

# THE BUYERS NETWORK

NOVEMBER 2017

VOL. 27, ISSUE 11

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

## Purchasing Division Conducts Procurement Seminars for Local Government Entities and Potential Vendors

The Purchasing Division hit the road in October to educate both local government entities and vendors about the programs and services which it administers.

Purchasing Division staff visited the Beckley State Office Building on October 27, 2017. A session held in the morning focused on programs and services available to local government entities (i.e. city and county governments, school boards, etc.), including West Virginia State Agency for Surplus Property (WVSASP) programs, availability of statewide contracts for many commonly-used items, training opportunities, and more. Utilizing these resources can save local government agencies both time and money.

The afternoon session provided vendors with information on the process of doing business with the state. This session



Representatives from the Purchasing Division traveled to Beckley on October 27, 2017, to conduct two seminars geared toward local government entities and prospective vendors, respectively. Pictured from left to right: Assistant Purchasing Directors Frank Whittaker and Elizabeth Perdue and Technical Services Manager Mark Totten.

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## Agency Purchasers Must Avoid Using Incorrect Vendor Fee Exemption Codes During Award

In some instances, vendor fee exemption codes are being used incorrectly by agency procurement officers in *wvOASIS* during the processing of award documents and issuance of delivery orders from open-end contracts. Vendor registration requirements ensure that the state is doing business with vendors that are in compliance with the *West Virginia Code*.

"The vendor registration process is critical to obtaining the information necessary to properly contract with vendors," said Contracts Manager Greg Clay. "The vendor fee is part of that registration process and is mandated by state law. Misuse of the fee exemption codes represents a violation of that law."

Examples of vendor fee exemption codes include "Sole," "PC," and "Small."

Please see **EXEMPTION CODES**, page 5

# Purchasing Division Plans Future Training Process Improvements, Including Receiving Approval for Continuing Education Credits

By Purchasing Director Mike Sheets

Whether it is on-the-job training, mentoring, coaching, or attending in-house training workshops or other training opportunities, the purpose of training is to create a motivated, skilled, effective, and knowledgeable workforce from which organizational goals can be achieved. In the case of the state purchasing process, that goal is to receive needed goods and services at the best price possible, or in some cases, at the best value to our state.

As you are probably aware, during the 2014 Regular Session of the State Legislature, a bill was passed that incorporated a new section into *West Virginia Code* (i.e. §5A-3-60), which requires our state's high-level officials to take two hours of training annually on state purchasing procedures and purchasing card rules. The fall offering of this webinar has been scheduled for November 2, 2017.

I want to take a moment to thank each of our state agency procurement officers for your role in helping spread the word to your superiors about this training. Thanks to your efforts, the demand for this training was greater than ever, with the maximum of 100 of the state's high-level officials registered to participate. With a better collective un-

derstanding of the process and with buy-in from those in the top tier of state government, we can better ensure a process that is sound, competent, and competitive.

Additionally, we know how important and valuable our high-level officials' time is, so we are pleased to be able to offer 2.4 credits of Continuing Legal Education (CLE) through the West Virginia State Bar for this training. To receive credit, each person will need to email Communication and Professional Development Manager Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) with their first and last names and Bar ID Number.

In addition to this mandatory training requirement, our legislature has outfitted our designated state agency procurement officers with annual training requirements as well. With an abundance of available training opportunities, the Purchasing Division is constantly looking for ways to improve its training outreach and online training initiatives. Our training staff research effective, interactive instructional methods and incorporate new technologies into our program.

While this process has worked until now, the Purchasing Division is pleased to announce that it is moving its registration for In-House Training workshops and webinars from its traditional paper registration form to the state's online learning management system, CourseMill. Participants will be able to log in to CourseMill at [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov), view the Course Catalog for available Purchasing Division trainings with openings, or be placed on a waiting list if the needed class is full.

Additionally, participants will be able to view the online training modules in CourseMill and receive an automatic Certificate of Completion upon viewing each module, which will erase the step required for the procurement officer to submit the Certificate of Completion to the Purchasing Division. Finally, participants will be able to view their training transcripts, which are often needed for state and national certification, as well as to verify that the legislative 10-hour training requirement has been met. Please note that participation at the annual conference will not be tracked in the system.

For more on our transition to CourseMill as well as another exciting announcement related to our training program, be sure to check out next month's issue. The Division is excited about the direction its training program is headed, and we sincerely hope our state agency procurement officers will appreciate and recognize the efficiency of these new efforts.



## 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.*

### Acronyms:

VCUST and VTH

### Defined:

Vendor Customer Information and Vendor Transaction History

In *wvOASIS*, you can use both VCUST and VTH in the "Jump To" box to access vendor information. The VCUST record allows you to view the vendor's account information, including compliance holds and registration expiration. To view this account information, simply search the vendor's name (put an asterisk before and after the legal name to get all variations of the vendor name) or search by the vendor number.

Alternatively, to access the Vendor Transaction History, first search the VCUST table to identify the correct vendor number. Along with the vendor number, use your agency's Department Code to see all Centralized Purchase Orders that have been processed through the Purchasing Division, as well as any agency-delegated purchases, including Agency Purchase Orders, Agency Contracts, and Agency Master Agreements.

# wvOASIS Cycle Operations Dashboard Valuable Resource

Did you know you can monitor the synchronization cycles that occur between the Vendor Self Service (VSS) and Financial applications of wvOASIS? A link to the wvOASIS Cycle Operations Dashboard page is available on myApps. This dashboard was created to assist agency purchasers with delegated acquisitions. To access the page, go to myApps and select the wvOASIS Cycle Operations Dashboard tile.

Why is this page important? When a vendor submits a solicitation response (SR) in the VSS, the document remains sealed in the VSS electronic lockbox until the solicitation closing date and time are reached. Responses are then copied from the lockbox to the Procurement Folder by a series of synchronizing interfaces known as the VSS Sync Cycle. Upon successful completion of the sync cycle, the procurement officer can load the SR documents to the evaluation (EV) document and award the purchase order(s).

Until the advent of the wvOASIS Cycle Operations Dashboard, agency purchasers had to make an educated guess as to when the sync cycle was finished. Now, however, the procurement officer can—and should—use the dashboard to know exactly when the cycle is com-

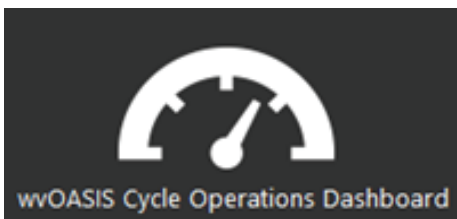


plete, and when it is appropriate to load the solicitation responses. To refresh the dashboard, click the VSS Cycle Report link located on the left side of the page.

The VSS Sync Cycle runs every hour on the half hour throughout the day beginning at approximately 07:30 (i.e. 7:30 a.m.). The last sync cycle of the day runs around 17:30 (i.e. 5:30 p.m.). A VSS Sync cycle also runs as part of the wvOASIS Nightly Cycle. Please note that bid closing times are entered and displayed in a 24-hour format.

It is important for bid closings to coincide with the VSS Sync Cycle in order to ensure that all solicitation responses are properly evaluated. Bids closing on the half hour are optimal; 11:30, 14:30, or 15:30, for example. However, the 12:30 cycle should be avoided because it is used occasionally to perform system maintenance.

**State agency procurement officers are encouraged to check the wvOASIS Cycle Operations Dashboard to ensure that the sync cycle has completed prior to opening electronic bids.**



## Debarred Vendor List Provides Critical Guide for Agencies

The Purchasing Division recently took the action of debarment against several vendors. This course of action was taken to eliminate any risks to the state that could occur from doing business with these vendors.

“There are many options that we have in our toolbox and debarment is one of them,” explained Purchasing Director Mike Sheets. “It is rarely the state’s first choice because of the severe effect it has on a vendor; however, in some cases, it is the most necessary and appropriate action.”

The state debarment list prohibits any state or local government from doing business with any of the debarred vendors during the debarment period. This includes soliciting offers from, awarding contracts to, or consenting to subcontract with a debarred vendor as detailed in *West Virginia Code* §5A-3-33c and 33d.

It is the responsibility of agency purchasers to check the Debarred Vendor List for each transaction. Documentation showing that the verification has been completed should be included in the file for all transactions.

The Debarred Vendor List can be found at [www.state.wv.us/admin/purchase/debar.html](http://www.state.wv.us/admin/purchase/debar.html).

## Mike Sheets Named State Purchasing Director

Mike Sheets was named Director of the Purchasing Division, effective September 30, 2017. Sheets had been serving as Acting Director since former Director Dave Tincher retired in April of 2017.

“Working under Dave for the 13 years I’ve been with the Purchasing Division has given me many insights into how Buyer Network

this job should be performed,” Sheets said. “Although I have some new ideas, my primary goal is to honor and uphold the integrity of the purchasing process and to comply with all purchasing laws and rules which we have been mandated to follow. I look forward to working with all of our partner agencies and their respective agency procurement officers to

maintain the high level of expectations for our state’s procurement function.”

The Purchasing Division would like to thank Sheets for fulfilling the role of Acting Director during this transition and congratulate him on his permanent position. We look forward to the many ways in which Director Sheets will help move the Division forward.

# Correspondence Type on Vendor/Customer Creation Vital to Vendor Communication

There are several ways the state can communicate with its registered vendors, one of which is through electronic means. The best time to enter electronic contact information into the *wvOASIS* vendor table is at the time of registration.

When an agency completes a Vendor/Customer Creation (VCC) document as part of its role in the registration process, it should choose the correspondence type as “Email” and include a valid email address for the vendor. Doing so will allow vendors to receive important notifications, such as notices of upcoming registration expirations and commodity code-based solicitation alerts.

The email address should be associ-

ated with someone connected to the vendor who checks the email account on a regular basis and who is authorized to pay the vendor registration fee and make other procurement decisions.

To best ensure a vendor’s email is entered correctly into the vendor record, the state procurement officer should take the following steps when creating a VCC document to register a new vendor:

- On the left-hand side of the VCC document, there is a Document Navigator field. Click “Address” on that menu to show a new set of tabs.
- Click “Contact Information.”
- Then under the “Correspondence Type” dropdown menu, the procure-

ment officer should select “Email.” It is advisable to confirm with the vendor whose email address will be best to input.

The Purchasing Division hopes to utilize all vendor functionality within *wvOASIS*. Ensuring the vendor has provided an email address within his or her record is one way to open the lines of communication between the state and its vendor community.

Additional information on the state agency’s role in the vendor registration process can be found at <http://intranet.state.wv.us/admin/purchase/Vendor-Reg.html> and in the Vendor Registration Guide for State Agencies.

## Purchasing Participates in 4<sup>th</sup> Annual Minority Business Expo

The West Virginia Purchasing Division participated in the 4<sup>th</sup> Annual Minority Business Expo (MBExpo) held October 25, 2017, at the Charleston Civic Center. The event was coordinated by the Herbert Henderson Office of Minority Affairs (HHOMA).

According to HHOMA, West Virginia ranks last in the nation in minority workplace participation. The MBExpo provided an opportunity for minority business owners and entrepreneurs to network and receive free education on how to further their business. During the event, Quality Control and Transparency Specialist Lu Anne Cottrill and Senior Buyer Stephanie Gale maintained an informational booth where attendees could learn how to conduct business

with the state of West Virginia. Additionally, Technical Services Manager Mark Totten presented a general session to attendees on the laws and rules which govern the state purchasing process.

Information shared included how to register with the state of West Virginia as well as resources available at [WVPurchasing.gov](http://WVPurchasing.gov). One valuable resource shared was information on the Small, Women-, and Minority-Owned (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).

**The Minority Business Expo allowed potential vendors to ask questions on how to do business with the state. Pictured left, Transparency Specialist Lu Anne Cottrill answers an attendees’ question.**



### SEMINAR

Continued from Page 1

highlighted vendor registration requirements, bidding opportunities, purchasing tools and processes, statewide contracts, requirements for successful vendors, and WVSASP.

“Helping local governments get the most usage out of our statewide contracts is a good starting point, and we hope to expand our services in the years to come,” said Purchasing Director Mike Sheets. “Also, getting the message out to potential vendors is a win-win for everyone. A larger vendor pool means more competition, and winning a bid for a state project can help a business’ bottom line.”

A similar event will be held Friday, November 3, 2017, at the State Office Building located at 153 W. Main Street in Clarksburg. Local government entities are invited from 10 a.m. to 12 p.m., while current and prospective vendors are welcome to attend from 1:30 p.m. to 3:30 p.m.

Registration is required. To register, attendees should email [Purchasing.Requisitions@wv.gov](mailto:Purchasing.Requisitions@wv.gov) with their first and last name, the name of their business or organization, and their preferred email address.

Questions can be directed to Assistant Purchasing Director Diane Holley-Brown at [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov).

# Komax Awarded New Digital Copiers Contract DIGCOP17A

The Purchasing Division recently announced the issuance of a new statewide contract for digital copiers. The contract (DIGCOP17A), which includes the lease or purchase of multi-function monochrome digital copiers and small color copiers with various band and accessory options, was awarded to Komax, LLC, and went into effect on August 24, 2017.

Agencies may contact Komax representative David Humphrey with questions by calling 888.483.7440 or 304.744.7440. Humphrey may also be

reached by email at [dhumphrey@komaxwv.com](mailto:dhumphrey@komaxwv.com).

Full details regarding DIGCOP17A can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/swc/DIGCOP17A.pdf](http://www.state.wv.us/admin/purchase/swc/DIGCOP17A.pdf). A complete list of all statewide contracts is maintained at [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

Additional questions regarding the DIGCOP17A contract may be directed to Purchasing Division Senior Buyer Crystal Rink at [Crystal.G.Rink@wv.gov](mailto:Crystal.G.Rink@wv.gov).

## EXEMPTION CODES

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The "Sole" code is designed to be used only for a sole source purchase for a particular transaction.

The "PC" code is for purchases made with the P-card that are less than \$25,000 in aggregate for the spending unit. If the agency's total spend with that vendor exceeds \$25,000 or a payment method other than the P-card is used, the "PC" code cannot be used. This exemption code should never be utilized in conjunction with a vendor holding a centrally processed contract.

The "Small" code may be used for purchase orders of \$2,500 or less with a single vendor during a 12-month period, regardless of the payment method. If the total spend is not more than \$2,500 statewide, including exempt spending units, the vendor is not required to pay the annual registration fee but is required to be registered. Once the total spend exceeds \$2,500 statewide, including exempt spending units, the "Small" code cannot be used. This exemption code should never be utilized in conjunction with a vendor holding a centrally processed contract.

Should a vendor's registration fee lapse during the contract year, it is the responsibility of the agency procurement officer to reach out to the vendor to update its registration fee status. Using a vendor fee exemption code to avoid properly registering the vendor

in order to process a delivery order is prohibited.

Purchasing Division inspectors review purchases made with these vendor fee exemption codes during the inspection process throughout the year. Misuse of any vendor fee exemption code will be included as a finding in the final inspection report. The Contract Management Unit reviews the vendor fee exemption report on a periodic basis. When violations are found, a letter is sent to the agency procurement officer and the violation is also reported to the Purchasing Director.

"It is the agency's responsibility to ensure a vendor's registration is valid before awarding a contract to that vendor. An agency can do this by typing "VCUST" into the "Jump To" box in *wvOASIS*, searching by the vendor name and looking in the Disbursement Options section," Clay said. "Also, agencies should make sure the vendor for an open-end contract is compliant at the time of issuing a delivery order. It is the responsibility of the agency procurement officer to reach out to the vendor to renew its registration status."

To review the requirements of the use of the vendor fee exemption code, visit the Purchasing Division's intranet page at <http://intranet.state.wv.us/admin/purchase/VendorReg.html>.

## Purchasers Encouraged to Use Updated Forms Online

The Purchasing Division would like to remind all agency procurement officers of recent updates made to our official forms. These recently updated forms include:

- *Verbal Bid Quotation Summary* (WV-49)
- *Vendor Preference Certificate*
- *Release Order* (WV-39)
- *Disclosure of Interested Parties*

While the changes made to these forms only involved updating old language and consolidating sections of information, it is critical that the most recent form be used in all procurement activities. Updated copies of these forms can be found on the Purchasing Division's Intranet site or at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).

### THE BUYERS NETWORK

Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
Charleston, WV 25305-0130  
Telephone: 304.558.2306

**Jim Justice**  
Governor

**John Myers**  
Cabinet Secretary  
Department of Administration

**Mike Sheets**  
Director  
Purchasing Division

Editors  
**Diane Holley-Brown**  
**Samantha Knapp**

Contributing Reporters  
**Jessica Chambers**  
**Courtney Sisk Johnson**

# Current Statewide Contract Update

(As of October 18, 2017)

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.

## Contract Renewal

Contract	Vendor	Commodity	Effective Date
FOOD16A	A F Wendling Inc	Food Supplies	10/03/17-09/30/18
PBKCR10B	Enterprise	Vehicle Leasing	10/03/17-10/18/18
WVARF15	WV Assoc. of Rehabilitation Facilities	Water	10/11/17-12/31/18

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
SANPAP17	Liberty Distributors Inc	Paper products	To add commodity lines

SWC*2	Verizon Business	Telecommunication Services	To correct pricing, clarify contract language, and add zero-dollar service
SWC*23	HP Inc	Computer Equipment and Accessories	To replace discontinued items and renew contract
WVARF15	West Virginia Association of Rehabilitation Facilities	Water	To replace discontinued items and renew contract

## Purchasing Recognizes Latest Basic Certification Recipients

The Purchasing Division is pleased to announce B.J. Chestnut and Cody Taylor as the latest recipients in its West Virginia Procurement: Basic Certification program.

Chestnut, the Procurement Manager for the Department of Environmental Protection, has worked for the state for 20 years.

"I was excited and relieved to find out that I received the certification," Chestnut said. "It had been a long time since I've had to study and take a test, so I was really nervous. My overall experience with the program has been great. It has provided validation of my purchasing knowledge and reinforced my understanding of all aspects of the purchasing process."

Taylor, a backup designated procurement officer for the Division of Corrections, has worked for the state for two years.

"Since I began my career in purchasing, I've made it a personal goal to be responsible and considerate of every penny put toward a contract or purchase I have made," Taylor said. "One of my goals has always been to save the state money. Given the financial burden the state carries, as a buyer, I feel a great responsibility to alleviate that burden every chance I get. Procurement is the path I chose, because it is a place where I feel like the things I do actually make a difference to this state in a financial sense."

State agency procurement officers interested in participating in the basic and/or advanced certification program may review the requirements at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). Questions regarding the certification program may be directed to Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## 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
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<b>Senior Buyers</b>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Charles Barnette	Charles.D.Barnette@wv.gov	558-2566
April Battle	April.E.Battle@wv.gov	558-0067
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
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