

THE BUYERS NETWORK

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WV State Agency for Surplus Property Reminds Agencies of Vehicle Delivery Requirements

When retiring vehicles to the West Virginia State Agency for Surplus Property (WVSASP), agencies are reminded that vehicles must be delivered in an acceptable condition. When inspecting newly delivered vehicles, WVSASP checks that each vehicle meets all the following delivery requirements:

1. Fleet coordinators must contact WVSASP five business days prior to delivering any vehicle;
2. Vehicles must be clean inside and out, including the trunk and cab of the vehicle, and all personal items removed;
3. Vehicles must have at least $\frac{1}{8}$ tank of gas;
4. There can be no cracks in the windshield;
5. There can be no accident damage;
6. All decals identifying the state or any of its agencies must be removed; and
7. All cages must be removed from vans unless prior approval is received from WVSASP.

Because vehicles must be inspected upon delivery, individuals should allow ample time for WVSASP to complete this task.



The West Virginia State Agency for Surplus Property (WVSASP) has created a list of used vehicle delivery requirements to ensure agencies successfully retire used state vehicles at the outset.

“It is important that agencies follow these requirements prior to the delivery of state vehicles to Surplus Property,” Perdue said. “By doing so, we can ensure that the vehicle will be successfully accepted and retired the first time around.”

For more information on vehicle reporting and asset management, visit www.state.wv.us/admin/purchase/surplus/InventoryMgt/vehiclereporting.html.

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Feedback Leads to Changes at Agency Purchasing Conference

Another successful Agency Purchasing Conference is in the books. This year's conference, which included many changes resulting from feedback from last year's conference, was held at Lakeview Resort and Conference Center in Morgantown.

This three-day training opportunity provided attendees with a closer look at the state purchasing process as well as offered ample time for peer networking. The conference agenda included a total of 66 sessions, with new topics ranging from critical thinking and fraud in public procurement to managing the vendor.

Following the banquet on Wednesday evening, FBI Supervisory Special Agent Kyle Scheatzle spoke to attendees about the red flags of fraud and corruption in the public sector.

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Know and Recognize the Red Flags of Fraud and Corruption in Public Procurement

We've offered the annual Agency Purchasing Conference for nearly five decades, and each year, this conference continues to exceed all expectations. We continually look for opportunities to improve the conference quality, share information more efficiently, and connect state agency purchasers with their peers and other subject matter experts. This year's conference was no exception. For a complete recap of this year's conference, see the article on Page 1.

As part of this year's conference, we were pleased to welcome Supervisory Special Agent (SSA) Kyle Scheatzle to speak to attendees on behalf of the FBI's Fraud and Public Corruption unit. Over the course of an hour, SSA Scheatzle walked through five cases he investigated, each of which ended in jail time for the public officials and vendors involved. With each case, he described some of the red flags that presented themselves. Among those red flags, public officials issued specifications as part of their solicitations that were too narrow, favoring a specific vendor's product. This resulted in the same vendor repeatedly winning competitive bid solicitations for products or services.

Other red flags include the following:

- Products or services repeatedly purchased from the same vendor through the informal quotation process;
- "Or equal" language included in a solicitation that contains highly detailed product specifications;
- Emergency work repeatedly awarded to the same vendor;
- The same brand name product repeatedly purchased from solicitations containing the same product speci-

fications; and

- Different vendors submitting the same brand name product in response to solicitations containing the same product specifications.

These are just some of the red flags that you as agency purchasers should be aware of, and while they don't always indicate that fraud or corruption has occurred, it is important to stay diligent in watching for such trends. In most cases, it is the front-line workers, you the agency procurement officers, who can identify instances of fraud and corruption, and as a representative of the state, you have a responsibility to bring these issues to the forefront and to protect the state's assets.

According to Scheatzle, public procurement officials are the MVPs in the fight against procurement fraud and corruption, as they are the ones who see these red flag trends in real time. Auditors and law enforcement see them only after crimes have been committed, if at all. If you believe that fraud or corruption may be occurring in your state agency, speak up. Inform your agency's management and/or the West Virginia Commission on Special Investigations. West Virginia's taxpayer dollars are at stake.



New Form Provides Guidance to Agencies on Acceptance of Proposed Vendor Liability Limits

The Purchasing Division is pleased to announce the creation of a new form, *Contractual Liability Limitation Request: Risk Assessment & Constitutional Compliance Check* (WV-114), to assist state agencies in determining whether a vendor's proposed liability limit complies with constitutional mandates. The constitution of the state of West Virginia prohibits agencies from taking on debt as well as extending the state's credit to third parties.

This means that agencies are prohibited from signing a contract that limits a vendor's liability at a level less than the potential risk. Agencies are not required to agree to a vendor's proposed liability limit and may reject a proposed limit without completing the form.

The form requires the completion of questions in five categories, including risk of temporary interruption, permanent contract interruption (i.e. vendor bankruptcy, service

termination, etc.), consequences and cost of system/data breach, damage to existing state assets, and damage to third parties.

Agencies are advised not to use the assessment to determine appropriate insurance limits. If an agency requires guidance on the appropriate insurance types for a solicitation, they are encouraged to contact the Board of Risk and Insurance Management (BRIM). These questions may be directed to Robert Fisher, Deputy Director, at Robert.A.Fisher@wv.gov, or Melody Duke, Underwriting Manager, at Melody.A.Duke@wv.gov.

The *Contractual Liability Limitation Request: Risk Assessment & Constitutional Compliance Check* (WV-114) can be found online at www.state.wv.us/admin/purchase/forms.html.

CONFERENCE

Continued from Page 1

Following the conclusion of each purchasing conference, attendees are invited to provide valuable feedback through an online evaluation. Approximately 49 percent, or 150 of this year's total 308 attendees, took time to evaluate the 2019 conference, providing constructive feedback regarding this year's conference along with suggestions for next year. The Purchasing Division is pleased to share some of the results.

Conference participants rated various categories as "Excellent" or "Good" in a four-scale survey, ranging from excellent to poor, for the following categories:

- 91% for the conference registration;
- 90% for the organization of the conference;
- 89% for the variety of classes; and
- 80% for overall opinion of the conference.

Additionally, 92% found the learning environment engaging, conducive, and professional and effective. Meanwhile, 76% downloaded and utilized the Grupio conference app, with 79% rating its ease of accessibility as excellent or good, 77% rating the variety of information contained within the app as excellent or good, and 75% supporting the use of an app in the future.

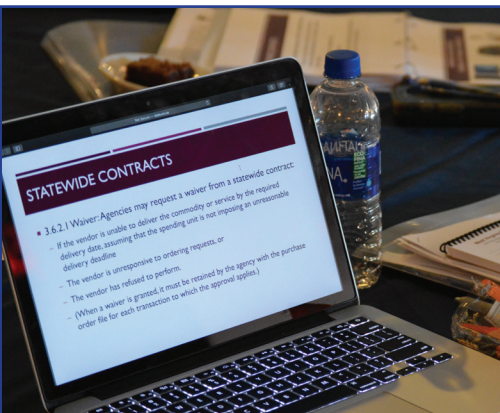
The Purchasing Division also received many comments praising the content and format of the classes, as well as appreciation for the networking opportunities and ability to learn from their peers.

"The classes were great. I appreciate the additional inclusion of *WV*OASIS screenshots and information," said one attendee. "This was incredibly helpful from a 'practical application of the procurement process' point of view."

"I REALLY enjoyed the open discussion, roundtable, and critical thinking sessions," said another attendee. "A lot of good information was shared between those of us who actually do the work day-to-day."

A third agency purchaser, who was attending the conference for the first time, said they learned a lot about procurement. "The conference was well organized, and I loved the app, the name tags, and the mini personalized schedules."

The Purchasing Division would like to thank all respondents of this survey and will take into consideration all feedback as it begins to plan the 2020 Agency Purchasing Conference.



2019 Procurement Officer of the Year, Excellence in Specification Writing Award Recipients Announced

The West Virginia Purchasing Division is pleased to recognize Malena Harding, who serves as the primary designated procurement officer for the Public Service Commission (PSC), as its 2019 *Procurement Officer of the Year* recipient, and the Department of Environmental Protection (DEP) as the winner of the *Excellence in Specification Writing* award. Purchasing Director Mike Sheets announced the recipients during an award ceremony at the 2019 Agency Purchasing Conference.

"I'm very honored to have been chosen," Harding said. "It completely caught me by surprise!"

Harding, a state employee for the last 16 years, has worked nine of those at the PSC in finance and purchasing. According to the individual who nominated her, she is detail oriented, understands the rules and procedures of the state purchasing process and articulates that informa-

tion effectively to PSC staff, and is always available without hesitation to meeting in-person for further discussions.

In its 24th year, the *Procurement Officer of the Year* award program was created by the Purchasing Division to recognize and honor individuals who have demonstrated high levels of performance and professionalism. Nomination criteria include tenure, performance, communication, internal training, professional development, cost-saving ideas, cooperation with the Purchasing Division and other state agency personnel, creating a positive image for the organization, establishing and following good purchasing practices, and participating in professional purchasing organizations.

Following the announcement of Harding as the *Procurement Officer of the Year*, Director Sheets announced the Department of Environmental Protection as the

Excellence in Specification Writing award recipient for its specifications used to solicit open-end contracts for the pumping, hauling, and disposing of leachate from various landfills statewide. If left alone, the leachate could have a detrimental effect on the surrounding environment. Nomination criteria for this award include specifications that are complete, concise, and competitive; scope; money/pricing; administrative; time; and appearance/readability.

"I would like to thank the Purchasing Division for the award and recognizing the agency," said B.J. Chestnut, a designated procurement officer for the DEP. "The development of good specifications is truly a team effort with procurement folks and subject matter experts. I would also like to thank all who were involved and had input on the specifications."



(Far Left) Purchasing Director Mike Sheets poses with the 2019 Procurement Officer of the Year Malena Harding. (Left) B.J. Chestnut (center) accepts the Excellence in Specification Writing Award on behalf of the Department of Environmental Protection.

Latest Certification Recipients Recognized

The Purchasing Division is pleased to announce Greg Clay and Mitzie Howard as the latest recipients in its West Virginia Procurement: Advanced Certification program. Both are members of the Contract Management Unit within the Acquisitions and Contract Administration Section of the Purchasing Division.

Clay, the contracts manager, has worked for the state for five years.

"I really appreciate the opportunity for Mitzie and I to advance our knowledge and obtain our advanced certification in procurement," Clay said. "I would like to thank everyone who helped us achieve this goal."

Howard, an Inspector II, has worked for the state for seven years.

"I am grateful for the opportunity to obtain the Advanced Certification," she said.

State agency procurement officers who are interested in obtaining the basic and/or advanced certification may review the requirements at 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 or 304.558.4213.

The Purchasing Division would like to congratulate Clay and Howard on this noteworthy accomplishment!

Purchasing Division Makes Changes to Website

Because the Purchasing Division's website hosts an assortment of valuable information, it is important for Purchasing Division staff to keep those resources well organized and easily accessible. This was the motivation behind changes recently made to the Contracts and Forms sections of the Purchasing Division's website.

The Contracts page at WVPurchasing.gov now features four sections: statewide contracts, terms agreements, a specification index, and contracts for local government entities. This separation of contract information will provide better clarity for all individuals accessing the Contracts page.

Previously, all negotiated terms and conditions were included on the same page as the statewide contracts. Creating a "Terms Agreements" subsection removes unnecessary information from the statewide contracts listing and provides easier reference to negotiated terms and conditions. The revised page also features the new subsection Contracts for Local Governments, which provides a direct link to contracts entered into by the Purchasing Division on behalf of local government entities, including those for fire trucks and school bus tires.

After listening to the concerns of its agency partners, the Purchasing Division is also pleased to announce that all purchasing forms previously available only on the state intranet can now be accessed via the internet. This change was necessary to allow all agencies access to required purchasing forms.

The Purchasing Division continually strives to provide organized information that will help facilitate efficiency among



procurement officers. To visit the newly designed Contracts page, visit www.state.wv.us/admin/purchase/contracts.html. To view the newly updated Forms page, visit www.state.wv.us/admin/purchase/forms.html.

Registration Open for November 7th Mandatory Webinar for State Officials

The Purchasing Division and State Auditor's Office are pleased to invite the state's high-level officials to register for its first-scheduled State Officials' Purchasing Procedures and Purchasing Card Training for Fiscal Year 2020. This two-hour session, scheduled for November 7, 2019, will be conducted online as a webinar via WebEx, and is offered twice per year for high-level state officials as required by W. Va. Code §5A-3-60.

According to the law, high-level officials include "executive department secretaries (i.e. Cabinet Secretaries), commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads."

Space is limited to the first 100 people to register. Interested individuals may register by completing the online form posted at www.state.wv.us/admin/purchase/training/mandatory.html. To remain in compliance, high-level officials must complete this training by June 30, 2020.

THE BUYERS NETWORK

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Telephone: 304.558.2306
8:15 a.m. to 4:30 p.m. (M-F)

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Mike Sheets
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VENDOR OPEN HOUSE

OCTOBER 3, 2019 | 9 A.M. TO 12 P.M. | CHARLESTON, WV

Current Statewide Contract Update

(As of September 24, 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

Contract	Vendor	Commodity	Effective Date
FIRETRK20A	Pierce Manufacturing	Firefighting equipment	09/01/19 -08/31/21
ITCONSULT20	Gartner Inc	Application or tech research and development service	08/01/19 -7/31/21

Contract Renewals

Contract	Vendor	Commodity	Effective Date
FASTEN16	Grayson Industries Inc	Miscellaneous fasteners	10/01/19 -09/30/20

FOOD16A	A F Wendling Inc	Food distribution services	10/01/19 -10/31/19
OFFICE15	Office Depot Inc	Office supplies	12/20/19 -12/19/20
SWC*25	Verizon Business	Telecomm Services	11/01/19 -10/31/20

FOR MORE INFORMATION

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

Contract Awarded for Fire Trucks as Part of Local Governments Initiative

The city of Charleston will be adding a fire truck to its fleet, thanks to a new contract entered into by the Purchasing Division on behalf of West Virginia's political subdivisions.

After city officials contacted the Purchasing Division for help, Senior Buyer Mark Atkins worked with the National Association of State Procurement Officials (NASPO) to enter into a cooperative agreement with Pierce Manufacturing, Inc. These cooperative agreements must be processed by the Purchasing Division.

"We're here to help political subdivisions drive down prices," said Atkins. "It is our goal to assist political subdivisions by entering into these cooperative contracts to help them financially while providing an overall benefit to the state."

The contract became effective September 1, 2019, and will expire August 31, 2021. The contract can be viewed at www.state.wv.us/admin/purchase/LocalGovt/SWCInfo.html.



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Buyers Network