

# THE BUYERS NETWORK

SEPTEMBER 2017

VOL. 27, ISSUE 9

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

## Agency Purchasing Conference Benefits Purchasers

The West Virginia Purchasing Division hosted its annual Agency Purchasing Conference at Canaan Valley Resort and Conference Center on August 22-25, 2017. More than 250 state agency purchasers attended the conference, which offered 55 workshop sessions on more than 25 different procurement-related topics, ample networking opportunities, and pertinent resources for attendees to reference upon returning to their offices. Nearly 25% of attendees were first-time participants.

The agenda offered two educational tracks (i.e. beginners and advanced), as well as six new workshop topics: Electronic Business with West Virginia, Purchasing as a Privacy Powerhouse, Risks in Public Procurement, How to Avoid Common Pitfalls in Public Procurement, Business Intelligence, and the Purchasing Fishbowl Forum.

“We work extremely hard each year to make sure this training event offers value



**Acting Purchasing Director Mike Sheets welcomed the attendees of the 2017 Agency Purchasing Conference during his commencement speech. More than 250 agency purchasers attended the annual conference held at Canaan Valley Resort and Conference Center. During the week, attendees had a chance to select from more than 25 different purchasing-related topics as well as several networking events.**

and great substance to all of our state purchasing officers,” said Acting Purchasing Director Mike Sheets. “One of the primary goals of our annual conference is to provide pertinent information on purchasing laws, rules and procedures, so that agency purchasing officers can share that information with others in their organization to ensure compliance. Of course, the networking opportunities of learning from one another cannot be emphasized enough during this training week. I truly believe that

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## Training Opportunities Available to Procurement Officers Year Round

While last month's annual Agency Purchasing Conference was filled with ample learning opportunities, it is not the only training available to agency procurement officers throughout the year. The Purchasing Division offers a variety of free training programs in Charleston and online, including in-person workshops, webinars, and self-paced training modules.

**In-House Training Program** workshops are offered at least twice per month. These face-to-face trainings range from one to six hours in length and take place at the Purchasing Division offices located in Building 15 on the Capitol campus. Because space is limited, early registration is required and approved on a first-come, first-served basis. To view the In-House Training Program schedule or to register, visit [www.state.wv.us/admin/purchase/training/2017InHouseRegistration.pdf](http://www.state.wv.us/admin/purchase/training/2017InHouseRegistration.pdf).

**Webinars** are the perfect option for those who are unable to attend the Agency Purchasing Conference or travel to Charleston for in-person trainings, but still want

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## ACTING DIRECTOR'S COMMENTS

# Purchasing Adds Focus on Local Government Initiative and Future Training Opportunities

By Acting Purchasing Director Mike Sheets

Now that the 2017 Agency Purchasing Conference has come to an end, the Purchasing Division is switching gears. A couple of months ago, I mentioned our new initiative to reach out to local government entities, including counties, municipalities, volunteer fire departments, and boards of education.

The Purchasing Division is authorized by *West Virginia Code* §5A-3-8 to provide services to these entities, and it is our goal to utilize this authority in order to realize substantial savings for our state by increasing their use of our statewide contracts, as well as educating them on programs and processes which may help them obtain additional savings. In all cases, the political subdivision must have the authority in its own local ordinance and within state statute to participate.

Last month, we introduced a new webpage aimed at providing information to our state's local government partners. This page includes information related to the use of statewide contracts and their benefits, as well as frequently asked questions, a form to subscribe to our electronic mailing list, and information on additional oppor-

tunities for eligible organizations, such as the State and Federal Surplus Property Programs.

Additionally, the Purchasing Division posted an online resource module on statewide contracts, available for viewing at any time. This module explains how local governments might benefit from the use of statewide contracts. To view this webpage, visit [www.state.wv.us/admin/purchase/LocalGovt](http://www.state.wv.us/admin/purchase/LocalGovt).

In addition to the local governments initiative, the Purchasing Division is planning to conduct its bi-annual webinar for vendors on Wednesday, October 11, 2017, from 10 a.m. to 11:30 a.m. Since you are often the first point of contact with the vendor community, we are asking for your help in spreading the word about this free *How to do Business with West Virginia* webinar. Space is limited to the first 100 registrants on a first-come, first-served basis. The registration form is linked on our webpage. For questions regarding this webinar, contact Communication and Professional Development Manager Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

Over the next few months, we'll also be brainstorming ideas for and developing our 2018 In-House Training Program schedule. We have some big changes coming, which we'll announce at a later date. However, we are always looking for new and fresh ideas from you, our agency partners. If there is something you would like to see offered or if you have suggestions for how we can improve our training, we welcome your input. To share your ideas, contact Courtney Sisk Johnson at 304.558.4213 or [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).

Finally, if you attended the Agency Purchasing Conference last month, you may recall that we asked for your ideas on how we can improve the purchasing process to make it more efficient. Over the next couple of months, we'll be going through your suggestions to see where we can make modifications and updates to improve our processes. If you were unable to attend the conference, don't worry. We welcome your input! Simply email your suggestions to your designated Purchasing Division buyer.

The Purchasing Division staff looks forward to seeing you at our training sessions, meetings, or simply at our office. We are always interested in learning how we can better serve you.



## Purchasing Receives National Honor for Achievement of Excellence in Procurement for Fifth Consecutive Year

The Purchasing Division has been awarded the prestigious 22<sup>nd</sup> Annual Achievement of Excellence in Procurement® (AEP) for 2017 from the National Procurement Institute, Inc. (NPI).

The Purchasing Division has received the AEP award from NPI for five consecutive years. The AEP award, which is the national program used to benchmark organizational excellence in procurement, is earned by public and nonprofit organizations that obtain a high application score based on standardized criteria designed to measure best procurement practices.

The AEP is awarded annually to recognize innovation, professionalism, e-Procurement, productivity, and leadership in the procurement function and encourages the development of excellence as well as continued organizational improvement. The West Virginia Purchasing Division is the only governmental agency in West Virginia and one of only 12 state agencies in the United States and Canada to receive this award.

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Please see NPI AWARD, page 5

# DHHR'S Althea Greenhowe Awarded the 2017 Agency Procurement Officer of the Year Honor

The West Virginia Purchasing Division is pleased to recognize Althea Greenhowe, who serves as a designated procurement officer for the Department of Health and Human Resources (DHHR), as its **2017 Agency Procurement Officer of the Year**.

Employed by DHHR since 2014, Greenhowe, an Administrative Service Assistant III, has worked for the Operations and Purchasing Section for two years.

Acting Purchasing Director Mike Sheets announced Greenhowe as the recipient during an awards ceremony at the 2017 Agency Purchasing Conference and presented her with a framed personalized picture of Blackwater Falls and a *Certificate of Recognition* signed by Gov. Jim Justice, Department of Administration Cabinet Secretary John Myers, and Sheets.

"Althea portrays a positive image for both purchasing and her workplace. She does what is necessary to keep the environment and communication throughout the entire process running as smoothly as possible," stated a colleague who nominated her. "Althea's positive energy is radiant and has caused her to gain a great deal of respect from her peers."

Greenhowe obtained her West Virginia Procurement: Basic Certification in October 2016 and is pursuing her



Pictured is Althea Greenhowe, a designated procurement officer for the Department of Health and Human Resources, who was named as the 2017 Agency Procurement Officer of the Year by Acting Purchasing Director Mike Sheets during a special ceremony at the Agency Purchasing Conference on August 24, 2017.

West Virginia Procurement: Advanced Certification, as well as Certified Public Procurement Buyer certification. She currently serves as Secretary of the West Virginia Chapter of the National Institute of Governmental Purchasing.

"Althea follows and stays compliant with all purchasing procedures to ensure all are in compliance with state laws, rules, regulations, codes and the purchasing guidelines. This allows the state of West Virginia to obtain the highest quality of goods and services at a fair and reasonable cost," shared another colleague.

"Being named **Agency Procurement Officer of the Year** was such a surprising and great honor," shared Greenhowe. "I consider myself lucky to work in an office with people who have such a vast knowledge of purchasing and have been willing

to share their knowledge with me."

In its 22<sup>nd</sup> year, the **Agency Procurement Officer of the Year** award program was created by the Purchasing Division to recognize and honor individuals who have demonstrated high levels of performance and professionalism. Nomination criteria includes tenure, performance, communication, internal training, professional development, cost-saving ideas, cooperation with Purchasing Division and other state agency personnel, creating a positive image for the organization, establishing and following good purchasing practices, and participating in professional purchasing organizations.

A list of past winners can be found at <http://intranet.state.wv.us/admin/purchase/Recognition/POYAward.html>.

## Ordering Reference Documents Added to the Statewide Contracts Website to Assist Users

The Purchasing Division is making it easier than ever before for state agencies and political subdivisions to order commodities and services from statewide contracts. The Purchasing Division is in the process of creating an ordering instruction document for each statewide contract, which can be found linked at the top of the webpage for each contract. This document includes any special instructions, such as minimum order amounts; approvals required, if any; agency and/or vendor contact information; the type of delivery order, if any; and more.

"In the past, we issued a separate document with ordering instructions only when the contract had unique requirements," said Assistant Purchasing Director Frank Whittaker. "Now that we are reaching out to local government entities and Buyers Network

encouraging them to use our statewide contracts, we want to make it as easy as possible for them since they are not familiar with our procedures."

Agencies will also benefit from the new ordering instructions' reference documents. While ordering instructions have always been included within statewide contracts, the new format will make them easier to locate. The instructions will also be helpful to agencies as they train new procurement officers.

For additional information on all statewide contracts or to view the ordering instructions for each contract, visit [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc) and click on the ordering instructions' link for the contract you wish to view.

## Disclosure Form Now Required Due to Change in State Code

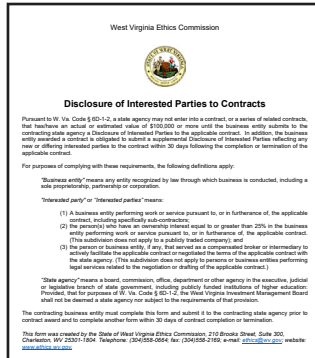
Resulting from legislation passed during the 2017 Regular Session of the State Legislature, a new provision has been implemented in *West Virginia Code*, requiring vendors to complete a new form when awarded a contract and at the end of the contract period.

The *Disclosure of Interested Parties to Contracts* form was developed by the Ethics Commission, with assistance from the Purchasing Division. The form is required for purchases with an estimated value of \$100,000 or more. The Purchasing Division incorporates this form in all solicitations to ensure that vendors are knowledgeable of the requirement and get the form in advance.

As previously mentioned, the form will be required twice – once when the contract is awarded and again when it concludes. The Purchasing Division will request the form when the contract is awarded due to the blackout period, when agencies cannot have contact with vendors. When the contract is completed or terminated, the agency will be required to request the form from the vendor within 30 days so that any changes to the disclosure list will be on file with the Ethics Commission.

“Agencies need to plan ahead and allow sufficient time to obtain this form,” said Purchasing Division General Counsel Jimmy Meadows. “This new requirement may add time to the solicitation process, so we want to help agencies and vendors prepare in advance.”

The form, with all of the definitions and requirements, can be found on the Purchasing Division’s website at [www.state.wv.us/admin/purchase/VRC/Ethics\\_DisclosureInterestedParties\\_2017.pdf](http://www.state.wv.us/admin/purchase/VRC/Ethics_DisclosureInterestedParties_2017.pdf).



## Registration Now Open for October Vendor Webinar

The Purchasing Division will host a vendor webinar, titled *Doing Business with West Virginia*, on Wednesday, October 11, 2017, from 10 a.m. to 11:30 a.m. The webinar provides guidelines and information to current and potential vendors wishing to conduct business with the state of West Virginia.

Vendors will learn how to capitalize on their opportunities to bid and perform work for state government. Purchasing Division personnel will discuss how vendors can register their company with the Purchasing Division and how to submit bids for solicitations. Other topics will include how bids are evaluated, how changes to contracts are made, bidding limits and their requirements, and guidelines for marketing commodities and services to state agencies.

“We are pleased to conduct these vendor webinars twice per year,” said Acting Purchasing Director Mike Sheets. “By providing such opportunities to vendors, we make sure the vendor pool for solicitations remains competitive and fair.”

Registration and additional information on vendor training opportunities can be found on the Vendor Resource Center of the Purchasing Division’s website, located at [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc).

All other questions may be directed to Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Purchasing Division Recognizes Latest Basic Certification Recipient

The Purchasing Division is pleased to announce Dusty Smith as the latest recipient in its West Virginia Procurement: Basic Certification program. Smith, an Administrative Services Assistant III for the Department of Transportation (DOT), has worked for the state for 18 years.

“Obtaining this Basic Certification is something that I have wanted to accomplish for a long time,” Smith said. “I’m very thankful that I was given the opportunity to take the classes, participate in the two-day visit with the Purchasing Division, and take and successfully pass the Basic Certification test. I can’t

thank Angie Moorman (DOT procurement officer) enough for being my mentor and giving me a chance to work for her and this agency.”

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 Communication and Professional Development Manager Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) or 304.558.7022.

Congratulations to Smith on this noteworthy accomplishment!

## CONFERENCE Continued from Page 1

everyone leaves this conference with a wealth of information and valuable tools.”

During a group luncheon, Sheets announced the recipient of the *Procurement Officer of the Year* award, which you can read more about on page 3. Criteria for a new award, *Excellence in Specification Writing*, was also announced. More information on this award will be included in an upcoming issue of *The Buyers Network*.

Following the conference in late August, the Purchasing Division emailed all attendees a link to an evaluation using *SurveyMonkey*. Be sure to check back in next month’s issue of *The Buyers Network* for a complete breakdown of the conference statistics based on those evaluations.

# Solicitation Category in wvOASIS Helps Describe Goods/Services

When creating an Agency Request for Quotation (ARFQ) or a Centralized Request for Quotation (CRFQ) in wvOASIS, agencies should always include a description in the Solicitation Category field. The Solicitation Category field is located on the General Information tab of the ARFQ or CRFQ header. Although not a required field, the information included in this section helps to better classify and describe the goods and services that an agency is requesting.

When selecting the dropdown menu in the Solicitation Category field, the user is provided a list of descriptions. Agencies may also search using the Description field, which is available once the agency makes a selection from the dropdown menu. Agencies are encouraged to avoid using a "Miscellaneous" description, when possible.

Vendors can utilize the Advanced Search options within the *West Virginia Purchasing Bulletin* to search by category. Including a description enhances the vendor's ability to search for specific bid opportunities within the Vendor Self Service (VSS) application and increases the chances for additional competition.



Choose

Browse Clear

Solicitation Category:  Description:

Default Solicitation Category:

Select	Solicitation Category	Description	Default Solicitation Category
<input type="checkbox"/>	01	Agricultural	No
<input type="checkbox"/>	02	Architect/Engr	No
<input type="checkbox"/>	03	Athletic	No
<input type="checkbox"/>	04	Audio/Video	No
<input type="checkbox"/>	05	Auto Supply	No
<input type="checkbox"/>	06	Building Supply	No
<input type="checkbox"/>	07	Chemicals	No
<input type="checkbox"/>	08	Clothing	No
<input type="checkbox"/>	09	Construction	No

Keyword Search:

Category:

Type:

Agency:

SERVICES

- Agricultural
- Architect/Engr
- Athletic
- Audio/Video
- Auto Supply
- Building Supply
- Chemicals
- Clothing
- Construction
- Consulting
- Educational

**While the Solicitation Category is not a required field, utilizing this field can help clarify and describe the goods and services that are being requested by an agency.**

## NPI AWARD

Continued from Page 2

"The West Virginia Purchasing Division works diligently to create procurement processes based on our laws, rules, and procedures that provide the results of competency, productivity, transparency, and good customer service," said Acting Purchasing Director Mike Sheets. "By receiving this national award for five consecutive years, we have demonstrated that we are moving in the right direction as we continue to work closely with our agency and vendor partners in developing the best procurement practices that ensure state dollars are being spent effectively."

Founded in 1968, NPI establishes cooperative relationships among its members and develops efficient purchasing methods and practices in the areas of governmental, educational, and institutional procurement. The mission of NPI is to facilitate the educational and professional development of its members. In 1995,

NPI established a program designed to recognize organizational excellence in public procurement. The Achievement of Excellence in Procurement® is awarded annually.



## TRAINING OPPORTUNITIES

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to participate in instructor-led courses. The Purchasing Division currently offers six webinars per year with plans to increase that number in 2018. Each webinar averages one to two hours in length. An internet connection is required to participate. Individuals may register for the webinars using the In-House Training Program Registration Form.

**Online Training Modules** are a popular choice for individuals wanting to work at their own pace. There are currently 11 modules available for viewing. Each module earns .5 hours of training credit. To receive credit for viewing these modules, a *Certificate of Completion* must be completed and signed by the viewer's supervisor and submitted to the Purchasing Division. The online training modules are available at [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html).

For more information on the Purchasing Division's training programs, visit the online Purchasing Training Center at [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).

## THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of August 15, 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.

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
WVARF15	West Virginia Association of Rehabilitation Facilities	Water	To provide updated commodity pricing per the attached documentation.

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
WVRFJAN14	West Virginia Association of Rehabilitation Facilities	Cleaning/janitorial	To provide updated pricing per the attached documentation.

## New Statewide Contract for Drug Testing Available

The Purchasing Division recently signed a Participating Agreement to utilize the National Joint Powers Alliance's (NJPA) cooperative contract for drug testing kits and confirmation services (SWC DRUGTESTING17). Redwood Toxicology Laboratory, Inc., is the vendor for this contract, which became effective on June 20, 2017. The contract is available on the Purchasing Division's website at [www.state.wv.us/admin/purchase/swc/DRUGTESTING.htm](http://www.state.wv.us/admin/purchase/swc/DRUGTESTING.htm).

Anyone who has questions directly for the vendor can contact the company's customer service support at the phone number and/or email addresses noted below. Customer service representatives are available Monday – Friday 7:30 a.m. to 4:00 p.m. PST 1-800-255-2159.

### New Redwood Toxicology Accounts:

Jennifer Dippe  
 Phone: (800) 255-2159 Ext. 34370  
 Direct: (707) 570-4370  
[jdippe@redwoodtoxicology.com](mailto:jdippe@redwoodtoxicology.com)

### Existing Redwood Toxicology Accounts:

Grace Miranda  
 Phone: (800) 255-2159 Ext. 34301  
 Direct: (707) 570-4301  
[gmiranda@redwoodtoxicology.com](mailto:gmiranda@redwoodtoxicology.com)  
 Website: [www.redwoodtoxicology.com](http://www.redwoodtoxicology.com)

Should you have any questions regarding the contract, please contact Purchasing Division Senior Buyer Crystal Rink at [Crystal.G.Rink@wv.gov](mailto:Crystal.G.Rink@wv.gov).

For additional information on all statewide contracts, visit [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

## FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<u>Supervisors</u>		
Tara Lyle	<a href="mailto:Tara.L.Lyle@wv.gov">Tara.L.Lyle@wv.gov</a>	558-2544
Guy Nisbet	<a href="mailto:Guy.L.Nisbet@wv.gov">Guy.L.Nisbet@wv.gov</a>	558-2596
Linda Harper	<a href="mailto:Linda.B.Harper@wv.gov">Linda.B.Harper@wv.gov</a>	558-0468
<u>Senior Buyers</u>		
Mark Atkins	<a href="mailto:Mark.A.Atkins@wv.gov">Mark.A.Atkins@wv.gov</a>	558-2307
Charles Barnette	<a href="mailto:Charles.D.Barnette@wv.gov">Charles.D.Barnette@wv.gov</a>	558-2566
April Battle	<a href="mailto:April.E.Battle@wv.gov">April.E.Battle@wv.gov</a>	558-0067
Jessica Chambers	<a href="mailto:Jessica.S.Chambers@wv.gov">Jessica.S.Chambers@wv.gov</a>	558-0246
Michelle Childers	<a href="mailto:Michelle.L.Childers@wv.gov">Michelle.L.Childers@wv.gov</a>	558-2063
Stephanie Gale	<a href="mailto:Stephanie.L.Gale@wv.gov">Stephanie.L.Gale@wv.gov</a>	558-8801
Brittany Ingraham	<a href="mailto:Brittany.E.Ingraham@wv.gov">Brittany.E.Ingraham@wv.gov</a>	558-2157
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Crystal Rink	<a href="mailto:Crystal.G.Rink@wv.gov">Crystal.G.Rink@wv.gov</a>	558-2402