

THE BUYERS NETWORK

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of Administration to Promote
Better Value in Public Purchasing

Purchasing Division Now Accepting Nominations for New Excellence in Specification Writing Award

The Purchasing Division wants to remind all agency purchasers to submit their nominations for the new award, *Excellence in Specification Writing*, that was announced at the 2017 Agency Purchasing Conference.

“Specifications are the foundation for all good competitive procurement practices and help agencies get exactly what they need,” said Purchasing Director Mike Sheets. “Alternatively, poorly written specifications have also been the reason behind protests, the cancellation of solicitations, and the re-award of contracts.”

The new award is based on the following criteria: scope, money/pricing, administrative, time, and appearance/readability. In short, the nomination submission should:

- Clearly state the work and provide the unit of measurement to accurately reflect the work, provide valid benchmarks for performance, and be competitive in nature;
- Provide adequate time to solicit and eval-



FIRST ANNUAL EXCELLENCE IN SPECIFICATION WRITING AWARD



At the 2018 Agency Purchasing Conference, the first *Excellence in Specification Writing* award will be presented by the West Virginia Purchasing Division.

uate bids;

- Use the right template, if applicable;
- Require little to no modifications;
- Adequately reflect the specification criteria, capturing all pricing in an apples-to-apples comparison;
- Provide a reasonable time for delivery and life of the contract; and
- Have clear headings that make sense, be organized in a manner that is easy to navigate and read, and be free of spelling and grammatical errors and

Please see **SPECIFICATION AWARD**, page 5

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Agencies Requiring Fiscal Year Auditing Services Should Begin Planning Now

Agencies requiring auditing services from a contractor should begin planning now in order to meet the established deadlines.

A Single Audit is required to provide an annual accounting of federal dollars disbursed to the state. Putting the annual Single Audit together on time requires that state agencies submit their financial information sufficiently in advance so that the Department of Administration can first complete a Comprehensive Annual Financial Report. Audited agencies must submit a draft audit by September 15 of each year and a final version by October 15. Higher education is required to submit its final consolidated audits by October 31. The Single Audit must be completed and sent to the Federal Government by March 31

Please see **AUDIT SERVICES**, page 5

DIRECTOR'S COMMENTS

Purchasing Division Takes Time to Reflect on 2017 Accomplishments, Looks Ahead to 2018

By Purchasing Director Mike Sheets

As we kick off another new year, it's only natural to look ahead and envision where we want to move forward into the coming year, both personally and professionally. But to do so, we often have to look back at where we've been.

The Purchasing Division is pleased to share some of its greatest accomplishments for 2017 and project our goals for 2018:

- The Regular Session of the State Legislature was an active one in 2017. Legislation was passed that afforded the Purchasing Division the ability to request the Drug-Free Workplace Affidavit and Contractor's License numbers as part of construction solicitations within 24 hours of the bid opening and an additional 24 hours to receive subcontractors' lists from vendors.
- During 2017, the Purchasing Division developed and modified several reference documents for state agencies to help clarify pertinent processes and assist in decision-making related to state purchasing. These documents included a new Section 9 Exemption Opinion Request Form, Vendor Registration Guide for

State Agencies, and an updated version of the Surplus Operations Manual.

- The Purchasing Division shortened the bid time to 10 days for normal solicitations and developed a new one-page solicitation notification to eliminate the need to mail costly bid packages that are now available online at the *West Virginia Purchasing Bulletin*, located on the *wvOASIS* Vendor Self Service (VSS) portal. This expedited process allows the agency to get what it needs much quicker.
- New and existing modules were created and modified. Revisions were made to the Change Orders and Addenda, Request for Quotations, and Special Purchasing Processes modules, while a new module was created for the Black-out Period.
- New statewide contracts were awarded that have proven beneficial for our state agencies' use. These contracts included small package services and automobile parts. Additionally, ordering instructions were developed and posted online for most of our statewide contracts.
- The Purchasing Division continued its strategic sourcing meetings with state agencies to assist them in planning purchases for the upcoming fiscal year.
- We also conducted our first ever informational seminars for local governments, as well as offered seminars for our vendor community. Following the success of these seminars in October and November, two more sessions were scheduled for December. The Purchasing Division plans to continue this outreach effort during 2018.
- The Purchasing Division experienced some staffing changes during 2017. Former Director Dave Tincher retired after nearly 40 years in state government.

These accomplishments, along with many others, demonstrated the high standard to which the Purchasing Division holds itself and our state agency partners accountable. As always, the Purchasing Division hopes to continue making its processes more efficient, effective, and timely as we work our way through 2018. We hope to continue to communicate any changes and updates to the best of our ability. But most important, we hope to continue to collaborate and cultivate our relationships with you, our state agency partners, who are often the front line for what we do.



Updated Agreement Forms (WV48/48A) Now Available

The Purchasing Division has recently posted an updated *Agency Delegated Agreement* (WV-48) form to its intranet site. This form is now titled *Agency Delegated Agreement* to help reduce any confusion regarding its sole use for purchases of \$25,000 or less.

Recently, the Purchasing Division discovered a trend that the *Agency Delegated Agreement* was being submitted with central requisitions (i.e. CRQS / CRQM), along with agencies' supporting documentation. This was primarily occurring with engineering services.

The *Agency Delegated Agreement*, previously simply known as the *Agreement* form, has been retained by the Purchasing

Division for use only in agency delegated procurements. On the face of this form, it notes that the "General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCA.pdf (Terms and Conditions) are hereby made a part of this agreement and are specifically incorporated herein by reference."

Due to this reference, when agencies attempt to use this form for central procurements, it creates a conflict in the terms and conditions of the contract. The Purchasing Division cannot accept this form for formal procurements. This form can be found at <http://intranet.state.wv.us/admin/purchase/default.html>.

New Statewide Contracts for Tires, Vehicles, Trucks and Sanitary Paper Awarded and Available

The Purchasing Division recently awarded several new statewide contracts, including those for sanitary paper products, new tires, motor vehicles and trucks.

Questions relating to these specific statewide contracts may be directed to the respective vendor representative as listed below:

Sanitary Paper Products (SANPAP 17)

Liberty Distributors
Mark Peluchette
800-828-9920 Ext. 113
Fax: (304) 547-0490
markp@libertydistributors.com

To view the SANPAP statewide contract, please visit: www.state.wv.us/admin/purchase/swc/SANPAP.htm.

Ordering instructions are detailed on this webpage. Should you have contract-related questions, please contact Senior Buyer Brittany Ingraham at Brittany.E.Ingraham@wv.gov.

New Tires (NTIRE 18)

Goodyear Tire & Rubber Company
Jeff Goodenow
330-796-4352
jsgoodenow@goodyear.com

To view the NTIRE statewide contract, please visit: www.state.wv.us/admin/purchase/swc/NTIRES.htm.

Ordering instructions are detailed on this webpage as well as a list of current Vendor Authorized locations. Please contact Senior Buyer Melissa Pettrey at Melissa.K.Pettrey@wv.gov with any contract-related questions.

Motor Vehicles and Trucks (MV18A-F and MVTRUCK18A-D)

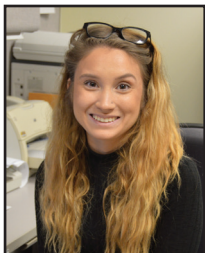
Several vendors were awarded contracts for motor vehicles and trucks, depending on weight and class:

MV18A	<i>Bob Robinson Chevrolet Olds</i>
MV18B	<i>Greenbrier Motor Co. Inc.</i>
MV18C	<i>Jim Robinson Inc.</i>
MV18D	<i>Stephens Auto Center</i>
MV18E	<i>Matheny Motor Truck Co.</i>
MV18F	<i>Whiteside of St. Clairsville Inc.</i>
MVTRUCK18A	<i>Bob Robinson Chevrolet Olds Cadillac Inc.</i>
MVTRUCK18B	<i>Greenbrier Motor Co Inc.</i>
MVTRUCK18C	<i>Matheny Motor Truck Co.</i>
MVTRUCK18D	<i>Stephens Auto Center</i>

To view these contracts for motor vehicles and trucks or to find the vendor contact information for each, please visit: www.state.wv.us/admin/purchase/swc/MV.htm and www.state.wv.us/admin/purchase/swc/MVTRUCK.htm.

Should you have any questions regarding these contracts, please contact Senior Buyer Mark Atkins at Mark.A.Atkins@wv.gov. For additional information on all statewide contracts, our readers are encouraged to visit www.state.wv.us/admin/purchase/swc.

Purchasing Welcomes Two New Employees



Terra Oliver
Office Assistant 2

The Purchasing Division is pleased to welcome two new employees to its Communication and Technical Services Section. Terra Oliver joins the Support Services Unit as the Bid Clerk (Office Assistant II), while Wendy Means is working for the Technical Services Unit as the Vendor Registration Coordinator (Office Assistant III).

A resident of Elkview, Oliver received her GED from Garnett Career Center. She previously worked as a dispatcher and driver at Act Fast Delivery. Oliver is the proud parent of an adorable two-year-old.



Wendy Means
Office Assistant 3

Means, a resident of Big Chimney, also received her GED from Garnett Career Center and previously worked for a local automobile dealer in the business development center. During her free time, Means enjoys spending time with her three grandchildren.

Welcome Terra and Wendy!

Buyers Network

Going Once, Going Twice! SOLD!



The West Virginia State Agency for Surplus Property (WVSASP) conducted a public auction for surplus vehicles last month. A total of 45 vehicles were sold at the event, with 84 bidders participating. The event attracted approximately 100 attendees.

To read a full recap of the vehicle auction and see more pictures, watch for an upcoming issue of WVSASP's newsletter *The Property Connection* at www.state.wv.us/admin/purchase/surplus/property-connection/default.html.

Purchasing Staff Travels to Eastern Panhandle to Offer Seminars for Local Governments and Vendors

Purchasing Road Shows to Continue in 2018 Due to Success

The Purchasing Division continued its seminars for local government entities and vendors by heading to Martinsburg and Moorefield in December. At these locations, the Purchasing Division welcomed approximately 20 officials from local government entities, and more than 50 representatives from various types of businesses who were eager to learn more about how to do business with state government. Results from the event's evaluation surveys can be found below.

Because of the overwhelming interest and support of these events, the Purchasing Division is pleased to announce it will continue to travel around the state to conduct more seminars in 2018. Current locations being discussed include Wheeling, Parkersburg, Logan and more! Additional information will be shared in *The Buyers Network* as details are finalized. "This outreach initiative has far exceeded our expectations in terms of value," said Purchasing Director Mike Sheets. "The return on our investment of the time taken to visit various areas in the state has proven to be substantial. We are building positive relationships with political subdivisions in the hopes of increasing our purchasing power for our statewide contracts, which we anticipate will result in better pricing. And by encouraging vendors to participate in the state bidding process, competition will increase, thus reducing prices on commodities and services the state needs."

The survey results from the seminars included the following comments:

- "Very informative and I appreciate the initiative on the part of the Purchasing Division to solicit entrepreneurial interest."
- "[I most enjoyed] the fact that the presenters were so open and receptive to any questions and tried to be as detailed as possible based on time."
- "It was great to meet, face to face, the people who run the program."
- "I liked the event being close to us and not having to drive four hours to the capital."
- "[I most enjoyed] getting to see the people who make decisions for our state. They seem to look out for what is best and try to avoid wasting money."



Purchasing Director Mike Sheets met with vendors interested in doing business with state government in Martinsburg on December 19, 2017. Due to the success of these seminars, as well as those geared toward local government entities, the Purchasing Division plans to continue offering similar seminars in 2018.

New Procedures Handbook Updates Now in Effect

The West Virginia Purchasing Division recently made revisions to the *Purchasing Division Procedures Handbook*, which went into effect January 1, 2018. The most current version of the handbook may be found online at www.state.wv.us/admin/purchase/Handbook/default.html.

The recent changes to this handbook include:

- Clarification of the role of the procurement officer and training requirements (Section 1);
- Expanding the definitions of master agreements and delivery orders (Section 2);
- Further explaining the required public notices that agencies must post in the *West Virginia Purchasing Bulletin* (Section 3);
- Replacing the language relating to "piggybacking contracts" with "cooperative contracting" (Section 7);
- Adding additional information to the Agency Process Checklists (Appendix 0); and,
- Including modified instructions for the *Agreement Addendum* (i.e. WV-96 and WV-96A) in Appendix Q.

For a complete list of updates, please refer to the email sent to all agency designated procurement officers on December 11, 2017. All emails sent to agency designated procurement officers are maintained on the Purchasing Division's intranet site at <http://intranet.state.wv.us/admin/purchase/eArchive.html>.

Mileage Reimbursement Increases January 1, 2018

The Internal Revenue Service recently announced that effective January 1, 2018, the federal standard mileage reimbursement rates will increase to 54.5 cents per business travel mile, which is an increase of one cent from the rate in 2017. The standard mileage rate for business is based on an annual study of

the fixed and variable costs of operating an automobile.

In accordance with *State Travel Policy*, state employees are reimbursed at the federal standard rate. To view the policy in its entirety, visit www.state.wv.us/admin/purchase/travel/Travel-Rule.pdf.

Purchasing Recognizes Latest Basic Certification Recipients

The Purchasing Division is pleased to announce the latest recipients in its West Virginia Procurement: Basic Certification program: Mark Cline, Thomasena Cooper, Malena Harding and Kristy James.

Cline, an Administrative Services Assistant III for the Department of Environmental Protection, has worked for the state for 26 years.

"I am very thankful for the opportunity to go through the certification training program," he said. "Although I've worked on the agency side of purchasing for several years, this training gave me a better understanding of the processes used by the Purchasing Division and in turn, will help me assist my customers in better understanding the purchasing process."

Cooper, an Accounting Technician IV for the State Rail Authority, has worked for that agency for 22 years.

"I am very proud to have accomplished this achievement," she said. "I feel that the additional training for the certification will be beneficial to my agency and myself."

Harding is an Administrative Services Assistant III and serves as the primary designated procurement officer for the Public Service Commission (PSC). She has worked for the state for 15 years, mostly at the PSC.

"I have held several positions while working for the state and nothing has been as challenging as being responsible for purchasing. Processes are always changing and it's imperative to know the proper purchasing procedures to stay in compliance with all of the rules

and laws," she said. "I haven't had to study for a test since college so I was a bit nervous when it was time to take the exam and it was definitely a challenging test. I'm so happy I passed! I would encourage anyone who is eligible to pursue certification to participate in the program because you do see things in a different light when you spend some time at central purchasing."

James has worked for the state for 24 years, including serving as the Contract Manager for the Purchasing Division. She left that position to work on a Document Imaging Project for the West Virginia Lottery Commission before joining the Department of Transportation as the IT Procurement Manager.

"The certification is important to me because I realize the value of being recognized as having an advanced level of understanding of the rules of public procurement," she said. "Understanding the rules will help me ensure that I get the best value for my agency when it comes to procurement. I was certified once before and should have been smart and kept up with the certification, but I didn't think I would ever end up back in procurement."

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. Questions regarding the certification program may be directed to Communication and Professional Development Manager Samantha Knapp at Samantha.S.Knapp@wv.gov or 304.558.7022.

SPECIFICATION AWARD

Continued from Page 1

ambiguous terms.

This award will be presented at the 2018 Agency Purchasing Conference at Camp Dawson in October to an agency procurement officer who demonstrates a strong ability to write specifications for a project that are complete, concise, and competitive. Procurement officers

are encouraged to start thinking about any project for which they would like to submit specifications for this prestigious award. The criteria for this award can be found on the Purchasing Division's intranet at <http://intranet.state.wv.us/admin/purchase/Recognition>.

AUDIT SERVICES

Continued from Page 1

each year.

"It's important for agencies to submit their request to the Purchasing Division in time for proper review of the specifications before publication and to allow for administrative lead time," said Buyer Supervisor Linda Harper. "Administrative lead time is the time required to prepare documents, solicit and evaluate bids, and make a contract award. Agencies need to consider the length of time needed for contract award, which can vary depending upon factors like the dollar value of the solicitation, agency promptness in fulfilling its role, responsiveness of vendors, and the complexity of the requisition."

The state Legislature may introduce legislation that would impose a fine of \$100 for each day that a state agency is late in submitting information.

The Department of Administration is pleased with the response from state agencies this year and is working to finalize the Comprehensive Annual Financial Report in a timely manner.

THE BUYERS NETWORK

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Current Statewide Contract Update

(As of December 12, 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. 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>
SWCSBUS18A	Blue Bird Bus Sales of Pittsburgh	Buses	01/01/18 -12/31/18
SWCSBUS18B	Matheny Motor Truck Co	Buses	01/01/18 -12/31/18
SWCSBUS18C	Rohrer Enterprises	Buses	01/01/18 -12/31/18
SWCSBUS18A	Worldwide Equipment	Buses	01/01/18 -12/31/18

Contract Renewal

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
DEBT15A	Penn Credit Corp.	Debt collection	01/01/18 -12/31/18
DEBT15E	Pioneer Credit Recovery Inc.	Debt collection	01/01/18 -12/31/18
FASTEN16	Grayson Industries	Fasteners	10/01/17 -09/30/18
PBKCR10A	Hertz	Vehicle Leasing	10/19/17 -10/18/18
SWC*27	Ron Mountain Information Mgt.	Storage Services	12/01/17 -11/30/18

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
FUELTT17A	Harris Oil Co Inc	Fuels	To update the variable tax rate. <i>This description applies to all seven listed fuel contracts.</i>
FUELTT17B	Woodford Oil Co		
FUELTT17C	R T Rogers Oil		
FUELTW17B	Woodford Oil Co		
FUELTW17C	Bruceston Petroleum Co Inc.		
FUELTW17D	Tri State Petroleum Corp		
FUELTW17E	R T Rogers Oil		

MV18B	Greenbrier Motor Co Inc	Motor vehicles	To cancel MV18B and re-award on MV18D
MV18D	Stephens Auto Center	Motor vehicles	To re-award the Class 10 Gasoline Vehicle
NTIRE18	Goodyear Tire & Rubber Co	Tires	To modify per posted documentation
SWC*22	G4S Secure Solutions USA Inc	Security Services	Accounting Adjustment
SWC*23	HP Inc	Computers	To replace discontinued items and revise product descriptions

FOR MORE INFORMATION

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

<u>BUYER</u>	<u>E-MAIL</u>	<u>PHONE</u>
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
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Linda Harper	Linda.B.Harper@wv.gov	558-0468
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Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
April Battle	April.E.Battle@wv.gov	558-0067
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Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
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Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402