

# THE BUYERS NETWORK

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## THE BUYERS NETWORK

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by the Purchasing Division  
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of Administration to Promote  
Better Value in Public Purchasing

## Purchasing Division Continues its Agency Strategic Sourcing Meetings for FY 2019

The West Virginia Purchasing Division has continued an initiative that began three years ago, in which it meets with representatives of some agencies under its authority to review procurement trends and to plan for purchases expected during this fiscal year. The initial goal of these meetings was to create a proactive dialogue with these agency procurement officers regarding their procurement framework.

“During the past couple of years, the focus of the meetings was on purchases the agency had made previously,” said Purchasing Director Mike Sheets. “This year, we transitioned our focus to looking ahead at what the agency is expecting to procure and how the Purchasing Division can assist.”

As of August 1, 2018, the Purchasing Division completed the schedule by meeting individually with purchasing representatives from the General Services Division, Adjutant General, Office of Technology, Department of Veterans Assistance, Department of Agricul-



Purchasing Division staff has been meeting this spring and summer with agencies, including the State Auditor's office (pictured left) to discuss projected purchases for fiscal year 2019.

ture, Division of Highways, the Department of Health and Human Resources, the Secretary of State's Office, the State Treasurer's Office, the State Auditor's Office and Attorney General's Office.

Prior to each meeting, the agency is provided with a list of reports, including the contracts that will soon expire as well as procurement made the previous fiscal year, the transactions that are currently being processed, the training courses its staff has taken, as well as procurements made during the previous fiscal year.

Discussions on opportunities to consolidate procurements, internal controls

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## Insurance Guide Incorporated into Purchasing Handbook

The new *Purchasing Division Procedures Handbook* includes a new feature within the appendix—an insurance guide to assist agency purchasers when developing contracts. This guide was developed by a multi-agency committee that includes representatives of the Purchasing Division, Office of Technology, Board of Risk Management (BRIM), the State Privacy Office (now a part of BRIM) and the Department of Administration Secretary's Office over the course of several months. This committee meets periodically to address issues of privacy, risks and vendor management.

Information contained in this insurance guide includes an outline of vendor insurance requirements, such as insurer rating, occurrence v. claims made insurance coverage, coverage term, cancellation and deductibles; types of coverage, including commercial general liability, automobile

Please see **INSURANCE GUIDE**, page 3

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## DIRECTOR'S COMMENTS

# Purchasing Division Buyer Assignments Modified to Better Address Agency Needs

By Purchasing Director Mike Sheets

The end of each fiscal year provides the Purchasing Division with an opportunity to review our existing processes and procedures to ensure that we are meeting the needs of our agency partners. As part of this review, statistical data is gathered to determine the number of contracts issued, the total spend, the types of transactions issued on behalf of each agency, the top commodities procured and much more.

Also, part of this review is looking at the agency assignments for which our buying staff serves. For the past several years, the Purchasing Division has been working toward restructuring our buying staff so that we may be able to return to a dedicated buyer for all statewide contracts. With a buying staff that is becoming increasing knowledgeable and experienced in central procurement processing, the Purchasing Division felt confident that it has reached the point where it is now feasible to dedicate

one of our buying staff members to manage the statewide contract file. Senior Buyer Mark Atkins was selected for this role and has already hit the ground running.

There are many benefits to having one dedicated buyer within the Purchasing Division to oversee all statewide contracts. Consistency in the process and having all contracts assembled in a unified manner are the greatest advantages. Managing the statewide contracts does vary from serving as an agency dedicated buyer in that the specification writing is initiated within the Purchasing Division as is the market research. Atkins previously served as the dedicated buyer for the Division of Highways as well as for other agencies while working for the Purchasing Division.

In addition to the statewide contract buyer, the agency assignments for our remaining buyers were modified to allow the leadership of the three buying teams, under the guidance of Buyer Supervisors Tara Lyle, Linda Harper and Guy Nisbet, to solely focus on managing and assisting their teams rather than having assigned agencies to serve. Notification of the new assignments was made to all agency designated procurement officers prior to the July 1, 2018, effective date. However, the listing is posted on the Purchasing Division's website at [www.state.wv.us/admin/purchase/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf).

The Purchasing Division buying staff continues to reach out to its new agency purchasers under its processing authority to make introductions and to assist in their procurement needs. Please be reminded that each agency director has designated a procurement officer within its organization who is required to take 10 hours of Purchasing Division sponsored training each fiscal year; this person is the initial contact for those within the agency. The Purchasing Division buying staff works directly with these agency designated procurement officers to ensure the purchasing process is performed in an efficient and ethical manner.



## Standardization Helps Agencies Save Time and Money

A change resulting from the passage of Senate Bill 283 now allows for the standardization of certain commodities. Effective June 8, 2018, this change allows the agency to specify a brand of product without using "or equal" language in the specifications of a solicitation, provided that the agency has completed the standardization process outlined in W. Va. Code § 5A-3-61.

This statute provides boundaries by which standardization may be used. First, standardization applies only to commodities and is limited to those that: 1) represent a core function of the spending unit's mission, 2) would yield a savings of time and money if standardized, and 3) either requires testing or evaluation to determine accuracy or consistency, or requires interoperability in a larger system or network. Savings of time and money must be shown without considering the traditional procurement process or the standardization process.

Any standardization that is established may be valid for no more than four years. At that time, the agency may either take no action, which would allow the standardization to expire, or

establish a new standard.

The statute also requires that agencies follow a strict process to establish standardization, beginning with the agency head identifying the commodity to be standardized and requesting approval from the Purchasing Director. The agency must identify the individual or individuals who will be evaluating the commodity for standardization.

The *Standardization Request and Notice* form, WV-80, is available on the Purchasing Division's intranet forms page. This form requires the agency head to describe the commodity to be standardized; the core mission; savings; testing, evaluation and interoperability; the evaluators; the evaluation method; the interoperability; and vendors known to have an interest in having their commodities considered for standardization. For a link to this form, visit <http://intranet.state.wv.us/admin/purchase/>

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Please see **STANDARDIZATION**, page 4

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# Agency Procurement Officers Encouraged to Become Certified through Purchasing Division's Program

The Purchasing Division encourages agency purchasing officers to participate in the West Virginia Procurement Certification program, which provides professional development and recognition to procurement officers whose job duties fall primarily under the authority of W.Va. Code §5A-3.

With two levels of certification, basic and advanced, this program administered by the Purchasing Division 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. This program is just one way the Purchasing Division strives to ensure those working as procurement officers have the knowledge and understanding of the laws, rules and procedures guiding the procurement function.

Since the program's inception in 2009, 86 state purchasers have obtained their basic certification and 13 have obtained their advanced certification. To earn the West Virginia Procurement: Basic Certification, applicants must achieve at least one year of experience in public procurement, attend at least one recent Agency Purchasing Conference, complete a two-day training session conducted by the Purchasing Division and successfully complete the basic level examination.

To earn the West Virginia Procurement: Advanced Certification, applicants must have already earned their West Virginia Procurement: Basic Certification status but must also achieve three years of experience in public procurement, attend at least three of the past five conferences, receive approval from the Purchasing Division to perform agency level training and suc-



**West Virginia Procurement Certification: Basic and Advanced Program provides recipients with an opportunity to expand their knowledge of the laws, rules and procedures surrounding the state procurement process. Currently, there are 86 state purchasers with the basic certification.**

cessfully complete the advanced level examination.

The Division of Personnel has recognized the West Virginia Procurement Certification Program, both the basic and advanced levels, as an eligible program under its Pay Plan Policy, which may allow some state employees up to a 5% salary increase for each level, depending upon their agency's approval.

For those certified recipients who need to attend the Agency Purchasing Conference to maintain their status, please note that the 2018 Agency Purchasing Conference is scheduled to take place October 2-5, 2018, at Camp Dawson Event Center in Kingwood, WV, since this site will accommodate all attendees in one location. The agenda for this three-day conference will provide some new offerings among approximately 32 different workshop topics. The registration fee for this year's conference has been lowered to \$100.

For more information relating to the West Virginia Procurement: Basic and Advanced Certification Program, please visit: [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification).

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## INSURANCE GUIDE

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liability, Workers' Compensation/employer's liability, cyber liability, Builder's Risk/installation floater, professional liability, etc.; and information on understanding the *Acord Certificate of Insurance*.

"Vendor insurance requirements are a vital part of any procurement process to ensure the vendor is responsible for its own acts of negligence or for a contract violation, and not the State," explains Robert Fisher, BRIM Deputy Director and Claims Manager. "Knowledge of insurance requirements falls outside the expertise of most folks who do the purchasing for the State. A decision was made by this committee to prepare a document that could be included in the Buyers Network

*Purchasing Handbook* to explain what various forms of insurance cover and why they are needed in regard to purchasing contracts."

Fisher will serve as a presenter for a class focusing on insurance requirements at the 2018 Agency Purchasing Division Conference in October. "BRIM stands ready to assist state agency purchasers on issues surrounding insurance requirements and privacy issues when they are preparing transactions to procure commodities and services," adds Fisher.

Following the creation of this project, the committee is now looking at how privacy may be addressed in solicitations and developing a Cloud Addendum that would hold vendors to specific privacy

and security terms when they store State data in the cloud, as well as examining the effects of Senate Bill 283, which resulted in many changes to the state procurement process.

The *Purchasing Division Handbook* can be found at [www.state.wv.us/admin/purchase/Handbook/](http://www.state.wv.us/admin/purchase/Handbook/) and the insurance guide, Appendix G, can be accessed directly at [www.state.wv.us/admin/purchase/handbook/2018/insurance.pdf](http://www.state.wv.us/admin/purchase/handbook/2018/insurance.pdf).

Questions regarding insurance and the procurement process may be directed to BRIM at 307.766.2646 or 800.345.4669. To email the BRIM staff, contact Fisher at [Robert.A.Fisher@wv.gov](mailto:Robert.A.Fisher@wv.gov) or Melody Duke, Underwriting Manager, at [Melody.A.Duke@wv.gov](mailto:Melody.A.Duke@wv.gov).



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## Purchasing Division Hosted Two Interns This Summer

The Purchasing Division was pleased to host two interns this summer from the West Virginia Governor's Internship Program.

Zach Wynn, a sophomore at Marshall University, joined the Purchasing Division as a technical intern, and Natalie Bowman, also a sophomore at West Virginia University, served as the communication intern. Both are working in the Communication and Technical Development Section of the Purchasing Division.

The Purchasing Division has been a strong supporter of this program and has participated since its inception. "We see the Governor's Internship Program as a win-win situation for our agency," said Assistant Purchasing Director Diane Holley-Brown. "Each year, we plan to tackle several projects during the summer months that our agency has wanted to initiate but needed more human resources to complete. The program truly allows us to benefit from employing the brightest college

students for a few months, which in turn enables the students to gain valuable experience."

As part of his internship, Wynn worked in the Technical Services Unit assisting with various technical projects, including website updates. He is pursuing a degree in computer science. When he is not working, his hobbies include working out and watching and playing sports.

Bowman assisted with various communication and event planning projects. Her tasks included writing and proofing newsletter articles, preparing information for the Fiscal Year 2018 Annual Report, and assisting with the planning for various events. She is pursuing a degree in broadcast journalism, with a minor in marketing and strategic social media. In her spare time, Bowman likes to run and take her dog on walks.

The Purchasing Division is pleased to serve as a host agency for this worthwhile program and extends its appreciation to Wynn and Bowman for all their hard work this summer!



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**The Purchasing Division was pleased to serve as a host agency for the Governor's Internship Program again this year. We are pleased to introduce Zach Wynn, a sophomore computer science major from Marshall University, and Natalie Bowman, a sophomore broadcast journalism major from West Virginia University, who served as our interns this summer. They worked on a wide range of projects, both technical and communication in nature.**

**Best wishes to Wynn and Bowman this month when they return to college!**

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### STANDARDIZATION

Continued from Page 2

#### ***Standardization Request and Notice-Form.pdf***

Upon approval to use the standardization process, the agency must advertise the intent to standardize as a *Request for Information* (RFI) within *wvOASIS*, using the Standardization (RFI) Standard Format, which is available as Appendix J in the *Purchasing Division Procedures Handbook*.

Agencies must evaluate the responses received from the *Request for Information*, in addition to information that it has obtained from its own research as well as the results of any product testing or data the agency has found relevant to establish the pending standardization.

The agency must then notify the vendor community of the pending standardization using a *Request for Information* again within *wvOASIS*, allowing vendors the opportunity to respond. The spending unit must review the comments submitted in response to that advertisement and make any necessary adjustments.

The agency head must notify the Purchasing Division of the selection of the standard commodity. The results will be posted on the Purchasing Division's website. The agency must also specifically notify any vendor that participated in the standardization evaluation process of the results in writing within five business days of the final standardization se-

lection.

Any vendor that participated in the standardization process may appeal the standardization decision to the head of the spending unit.

Once a standard has been established, the Purchasing Division is authorized to solicit competitive bids on behalf of the spending unit in the form of a *Request for Quotation* for the standardized commodity.

For additional information relating to the Standardization process, please review the detailed procedures in the *Purchasing Division Procedures Handbook* at [www.state.wv.us/admin/purchase/handbook/2018/handbook.pdf](http://www.state.wv.us/admin/purchase/handbook/2018/handbook.pdf).

# Purchasing Welcomes New Vehicle Coordinator to Surplus

The West Virginia Purchasing Division is pleased to welcome Scott Brown as the new Vehicle Coordinator for the West Virginia State Agency for Surplus Property. In this role, Brown is responsible for all vehicle sales and the inspection and pricing of vehicles.

Prior to his current position, Brown worked for the Department of Health and Human Resources in the Central Shipping and Receiving Section and also for its Customer Change Center. He also previously worked for the Division of Tourism and the Division of Highways.

Brown graduated from Herbert Hoover High School before attending Garnet Career Center, where he earned an associate degree in Accounting and Data Processing. He now resides in Nitro and is also a local musician. In his free time, Brown enjoys attending classic car shows, watching live bands, playing his guitar, fishing, watching WVU and the Pittsburgh Steelers, participating in various church activities and volunteering with Celebrate Recovery.

The Purchasing Division would like to welcome Brown to its staff at the West Virginia State Agency for Surplus Property!



**Scott Brown**  
Vehicle Coordinator

## STRATEGIC SOURCING

Continued from Page 1

and procedures, legal issues and procurement training platforms happen during these meetings to enhance the agency and Purchasing Division partnership.

By offering these strategic sourcing meetings, the Purchasing Division hopes to seek process improvements and continue to build upon the positive relationships between the Division and the agencies under its authority by sharing thoughts on processes, training, inspections and current and future procurements. The proactive discussion which occurs during these meetings has benefited both parties and has resulted in positive ongoing changes, such as those incorporated into the recent legislation passed during the 2018 Regular Session of the State Legislature.

## Capitol Flower Bulbs Find New Home through Surplus Program

In early May, the West Virginia State Agency for Surplus Property (WVSASP) began receiving multiple deliveries of tulips and daffodil bulbs that were no longer needed. These flowers had been planted around the Capitol complex to the delight of the public and state employees. As the new summer flowers were being prepared to be planted, the bulbs were dug up and retired to the Surplus Property warehouse in Dunbar.

The Division of Highways (DOH) needed bulbs to be planted at the various welcome centers throughout West Virginia, so the timing was perfect. "We were pleased to partner with the Division of Highways in supplying the agency with the necessary flower bulbs so that these welcome centers will be aesthetically pleasing to those traveling around the state," shared WVSASP Manager Elizabeth Perdue. "From what we understand, planting will begin this fall at rest stops all around the state."



With approximately 10,000 flower bulbs available at the warehouse, WVSASP began reaching out to state agencies and eligible organizations who may be interested.

The estimated savings for DOH is substantial when compared to the retail price of tulip bulbs.

To learn more about how your state agency may obtain good, usable property from WVSASP, visit [WVSurplus.gov](http://WVSurplus.gov).

## THE BUYERS NETWORK

Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
Charleston, WV 25305-0130  
Telephone: 304.558.2306  
8:15 a.m. to 4:30 p.m. (M-F)

**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**

# Statewide Contract for Pest Control Awarded

The Purchasing Division has awarded two statewide contracts for pest control to assist agencies in protecting its structures. This contract, which addresses both the removal of certain pests and prevention services as well, is divided into districts, with PESTCTR18A covering district one while PESTCTR18B is available for districts two through 10.

The services included within this contract are the removal of rodents, insects and other pests as well as prevention services for pests (e.g. rats, roaches, ants, spiders, silverfish and other common insects). Please note that these contracts do not include control of wood destroying organisms, birds, bats and other mammals.

A copy of this contract, including ordering instructions and a catalog, may be found on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/swc/PESTCTR.htm>.

District one vendor, Exterm-Tek Pest Control, LLC, (PESTCTR18A) may be contacted via the following information:

**Contact Name:** Conrad Carpenter  
**Phone:** 304.988.5885  
**Email:** [admin@bestofthepest.com](mailto:admin@bestofthepest.com)

District two through 10 vendor, Standard Exterminating, (PESTCTR18B) may be contacted via the following information:

**Contact Name:** Wendell Brown  
**Phone:** 304.342.5200  
**Email:** [wbrown180@gmail.com](mailto:wbrown180@gmail.com)

For all questions related directly to these contracts, please contact Senior Buyer Mark Atkins at [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov). Effective July 1, 2018, Atkins began serving as the statewide contract buyer for the Purchasing Division.

## Purchasing Affidavit Requirement Outlined

Competitive solicitations processed by the West Virginia Purchasing Division and the agency require the vendor to submit a *Purchasing Affidavit* prior to award. This *Affidavit* is used to certify that bidders do not owe any debts to the state (including payroll taxes, property taxes, sales and use taxes, fire service fees, and any other fines or fees), which would preclude them from receiving a purchase order or contract.

In accordance with W. Va. Code § 25-7-5, an agency must look at internal sources first, such as the State Use Program and Correctional Industries, to see if they can provide the needed commodity or service before proceeding with a competitive solicitation. Please note that because Correctional Industries is considered a state program administered by a state agency, a *Purchasing Affidavit* is not required when an agency makes a purchase from them.

Should you have any questions about required documentation for your agency file, please contact your agency's designated procurement officer or designated Purchasing Division buyer.

## Current Statewide Contract Update

(As of July 17, 2018)

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.

Please note that Senior Buyer Mark Atkins is the statewide contract buyer. His contact information is noted below.

### New Contracts

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
WVRFJAN19	WV Assoc. of Rehab. Facilities	Janitorial Services	07/07/18 -06/30/19
PESTCTR18A	Exterm-Tek Pest Control, LLC	Pest Control	07/15/18 -07/14/19
PESTCTR18A	Exterm-Tek Pest Control, LLC	Pest Control	07/15/18 -07/14/19

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>E-MAIL</b>	<b>PHONE</b>
<u>Supervisors</u>		
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
<u>Senior Buyers</u>		
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
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
<u>Buyer</u>		
Heather Bundrage	Heather.D.Bundrage@wv.gov	558-2566

Buyers Network