

# THE BUYERS NETWORK

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**THE BUYERS NETWORK**  
is Published Monthly  
by the Purchasing Division  
of the West Virginia Department  
of Administration to Promote  
Better Value in Public Purchasing

## Retired State Property Available for Purchase at WVSASP

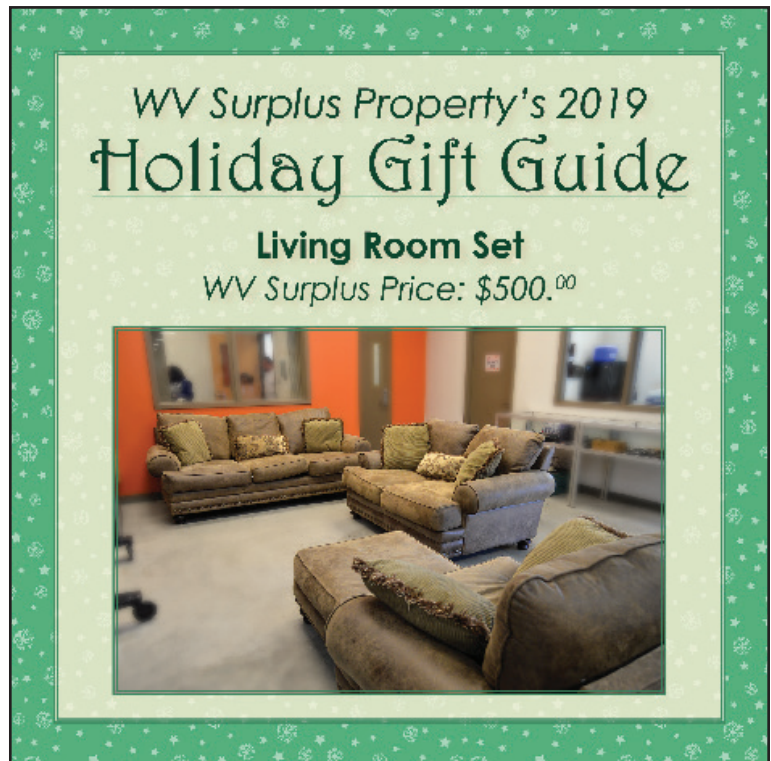
When state property is no longer needed, those assets are retired to the West Virginia State Agency for Surplus Property (WVSASP). These items are then made available to members of the general public and eligible organizations. All state employees, except for Purchasing Division employees, are also invited to purchase items from the WVSASP warehouse.

WVSASP's annual Holiday Gift Guide will premiere on its Facebook page this month to highlight some of the items available. Items featured in previous years include iPads, rocking chairs, a hockey table and bookcases.

"Our Holiday Gift Guide is a great way to showcase what is in our inventory to both old and new customers," shared WVSASP Manager Elizabeth Cooper. "While WVSASP always offers great savings, we recognize that money can be tight this time of year. It is the perfect time to remind customers to consider buying used instead of brand new."

The year's Holiday Gift Guide is expected to begin on December 2, 2019, on the WVSASP Facebook page at

Please see **GIFT GUIDE**, page 6



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- Updated Motor Vehicle Statewide Contracts Now Available

## Agencies Reminded to Allow Transition Time Between Contracts

As the saying goes, "failing to prepare is preparing to fail" and that's especially true when agencies need to transition between contracts. It's good practice to allow plenty of time to develop the specifications for the needed commodity or service and send it out to bid.

"Unexpected delays can happen, such as the vendors having more technical questions than anticipated and agencies needing time to have their technical experts address those questions," said Assistant Purchasing Director Frank Whittaker. "If a vendor is new to state government, it can take time for them to acquire and/or provide documentation necessary prior to the contract award. Time should also be allowed for potential protests of specifications or the contract award. These are all things that can push out the bid and

Please see **CONTRACT TIME**, page 3

## Year End Serves as Time to Analyze and Reflect on the Year While Planning Ahead for the Future

The final days of the year often serve as a time for individuals to wrap up loose ends on current projects, reflect on their successes and failures for the year, and determine how they want to change and what they want to achieve moving forward. Such is the intent of the Purchasing Division as it says goodbye to the final days of 2019.

The Purchasing Division continues to make its training program a top priority. With the requirement that designated procurement officers attend or receive 10 hours of training offered by the Purchasing Division annually, we understand the need for more accessible and convenient training that does not require travel or time out of the office. We analyzed and compared attendance for our training sessions and webinars offered in 2019, and for the upcoming 2020 year, we are pleased to increase our webinar offerings by four, for a total of 14 for the year. The training schedule for January through June 2020 has been posted on the Purchasing Division's website at [www.state.wv.us/admin/purchase/training/2020TrainingSchedule\\_Web\\_1stHalf.pdf](http://www.state.wv.us/admin/purchase/training/2020TrainingSchedule_Web_1stHalf.pdf) and registration for these sessions is now open via CourseMill at [onlinelearning.wv.gov](http://onlinelearning.wv.gov). More information on the 2020 schedule can be found in the article on Page 3.

In 2018, we offered our first ever Legal Seminar on State Procurement Practices, and while we have incorporated content on various legal issues throughout our training program geared to state agency purchasers, the intent was to offer that seminar bi-annually to state attorneys free of charge and to provide Continuing Legal Education credits at no cost to those attorneys. That seminar will be offered for the second time in April 2020 and planning for the day's events is currently underway. Details on this seminar will be posted on the Purchasing Division's website as they become available and in a future issue of *The Buyers Network*.

In 2019, we offered a Fixed Assets Coordinator Training geared specifically to the state's fixed asset coordinators. That training will be offered again this spring. To ensure your agency's

fixed asset coordinator receives communication regarding that training, please be sure you have the proper contact on file with Surplus Property. If you need to make a change to your contact, complete the 2019 Fixed Asset Coordinator Designation form and submit it to Sherry Fewell at [sherry.l.fewell@wv.gov](mailto:sherry.l.fewell@wv.gov) or fax it to 304.766.2631.

To make sure all individuals who perform purchasing as a primary job function are made aware of every opportunity for training, the Division must ensure it has an accurate listing of those individuals. For the fourth year, the Purchasing Division will be reaching out to agencies for a mid-year review of all individuals who perform purchasing as a primary job duty. Once your designated procurement officers receive that request from the Purchasing Division, please respond with your agency's purchasing personnel by the deadline provided.

Finally, last month, the Purchasing Division sent an Agency Satisfaction Survey to all designated procurement officers for the second year in a row. Although we expect no major bills related to purchasing to be introduced during the upcoming legislative session, we consistently look for ways to improve the purchasing process, and one of the ways to do that is through your feedback. Check out next month's issue for a complete look at the results. We will use the information provided to analyze our current procedures and see where we can improve.

As the year wraps up, I hope you're doing some of your own reflecting, analyzing, and planning. As we move into another year, let's continue to work together to maintain the integrity and efficiency of the state purchasing process.



## 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. The next webinar will be conducted in May of 2020.

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 pur-

chasing 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 procedures and purchasing card processes. Watching the training online will suffice to meet this requirement. To view the recording, visit [\[purchase/training/mandatory.html\]\(http://www.state.wv.us/admin/purchase/training/mandatory.html\).](http://www.state.wv.us/admin/</a></p></div><div data-bbox=)

Continuing Legal Education (CLE) credits have been approved by the West Virginia State Bar for any state attorney that participates in this training. To request CLEs, individuals must self-report the 2.4 hours of online CLE credit through the State Bar member portal.

Questions regarding this training may be directed to Acting Assistant Purchasing Director Samantha Knapp at 304.558.7022.

# Purchasing Division Announces First Half of 2020 Training Schedule

The Purchasing Division is pleased to release its In-House Training Program and webinar schedule from January through June 2020.

The first six months of the 2020 schedule features multiple multi-hour sessions offered at the Purchasing Division, which is Building 15 of the state Capitol complex, as well as seven webinars. A day-long seminar offered in April will take place at the West Virginia State Training Center (Building 7), also located at the state Capitol complex.

New to the schedule is a session on managing your vendors. Records retention is a topic that will also be incorporated into an existing workshop.

This year's schedule also includes a certification study group offered in May. Anyone interested in obtaining their state procurement certification is encouraged to attend.

Registration is limited and will be given on a first-come, first-served basis. To view

a copy of the first half of 2020 Training Program schedule or to register for these training sessions, visit [www.onlinelearning.wv.gov](http://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 regarding the Purchasing Division Training Program or registration may be directed to Courtney Johnson at [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov) or 304.558.4213.

## CONTRACT TIME

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award timeline."

Allowing extra time is especially important if there needs to be a disentanglement/transition period between the incumbent vendor and the new incoming vendor.

"That transition time is often the part of the bid and award process that is considered the least, although it bears great weight in the successful implementation of the contract," Whittaker said. "We must begin the process early enough that the contract is awarded and in place before the agency is in crisis mode."

Part of this consideration is giving the incoming vendor enough time to successfully implement or transition into the new contract. This may include the time needed to bring in necessary equipment, implement technical systems, or allocate/source additional staff to meet the agency's needs.

"It all starts with good planning," Whittaker said. "We don't want to solicit for a new contract so early that the vendor's pricing may no longer be valid or the product becomes unavailable by the time the contract is awarded and implemented, but we must allow enough time for the full transition from one vendor to another."

Each month, the Purchasing Division posts a report which lists open-end contracts for all state agencies that are scheduled to expire within 90 days. The newest report can be found here: [http://intranet.state.wv.us/admin/purchase/eArchive/ExpiringContractReports/ECR\\_2019\\_11\\_November.pdf](http://intranet.state.wv.us/admin/purchase/eArchive/ExpiringContractReports/ECR_2019_11_November.pdf).

## 2020 Purchasing Division Training Schedule

*Webinars are indicated in blue. All sessions are worth one credit per one hour of training for the 10-hour training requirement for designated procurement officers, per § 148 C.S.R. 1-3.2.*

2020 Dates	Workshop Title	CourseMill Catalog ID	Time
January 15	Public Procurement Basics and Tools/Resources	PUR112W	9 a.m. – 11 a.m.
January 29	Developing Specifications and Contracting	PUR113W	9 a.m. – 11 a.m.
February 12	Preparing and Evaluating RFPs	PUR303	9 a.m. – 12 p.m.
February 26	Vendor Registration	PUR111W	9:30 a.m. – 12 p.m.
March 4	Statewide Contracts, Agency Delegated Purchasing, and Inspection Services	PUR117	9 a.m. – 12 p.m.
March 18	Managing Your Vendor	PUR214W-NEW	9 a.m. – 10 a.m.
March 25	wvOASIS Procurement	PUR208	9 a.m. – 11 a.m.
April 1	An Introduction to WV Purchasing	PUR102	9 a.m. – 4 p.m.
April 22	Special Purchases and Processes	PUR213W	10 a.m. – 11:30 a.m.
May 6	Purchasing as a Privacy Powerhouse	PUR201W	10 a.m. – 11:30 a.m.
May 20	Certification Study Group	PUR301	9 a.m. – 12 p.m.
June 3	Statewide Contracts and Records Retention	PUR 118W-NEW	10 a.m. – 11:30 a.m.
June 10	Electronic Business with West Virginia	PUR105	10 a.m. – 11:30 a.m.
June 24	EOIs and Construction Purchases	PUR302	9 a.m. – 11 a.m.



## Staffing Changes Announced from Purchasing Division

The Purchasing Division is pleased to announce two personnel changes within its office. Jennifer Fields has assumed the role of Administrative Secretary and Dianna Kirk is now a Purchasing Assistant.

Fields has worked for the Purchasing Division for more than one year and formerly served as an Office Assistant II in the Communication and Technical Services (CTS) section. She



began her new position within the Director's Office effective October 28, 2019, following the retirement of Debbie Watkins. In this position, Fields will be responsible for supporting the director and purchasing staff; human resources; correspondence, scheduling of meetings and travel; and much more.

"I am excited for this new role within the Purchasing Division and the opportunity to continue within this office," shared Fields.

Kirk, who has worked for the Purchasing Division for more than one year, previously served as an Office Assistant II, also within CTS. In her new role, Kirk's duties will include assisting

with bid openings, checking purchase orders for accuracy, completing purchase orders, correspondence, and writing memoranda and reports.

"I look forward to the new challenges this position will bring and to assist with procurements for the state of West Virginia," said Kirk.

Congratulations to Dianna and Jennifer on their new positions!



**Jennifer Fields (left) and Dianna Kirk (above) recently transitioned into new roles at the West Virginia Purchasing Division. Fields will now serve as Administrative Secretary while Kirk will work as a Purchasing Assistant.**

## Agencies Must Create Agency Delivery Order Through Goodyear When Purchasing Tires and Related Services

When purchasing tires and related incidentals, including mounting, balancing, and valve stems, agencies must create an Agency Delivery Order (ADO) off the Goodyear Tire and Rubber Company open-end statewide contract in *wvOASIS* and present a copy to the dealer performing the service. That is necessary so the dealer will know that the service is to be performed under the contract terms and that reimbursement will come from Goodyear Tire and Rubber Company at the contracted rate, per the statewide contract.

"What's happening now is that some agencies are paying the dealer with a P-card instead of issuing an ADO against the Goodyear contract, which makes it impossible to track the spend on that contract," said Assistant Purchasing Director Frank Whittaker. "Not only do we lose the ability to track the purchase against the contract, but agencies are often charged more than the contract price.

"Even if the service center were to charge the same amount that Goodyear does, failure to use the contract would result

in an inspection finding for failure to use the mandatory statewide contract, and perhaps stringing as well," Whittaker continued.

A P-card can be used as the payment method. However, that does not replace the requirement to issue the ADO to Goodyear for commodities and services.

Agencies are reminded to check the statewide contracts page on the Purchasing Division's website for contract details and ordering instructions. To view the statewide contract, including the vendor's approved Dealer Network list, visit [www.state.wv.us/admin/purchase/swc/NTIRES.htm](http://www.state.wv.us/admin/purchase/swc/NTIRES.htm).



# New Motor Vehicle Statewide Contracts Now Available to Agencies

The Purchasing Division is pleased to announce new statewide contracts for motor vehicles, effective November 1, 2019. These contracts include 2020 (or current model year) cars, trucks, sport utility vehicles, and other vehicles of various makes and models.

The new motor vehicle contracts have been awarded by the Purchasing Division to:

MV20A	Stephens Auto Center
MV20B	Whiteside of St. Clairsville, Inc.
MV20C	Matheny Motor Truck Co.
MV20D	Thornhill Superstore, Inc.
MV20E	Thornhill Group, Inc.

To view the statewide contracts for motor vehicles, visit [www.state.wv.us/admin/purchase/swc/MV.htm](http://www.state.wv.us/admin/purchase/swc/MV.htm) or click the individual contract listed above.



or click the individual contract listed above.

If you have questions regarding this or any statewide contracts, please contact Senior Buyer Mark Atkins at [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov). To see all statewide contracts maintained by the Purchasing Division, visit [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

## NEW YEAR'S RESOLUTIONS

### WHAT ARE YOUR PROFESSIONAL PROCUREMENT GOALS FOR THE NEW YEAR?

During preparations for the start of a new year, individuals often make positive resolutions or set goals. While we often think of these in our personal lives, it can also be a useful exercise for our professional lives.

The Purchasing Division wants to know how you will make 2020 your best year in procurement. Are you going to try to process more solicitations? Improve your inspection grade? Attend more trainings? To submit your answer, visit [www.surveymonkey.com/r/2020ProcurementGoals](http://www.surveymonkey.com/r/2020ProcurementGoals) by December 10, 2019. We will share the results in the new year. See you in 2020!

## Purchasing Recognizes its Latest Advanced Certification Recipient

The Purchasing Division is pleased to announce John Hannan as the latest recipient in its West Virginia Procurement: Advanced Certification program.

Hannan, a procurement officer for the West Virginia Insurance Commission, has worked for the state for six years.

"I appreciate that the Purchasing Division allows me the opportunity to learn, grow and advance my career," he said. "It has been a very rewarding and interesting job."

State agency procurement officers interested in obtaining the basic and/or advanced certification 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 Hannan on this noteworthy accomplishment!



## THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of November 15, 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.

## New Contracts

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
FOOD16A	A F Wendling Inc	Food Distribution Services	11/01/19 -11/30/19
MV20A	Stephens Auto Center	Motor Vehicles	11/01/19 -10/30/20
MV20B	Whiteside Of St Clairsville Inc	Motor Vehicles	11/01/19 -10/30/20
MV20C	Matheny Motor Truck Co	Motor Vehicles	11/01/19 -10/30/20
MV20D	Thornhill Superstore Inc	Motor Vehicles	11/01/19 -10/30/20
MV20E	Thornhill Group	Motor Vehicles	11/01/19 -10/30/20
VOIP13EE	Verizon Business	Telecomm Services	10/21/19 -10/20/20

## Contract Renewals

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Effective Date</b>
RECMGT	Iron Mountain Incorporated	Document Storage Services	12/01/19 -11/30/20
SANPAP17	Liberty Distributors Inc	Paper Products	12/01/19 -11/30/20

## GIFT GUIDE

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[www.facebook.com/wvsurplus](http://www.facebook.com/wvsurplus).

WVSASP is open Monday through Friday from 8:30 a.m. to 4:30 p.m., excluding state holidays, with all sales ending at 4 p.m. Consumers may purchase items using Visa, MasterCard, money orders, and bank-certified checks. Cash and personal checks are not accepted. To learn more about shopping at WVSASP, visit [WVSurplus.gov](http://WVSurplus.gov) or call 304.766.2626.

## Miscellaneous Actions

<b>Contract</b>	<b>Vendor</b>	<b>Commodity</b>	<b>Description of Change</b>
LAR16	Shi International	Software	To extend the contract to align with the State of Maryland's contract
MVTRUCK20B	Matheny Motor Truck	Motor Vehicles	To remove the Class 26 Flex Fuel Vehicle from the Contract
WWARF19	WV Assoc. of Rehab Facilities	Janitorial Services	To publish updated pricing pages

## 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
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
<i>Buyers</i>		
Dusty Smith	Dusty.J.Smith@wv.gov	558-2063