

# THE BUYERS NETWORK

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

## Helicopter Restoration Helps the State Aviation Division Serve West Virginia

When the West Virginia State Police (WVSP) acquired a Bell 206 JetRanger helicopter last year, it was in need of several upgrades. While the Federal 1033 Program, which stipulates that retired military surplus equipment be made available for law enforcement, helped WVSP obtain the helicopter, it was the responsibility of WVSP and the Aviation Division to get it refurbished.

Due to the cost of repairing and upgrading the Bell 206 JetRanger, the procurement process had to be completed through the Purchasing Division. Aviation Director Charles "Chip" McDowell and Purchasing Senior Buyer Linda Harper handled the contract for updating the equipment and securing a new paint job for the helicopter. It was important to follow all of the laws governing state procurement to ensure no issues occurred so the aircraft could quickly become available for WVSP official missions. Photographs showing the complete restoration inside and outside the aircraft can be seen to the right.

Over the past decade, WVSP's use of state helicopters for



The West Virginia State Police acquired a former military helicopter to refurbish for official state use. The acquired Bell JetRanger can be seen below and the newly refurbished helicopter can be seen above. This helicopter was obtained through the Federal 1033 Program.



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## Purchasing Division Publishes Fiscal Year 2016 Annual Report

The Purchasing Division is pleased to announce that the Annual Report for fiscal year 2016 (i.e. July 1, 2015 – June 30, 2016) has been posted online for viewing and may be accessed by visiting [www.state.wv.us/admin/purchase/Annualreport/Annual16.pdf](http://www.state.wv.us/admin/purchase/Annualreport/Annual16.pdf). Although the Purchasing Division is not statutorily required to do so, the staff has produced an annual report since 1999. The report highlights the Purchasing Division's achievements and programs, as well as provides financial statistics for each fiscal year. Together, they provide a comprehensive historical record of the Purchasing Division's accomplishments and initiatives.

"The procurement of goods and services plays a critical role in state government," said Purchasing Director Dave Tincher. "The annual report showcases the Purchasing Division's ability to procure quality goods and services at the lowest cost to state taxpayers, while also providing the best customer service possible to our state agencies and vendor partners."

In addition to featuring the Purchasing Division's accomplishments, the annual

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# Role of the Agency Procurement Officer Increasingly Important with Limited Budgets

By Purchasing Director Dave Tincher

At the end of last fiscal year, there was great discussion over the passage of the budget and meeting your agency's needs with limited budgeted dollars. Each agency had to take a hard look at their operations and, in some cases, make very tough decisions.

Although it's only been a few months since these concerning events occurred, it is more important now than ever that our state agency procurement officers fully understand their role in the overall financial health of our great state. Through our actions, we can show West Virginia citizens that we are doing our part to get the best value for our taxpayer's dollar.

Through our due diligence and careful attention to detail, we can not only get more for our taxpayers' dollars, but we can also play an important role in eliminating fraud and the misuse of funds. Through our willful attempt to follow all purchasing laws, rules and procedures, we can show that we are operating as efficiently, effectively and ethically as possible.

No matter what purchasing transaction an agency has undertaken, the agency procurement officer should be

involved at all levels of the process, from planning to the preparation of the solicitation to evaluating the bids and awarding the contract. You, as the designated procurement officers for your agencies, serve as our purchasing liaison for your agency, but you also serve as the key contact for the employees and management of your agency who may not have a full understanding of the purchasing process. You have been trained and have the tools necessary to perform the procurement responsibilities on behalf of your agency. Utilize every opportunity to inform and educate others in your agencies who also participate in the procurement process at any level.

Despite these tight budget times, the Purchasing Division continues to make strides daily. To see some of our successes during the last fiscal year, visit our recently published Annual Report. More information can also be found about our Annual Report in the article on page 1.

It is crucial that our designated procurement officers also understand the laws and rules as outlined in *West Virginia Code* §5A-3, *West Virginia Code of State Rules* 148CSR1, and the *Purchasing Division Procedures Handbook*. Our agency purchasers can demonstrate this knowledge by obtaining the West Virginia Procurement: Basic and Advanced Certifications. Keep in mind that our designated procurement officers are also required by the Code of State Rules to attend 10 hours of purchasing training annually. A status review of these hours for all designees will be conducted next month and that information will be forthcoming.

I want to thank our state agency procurement officers for your continued efforts and encourage you to continue to work with the Purchasing Division to ensure that we successfully serve as the public stewards for our state tax dollars.



## Expansion of Fee-Exemption Codes on VNREGEX Screen Improves the Way Agencies and Vendors Do Business

Over the last year, the West Virginia Purchasing Division has worked to improve processes related to how vendors do business with West Virginia state agencies. This has included streamlining content on [WVPurchasing.gov](http://WVPurchasing.gov), updating vendor training material for changing needs, improving internal processes, and expanding system functionality for state agencies. Since the expansion of the vendor registration fee-exemption codes on the VNREGEX screen within *wvOASIS*, the overall vendor registration workflow related to many transactions has become quicker and more efficient for all parties.

The additional fee-exemption codes available to agencies on the VNREGEX screen allows agency procurement officers to more accurately identify transactions that do not require payment of the annual vendor registration fee and, as a result, process a *wvOASIS* award document for a fee-exempt transaction

more quickly.

"Agencies are pleased about how easy the process is now," explained Purchasing Division Vendor Registration Coordinator Gail Montantez. "Previously, for fee-exempt transactions, the vendor needed to complete their portion of the WV-1A Vendor Registration and Disclosure Statement and then submit it to the state agency, who would in turn complete their portion of the WV-1A and explain why the vendor was exempt from paying the annual vendor registration fee for that specific commodity or service."

Montantez points out that, in order to complete the same goal, now the vendor may register online through the *wvOASIS*

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# DHHR Purchasing Office Receives Recognition for Excellence

The West Virginia Department of Health and Human Resources' (DHHR) Central Purchasing Office received the 2016 Sterling Award, a prestigious recognition presented to agencies that have achieved the Universal Public Purchasing Certification Council's (UPPCC) agency certification for three consecutive years. Certification by UPPCC requires staff members to meet established criteria consisting of public purchasing experience, education/training and successful completion of a rigorous examination.

As a leader in the procurement arena, the DHHR Central Purchasing Office is one of fewer than 90 agencies currently holding UPPCC's Agency Sterling Award Certification.

The designation of Certified Pub-

lic Purchasing Officers (CPPO), Certified Professional Public Buyers (CPPB), and Certified in Production and Inventory Management (CPIM) demonstrate an individual's high standard and competency with government procurement and the ability to obtain maximum value for the state taxpayer's dollar.

The DHHR team is comprised of: Jo Bess, CPPB; David Darr; Kim Debolt; Theresa Dorsey; Mary Farley; Althea Greenhowe; Robert Price, CPPO, CPPB; Bryan Rosen, CPPB; Susie Teel, CPPB; Roberta Wagner, CPPO, CPPB, CPIM; and Heather White.

The UPPCC is an international governing body that has certified more than 10,000 professionals around the world.



**The 2016 Sterling Award was awarded to the West Virginia Department of Health and Human Resources' (DHHR) Central Purchasing Office. This is DHHR's third consecutive year being awarded this achievement.**

**The DHHR Purchasing Team is pictured above from left to right: (back) David Darr; Althea Greenhowe; Kim Debolt; Roberta Wagner, CPPO, CPPB, CPIM; Robert Price, CPPO, CPPB; Heather White; (front) Mary Farley; Theresa Dorsey; Susie Teel, CPPB; Jo Bess, CPPB; and Bryan Rosen, CPPB.**

## How to Determine the Proper Commodity Code to Ensure the Appropriate Vendors Receive Notification of Solicitations

There are many reasons agency purchasers should take the time to select the appropriate commodity codes. Commodity codes determine whether a two- or three-way match is required for payments. Also, hierarchical commodity codes—like those used in wvOASIS—enable multi-level reporting that can range from broad overviews to detailed analyses. However, the most important reason to select commodity codes judiciously may be the notifications produced by the E-mail Commodity Push.

In the wvOASIS Vendor Self Service (VSS) portal, vendors are able to add commodity codes to their profile for the goods or services they offer. If the commodity code matches a record appearing in the E-mail Commodity Push section of a solicitation, the system sends an e-mail to notify the vendor of the bid opportunity. Records appearing in the E-mail Commodity Push are inferred from the Commodity section. Then, in accordance with the hierarchy, broader codes are added automatically by the system in order to reach more vendors.

Purchasers may add or remove records from the E-mail Commodity Push at their Buyers Network

Commodity E-mail Push		Total Lines: 4	Line: 1	Commodity: 81141804
Line	Commodity	Description		
1	81141804		Equipment inspection service	
2	81141800		Facilities management	
3	81140000		Manufacturing technologies	
4	81000000		Engineering and Research and Technology Based Services	
From 1 to 4 Total: 4				

**The screenshot above is an example of how commodity codes are inferred from the Commodity section to the E-Mail Commodity Push in wvOASIS. Commodity codes can be added or removed by purchasers at their discretion.**

discretion. To see a list of the notifications that have been sent, purchasers can inquire on the Vendor Notification page. Use VENDNOT in the Jump-To box to access the Vendor Notification page.

To determine the wmost appropriate commodity code to use, here are a few suggestions:

- Learn more about the structure and hierarchy of the commodity codes by attending training or reviewing educational materials on myApps→Enterprise

- Readiness→Procurement→Updates
- Use wildcards (asterisks) to refine searches on the Commodity (COMM) page
- Use the Vendor Commodity (VEND-COMM) page to search for commodity codes by vendor (or vice versa)
- Contact the wvOASIS Help Desk for assistance with hard-to-find codes

See the example above of how commodity code 81141804 is inferred from the Commodity section to the E-mail Commodity Push.

# Purchasing Participates in 3<sup>rd</sup> Minority Business Expo

The West Virginia Purchasing Division participated in the 3rd Annual Minority Business Expo (MBExpo) held October 26, 2016, at the Charleston Civic Center. This event was coordinated by the Herbert Henderson Office of Minority Affairs and sponsored by BrickStreet Insurance, Mylan Pharmaceuticals, Toyota, the U.S. Department of Energy's Minorities in Energy Program and the West Virginia Bureau of Senior Services.

The MBExpo provided an opportunity for minority business owners and entrepreneurs to network and receive free education on how to further their business. The Purchasing Division had a booth at this event and was able to provide visitors with information on how to conduct business with the state of West Virginia. Information shared included how to register with the state of West Virginia and resources available at [WVPurchasing.gov](http://WVPurchasing.gov). Buyer Supervisor Tara Lyle, Technical Services Manager Mark Totten and Vendor Registration Coordinator Gail Montantez represented the Purchasing Division at this event.

One of the main resources shared during the MBExpo was information regarding the Small, Women-, and Minority-Owned



The 3rd Annual Minority Business Expo (MBExpo) was held in October in Charleston, WV. Tara Lyle, seated left, and Gail Montantez, seated right, represented the Purchasing Division at the event and provided attendees information on how to conduct business with the state. The Purchasing Division was one of 71 exhibitors at this year's event. Over 300 individuals attended the MBExpo.

(SWAM) Business Certification, which may be requested as part of a vendor's record with the Purchasing Division. The SWAM certification, governed by *West Virginia Code* §5A-3-59, provides non-resident vendors who fall within the business categories of small, woman-, or minority-owned the opportunity to request vendor preference. More information on SWAM certification, including definitions, requirements, and certification forms, can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/minority.html](http://www.state.wv.us/admin/purchase/minority.html).

To learn more about the Herbert Henderson Office of Minority Affairs, visit [www.minorityaffairs.wv.gov](http://www.minorityaffairs.wv.gov).

## HELICOPTER

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marijuana eradication alone (i.e. a federally-funded program) has contributed, through their hourly rates, more than \$1,000,000 to the Aviation Division's special revenue account. Funds for the helicopter refurbishment were appropriated from this account.

After months of restoration, this helicopter returned to the West Virginia State Aviation Hangar in August. Although the helicopter will primarily serve as a backup for the main State Police Bell 407 helicopter, it is equipped to allow quick transfer of the 407's infrared camera and search light for use and tracking at night.

From May through October, the helicopter will be flown approximately four times per week to serve in the marijuana eradication initiative, for an approximate total of 300 hours for the season. The Bell JetRanger may also be used for taking crime scene photographs, tracking fleeing suspects, and for search and rescue missions, such as those performed during the June 2016 floods.

"We're like insurance. You never know

when you might need us," explains F/Sgt. Shawn Colbert, director of aviation for the State Police. Colbert estimates the State Police Aviation unit responds to an average of 110 service calls per year.

In addition to this helicopter, the State Police acquired a second helicopter that will also need to be restored, as well as an aircraft tug, through the 1033 Program. Colbert hopes they will be able to acquire helmets through this program as well. While the 1033 Program is specifically for law enforcement, state agencies may also acquire federal surplus property through the General Services Administration. To learn more about the state's federal surplus property program managed by the West Virginia State Agency for Surplus Property, see Section 4.2 of the **Surplus Property Operations Manual** at [www.state.wv.us/admin/purchase/surplus/surplus\\_operations\\_manual.pdf](http://www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf).

To learn more about this aircraft and others available at the State Aviation Division, visit [www.aviation.wv.gov](http://www.aviation.wv.gov).

## What Does THAT Acronym Stand For?

*Each month, the Purchasing Division highlights an acronym used in the public procurement process to help educate buyers and agency officials.*

**Acronym:** *wvOASIS*  
**Defined:** West Virginia: Our Advanced Solution with Integrated Systems

*wvOASIS is the name of West Virginia state government's Enterprise Resource Planning system. This system manages electronic functions, such as administration management, human resources and payroll, financial management and procurement. wvOASIS stands for West Virginia: Our Advanced Solution with Integrated Systems.*

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## ANNUAL REPORT

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report also highlights the 2015 Agency Procurement Officer of the Year as well as provides information about legislative changes which directly affect the state purchasing process.

Some of the accomplishments noted in this year's annual report include but are not limited to:

- the Purchasing Division received the National Procurement Institute's Achievement of Excellence in Procurement award for the third consecutive year;
- the construction of a new warehouse and administrative building for the West Virginia State Agency for Surplus Property;
- the implementation of a new grading system and corrective action plan as part of the Division's inspection services procedures;
- more than 400 state employees trained through the Purchasing Division's training program;
- the attainment of staff certifications through the Universal Public Procurement Certification Council;
- a total of 909 new awards and 1,352 change orders to existing contracts processed; and
- technological advances made during fiscal year 2016,



Each fiscal year, the West Virginia Purchasing Division publishes its annual report. This report is made available on the Purchasing Division's website. The report covers legislative changes that affect the state purchasing process as well as highlights the Division's successes for the fiscal year. This report also provides another layer of transparency for the Purchasing Division. Past fiscal year reports are also available on the Purchasing Division's website.

including an imaging system hardware upgrade and Surplus Property IT planning.

Agency procurement officers are encouraged to review the **Fiscal Year 2016 Annual Report**. All annual reports are archived and available on the Purchasing Division's website at [www.state.wv.us/admin/purchase/annualreport](http://www.state.wv.us/admin/purchase/annualreport).

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## VENDOR REGISTRATION

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Vendor Self-Service vendor portal without paying the fee, making sure to complete the portion to establish compliance with the program in accordance with *West Virginia Code* §5A-3-12. From there, the agency just processes their transaction using the appropriate 'Vendor Registration Exemption' code from VNREGEX. This method helps to set the tone for a more streamlined and expeditious process.

Considering the amount of paper forms processed by the Vendor Registration program and Coordinator Gail Montantez both before and after the implementation of *wvOASIS*--8,429 WV-1s, WV-1As, and renewal forms in FY2014 and, even post-*wvOASIS*, 4,249 in FY2015--any percentage decrease in the paper workload allows for faster processing of other documents. In FY2016,

Montantez created 6,600 electronic documents in *wvOASIS*, in addition to other electronic approvals and paper documents, so any reduction of paper forms, such as WV-1As, can reallocate time for these other priorities.

After working with the Vendor Registration program recently, one vendor remarked that "this exchange with a government agency has been one of the most efficient and prompt I have ever encountered."

More statistical information about how the Vendor Registration program's workload has changed can be found in the Purchasing Division's FY2016 Annual Report. In addition, more information for procurement officers about vendor registration procedures can be found at <http://intranet.state.wv.us/admin/purchase/VendorReg.html>.

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## THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of October 17, 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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact the buyer assigned to the specific statewide contract.

## New Contracts

Contract	Vendor	Commodity	Effective Date
AIRFARE17	Delta Airlines	Discount Airfare Portal	10/01/16 - 09/30/17
FASTEN16	Grayson Industries Inc	Fasteners and Fastening Devices	10/01/16 - 09/30/17
FOOD16A	A F Wendling Inc	Food supplies	10/01/16 - 09/30/17
FOOD16B	US Foods	Food supplies	10/01/16 - 09/30/17

## Contract Extensions

Contract	Vendor	Commodity	Effective Date
PBKCR10A	Hertz Corporation	Automobile Rentals	10/04/16 -10/18/17
PBKCR10B	Enterprise Rent a Car Co.	Automobile Rentals	10/06/16 - 10/18/17

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
NTIRE13A	Goodyear Tire & Rubber Co	New Tires	To extend the original contract; and provide an updated dealer listing
SWC*2	Verizon Business	Telecommunications Data Services	To reduce contract pricing/total and add necessary PIP ports to support telecommunications infrastructure

## Latest Issue of WVSASP's Property Connection now Available Online

The third quarter issue of *The Property Connection*, produced by the West Virginia State Agency for Surplus Property (WVSASP), is now available online at [www.state.wv.us/admin/purchase/surplus/propertyconnection](http://www.state.wv.us/admin/purchase/surplus/propertyconnection).

WVSASP publishes this quarterly newsletter to focus on procedural updates, inventory changes, general news and stories highlighting eligible organizations and how they have benefited from their purchases. Articles published in the current issue feature the West Virginia National Guard's use of surplus generators, a comparison of WVSASP prices against an average retailer, and how the town of Clendenin benefited from office furniture purchased from WVSASP following the June flooding.

To view this latest issue of *The Property Connection* or for more WVSASP news and updates, visit [WVSurplus.gov](http://WVSurplus.gov) or call 304.766.2626.



## FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<b>Supervisors</b>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
<b>Senior Buyers</b>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
April Battle	April.E.Battle@wv.gov	558-0067
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
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Linda Harper	Linda.B.Harper@wv.gov	558-0468
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
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