

## State Employees Encouraged to Make Smart Travel Decisions with an Online Calculator

Per the State Travel Policy, public employees are asked to make cost-effective decisions regarding their state-related travel. Because many employees spend their work day behind a desk or in the same office, the ins and outs of travel can be confusing and overwhelming.

To help individuals make better decisions, the Purchasing Division offers a Vehicle Rental versus Reimbursement Calculator. The calculator is not required to use, but is a free helpful online tool for state employees to use to compare the cost of using one's personal vehicle for state business, renting a vehicle from a car rental company, or reserving a vehicle through the Fleet Management Office. Users can input several variables into the calculator to compare costs.

The latest update to the Reimbursement Calculator, which incorporates pricing

| Input Variables                 |          | Vehicle Data Reference                |            |
|---------------------------------|----------|---------------------------------------|------------|
| Total Miles to be Traveled      | 109      | <b>Hertz Rates</b>                    |            |
| Total Days in Trip              | 1        | <b>Vehicle Selection</b>              |            |
| Car Rental Rate (Daily, Weekly) | \$36.99  | Compacts (Nissan Versa Note)          | 36 M       |
| Cost of Gasoline per Gallon     | \$ 2.29  | Intermediate (Chrysler 200, Corolla)  | 33 M       |
| Mileage Reimbursement Rate      | \$ 0.535 | Fullsize (Altima)                     | 33 M       |
| Rental Car Gas Mileage (MPG)    | 28       | Luxury (MKZ, Impala)                  | 28 M       |
|                                 |          | Hybrid (Prius Hybrid, Nissan LEAF)    | 40 M       |
|                                 |          | Small SUVs (RAV4, Sante Fe)           | 22 M       |
|                                 |          | Large SUVs (Tahoe, Navigator)         | 20 M       |
|                                 |          | Small Pick-Up (Nissan Frontier)       | 21 M       |
|                                 |          | Trucks (Silverado, Ram 1500 Quad C25) | 21 M       |
|                                 |          | Minivans (Grand Caravan, Sienna)      | 22 M       |
|                                 |          | 12-Passenger Van (Ford & Chevs)       | 14 M       |
|                                 |          | <b>Enterprise/National</b>            |            |
|                                 |          | <b>Vehicle Selection</b>              |            |
|                                 |          | Compacts (Nissan Versa Note)          | 36 M       |
|                                 |          | Intermediate (Chrysler 200, Corolla)  | 33 M       |
|                                 |          | Fullsize (Altima)                     | 33 M       |
|                                 |          | Luxury (MKZ, Impala)                  | 28 M       |
|                                 |          | Hybrid (Prius Hybrid, Nissan LEAF)    | 40 M       |
|                                 |          | <b>FMO Rates</b>                      |            |
|                                 |          | Vehicle                               | Daily Rate |

| Calculated Results                 |          |
|------------------------------------|----------|
| <b>Own Car Cost</b>                |          |
| Mileage                            | \$ 58.32 |
| <b>Rental Car Cost</b>             |          |
| Rental                             | \$ 36.99 |
| Refueling                          | 8.91     |
| Total                              | \$ 45.90 |
| <b>Fleet Management Office</b>     |          |
| Enter selected vehicle cost below: | \$ 50.00 |
| 50                                 |          |

The Purchasing Division offers an online Vehicle Rental versus Reimbursement Calculator, which is available to assist all state employees with their travel arrangement decisions.

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## BRIM Available to Assist with Vendor Insurance Issues

The Purchasing Division understands that contract administration and management is often complex and time consuming for state agencies. These activities occur post-contract award, requiring daily oversight of contract activities, and for this reason is the agency's responsibility.

Nevertheless, the Purchasing Division works hard to provide agencies with assistance prior to the award of contracts that will make those tasks easier. These efforts are ongoing and require the Purchasing Division to work closely with various other agencies, including the State Privacy Office, the Office of Technology, and the Board of Risk and Insurance Management (BRIM). As part of its guidance prior to contract award, the Purchasing Division mandates vendor insurance.

In recent years, the General Terms and Conditions were modified to allow

Please see **VENDOR INSURANCE**, page 4

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## DIRECTOR'S COMMENTS

# Purchasing Division Places Emphasis in 2018 on Education and Outreach to Key Audiences

By Purchasing Director Mike Sheets

Now that we've kicked off the new year, the Purchasing Division is ready to hit the ground running in all things related to procurement. One of our main focuses for this year is to educate. We plan to educate our customers, educate our key audiences, and educate our vendors. But more than that, we want to ensure that every person has access not only to information relating to our procedures, laws and rules, but also our program and services.

This year, the Purchasing Division will be offering its first ever legal seminar, open to all attorneys in state government. This free seminar will be optional and provide continuing legal education (CLE) credits relating to public procurement, including an overview of procurement law, procurement ethics, the privacy impact on procurement, and the Attorney General's role in procurement. This day-long session will take place in Charleston in May, with more information forthcoming in a future issue of *The Buyers Network*.

We also plan to continue our

local government and vendor outreach initiative this year. In late 2017, we visited four cities across the state, including Beckley, Clarksburg, Martinsburg and Moorefield. With nearly 60 representatives from local governments and 110 vendors reached, the Purchasing Division hopes to more than double those numbers for 2018. Starting in April, we will resume our visits to different cities. A schedule of these seminars will be posted later this winter on our Local Government Outreach website at [www.state.wv.us/admin/purchase/LocalGovt](http://www.state.wv.us/admin/purchase/LocalGovt).

Similar to last year's agenda, two hours in the morning will be devoted to local government attendees and focus on the purchasing process, including the use of statewide contracts and the West Virginia State Agency for Surplus Property. Subsequently, the afternoon will be spent talking to vendors about bidding opportunities, the vendor registration process, and many resources available to them.

Of course, we haven't forgotten about our state agency procurement partners. With a new site hosting this year's Agency Purchasing Conference, we will be working in the coming months on the workshop agenda and some new and expanded activities for our attendees. The 2018 Agency Purchasing Conference will take place at Camp Dawson on October 2-5, 2018, so be sure to keep an eye out on our website ([www.state.wv.us/admin/purchase/Conference/Agency/2018](http://www.state.wv.us/admin/purchase/Conference/Agency/2018)) and in future issues of *The Buyers Network* for more information as it becomes available.

Not all of our education efforts will involve seminars, however. The Purchasing Division is working on a revised *How to Market to State Government* guide, which will be a tool available to our vendor community. It is our hope that this guide will be beneficial to state agencies as they communicate with potential bidders. When completed, this guide will replace the current *West Virginia Vendor Procurement Guide*, posted online at [www.state.wv.us/admin/purchase/vrc/VPG](http://www.state.wv.us/admin/purchase/vrc/VPG).

We look forward to all that 2018 has to offer and encourage our state agency partners to participate in training, ask questions, provide feedback, seek certification, and help us maintain a process that is efficient and effective.



## Agency Procurement Officers Should be Identified as the Contact for Agency-Delegated Solicitations

In the interest of saving time and improving efficiency for agency-delegated procurements, state agency procurement officers are reminded to list themselves as the contact for all non-Central solicitations.

It has been brought to the Purchasing Division's attention that Central Purchasing buyers have been listed for many of these solicitations. This results in those buyers getting telephone calls and questions from vendors for solicitations that are not processed by the Purchasing Division. Ensuring that the appropriate agency designated procurement officer is noted as the contact will minimize the risk that vendors are spending unnecessary time contacting the Purchasing staff

and instead receive a timelier response from agency personnel regarding the solicitation in question.

According to a report provided by *wvOASIS*, more than 4,000 documents produced since the system went live in 2014 referenced a buyer from Central Purchasing or incorrectly identified the contact as a buyer from Central Purchasing instead of from the agency. Listing the wrong contact can be especially problematic if the Central buyer is out of the office or unavailable, making it more difficult for the vendor to reach the correct person.

The Purchasing Division appreciates your attention to this matter.

## Purchasing Affidavit Not Required from Correctional Industries

Most competitive solicitations processed by the Purchasing Division and the agency require the vendor to submit a *Purchasing Affidavit* prior to award, which is a form 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, or other fines or fees) which would preclude them from receiving a purchase order.

In accordance with *West Virginia Code* §25-7-5, an agency must look at Correctional Industries first to see if they can provide the needed commodity or service before proceeding with a competitive solicitation. 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.

Another practical way to think about this is that the state does not tax itself and really cannot owe a debt to itself.

"We always encourage our agencies to fully document their solicitation files," said Assistant Purchasing Director Frank Whittaker. "However, Correctional Industries is considered a state program administered by a state agency. Hence, agencies are not required to obtain the *Purchasing Affidavit* that would otherwise be required of a vendor."

Questions about required documentation for your agency file for purchases from Correctional Industries should be directed to your agency's designated procurement officer or designated Purchasing Division buyer.

## Tips and Tricks: Access to the State Intranet

If you do not have access to the state intranet from your agency's location, the West Virginia Office of Technology (OT) Service Desk can create a user ID and provide you with a VPN account that will enable you to access the Purchasing Division's agency-only resources at <http://intranet.state.wv.us/admin/purchase>. These resources include all internal forms, templates, clarification of agency procedures, and more. The Service Desk may be reached at 304.558.9966.

Upon calling the OT Service Desk, you may be asked to fill out a request form online at [naf.wv.gov](http://naf.wv.gov). You will need to explain to them that you are an agency not on the Executive Domain and don't have a unique login ID that begins with A, B, E, etc. Without a login ID, you cannot access or log into this website to complete the form. Therefore, you will need to work with OT to find an alternative to complete the form. This may involve OT creating a seven-digit login ID for the agency and then creating a Remote Access (VPN) account for that ID. The agency should start this request with its Customer Relationship Manager from OT since each agency's process for these requests will be unique to the agency.

## Now, What Does THAT Acronym Stand For?

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

**Acronym:** PRCUID

**Spelled Out:** Procurement Identification

### Definition:

In *wvOASIS*, an agency purchaser can enter the acronym "PRCUID" into the Jump To box to quickly access procurement folders. While working in a document, the Jump To box can save time for the agency purchaser who otherwise would have had to close out of the current document and search for and open a different document.

The procurement folder number for a single solicitation will stay the same for all documents, with the exception of a solicitation awarded to multiple vendors. For example, a procurement folder may contain a Centralized Requisition (CRQS) with the number CRQS ABC180000010. When this requisition is Copied Forward to the Central Request for Quotation (CRFQ), the number may change to CRFQ ABC180000011. Furthermore, the award number may change to CPO ABC180000015.

By entering the procurement folder number in the search field of the PRCUID screen, all finalized documents within that procurement folder will appear, along with either the CRQS or CRQM number; CRFQ number; and the award document number, whether a contract (CCT), purchase order (CPO), or a master agreement (CMA). Agency procurement officers can view all documents related to the procurement folder number by using the "PRCUID" shortcut.



*Tips and Tricks!*

# Purchasing Senior Buyer Earns National Certification Credentials in Procurement

The Purchasing Division would like to congratulate Senior Buyer Crystal Rink who recently earned her Certified Professional Public Buyer (CPPB) credentials. She joins seven other Purchasing employees who have earned this certification.

The CPPB is a national certification awarded through the Universal Public Procurement Certification Council (UPPCC). The credentials recognize public procurement professionals who demonstrate a comprehensive knowledge of public procurement practices.

“Although it was a difficult process and long hours of studying, I’m proud to have achieved this certification,” said Rink. “This is something I will be able to carry throughout my career in government purchasing.”

The UPPCC is an independent entity that was formed in 1978 to govern and administer the Certified Public Procurement Officer (CPPO) and CPPB certification programs. The programs are highly regarded and respected among procurement professionals and employers involved in the public sector. Individuals earning these credentials must successfully complete a comprehensive exam to receive the designations.

Congratulations to Rink on this great achievement!



## Office Depot Account for Browsing Only

The Purchasing Division would like to remind state agency procurement officers that the Office Depot account meant for browsing purposes only should not be used for ordering goods off of the statewide contract. Office Depot created the browse-only account, with the Login Name “*westvirginiabrowse*,” to allow for transparency related to pricing on this and other statewide contracts.

However, multiple unauthorized orders were recently made through the account, which were subsequently canceled. To order from this statewide contract, agencies are encouraged to use their existing account. If no account exists for the agency, the agency should contact Mick Bell at [mick.bell@officedepot.com](mailto:mick.bell@officedepot.com) or 304.781.7766. This will allow a procurement officer to browse and/or make required purchases for his or her agency.

Any agency that wishes to use the site for browsing may view instructions online at [www.state.wv.us/admin/purchase/swc/OFFICE15\\_ContractViewing.pdf](http://www.state.wv.us/admin/purchase/swc/OFFICE15_ContractViewing.pdf).

## VENDOR INSURANCE

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agencies to select the type(s) of insurance needed, but the question of how to make this determination and what coverage levels were appropriate remained. That problem has now been solved.

BRIM has volunteered to assist agencies in determining the types of insurance needed and their required coverage level. BRIM has stated that every contract should at the very least require the vendor to show evidence of commercial general liability and Workers’ Compensation coverage, and in most cases, automobile coverage.

BRIM also requests that agencies contact their office prior to issuing a solicitation with no insurance requirements. The reason is that BRIM will be, and has been, called upon to provide coverage when the vendor causes damage or injury and is inadequately insured. Adequate insurance coverage ensures that the liability caused

by the vendor stays with the vendor.

Any inquiries about proper insurance requirements in a solicitation should be directed to:

Robert A. Fisher  
Deputy Director and Claim Manager  
West Virginia Board of Risk & Insurance Management  
1124 Smith Street, Suite 4300  
Charleston, WV 25301  
(304)766-2646, ext. 57609  
(304)558-6004 [fax]

***Robert.A.Fisher@wv.gov***

Mr. Fisher will either respond directly or delegate the inquiry to the appropriate staff member for a response.

Once the insurance requirements have been determined and incorporated into the solicitation, the Purchasing Division will request the vendor to provide documentation confirming the required insurance coverage has been obtained. That

documentation is usually the ACORD form, which will show insurance coverage during a stated period of time.

As part of contract administration and management, the agency must ensure that the mandated insurance coverages are maintained over the life of the contract. This will require the agency to request a copy of a new insurance verification form prior to the expiration of the current form. Any insurance verification forms obtained should be kept on file by the agency.

Beginning February 1, 2018, Purchasing Division staff will require agencies to provide confirmation that a solicitation lacking vendor insurance has been deemed acceptable by BRIM. The Purchasing Division will also begin including the insurance forms in the purchase order documentation so that agencies can more easily access them for contract administration purposes.

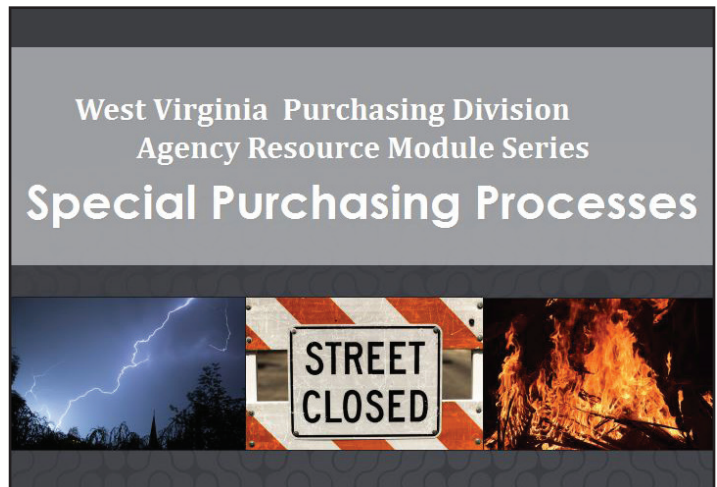
# Revised Special Purchasing Processes Online Training Module Added to Purchasing Website

The Purchasing Division continues to revise its online training modules to make them more interactive for users. The latest module to be updated and posted online discusses special purchasing processes, specifically those related to emergency and sole source purchases. These online training resources were designed for agency procurement officials to review from the convenience of their own offices.

Each module counts as one half hour of training credit toward the Purchasing Division's Certification Program and is also recognized by the Universal Public Procurement Certification Council toward its Certified Procurement Public Buyer and Certified Public Procurement Officer certification programs. Please note that upon viewing any of the Purchasing Division's online training modules, the viewer must print and complete the Certificate of Completion for the specific module and submit it to the Communication and Professional Development Unit of the Purchasing Division.

The certificate must be signed by the employee and his or her supervisor. Agency procurement officers may submit the completed certificates by email to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov) or by fax to 304.558.6026.

For a direct link to the online training modules page, visit [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html).



The Purchasing Division continues to revise its online agency resource modules to make them more interactive for users. The latest module to be updated and published on the Purchasing Division's website highlights special purchasing processes, specifically those related directly to emergency and sole source purchases.

## Purchasing Division Recognizes its Latest Certification Recipient

The Purchasing Division is pleased to announce Sandy Mitchell as the latest recipient in its *West Virginia Procurement: Basic Certification* program.

Mitchell, the Budgets and Finance Manager/CFO for the Public Service Commission, has worked for the state for nearly 10 years.

"The process of obtaining this certification certainly gave me a better understanding of the entire purchasing process and the roles that the agency and the Purchasing Division play in the procurement of goods and services," she said. "I would encourage anyone who is eligible to pursue this certification to do so."

To date, 81 individuals have obtained the basic certification, while 13 have earned the advanced certification designation. Individuals interested in obtaining either certification must meet stringent requirements, including experience in the public procurement

field, 75% or more of purchasing-related job responsibilities for their agency, obtaining a minimum number of training hours through the Purchasing Division, complete hands-on activities (a two-day visit to the Purchasing Division offices for the basic and a one-hour agency-level training for the advanced), and the successful completion of a comprehensive final examination.

State agency procurement officers interested in obtaining 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.

The Purchasing Division would like to congratulate Mitchell on this noteworthy accomplishment!

### THE BUYERS NETWORK

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

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# Current Statewide Contract Update

(As of January 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.

## New Contract

| <u>Contract</u> | <u>Vendor</u>              | <u>Commodity</u>  | <u>Effective Date</u> |
|-----------------|----------------------------|-------------------|-----------------------|
| RECMGT          | Iron Mountain Incorporated | Document Storage  | 12/21/17<br>-11/30/18 |
| SYSFURN15C      | Contemporary Galleries     | Systems Furniture | 01/08/18<br>-05/14/18 |

## Contract Extension

| <u>Contract</u> | <u>Vendor</u>             | <u>Commodity</u>              | <u>Effective Date</u> |
|-----------------|---------------------------|-------------------------------|-----------------------|
| SWC*6C          | Veritiv Operating Company | Disposable Food Service Items | 12/18/17<br>-03/14/18 |

## Contract Renewal

| <u>Contract</u> | <u>Vendor</u>                   | <u>Commodity</u> | <u>Effective Date</u> |
|-----------------|---------------------------------|------------------|-----------------------|
| DEBT15B         | EOS CCA                         | Debt collection  | 01/01/18<br>-12/31/18 |
| DEBT15F         | Conserve                        | Debt collection  | 01/01/18<br>-12/31/18 |
| HHR16*4         | Beacon Systems Inc.             | IT Staffing      | 01/25/18<br>-01/24/19 |
| HHR16*6         | Pomeroy IT Solutions Sales Co   | IT Staffing      | 01/25/18<br>-01/24/19 |
| HHR16*9         | Global Science & Technology Inc | IT Staffing      | 01/25/18<br>-01/24/19 |
| HHR16*11        | Mahantech Corp                  | IT Staffing      | 01/25/18<br>-01/24/19 |

## CALCULATOR

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information regarding the Fleet Management Office's 10 vehicles available for use, allows state agencies to get more usage out of the state's fleet. The cost of those rentals includes gas and unlimited mileage.

This calculator is simply an estimation of the cost and may not always yield 100% accurate results. To determine which option is most cost effective, state employees may view the calculator online at [www.state.wv.us/admin/purchase/travel/rental.html](http://www.state.wv.us/admin/purchase/travel/rental.html). In addition to estimated rental costs, the State Travel Policy also includes information regarding reimbursement, lodging, and air travel. A full copy of this policy is available on the Purchasing Division's website at [www.state.wv.us/admin/purchase/travel/TravelRule.pdf](http://www.state.wv.us/admin/purchase/travel/TravelRule.pdf).

## Miscellaneous Actions

| <u>Contract</u> | <u>Vendor</u>                    | <u>Commodity</u>                         | <u>Description of Change</u>                   |
|-----------------|----------------------------------|--|--|
| CPHONE13A       | ATT Mobility                     | Wireless Communication Services, Access. | To amend Participating Agreement               |
| NTIRE18         | Goodyear Tire                    | Tires                                    | To add additional locations                    |
| PKGSVS17        | FEDEX                            | Delivery Services                        | To publish the Pricing Pages                   |
| SWC*8           | Contemporary Galleries of WV Inc | Systems Furniture                        | To memorialize change in vendor information    |
| SWC*27          | Iron Mountain                    | Document Storage                         | To assign contract to the headquarters account |
| SYSFURN15C      | Contemporary Galleries           | Systems Furniture                        | To memorialize changes to the vendor info      |

## 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> |
|----------------------|----------------------------|--------------|
| <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     |