities or services does not exceed a bid threshold without the proper level of documentation and bidding.

Questions from agency personnel relating to purchasing issues should be directed first to the respective agency procurement officer. If the agency procurement officer needs assistance, he or she is then encouraged to contact the appropriate Purchasing Division buyer. For a list of all agency designated procurement officers, visit www.state.wv.us/admin/purchase/vrc/agencyli.html.

The Purchasing Division encourages state agencies to procure open-ended contracts for commodities or services that are used often to eliminate the potential for stringing. The Stringing Report can be found on the Legislature's website under the Audits/Reports section in the State Agency Reports subsection. To view these reports, visit www.legis.state.wv.us.

In-House Training February 2016

- Wednesday, February 10:
Contract Drafting and Vendor Remedies
9 - 11 a.m.
Purchasing Division's 1st Floor Conference Room (Building 15)
- Wednesday, February 24:
An Introduction to West Virginia's State Purchasing Process*
9 a.m. - 4 p.m.
State Training Center's Regents Room (Building 7)
**Session is currently full but a waiting list is in place*

Registration

To register, visit www.state.wv.us/admin/purchase/training/inhouse.html.

For more information

Contact Samantha Knapp at 304.558.7022 or Samantha.S.Knapp@wv.gov

Purchasing Division Announces Latest Employees to Earn State and National Procurement Certifications

The Purchasing Division is pleased to recognize several of its employees who recently received their state and national procurement certifications.

Assistant Purchasing Director Diane Holley-Brown earned the Certified Professional Public Buyer (CPPB) and General Counsel Jimmy Meadows earned the Certified Public Procurement Officer (CPPO) credentials through the Universal Public Procurement Certification Council (UPPCC).

Only those individuals who have government-specific procurement experience are eligible for these national certifications. Individuals gain their certification by meeting eligibility requirements and taking a rigorous exam to validate their knowledge of procurement processes. Both the CPPB and CPPO designations signify that the certified individual has attained a definitive level of education and experience and has demonstrated a well-established level of knowledge to perform the work of a public procurement officer or buyer in a professional, proficient manner that maximizes taxpayers' dollars for the best value.

The UPPCC governs and administers the CPPB and CPPO certification programs, which are both esteemed and respected among procurement officers in the public sector.

Additionally, Purchasing Division Senior Buyers Crystal Rink, Misty DeLong, Melissa Pettrey, and Beth Collins recently obtained their West Virginia Procurement: Basic Certifications. The

state procurement certification program identifies and honors agency procurement officers who have demonstrated the superior knowledge and skills necessary to perform and promote the public procurement function for the state of West Virginia.

State agency procurement officers may review the program's requirements by visiting www.state.wv.us/admin/purchasing/training/Certification.

[purchasing/training/Certification](http://www.state.wv.us/admin/purchasing/training/Certification).

The Purchasing Division values national and state certification for public procurement officers. The achievements of the division's staff reflect its dedication to training, professional development and certification for both its own staff and agency procurement officers. Congratulations to all on their accomplishments!



The Purchasing Division's General Counsel James Meadows and Assistant Purchasing Director Diane Holley-Brown recently attained their CPPO and CPPB, respectively.



Four Purchasing Division buyers recently received their West Virginia Procurement: Basic Certifications. From left to right, they are Crystal Rink, Misty DeLong, Melissa Pettrey, and Beth Collins.

Commodities and Services Not Listed on Statewide Contract Must be Competitively Bid by State Agencies

The Purchasing Division reminds agencies that, though sheltered workshops provide many valuable commodities and services, only those commodities and services on the WVARF and WVRFJAN statewide contracts may be purchased without competitive bidding.

If an agency needs to procure a commodity or service that is offered by a sheltered workshop that is not in-

cluded on the contract, that particular item must be competitively bid.

For example, one of the services available on the WVARF statewide contract is printing services. If the workshop that offers printing services also provides design services, but design service is not on the WVARF contract, agencies may not utilize the contract for that service. It must be

competitively bid.

It is mandatory that agencies utilize the WVARF and WVRFJAN contracts; however, it is equally important that agencies are aware of the items that are specifically listed within the contracts.

The WVARF and WVRFJAN statewide contracts are listed on the Purchasing Division's website at www.state.wv.us/admin/purchase/swc.

Current Statewide Contract Update

(As of January 15, 2016)

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.

Contracts Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
SYSFURN15A	Capitol Business Interiors	Modular Furniture	12/15/15 - 12/14/16
SYSFURN15B	Contemporary Galleries	Modular Furniture	12/15/15 - 12/14/16
COMMTOWER	Allstate Tower	Self-Supporting & Guyed Communication Towers	01/01/16 - 12/31/16

wvOASIS Tip of the Month

Agencies often pose the question, "What is the correct way to process a contract renewal when the contract contains existing renewal periods?" To assist agencies with this process, wvOASIS has developed seven steps which should be followed by state agencies when renewing contracts. Those steps are noted below:

1. Edit the contract or master agreement to create the change order.

2. Upload any required attachments, such as a signed letter from the vendor agreeing to the renewal. Refer to Appendix O of the *Purchasing Division Procedures Handbook* for a checklist of required items.

Agencies should create a new procurement note in the Procurement Folder and upload any pertinent documents.

3. On the header's General Information tab, add one year to the Expiration Date. Do the same to the service dates of all service-type commodity lines, if applicable. Do not change the Effective Begin Date.

4. On the header's Modification tab, check the Track Changes box and enter a reason for the change in the Reason for Modification box. An example would be as follows: Change Order No. 1 – To renew the contract under the same terms and conditions

5. On the header's Extended Description tab, enter details about the renewal, including the change order number.

Use the standard change order language for renewals, extensions, etc.

6. In the Renewal Period section of the Document Navigator, select the appropriate renewal line and change the Renewal Period Length to zero years instead of one.

7. Then validate and submit the document into workflow.

Our thanks to James Jones, Division of Corrections, for contributing this wvOASIS Tip of the Month.

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
OFFICE15	Office Depot, Inc.	Office Supplies	Administrative change to reduce discount information days from 30 to 0
PKGSVS16	FedEx	Small Package Delivery Services	Update to the phone number listed on the FedEx Most Important First Steps page

FOR MORE INFORMATION

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

<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
April Battle	April.E.Battle@wv.gov	558-2306
Sheila Hannah	Sheila.L.Hannah@wv.gov	558-4317
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Linda Harper	Linda.B.Harper@wv.gov	558-0468