

THE BUYERS NETWORK

MARCH 2019

VOL. 29, ISSUE 3

THE BUYERS NETWORK

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

Purchasing Helps ABCA Acquire DUI Simulator to Teach Teens the Dangers of Drunk Driving

Approximately ten years ago, the Alcohol Beverage Control Administration (ABCA) purchased a DUI simulator to teach students statewide about the dangers of driving under the influence and with distractions. Now, with the assistance of the West Virginia Purchasing Division, ABCA is looking to add another simulator to its inventory.

ABCA travels the state with the simulator to allow teens to experience various driving conditions. The simulator also mimics the difficulties drivers will encounter at various blood alcohol content levels. The system's computer increases the blood alcohol content level as the student drives. The vehicle then becomes more difficult to handle, which simulates what it's like to drive while intoxicated.

"It's hands-on, so it's something different



Photo courtesy of F. Brian Ferguson and Gazette-Mail

Please see **DUI SIMULATOR**, page 4

To help educate teens on the dangers of drunk driving, the Alcohol Beverage Control Administration (ABCA) previously worked with the Purchasing Division to acquire a DUI simulator. The ABCA and the Purchasing Division are in the process of awarding a contract for a new DUI simulator.

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Approved Emergency Purchase Requests Now Posted Online

As part of the Purchasing Division's continuing efforts to maintain transparency in the procurement process, all approved emergency purchase requests are now published on the Division's website.

"Transparency and openness are critical components of the public procurement process," said Assistant Purchasing Director Frank Whittaker. "In the public sector where most goods and services are purchased using taxpayer dollars, it is important that constituents know exactly who is buying what and for how much. This not only shows how the state spends its money, but it also provides a snapshot of what's happening in agencies across the state."

Posting approvals for emergency purchase requests serves as a resource for

Please see **EMERGENCY PURCHASES**, page 3

Annual Purchasing Division Open House Scheduled for May 7, 2019

State of West Virginia Recognizes March as Purchasing Month, Announces Upcoming Events

I am pleased to announce that Gov. Jim Justice has proclaimed March 2019 as Purchasing Month for the state of West Virginia. The proclamation is part of an annual nationwide recognition offered by the National Institute of Governmental Purchasing to highlight the initiatives that develop, support, and promote public procurement practitioners through education and research programs. I'm pleased with the dedication and commitment shown by our state agency partners to ensure West Virginia taxpayer dollars are spent with the highest degree of honor and integrity.

The Purchasing Division has been busy the last couple of months planning for some upcoming events that we would like to share with our state agency partners. Last month, we shared the dates and location of our 2019 conference. This year's conference will take place at Lakeview Resort in Mor-

gantown from September 17-20, with registration kicking off at the end of July. We will be sharing more information about the conference in the coming months, so be sure to check out future issues of *The Buyers Network*.

Each spring, we open up our doors to all state agency procurement officers to visit, network with one another, attend informational sessions, and enjoy refreshments. This Open House, which will be offered for the 12th consecutive year, has been set for Tuesday, May 7, 2019, and will take place at the Purchasing Division offices at 2019 Washington Street, East, in Charleston. All agency procurement officers are invited to attend, introduce yourselves to your agency's Purchasing Division buyer, and get to know the staff.

The Purchasing Division will kick off its 2019 strategic sourcing meetings next month with high volume agencies. On the schedule of tentative meetings this spring are the Department of Administration's Office of Technology and General Services Division, the Adjutant General's Office, the Department of Veterans Assistance, Highways, and the Department of Health and Human Resources. The goal of these meetings is to create a proactive dialogue with agency procurement officers about their procurements for the upcoming year and discuss any potential issues related to those contracts. This will make the fourth straight year that the Purchasing Division will conduct these meetings.

Last month, we offered our spring webinar to current and potential vendors wishing to do business with the state of West Virginia. Approximately 80 vendors participated. To keep the momentum going, we will kick off our Doing Business with West Virginia series of vendor seminars on April 18, 2019, in Moorefield. The two-hour seminars will provide valuable information to vendors, including how they can view state solicitations expected to exceed \$10,000 and how they can register with the Purchasing Division. Purchasing Division staff will also visit Beckley in June and Fairmont in August. The seminars will be offered in conjunction with our local government series.

While we are busy planning and preparing for these events, we would like to inform agencies that efficient processing times remain one of our top priorities. We are pleased to see the efforts of not only our staff here at the Purchasing Division but also those of you in the agencies who remain responsive and diligent in moving your solicitations forward and performing your duties with the utmost care.



Purchasing Division Staff Present at WV Association of Counties Annual Meeting

The West Virginia Purchasing Division participated in the annual meeting of the West Virginia Association of Counties (WVACO), held February 10-11, 2019, at the Marriott in Charleston.

Assistant Directors Frank Whittaker and Elizabeth Perdue presented an hour-long session that educated county officials on how to stretch their budgets by utilizing statewide contracts for purchases ranging from cleaning supplies to auto parts, as well as how to utilize the services provided by the West Virginia State Agency for Surplus Property, including the Federal Sur-

plus Property Program.

The Division also staffed an informational table with materials related to surplus property, statewide contracts and future outreach events offered by the Purchasing Division to local governments in 2019.

"We appreciate any opportunity to showcase our programs and services and to educate local government entities on how they can utilize these programs and services to stretch their taxpayer dollars," said Assistant Purchasing Director Frank Whittaker.

This association provides tools to assist elected county officials in making county government work for the benefit of citizens, promoting the good works from public service, and finding solutions to make West Virginia grow and prosper. Its primary function is coordinating the legislative relations between the counties and the state, influencing legislation that affects county government operations and their programs that impact the people.

To learn more about the WVACO, visit their website at www.wvaco.org or on Facebook at www.facebook.com/wvaco.



EMERGENCY PURCHASES

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both agencies and the Purchasing Division. If interested parties request information, it's a one-stop shop for answers. "Everything we do is public," continued Whittaker. "We recently started posting inspection results on our website, and now we are also posting emergency purchase approvals. The goal is to make all of the state's procurement activities equally transparent and available to any interested parties."

All state agencies are reminded to review the emergency purchasing procedures, which are available on the Purchasing Division's website at WVPurchasing.gov. According to Section 3.7.1.4 of the *Purchasing Division Procedures Handbook*, emergency purchases may be necessary when unforeseen causes arise but may not be used for hardship resulting from neglect, poor planning, or lack of organization by the spending unit. The Purchasing Director must conclude in good faith that some unforeseen event has created a situation requiring that commodities or services be immediately purchased by a state spending unit and must place that authorization in writing.

Effective January 1, 2019, all approvals for emergency purchase requests can be viewed online at www.state.wv.us/admin/purchase/emergencyrequests.html.

Updated Agreement Addendum (WV-96) Now Available Online

The West Virginia Purchasing Division is pleased to announce that a new Agreement Addendum (WV-96) has been posted to its website. Over the last few months, the Purchasing Division has worked with the Attorney General's Office to update the form. The changes included merging the previous WV-96 and WV-96A into a single form, adding space to identify the contract and various contracting parties at the top, adding order of precedence language, expanding the form font to make it more legible, and minor modifications to the actual terms.

"The updates made to the WV-96 form will ultimately provide better protection for the state of West Virginia," said Jimmy Meadows, general counsel for the Purchasing Division. "The Purchasing Division is pleased to have partnered with the Attorney General's Office to simplify and improve this form."

The Purchasing Division maintains a current version its forms on its website at www.state.wv.us/admin/purchase/forms.html and on the state intranet site at <http://intranet.state.wv.us/form>.

Agencies are encouraged to always use the most updated forms as the use of outdated forms can slow the procurement process and open the state to legal risks.



Purchasing Division Reaches Approximately 80 Vendors During February Webinar

The Purchasing Division presented its vendor webinar, titled Doing Business with West Virginia, on February 7, 2019. To date, this vendor webinar had its highest attendance ever recorded. Approximately 80 vendors participated.

This webinar provides information and training to current and potential vendors wishing to conduct business with the state of West Virginia. The Purchasing Division implemented these webinars several years ago as part of an initiative to reach out to the vendor community to educate them on how to participate in the competitive bid process. During the webinar, vendors receive guidance on how to capitalize on the opportunities to bid and perform work

for state government, how to register their company with the Purchasing Division, and how to submit bids for solicitations.

Additional efforts to educate the vendor community in 2019 will include a vendor open house scheduled for October, as well as three seminars planned around the state. Those seminars will be held in Moorefield in April, Beckley in June and Fairmont in August.

Information regarding other vendor training opportunities can be found on the Vendor Resource Center of the Purchasing Division's website, located at www.state.wv.us/admin/purchase/vrc. Questions regarding this training may be sent to Purchasing.Training@wv.gov.

Office of Technology Provides Additional Resources for IP19

With the recent award of the statewide contract IP19, which includes desktop/laptop computers, tablets, monitors, and other peripherals, the West Virginia Office of Technology (WVOT) has created a new service to assist state agencies with the procurement of technology equipment. Known as the Information Technology Equipment (ITE) Enterprise Service, this resource will include all commodities available via the IP19 statewide contract.

In addition to the ITE Enterprise Service, WVOT also published ordering tips to support the IP19 contract. These tips include screenshots of *wvOASIS* and step-by-step instructions. These tips can be accessed via the Purchasing Division's statewide contract pages or directly at www.state.wv.us/admin/purchase/swc/IP19_OrderingGuide_Procedures_Tips.pdf.

Orders from the IP19 contract should be processed by an agency's designated procurement officer. Procurement officers will be required to provide its agency's tax-exempt certificate with their first purchase from this contract. Questions for the WVOT's Enterprise Service can be emailed to otes@wv.gov. Additional questions regarding IP19 and all other statewide contracts can be sent to Mark Atkins at Mark.A.Atkins@wv.gov.

West Virginia

OFFICE OF TECHNOLOGY

Statewide Master Agreement IP19, Ordering Tips

Item Line	Quantity	Service Contract Amount	Unit	Unit Price	Description	CL Description	Commodity	Commodity Specifications	Extended Description	Vendor	Vendor Legal Name	Allow/BSA	Ref Type
1	0.00000	\$0.00	EA	\$525.00	Computer Equipment and Accessories: Standard PC	43210000		Dell OptiPlex 5000 MTXCTO	000000223330	DELL MARKETNG LP	Final		
2	0.00000	\$0.00	EA	\$735.00	Computer Equipment and Accessories: Power PC	43210000		Dell OptiPlex 5060 MTXCTO	000000223330	DELL MARKETNG LP	Final		
3	0.00000	\$0.00	EA	\$1,099.00	Computer Equipment and Accessories: Fixed Workstation	43210000		Dell Precision 5520 Tower XCTO	000000223330	DELL MARKETNG LP	Final		
4	0.00000	\$0.00	EA	\$609.00	Computer Equipment and Accessories: Standard Laptop	43210000		Dell Latitude 5500 BTX	000000223330	DELL MARKETNG LP	Final		
5	0.00000	\$0.00	EA	\$1,059.00	Computer Equipment and Accessories: Power Laptop	43210000		Dell Latitude 5590 GTO	000000223330	DELL MARKETNG LP	Final		
6	0.00000	\$0.00	EA	\$1,350.00	Computer Equipment and Accessories: Tablet	43210000		Dell Latitude 7390 2-in-1 XCTO	000000223330	DELL MARKETNG LP	Final		

The West Virginia Office of Technology recently published ordering tips for the IP19 contract. The seven page PDF includes screenshots of *wvOASIS* and step-by-step instructions.

Buyers Network

Upcoming Purchasing Division Dates to Remember

Forms and Documentation
— *In-House Training*
March 6, 2019 | 10 - 11:30 a.m.

Introduction to Purchasing
— *In-House Training*
March 20, 2019 | 9 a.m. - 4 p.m.

wvOASIS Procurement
— *Webinar*
March 27, 2019 | 9 - 11 a.m.

Risks, Ethics, & Pitfalls
— *In-House Training*
April 3, 2019 | 9 a.m. - 12 p.m.

Seminars for Local Governments and Vendors
— *Moorefield, W. Va.*
April 18, 2019 | 10 a.m. and 1:30 p.m., respectively

DUI SIMULATOR

Continued from Page 1

than they can get in the classroom. You can't really get a hands-on experience with a video, lecture, or a book so this actually gives them something they can feel and be part of. It makes it a lot easier to understand the consequences," said Buyer Supervisor Guy Nisbet. "It's a good feeling to know that we are a part of a potentially lifesaving purchase."

The simulator program was unveiled in November 2010 and more than 45,000 students have participated since then.

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

Procurement Officer Profile: DMV Buyer Steve Monroe Uses Experience to Help Others

Even though he's behind the scenes, Steve Monroe wants to do his part to make the Division of Motor Vehicles a pleasant environment for both customers and his co-workers. As the procurement officer and Purchasing Card coordinator, his responsibilities include managing purchasing, accounts payable, the supply warehouse, and the plates and decals warehouse.

A native of Phoenix, Arizona, he traded the desert for mountains in 1990, two years after he graduated from high school. He started working for the state in April 1993 as a clerk, processing motor vehicle titles for storage on microfilm. Over his 26-year career, he has worked for four different departments, including Transportation, Commerce, Environmental Protection, and Administration. The common theme throughout his career has been administration, with positions in payroll, fixed assets inventory, purchasing, parking

administration, and shipping and mailing systems. He says working his way up from clerk to Administrative Services Manager provided a well-rounded experience that allowed him to gain the knowledge he needed to handle most situations.

"It seems there is always a place to insert yourself to help fix a problem, recommend a solution, or share experiences. Working for the state of West Virginia is very rewarding because I love to help others," he said. "I have been blessed with boundless opportunities over the past 26 years to continually challenge myself and others around me to do better. As long as I am presented with these opportunities, the job will continue to be enjoyable and worthy of my devotion."

Steve and his wife Trudy have four sons who range in age from seven to 22. In his spare time, he enjoys spending time with nature, hunting and fishing.



Steve Monroe (shown above) is an Administrative Services Manager for the Division of Motor Vehicles where he manages procurements, accounts payable and other tasks.

Purchasing Division Recognizes Latest Advanced Certification Recipient

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

Chambers, a senior buyer for the Purchasing Division, has worked for the state for nearly 20 years.

"Obtaining the Advanced Certification was a personal goal of mine," Chambers said. "I feel like the knowledge I gained from this experience not only benefits me as a buying professional but also benefits my agency customers since I am now able to use this knowledge base to perform my everyday job duties."

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 Courtney Sisk Johnson at Courtney.S.Johnson@wv.gov or 304.558.4213.

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



THE BUYERS NETWORK

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Current Statewide Contract Update

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

New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
LDPHONE19	Method One Communications	Long Distance Telephone Svcs	02/01/19 -01/31/20
MPLS07EEEE	Verizon Business	Internet Related Services	01/01/19 -06/30/19

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
FOOD16A	A F Wendling Inc	Food Distribution	01/18/19 -01/31/20
MAILMCHN-18A	Verizon Business	Mail Machines Services	2/15/19 -02/14/20
MAILMCHN-18B	Pitney Bowes Inc	Mail Machines Services	02/15/19 -02/14/20

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
DFS18	US Foods Inc.	Food, Disposable Products	Will not re-new
ESRI19	ESRI, Inc.	Geo Info System	To Publish Updated Pricing Pages
FUELTT17A	Harris Oil Co Inc	Fuels	To update the Variable Tax Rate for The Motor Fuel Excise Tax
FUELTT17B	Woodford Oil Co	Fuels	To update the Variable Tax Rate for The Motor Fuel Excise Tax
FUELTT17C	R T Rogers Oil Co Inc	Fuels	To update the Variable Tax Rate for The Motor Fuel Excise Tax

FUELTT17B	Woodford Oil Co	Fuels	To update the Variable Tax Rate for The Motor Fuel Excise Tax
FUELTT17C	Bruceston Petroleum Co	Fuels	To update the Variable Tax Rate for The Motor Fuel Excise Tax
FUELTT17D	Tri State Petroleum Corp	Fuels	To update the Variable Tax Rate for The Motor Fuel Excise Tax
FUELTT17E	R T Rogers Oil Co	Fuels	To update the Variable Tax Rate for The Motor Fuel Excise Tax

FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<i>Senior Buyers</i>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
April Battle	April.E.Battle@wv.gov	558-0067
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Michelle Childers	Michelle.L.Childers@wv.gov	558-2063
Stephanie Gale	Stephanie.L.Gale@wv.gov	558-8801
Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402