

## Purchasing Division Assists Department of Agriculture with Obtaining Refrigerated Trailers

A contract for refrigerated trailers recently helped the West Virginia Department of Agriculture (WVDA) store food supplied by the United States Department of Agriculture (USDA) while its warehouse underwent needed repairs. There were twelve trailers in use at the WVDA Food Distribution Warehouse in Ripley, WV, this summer. Six of those were 48 feet in length and the other six were 53 feet.

The warehouse stores food from the USDA, which goes to school and summer feeding programs. Inside the warehouse freezer, the wall panels were not sealing at necessary temperatures, causing the need for repair. The trailers were used while the wall panels were replaced. Construction began at the end of the 2019 school year due to the summer inventory level being at its lowest point.



*Photo Courtesy of Thermo King Central Carolina*

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The refrigerated trailers obtained by the Purchasing Division and WV Department of Agriculture allowed the department to complete needed repairs to its warehouse while maintaining its inventory.

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## City of Bridgeport Officials Develop Procurement Department with Assistance from Purchasing

After attending a local government seminar held by the Purchasing Division, Bridgeport Assistant City Manager James Smith walked away with renewed motivation to establish a dedicated procurement department for the city. One year later, Purchasing Division Assistant Director Frank Whittaker received a phone call from Smith seeking guidance from the state of West Virginia on the creation of that new procurement department.

"It has been a new challenge and is still in the developmental stages," shared Smith. "But we have saved approximately \$30,000 within the first six months and are looking to take this to the next level."

Officials with the City of Bridgeport were motivated to streamline its

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## Planning for Conference Kicks into High Gear, Changes Expected in Sharing of Information

As summer wraps up, planning for the final logistics of our annual conference next month has kicked into high gear. Registration is officially underway for the three-day conference, the deadline for purchasing award nominations has passed, and final preparations for meals, interactivity, networking, and more are being meticulously considered.

As the September 17, 2019, date nears, one primary focus for conference coordinators is information sharing. Each year, attendees receive a conference packet upon checking in at the conference. Within the packet is a printed conference directory with pertinent information, including a list of presenters, an itinerary, workshop synopses, a map of the facilities, and more. To reduce paper, this information will be shared electronically this year via a mobile app. In addition to the aforementioned information, attendees will also be able to access the PowerPoints, handouts, a list of attendees, their personalized schedule, announcements, information about vendor displays, and requirements of the certification program all from their mobile devices.

We look forward to the accessibility of information this app will provide, but as with any change, especially one that involves technology, we expect some minor growing pains. We want to make this transition as smooth as possible. Therefore, we will continue to post our PowerPoints to the website, distribute additional handouts during our workshops, and have other information available upon request. Furthermore, we will email a video tutorial at a later

date to all registered attendees that demonstrates how to download and navigate the app, as well as include a more in-depth article on the app in next month's issue of *The Buyers Network*.

If you have not yet registered for the conference, I encourage you to do so. This is a great opportunity to reiterate the importance of obtaining the legislatively-required 10 hours of training for primary and backup designated procurement officers. It is best to obtain your hours early in the fiscal year. Although not common, unforeseen circumstances do occur which have caused us to cancel and/or reschedule in-house trainings and webinars, such as the power outage that occurred in late June of this year. Attending the conference and all available workshops will ensure you receive your hours at one time.

Additionally, the value gained from this conference ensures that you will have the tools and resources necessary to do your job and do it well. It also allows us to strengthen our relationship with our agency contacts and serve as a trusted eye and ear in the process.

We look forward to seeing you next month.



## Purchasing Division Continues its Annual Strategic Sourcing Meetings with High-Volume Agencies

The Purchasing Division has continued hosting its strategic sourcing meetings, which began four years ago to allow its largest customers the opportunity to review procurement trends and plan appropriately for purchases expected during the upcoming fiscal year. The goal of the meetings is to create a proactive dialogue with these agency procurement officers.

Prior to each meeting, the agency was provided with a list of reports, including the contracts that were set to expire as well as procurements made the previous fiscal year, the transactions currently in process, and the training in which its staff participated. Discussions on opportunities to con-

solidate procurements, internal controls and procedures, legal issues, and inspection findings were held during these meetings to enhance the agency and Purchasing Division partnership and encourage collaboration.

"We want to take the necessary steps now to ensure these procurements go smoothly and quickly," said Purchasing Director Mike Sheets. "Agencies also have the chance to look at their upcoming expiring contracts and determine the next course of action for those commodities and/or services."

As of August 1, 2019, the Purchasing Division had met individually with purchasing representatives from the Department of Administration, Adju-

tant General's Office, Department of Veterans Assistance, Division of Highways, Department of Health and Human Resources, and the Office of Technology.

By offering these strategic sourcing meetings, the Purchasing Division hopes to improve the procurement process and the relationship between the Division and the agencies under its authority by sharing thoughts on processes, training, inspections, and current and future procurements. The proactive discussion that occurs during these meetings has benefited both parties and resulted in positive ongoing changes.

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## Procurement Officer Profile: McDonnell's Knowledge of Technology Useful in Continuity Planning

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Being involved with technology is something that Larry McDonnell has done since he was 16 years old. Now, he gets to be around it every day as a procurement officer for the West Virginia Office of Technology.

McDonnell graduated with an associate degree in Applied Science in Information Technology from West Virginia State Community and Technical College, followed by both a Regents Bachelor of Arts with a focus in history from Marshall University and a master's degree in Business Continuity from Norwich University. He began working for the state in February 2013. At that time, he assisted with the research and analysis of technology-related products and services.

Currently, McDonnell works on the procurement of information technology hardware, software, and services from start to finish. He also develops the agency's Continuity of Operations Plan (COOP), which allows him to use his analytical skills to prepare for worst-case sce-

narios.

In addition to working hard for the state, McDonnell received his Associate Public Sector Continuity Professional (APSCP) certification this past February. The goal of the certification is to help those individuals who work in the public sector gain knowledge in public sector recovery planning.

"It had been a few years since I graduated with my master's degree in Business Continuity, so I decided it was in the best interest of the state and myself to take a refresher course offered by the Disaster Recovery Institute. This allowed me to learn current information related to continuity management and be better prepared for developing our COOP."

McDonnell says working as a procurement officer challenges and allows him to use what he has learned through the years.

"Working in a procurement capacity allows me to stay on top of what is available in the tech industry," he said. "When it comes to procurement, I really enjoy the



**Larry McDonnell processes procurements for informational technology hardware, software, and other services for the West Virginia Office of Technology.**

challenges of establishing a contract."

When McDonnell is not working, he enjoys spending time with his wife and their three daughters. His family enjoys activities such as basketball, martial arts, hiking, singing, and playing the cello.

## Agencies Reminded that Stringing Covers a Rolling Twelve-Month Period, Includes Aggregate Spend

Agencies are reminded that stringing is prohibited by West Virginia Code. Stringing, which is the act of making a series of purchases for the same commodity or service totaling more than \$25,000 in any given 12-month period, is just one factor that Purchasing Division inspectors look for when inspecting agency files. Stringing is viewed on a 12-month rolling period, beginning with the date a new order is placed.

While it can be confusing to know if stringing has occurred, the Purchasing Division would like to share the following example for clarity. If *Commodity A* is purchased on March 5, 2019, a procurement officer will need to confirm that all purchases of *Commodity A* from March 6, 2018, to the present time have not exceeded the \$25,000 threshold. If *Commodity A* must be purchased again on March 9, 2019, agencies would then review their spending for that commodity

for the past 12 months from that new date. Once an order is expected to cross the \$25,000 spending threshold, the agency must then competitively bid the contract through the Purchasing Division.

When determining spend for a commodity, agencies should note that any spend associated with an agency delegated contract should be included in the total spend calculation. Not including spend from delegated contracts would inadvertently allow an agency to contract for items at a lower than appropriate level of bid threshold.

In some instances, aggregating contract spend may lead to a situation where a very small purchase will need to be processed centrally to avoid a stringing violation. To ensure this doesn't occur, agencies should carefully consider future spend and move to the next threshold when appropriate.

"Another way to avoid stringing and/

or violating delegated bid limits is to create open-end contracts for commodities the agency may need to purchase on a regular basis," advised Assistant Purchasing Director Frank Whittaker. "It is important that an agency anticipate its needs and plan ahead for such things so as to avoid stringing or failure to bid appropriately at the agency delegated level."

Each year, the Purchasing Division provides a report of all stringing incidences to the West Virginia Legislature. Any agency that inadvertently crosses the \$25,000 threshold should contact the Purchasing Division to report the stringing incident. Contracts that have been bid and awarded through the Purchasing Division should not be counted toward the \$25,000 stringing amount.

For additional tips to avoid stringing, see the September 2018 issue of The Buyer's Network at [www.state.wv.us/admin/purchase/BN/2018/bn18sep.pdf](http://www.state.wv.us/admin/purchase/BN/2018/bn18sep.pdf).

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# Frequently Asked Questions: Are Agencies Permitted to Buy from Amazon?

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**Answer:** There is no blanket prohibition against purchasing from Amazon.

Agencies are permitted to contract with any entity that is not debarred at the state or federal level provided that



the procurement laws, rules, and procedures are followed. One major concern when contracting with entities like Amazon is that those entities may not be in compliance with the West Virginia Purchasing Division's vendor registration requirements, Secretary of State filing requirements, Tax Department registration requirements, etc. The Purchasing Division has worked with Amazon and other similar entities to get them into compliance where possible.

Although the Purchasing Division

was able to get Amazon Web Services, Inc. registered as a vendor in wvOASIS, it is important to remember that Amazon and many companies like it are comprised of multiple business entities. For example, Amazon.com, LLC, the entity that processes online orders, remains to be properly registered as a vendor in wvOASIS. In other words, an agency should be diligent in checking the status of compliance for state requirements for all entities with which it plans to do business.

## Purchasing Division Hosts Two Summer Interns as Part of Governor's Internship Program

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

Zach Wynn, a rising junior attending Marshall University, was involved in the technical side of the Purchasing Division as a technical intern, and Unique Beaver, a rising senior at Purdue University, served as the communication intern. Both served in roles within the Purchasing Division's Communication and Technical Services Section.

The Purchasing Division has been a big supporter of the Governor's Internship Program and has hosted numerous interns throughout the years.

"The Purchasing Division was proud to continue the tradition of employing not just one but two interns through the Governor's Internship Program this summer," said Purchasing Director Mike Sheets. "We strive to provide real-world experiences that our interns can take with them, and in the meantime, they assist us in completing special projects that benefit not only our employees but our customers as well."

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Wynn's tasks included updating webpages and reports, maintaining and working on publishing a Purchasing Division mobile app, and assisting in many technical tasks that arose. This was his second summer interning for the Division. As part of this internship, he said he valued learning how to adapt to whatever tasks needed to be completed.

At Marshall University, he majors in computer science and minors in mathematics and computer design and believes he will be able to utilize the information learned in his future career. Outside of working, he enjoys running and watching sports.

Beaver said she gained valuable skills for her future career as part of the internship. Majoring in mass communications and minoring in economics, her tasks included creating video content, writing and editing articles for various publications produced by the Purchasing Division's communications team, and assisting with event planning. She learned how to work in a professional setting and how to become a better writer. Outside of work and school, Beaver enjoys playing basketball, learning Mandarin Chinese,



**As members of the Governor's Internship Program, Zach Wynn and Unique Beaver joined the Purchasing Division as 2019 summer interns.**

and watching sports.

The Purchasing Division was honored to host these two interns this summer as part of the Governor's Internship Program!

# Purchasing Division Recognizes Latest Certification Recipients

The Purchasing Division is pleased to announce Leigh Ann Shaffer and Mark Atkins as the latest recipients of the West Virginia Procurement: Basic and Advanced Certifications.

Shaffer, the recent recipient of the basic certification, is a procurement officer for the Department of Environmental Protection and has worked for the state for 11 years.

“Desire is the key to motivation,” Shaffer said. “But, it’s the determination and commitment to an unrelenting pursuit of your goal, a commitment to excellence, that will enable you to attain the success you seek.”

Atkins, a senior buyer for the Purchasing Division, has worked for the state for nearly four years. He successfully completed the WV Procurement: Advanced Certification program.

“I enjoy the procurement of goods and services for our state and working with all different state agencies to assist them with their needs,” Atkins said. “Our programs like the basic and advanced certification programs are getting attention by other states, and it’s a testament to the dedication of our program coordinators who keep the training up-to-date with the latest changes in our profession.”

State agency procurement officers interested in participating in the basic and/or advanced certification program may review the requirements at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). Questions regarding the certification program may be directed to Courtney Johnson at [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov) or 304.558.4213.

The Purchasing Division would like to congratulate Shaffer and Atkins on their noteworthy accomplishments!



## BRIDGEPORT

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procurement processes to save taxpayer dollars. Smith and other representatives from the city traveled to Charleston to meet with Purchasing Division staff to discuss the best practices and the importance of transparency.

“While the procurement requirements at the local government level may differ from those required at the state level, establishing a set of good policies and procedures is key to success for any procurement entity,” said Whittaker.

Representatives also observed several in-house training classes conducted by the Purchasing Division. This was especially beneficial to the City of Bridgeport for learning about W. Va. Code § 5-22-1 requirements for procurement of construction projects, as well as § 5G which governs architectural and engineering procurements. These sections of the state code must be followed by West Virginia state and local governments.

“One of the goals of our local government seminars is to create a dialogue,” explained Whittaker. “While we want local government entities to know about the West Virginia State Agency for Surplus Property and the opportunity to utilize statewide contracts, there is also an opportunity for peer-to-peer connection. The challenges faced by cities and towns are unique, and it is important for individuals to network and discuss their ideas and challenges.”

The creation of the City of Bridgeport’s new procurement department is just one of the ways in which the Purchasing Division is extending its hand to local government entities.

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## TRAILERS

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A benefit of the open-end contract allowed for the rental of more trailers, if needed. The department utilized a variable number of refrigerated trailers each week to store food safely. The number used matched the inventory that the WVDA received and shipped daily. The contract also allowed for more trailers to store incoming food shipments in the event of any construction delays or emergencies. Construction ended in July, just in time for the USDA shipments for the 2019-2020 school year.

“Having the contract awarded as a master agreement meant that the agency could use as many or as few trailers as were needed during the construction process,” said Senior Buyer Melissa Pettrey, “quite possibly saving time and money had the construction process been delayed beyond the projected period.”

This is just one of the many special purchases processed by the Purchasing Division.

## 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)

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Director  
Purchasing Division

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**Samantha Knapp**

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**Courtney Johnson**  
**Unique Beaver**

# Current Statewide Contract Update

(As of July 22, 2019)

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 statewide contracts.

## Contract Renewals

Contract	Vendor	Commodity	Effective Date
CPHONE13B	Verizon Wireless	Wireless equip.	07/01/19 -12/31/19
SWC*2	KOMAX LLC	Photocopiers	08/24/19 -08/23/20
SWC*19	Exterm Tek Pest Control LLC	Pest control	07/15/19 -07/14/20
TEMP16A	WV Assoc of Inc Rehab Facilities	Temporary Manual Labor	07/15/19 -07/14/20

TEMP16C	Express Services	Temporary Manual Labor	07/15/19 -07/14/20
TEMP16D	Saunders Staffing	Temporary Manual Labor	07/15/19 -07/14/20
TEMP16E	22 <sup>nd</sup> Century Technologies Inc	Temporary Manual Labor	07/15/19 -07/14/20
TEMP16G	Manpower of WV	Temporary Manual Labor	07/15/19 -07/14/20
WVRFJAN19	WV Assoc. of Rehab Facilities	Janitorial Services	07/01/19 -06/30/20

## Purchasing Division Dates to Remember

The Purchasing Division would like to remind you of some upcoming events, noted below. For more information on these events, visit [WVPurchasing.gov](http://WVPurchasing.gov), or contact us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

EOIs & Construction Purchases — *In-House Training*  
August 7, 2019 | 9 a.m. - 11 a.m.

Opportunities for Local Governments — *Fairmont, WV*  
August 8, 2019 | 10 a.m. - 12 p.m.

Doing Business with West Virginia — *Fairmont, WV*  
August 8, 2019 | 1:30 p.m. - 3:30 p.m.

Vendor Registration — *Webinar*  
August 14, 2019 | 9:30 a.m. - 12 p.m.

2019 Agency Purchasing Conference — *Morgantown, WV*  
September 17-20, 2019

Developing Specifications — *Webinar*  
October 23, 2019 | 10 a.m. - 11 a.m.

Purchasing Risks and Ethics — *Webinar*  
October 30, 2019 | 9 a.m. - 11 a.m.

## FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<u>Supervisors</u>		
Tara Lyle	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
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094