

# THE BUYERS NETWORK

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

## Purchasing Division Rule Changes Now in Effect Following 2019 Legislative Session

The West Virginia Purchasing Division has promulgated Rules following the passage of Senate Bill 283 last year. The new Rules, which went into effect April 1, 2019, and can be found in W. Va. 148 C.S.R. 1, were revised to ensure consistency with the law and purchasing practices. Below is a brief summary of each change:

### Contract Cancellation

A new provision was added regarding contract cancellation. According to the new provision, if a vendor protests a contract award based on an error made and that error can be proven or confirmed, the contract may be cancelled without notice and awarded to the next low bid.

### Vendor Suspension/Debarment

According to the previous Rule, there had to be a pattern of unacceptable performance before action of suspension could be



The West Virginia Purchasing Division promulgated new Rules during the 2019 Legislative Session. The Rules were the result of the passage of Senate Bill 283 during the 2018 Legislative Session.

Please see **RULE CHANGES**, page 3

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## Reference Guide for wvOASIS Header Document Submission Now Available

Earlier this year, the West Virginia Purchasing Division announced the creation of a new reference document that will provide procurement officers guidance on the submission of Header documents within wvOASIS. This document, titled *A Guide to wvOASIS Document Submission: Header Documents*, was created in response to questions and requests from agency procurement officers.

The guide provides information on the documentation that needs to be included in the Header section of wvOASIS for a variety of submissions to the Purchasing Division. This includes documentation for solicitation requests (i.e. CRQS/CRQM), change orders, addenda, and Central Delivery Orders.

Please see **HEADER GUIDELINES**, page 4

**Purchasing's Open House Scheduled for Thursday, May 9, 2019**

## Purchasing Staff Springs Into Season of Networking

The Purchasing Division is moving into its busy season of networking, starting with its Open House event. Each spring, we open our doors to all state agency procurement officers who procure under W. Va. Code 5A-3. During the event, staff and purchasing personnel network, discuss issues and solutions, and learn from one another. The event, in its 12<sup>th</sup> year, is scheduled for Thursday, May 9, 2019, from 10 a.m. to 2 p.m. and will take place at the Purchasing Division offices at 2019 Washington Street, East, in Charleston.

Due to its success, the West Virginia State Agency for Surplus Property (WVSASP) decided to offer a similar event, open to all eligible organizations, including state agencies, local municipalities, and other eligible organizations, such as churches, schools, and volunteer fire departments. That event, in its third year, is scheduled for Thursday, May 16, 2019, and will take place at the WVSASP warehouse in Dunbar. The event continues to grow each year, and we are pleased with the interest we have garnered so far for this year's event. I encourage you to consider attending this Open House for Eligible Organizations event to see what WVSASP has to offer your state agency, and if you volunteer with any local nonprofit organizations, I challenge you to spread the word about this event. More information about the Open House for Eligible Organizations can be found on page 3.

While state agencies and eligible organizations continue to be a focus of networking for the Purchasing Division and

WVSASP, our vendor community is another area in which our organizations continue to provide outreach. In April, we visited the eastern panhandle and spoke to more than 20 vendors. We're scheduled to visit Beckley in June, followed by Fairmont in August. Our vendors are such an instrumental part of what we do every day, and we are pleased to offer this opportunity to educate them on the state purchasing process and answer any questions they might have.

Whether you simply pick up the phone to call a peer and ask a question or whether you partake in full conversations with the Purchasing Division regarding issues your agency faces, networking is an important component of developing and growing. Our next big opportunity for our agency partners to network will be the 2019 Agency Purchasing Conference. Be sure to save the date for September 17-20, 2019! More information will follow as it becomes available.

What are you waiting for? Pick up the phone. Be a resource. And see all that networking has to offer you.



## ADA-Accessible Transportation Contracted Specially for Students of the School for the Deaf and the Blind

*In 1870, the West Virginia Legislature established the Schools for the Deaf and the Blind in Romney, WV. This followed an offer consisting of the buildings and the grounds of the Romney Literary Society. The first school term began Thursday, September 29, 1870, with an enrollment of twenty-five deaf and five blind students.*

*Through the years, additional buildings and grounds were added to accommodate the increasing enrollment. Currently the main campus consists of sixteen major buildings situated on 79 acres of land.*

The West Virginia Schools for the Deaf and the Blind in Romney, WV, has provided quality educational services to more than four thousand students since it was established in 1870. The Schools offer comprehensive educational programs for hearing- and visually-impaired students that are residents of the state.

These schools continue to serve as a residential and day school program. The students who stay on campus come from across the state. They arrive on Sundays and depart on Fridays each of the approximately 37 weeks of the school year.

The Purchasing Division recently awarded a contract to Coach USA/Central Cab to provide bus transportation for those students along three routes, including Danville, Princeton and Ripley, with stops in several more communities.

The specifications required that each bus have a seating capacity of at least 47 passengers and working wheelchair lifts. Aides who accompany the students on each bus must have CPR/First Aid training, Approved Medication Assistive Personnel training, and know basic sign language in order to communicate with the deaf students.

"It's rewarding to be part of a purchase that makes a difference in the lives of these students," said Senior Buyer Stephanie Gale. "It's important that they have a safe, comfortable ride to and from school with staff members who are trained and equipped to meet their needs."

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

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# WVSASP's Third Annual Open House for Eligible Organizations Scheduled for May 16<sup>th</sup> in Dunbar


The West Virginia State Agency for Surplus Property (WVSASP) is busy preparing for its annual Open House for Eligible Organizations, scheduled for May 16, 2019. This event invites state agencies, local municipalities and eligible organizations (e.g. churches, schools, volunteer fire departments, etc.) to visit the WVSASP warehouse in Dunbar, meet the staff, and learn about the programs and services it

offers. Light refreshments will also be offered.

“Since the event’s inception, WVSASP has had the opportunity to connect one-on-one with representatives from more than 50 eligible organizations,” said WVSASP Manager Elizabeth Perdue. “Whether you are with a state agency and are familiar with our services or have just learned about WVSASP, I hope you will consider joining us at this event.”

WVSASP will present information on its state and federal surplus property programs at 10:30 a.m. and 12:30 p.m. on the day of the event. Assistance will also be provided for any eligible organization wishing to update its *Application for Eligibility* on file, which can be accessed online at [www.state.wv.us/admin/purchase/surplus/forms/SurplusApp10A.pdf](http://www.state.wv.us/admin/purchase/surplus/forms/SurplusApp10A.pdf).

While you are not required to RSVP to the Open House, it is encouraged. Registration can be completed online at <https://bit.ly/2GgNKHX> or by visiting Eventbrite at [www.eventbrite.com](http://www.eventbrite.com) and searching “Open House for Eligible Organizations.” Please contact Jessica L. Chambers with any registration questions at 304.558.2315 or [jessica.l.chambers@wv.gov](mailto:jessica.l.chambers@wv.gov).



West Virginia State Agency  
for Surplus Property  
[WVSurplus.gov](http://WVSurplus.gov)

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**WV SURPLUS OPEN HOUSE FOR  
ELIGIBLE ORGANIZATIONS**

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**MAY 16, 2019 10 A.M. TO 2 P.M.  
2700 CHARLES AVE., DUNBAR**

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## RULE CHANGES

Continued from Page 1

taken against a vendor. With the new Rule, a single occurrence may now suffice for such action. Additionally, the Rule makes it easier to debar a related party to a debarred vendor.

### Direct Award Registration Fee Waiver

Vendors that receive a direct award may have the registration fee waived if the Purchasing Director deems it appropriate. However, a fee waiver applies only on a transactional basis. If that vendor also provides goods and/or services through the competitive bid process, then the registration fee would be required at that time.

### Vendor Preference

Vendor preference was significantly changed by Senate Bill 283 during the 2018 Legislative Session, creating reciprocal preference that allowed West Virginia vendors to receive a preference on state solicitations when bidding against out-of-state vendors, if those vendors are eligible to receive a preference in their home state. This reciprocal pref-

erence added time to the procurement process.

The new Rule requires vendors to make their request for preference, whether traditional or reciprocal, at the time they submit their bid. With the request, the vendor must provide proof as noted in the Rule, such as a Certificate of Good Standing from the Tax Division and their Secretary of State filings or affidavit.

### Direct Award

Sole source language was modified to direct award to provide consistency with the language in West Virginia Code.

### Request for Proposals (RFPs)

RFP scoring language was modified to allow for best in class comparison.

### Cooperative Contracting

Previously, when requesting to utilize a cooperative contract, the various requirements took agencies a lot of time and effort to research and document.

The new Rule significantly streamlines the cooperative contracting process by allowing agencies to document only that the cooperative contract is valid, was properly awarded, financially advantageous and comparable to what they could obtain through competitive bidding.

### Secondary Bidding

Secondary bidding was changed to “Prequalification Agreement” and “Delegated Prequalification Agreement.”

### Standardization

The new Rule requires that all vendors be treated equally during the standardization process. For example, if one vendor is provided an opportunity to conduct an oral presentation, then all vendors must be provided that same opportunity.

To view a copy of the Purchasing Division’s revised Rules, visit [www.state.wv.us/admin/purchase/rule\\_148-01\\_040119.pdf](http://www.state.wv.us/admin/purchase/rule_148-01_040119.pdf).



# Procurement Officer Profile: Mark Lynch's Place of Work Fulfills His Lifelong Dream

A visit to the Smithsonian Institute when Mark Lynch was just 12 years old sparked a dream that set the course for his life.

“Ever since then, I have always wanted to work in a museum setting,” said Lynch, who serves as an acting procurement officer for the Department of Arts, Culture and History. “I enjoy my job because I have literally used everything I ever learned and experienced in my life in my work here. And I like assisting people in reaching their goals, whether work-related or personal.”

Originally from Michigan but a West Virginian by choice, Lynch has a bachelor's degree in history from West Virginia State University and studied Technical Theater and Design at WVU and Forestry at Alpena (Michigan) Community College. He started working for what was then called the Department of Culture and History in 1983 as an operations technician, eventually becoming a supervisor for the Technical Services Unit. He currently serves as the manager for Facility Operations in addition to his procurement duties.

“As a procurement officer I support the mission of the Department by providing technical and procurement services for our four facilities,” he said. “My responsibilities have increased over the years. I think the greatest change has been the development of the technology that has allowed us to improve our overall performance and the increasing level of accountability and transparency in our work to serve the public.”

Serving the public as a civil servant is a family tradition that Lynch is proud to continue.

“My father was a veteran and also served as Director of Planning and Zoning in Bay County, Michigan,” he said. “He was very, very motivated to serve the public. I have always looked up to him and tried to follow him as  
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**While Mark Lynch has worked for the Department of Arts, Culture and History since 1983, he has served as the acting procurement officer for the last 12 years.**

an example.”

Lynch says his work is both challenging and fascinating because of the scope of his duties.

“I get to work with history and the arts as well as assist in supporting the infrastructure of the facility. I have had the opportunity to assist in unusual procurements, such as museum renovations, art and artifact conservation services, display technology, historic preservation contracts, and the State Highway Marker Program, as well as the normal, routine purchases we all do. It's really gratifying, and it is a privilege to work with a group of such talented and motivated people.”

That group includes Mark's spouse, Leslie, who also works at the Department of Arts, Culture and History as a graphic designer.

In his spare time, Lynch enjoys spending time with his family. In addition to Leslie, Lynch also has a daughter, Rebecca, who lives in Norway; a sister who is an environmental engineer in Portland, Oregon; and another sister who is a nuclear medicine technician in the Detroit area.

## Upcoming Purchasing Division Dates to Remember

### Purchasing as a Privacy Powerhouse — Webinar

May 15, 2019 | 10 a.m. - 11:30 a.m.

### Special Purchases & Processes — In-House Training

May 22, 2019 | 10 a.m. - 11:30 a.m.

### Preparing & Evaluating RFPs — In-House Training

June 5, 2019 | 9 a.m. - 11:30 a.m.

### Electronic Business with WV — In-House Training

June 12, 2019 | 10 a.m. - 11:30 a.m.

### Statewide Contracts & Inspection Services — Webinar

June 26, 2019 | 9 a.m. - 11 a.m.

## HEADER GUIDELINES

Continued from Page 1

The Purchasing Division also included an additional section with miscellaneous and other helpful information that agency purchasers need to know. This section includes guidance on ensuring the correct statewide contract is referenced on the Reference Tab, ensuring the correct dates of service are included on the commodity line(s), a reminder to upload the pricing page(s) from the original contract to verify pricing from master contracts, and more.

A copy of this guide was emailed to all procurement officers in March 2019. A copy of the guide can also be found on the Forms page of the Purchasing Division's Intranet and as an appendix to the *Purchasing Division Procedures Handbook*. Questions regarding this reference guide should be directed to your assigned Purchasing Division buyer.

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# WVSASP Hosted In-Person Training for West Virginia State Agency Asset Coordinators

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**West Virginia State Agency for Surplus Property Manager Elizabeth Perdue presented to more than 35 individuals on the basic requirements of managing an agency's inventory and how to properly retire state assets no longer needed.**

More than 35 state agency fixed asset coordinators attended a training hosted by the West Virginia State Agency for Surplus Property (WVSASP) on April 11, 2019. During the event, attendees learned the basic requirements of maintaining their agency's inventory, including the agency's responsibilities related to asset entry into the *wvOASIS* Fixed Assets System and proper retirement procedures.

"Our goal is to hold this training for our fixed asset coordinators annually," said WVSASP Manager Elizabeth Perdue. "I am very pleased with the number of attendees we had. The questions were engaging, and I believe the fixed asset coordinators who attended are better prepared to manage their agency's inventory as a result."

Additional online training on fixed assets is available for agency procurement officers and fixed asset coordinators at [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html).

A workshop on Fixed Assets and Surplus Property is also offered as part of the Purchasing Division's Training Program and Agency Purchasing Conference. A webinar was hosted in early 2019 and an in-house training will be conducted at the Purchasing Division's office on December 4, 2019. For additional information regarding this training, please visit the Purchasing Division's training page at [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).

## Purchasing Division Recognizes Latest Basic Certification Recipients

The West Virginia Purchasing Division is pleased to announce agency purchasers Peggy Alexander, Katrina Dufourny and Jamie Bowles as the latest recipients in its West Virginia Procurement: Basic Certification program.

Alexander is a procurement officer at the West Virginia Veterans Nursing Facility in Clarksburg. She has worked for the state for more than two years.

"Obtaining this certification was a personal goal of mine," Alexander said. "I feel achieving this has strengthened my understanding of the state's purchasing procedures. I wanted to do this so I can be confident in my abilities when assisting my agency. It's important to me to be able to provide as much skill and support as possible to my agency and the veterans we serve."

Dufourny, an Administrative Services Assistant III for the Department of Environmental Protection, has worked for the state for more than four years.

"Earning the Basic Procurement Certification has had an immediate, positive effect on my day-to-day work," Dufourny said. "I have increased confidence in myself, my procurement knowledge, and my ability to find answers to new challenges I might face."

Lastly, Bowles, a procurement administrator for the General Services Division, has worked for the state for five years. She will be able to use the information learned as part of the certification program in her daily tasks.

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). The Purchasing Division would like to congratulate Alexander, Bowles and Dufourny on their noteworthy accomplishments!

### THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of April 16, 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

Contract	Vendor	Commodity	Effective Date
CENTREX19	Frontier	Telecomm Services	03/01/19 -02/29/20
SECSVS19	G4S Secure Solutions USA Inc.	Security Guard Services	05/01/19 -04/30/20

## Contract Renewals

Contract	Vendor	Commodity	Effective Date
PAINT17	SHERWIN WILLIAMS CO	Paints, primers and finishes	04/01/19 -03/31/20

## New Statewide Contract Awarded for Security Guards

The West Virginia Purchasing Division recently awarded a new statewide contract for security guard services. The contract, SECSVS19, which became effective May 1, 2019, includes security guard services of varying classifications, including probationary guards, security guards, sergeants and lieutenants.

Questions relating to this specific statewide contract may be directed to the vendor representative noted below:

### Security Guard Services (SECSVS19)

G4S Secure Solutions USA Inc.  
Jim Mullins  
304.727.4608

To view the security guard services statewide contract, visit [www.state.wv.us/admin/purchase/swc/SECSVS.htm](http://www.state.wv.us/admin/purchase/swc/SECSVS.htm)

Should you have any questions regarding this contract or others, please contact Purchasing Division Statewide Contracts Buyer Mark Atkins at [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

For additional information on all statewide contracts, visit [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
LAR16	SHI International Corp.	Software	To clarify contract language regarding cloud-related software and services
NTIRE18	Goodyear Tire & Rubber Co.	Tires	To modify the contract per the documentation
TEMP16BB	Kelly Services Inc	Temporary manual labor	To reprint the contract to reflect the correct vendor name and address

## 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
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