

THE BUYERS NETWORK

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Forks of Coal Area Provides Excellent Nature Views

The West Virginia Purchasing Division has awarded a contract to move the Forks of Coal State Natural Area one step closer to completion.

Bear Contracting LLC will perform land preparation that will allow for more site development at the 102-acre tract near Corridor G. The land, which was donated by Jack and Claudia Workman to the West Virginia Division of Natural Resources, joins several other areas along the Coal River system that have been enhanced to promote outdoor recreation.

The Forks of Coal trails are easy to hike and provide free entertainment for families and those wanting to enjoy leisurely nature walks. Wildlife, such as deer and turkey, have been seen along the property, while ducks, coyotes, squirrels and chipmunks can also be spotted.

Future plans for this area include the Claudia L. Workman Wildlife Education Center, which will be built with natural materials to help it blend in with the landscape. This center will include exhibits and programs that are specific to wildlife in the area. While there are no plans to connect the trail system to the rivers themselves, a boat ramp is adjacent to the area underneath the Corridor G bridge on the Little Coal River side.

“This procurement project is a part of bringing in additional tourism for our region,” said Buyer Supervisor Guy Nisbet. “Having the Forks of Coal long-term development plan, including the

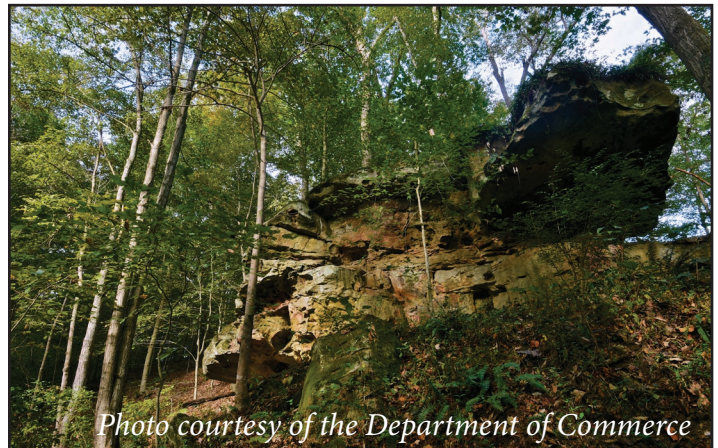


Photo courtesy of the Department of Commerce

A contract recently awarded by the Purchasing Division will soon bring a new wildlife education center and a boat ramp to the Forks of Coal State Natural Area in Alum Creek, West Virginia.

nature center and the walking trails, is a huge opportunity to attract tourists.”

The Purchasing Division is pleased to showcase this as one of the many unique projects processed through its central office.

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Governor's Office Issues New Requirements for Loans and Lines of Credit

Effective October 31, 2018, all executive branch agencies must receive approval from the Governor's Office for a loan or extension of credit from a bank or other financial institution, in accordance with the West Virginia Expenditure of State Funds Policy.

“Agency heads and purchasing personnel should be cognizant that all loans, of any value, should be utilized only if it is in the best financial interest of the state,” said Deputy Chief of Staff Ann Urling in a recent memorandum. “Agencies are directed to analyze every contract to ensure that the state taxpayers receive the best value for their money.”

This requirement is designed to help save the taxpayers money and reduce wasteful spending.

DIRECTOR'S COMMENTS

Purchasing Division Ends 2018 on a High Note

By Purchasing Director Mike Sheets

As 2018 comes to an end, I'm pleased to reflect back on all the accomplishments achieved by my staff here at the Purchasing Division and our state agency partners. This year has been busy with new outreach efforts, training opportunities, processes and procedures, and more. I believe all of these efforts and initiatives have added value to our state procurement process, and I'd like to outline some of the more notable ones achieved this year.

During 2018, the following efforts and accomplishments were achieved:

- The Purchasing Division offered seven seminars to local government entities and vendors across the state. These seminars were offered in Huntington, Parkersburg, Lewisburg, Wheeling, Elkins, Logan, and Charleston (scheduled to take place on December 4, 2018). As part of these seminars, we reached a total of 50 local government representatives and 140 vendors, with approximately 25 locals and 85 vendors registered to attend the Charleston seminars.
- We conducted 12 strategic sourcing meetings with vari-

ous agencies to assist them with planning for their upcoming procurement needs for Fiscal Year 2019.

- The Purchasing Division hosted 258 agency representatives, 27 staff and presenters, and 19 additional guests and presenters at its 2018 Agency Purchasing Conference.
- The Purchasing Division introduced a brand new *Doing Business with the State of West Virginia* vendor marketing guide, as well as a brand new *Purchasing Division Procedures Handbook*.
- Legislative changes resulting from the 2018 Legislative Session, as well as procedural changes implemented by the Purchasing Division, offered significant process improvements to state agency procurement officers.
- The Purchasing Division offered its first-ever Legal Seminar on State Procurement Practices with 70 state-employed attorneys in attendance.
- The Purchasing Division's In-House Training Program and conference workshops were formally recognized by the West Virginia Board of Accountancy as qualifying for Continuing Professional Education credits for Certified Public Accountants. Additionally, the State Officials' Purchasing Procedures and P-Card Training, as well as the legal seminar, provided Continuing Legal Education credits to state-employed attorneys.
- A Purchasing Division buyer was designated as the sole point of contact for all state-wide contracts.
- The Purchasing Division increased its transparency efforts by publishing on its website all inspection reports submitted after April 1, 2018.

This listing provides a snapshot of just some of the accomplishments achieved by Purchasing Division staff and state agency procurement officers this year. As we move into the new year, we will continue our efforts to improve the state procurement process and maintain transparency.

Beginning January 1, 2019, we will post all emergency purchase requests and approvals on our website. Additionally, we continue to welcome all feedback from our state agency partners regarding process and procedural improvements. Thank you for all of your hard work and efforts completed each and every day, and I wish you all the best during this upcoming holiday season.



Mandatory High-Level Officials Training Now Online

Approximately 100 of the state's high-level officials participated in the Purchasing Procedures and Purchasing Card training held via webinar in November. For anyone who missed it, the recording is now available online.

Co-presented bi-annually by the West Virginia Purchasing Division and the West Virginia State Auditor's Office, the content of this training is updated each year to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law.

This training is required for the state's high-level officials and is conducted twice each year, in accordance with W. Va. Code § 5A-3-60. This law requires all high-level state officials to complete two hours of training annually on purchasing pro-

cedures and purchasing card processes. Watching the recording online will suffice to meet this requirement. To view the recording, visit www.state.wv.us/admin/purchase/training/mandatory.html.

In order to receive credit for viewing the training, individuals must submit the Certificate of Completion to the Purchasing Division's Communication and Professional Development Unit by emailing the certificate to purchasing.training@wv.gov or faxing it to 304.558.6026.

For those who wish to participate in a live webinar, the next webinar is scheduled to take place in May of 2019. Questions regarding this training may be directed to Acting Assistant Purchasing Director Samantha Knapp at 304.558.7022.

Buyers Network

Purchasing Division Announces 2019 Training Schedule

The West Virginia Purchasing Division is pleased to release its 2019 In-House Training Program and webinar schedule.

The 2019 schedule features several multi-hour sessions offered at the Purchasing Division, which is in Building 15 of the state Capitol complex, as well as 11 webinars which are designated in blue. There are also two day-long seminars offered in March and July, which will take place at the West Virginia State Training Center (Building 7), also located at the state Capitol complex.

New to the schedule this year is a session

designed for those who purchase specifically for boards and commissions, as well as a session on forms and documentation. Additionally, a session on agency delegated purchasing has been incorporated into a half-day session that also includes statewide contracts and inspection services.

All sessions serve as one hour of credit per one hour of training toward the 10-hour training requirement for designated procurement officers. Meanwhile, all in-person workshops have once again been approved for CPE credits by the West Virginia Board of Accountancy

for Certified Public Accountants.

Registration is limited and will be given on a first-come, first-served basis. To register for these training sessions, visit www.onlinelearning.wv.gov and log in with your User ID (i.e. your A, B, or E number) and password. Once logged in, click on the Course Catalog tab and search for the courses that begin with the "PUR" ID, or simply type the Catalog ID for the course you're interested in into the Catalog ID field.

If you have not logged into CourseMill previously, your password should be "password." You will be prompted to change it once logging in. If you can't remember your password, simply click on the "Forgot your User ID or Password?" button and you will receive an email to reset your password.

Questions may be directed to Courtney Sisk Johnson at Courtney.S.Johnson@wv.gov or by phone at 304.558.4213.

A copy of the 2019 training schedule is also available on the Purchasing Division website at www.state.wv.us/admin/purchase/training/in-house.html.

Dates	Workshop Title	CourseMill	Time
Jan. 16	Public Procurement Basics & Tools/Resources	PUR112W	9 a.m. – 11 a.m.
Jan. 23	Surplus Property/Fixed Assets	PUR110W	9 a.m. – 11 a.m.
Jan. 30	Preparing & Evaluating RFPs	PUR303	9 a.m. – 11:30 a.m.
Feb. 13	Statewide Contracts, Agency Delegated Purchasing, & Inspection Services	PUR117	9 a.m. – 12 p.m.
Feb.27	Developing Specifications & Contracting	PUR113W	10 a.m. – 11:30 a.m.
March 6	Forms and Documentation	PUR212	10 a.m. – 11:30 a.m.
March 20	An Introduction to WV Purchasing	PUR102	9 a.m. – 4 p.m.
March 27	wvOASIS Procurement	PUR208W	9 a.m. – 11 a.m.
April 3	Purchasing Risks, Ethics, & Pitfalls	PUR211	9 a.m. – 12 p.m.
April 24	Purchasing for Boards and Commissions	PUR306	9 a.m. – 12 p.m.
May 15	Purchasing as a Privacy Power House	PUR201W	10 a.m. – 11:30 a.m.
May 22	Special Purchases & Processes	PUR204	10 a.m. – 11:30 a.m.
June 5	Preparing & Evaluating RFPs	PUR303	9 a.m. – 11:30 a.m.
June 12	Electronic Business with West Virginia	PUR105	10 a.m. – 11:30 a.m.
June 26	Statewide Contracts & Inspection Services	PUR114W	9 a.m. – 11 a.m.
July 10	wvOASIS Procurement	PUR208	9 a.m. – 11 a.m.
July 17	An Introduction to WV Purchasing	PUR102	9 a.m. – 4 p.m.
July 31	Certification Study Group	PUR301	10 a.m. – 11:30 a.m.
Aug. 7	EOIs & Construction Purchases	PUR302	9 a.m. – 11 a.m.
Aug. 14	Vendor Registration	PUR111W	9:30 a.m. – 12 p.m.
Oct. 23	Developing Specifications	PUR104W	10 a.m. – 11 a.m.
Oct.30	Purchasing Ethics and Risks	PUR210W	9 a.m. – 11 a.m.
Nov. 6	Solicitation Process: From Pre-Planning to Post Award	PUR202	9 a.m. – 12 p.m.
Nov. 20	Special Purchases & Processes	PUR213W	10 a.m. – 11:30 a.m.
Dec. 4	Fixed Assets and Surplus Property	PUR110	10 a.m. – 11:30 a.m.
Dec. 11	Inspection Services	PUR107W	10 a.m. – 11 a.m.

A 2019 training schedule was recently published by the West Virginia Purchasing Division. The schedule includes 11 webinars, which are designated in blue, two day-long seminars and several multi-hour trainings that will be held at the Purchasing Division (Building 15).

Designated procurement officers are required by W. Va. Code to complete 10 hours of training each year.

Purchasing Division and Surplus Welcome New Employees While Others Transition into New Roles

A West Virginia Purchasing Division employee has transitioned into a new role, and the West Virginia State Agency for Surplus Property (WVSASP) has welcomed three new members to its staff.

Samantha Knapp is now serving as the Acting Assistant Director of the Purchasing Division following the retirement of former Assistant Director Diane Holley-Brown. An employee of the Division since 2010, Knapp previously served as the manager of the Communication and Professional Development Unit. She enjoys traveling, reading and spending time with her husband and their four children.

Dana Hoffman has joined WVSASP as an Administrative Services Assistant I. His duties include accounts payable and receivable, procurement, and serving as the Fixed Assets Coordinator. A state employee for nearly seven years, Hoffman previously worked at the Alcohol Beverage Control Administration. When he's not working at WVSASP, he enjoys working on his farm, playing music, camping, hiking, reading, and teaching a young adult Bible class.

Richard Moss joined WVSASP as its new driver. His duties will focus on the warehouse and customer service. He started working for the state in January 2018 at the Department of Health and Human Resources office in Putnam County. He enjoys spending time with his family.

Wendy Means recently transferred from the Purchasing Division's central office, where she served as the Vendor Registration Coordinator, to WVSASP, where she now works as the retirement coordinator. Her duties include approving/rejecting fixed assets, modifications, and property retirements in *wvOASIS*, as well as receptionist duties, assisting customers, and performing tasks related to *GovDeals* when necessary. She has worked for the state for approximately one year. In her spare time, Means enjoys being with her four grandchildren.

The Purchasing Division welcomes these new employees!



Above, Samantha Knapp is now serving as the Acting Assistant Director. Below, the West Virginia State Agency for Surplus Property welcomes Dana Hoffman, Wendy Means and Richard Moss to its staff.



Upcoming Purchasing Division Dates to Remember

The Purchasing Division would like to remind you of our last upcoming events for 2018 and our first scheduled events for 2019. To learn more, please visit our website at WVPurchasing.gov.

Charleston Seminar for Local Governments
Capitol Complex, Bldg. 7
Dec. 4 | 10 a.m. – 12 p.m.

Charleston Seminar for Vendors
Capitol Complex, Bldg. 7
Dec. 4 | 1:30 – 3:30 p.m.

Vendor Registration*
Dec. 5 | 9:30 a.m. – 12 p.m.

Inspection Services*
Dec. 12 | 10 a.m. – 11 a.m.

Public Procurement Basics & Tools/Resources*
Jan. 16 | 9 a.m. – 11 a.m.

Surplus Property/Fixed Assets*
Jan. 23 | 9 a.m. – 11 a.m.

Preparing & Evaluating RFPs
Jan. 30 | 9 a.m. – 11 a.m.

*Online Webinar

Current Statewide Contract Update

(As of November 13, 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. For more information, please contact the buyer assigned to statewide contracts.

New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
MV19A	Bob Robinson	Motor Vehicles	11/01/18 -10/31/19
MV19B	Jim Robinson Inc	Motor Vehicles	11/01/18 -10/31/19
MV19C	Stephens Auto Center	Motor Vehicles	11/01/18 -10/31/19
MV19D	Thornhill Group Inc	Motor Vehicles	11/01/18 -10/31/19
MVTRUCK19A	Bob Robinson	Motor Vehicles	10/15/18 -10/14/19
MVTRUCK19B	Jim Robinson Inc	Motor Vehicles	10/15/18 -10/14/19
MVTRUCK19C	Stephens Auto Center	Motor Vehicles	10/15/18 -10/14/19
MVTRUCK19D	Thornhill Group Inc	Motor Vehicles	10/15/18 -10/14/19

Renewal Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
NTIRE18	Goodyear Tire & Rubber C	Tires and Tire Tubes	11/15/18 -11/14/19
SWC*25	Verizon Business	Telecomm Services	11/30/18 -11/29/19
SWC*26	Taylor & Blackburn Battery Co	Batteries & Cells and Accessories	11/30/18 -11/29/19

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
IPEQUIP	Alpha Technologies Inc	Internet Protocol IP Multimedia Subsystem Hardware	To Add Complete Pricing Pages to The Contract
SWC*2	Verizon Business	Telecomm Services	To Modify and Correct Billing and Invoicing Terminology

FOR MORE INFORMATION

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

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