

THE BUYERS NETWORK

SEPTEMBER 2019

VOL. 29, ISSUE 9

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 Division Assists Highways with Purchase of Equipment as Part of Governor's New Program

Gov. Jim Justice debuted a massive addition to the West Virginia Division of Highways' (DOH) road maintenance equipment fleet during an unveiling event in August at the DOH Equipment Division state offices in Buckhannon.

The event showcased dozens of new tandem and single-axle dump trucks, mowers, several Gradall hydraulic excavators, and more. They were just a portion of the nearly 280 machines and vehicles that will be distributed to all 10 DOH Districts in all 55 counties across West Virginia by this fall.

This initiative took a team of procurement officers from both the Purchasing Division and the Division of Highways to bring it to fruition.

"We drive on our roads every day, so it was exciting for the Purchasing Division to be part of the effort to get them repaired for



Photo Courtesy of the Governor's Office

The Gradall hydraulic excavators shown above were obtained as part of a collaborative effort between the Purchasing Division and the WV Division of Highways (DOH). The items were acquired for the DOH Equipment Division office in Buckhannon as part of Gov. Justice's new road maintenance program.

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Statewide Contract Awarded for School Bus Tires as Part of Local Governments Initiative

County school transportation departments across the state can now purchase tires for school buses through a recently awarded contract thanks to a collaboration with the Purchasing Division. As part of its local governments initiative, the Purchasing Division conducted a survey inquiring as to which goods and services local government entities would be interested in seeing on a statewide contract. An overwhelming majority of respondents noted school bus tires.

While tires were already available to state agencies on the NTIRES statewide contract, the Purchasing Division decided to proceed with the solicitation to

Please see **BUS TIRES**, page 5

Statewide Seminars Come to an End for 2019, Focus Turns to Agency Conference and Vendor Open House

Last month, we wrapped up our final seminars for 2019 as part of our statewide outreach initiative to educate local government entities and vendors on the programs and services that we offer and requirements for conducting business with the state, respectively. What began in 2017 as a simple idea has turned into much more. This initiative has stemmed into a mutually beneficial relationship between local government entities, who seek to save money on goods and services, and the Purchasing Division, who is granted the authority to make available and solicit contracts on behalf of those entities. It has also allowed the Purchasing Division to educate vendors on the processes and requirements of doing business with the state.

As part of this initiative, the Purchasing Division recently awarded a contract for school bus tires on behalf of local government entities. Most impressive was the pricing received as a result. When budgets are already stretched thin, county school boards now have one less worry. When the need for school bus tires arises, they can utilize this contract while saving money for their district. More on this contract can be found in the article on page 1.

While the August 8th seminars were the last planned outreach for local government entities this year, the Purchasing Division has turned its attention to planning its first-ever Vendor Open House. The Open House, scheduled to take place on October

3, 2019, from 9 a.m. to 12 p.m. in Charleston, is free to vendors interested in doing business with the state. Various state agencies will host informational tables and will have representatives available to answer questions and discuss requirements. We encourage our agencies to share this information when speaking with vendors. For more information on the Vendor Open House, visit www.state.wv.us/admin/purchase/vendorOpenhouse.pdf.



In addition to the focus we have had on local government entities and vendors, our agency partners continue to be a top priority. We are finalizing details for the Agency Purchasing Conference taking place at Lakeview Resort from September 17-20, 2019, and look forward to seeing you there. We are also excited for the new conference app we will be utilizing to share conference-related information, as well as spending three days learning, sharing, and networking. For more information on the conference and its app, see the articles on page 3.

Purchasing Division Continues to Demonstrate Excellence with National Award Recognition

The West Virginia Purchasing Division has been awarded the prestigious 24th Annual Achievement of Excellence in Procurement® (AEP) for 2019 from the National Procurement Institute, Inc. (NPI). This is the seventh consecutive year the Purchasing Division has received the AEP award from NPI.

“This award means the Purchasing Division is nationally recognized for its professionalism, innovation, and ethical practices. The staff excels at what they do, and it shows,” said Cabinet Secretary of Administration Allan McVey. “This achievement is not easy to attain, with only 202 successful applicants nationwide this year. Applying for this award requires a dedicated and knowledgeable leadership and staff that strictly adheres to statutory requirements while also continually seek-

ing innovative ways to improve procurement processes.”

The AEP award, which is the national program used to benchmark organizational excellence in procurement, is earned by public and nonprofit organizations that obtain a high application score based on standardized criteria designed to measure best procurement practices. The AEP is awarded annually to recognize innovation, professionalism, e-Procurement, productivity, and leadership in the procurement function and encourages the development of excellence as well as continued organizational improvement. The West Virginia Purchasing Division is the only governmental agency in West Virginia and one of only four state agencies in the United States and Canada to receive this award this year.

“The AEP program encourages the development of excellence as well as continued organizational improvement to earn the award annually,” said Purchasing Director Mike Sheets. “The Purchasing Division works diligently to improve the procurement process by seeking input and feedback from various stakeholders throughout the year.”

Founded in 1968, NPI establishes cooperative relationships among its members and develops efficient purchasing methods and practices in the areas of governmental, educational, and institutional procurement. The mission of NPI is to facilitate the educational and professional development of its members. In 1995, NPI established a program designed to recognize organizational excellence in public procurement.

Purchasing Conference: What You Need to Know

It's time for the annual Agency Purchasing Conference, held this year at Lakeview Resort and Conference Center in Morgantown. Purchasing Division staff members have worked hard over the past several months to put together an agenda that attendees will find beneficial, from incorporating screenshots into presentations to ensuring the most up-to-date and accurate information.

Below are some last-minute details that will be helpful as you prepare for arrival.

The Purchasing Division will utilize an app called Grupio to share information this year. Download the app prior to your arrival and become familiar with it. For more on this app, see the article below.

Room check-in at Lakeview begins at

3 p.m. You may get a room sooner only if the room is clean and ready to be occupied. Please stop by the conference registration desk between 1 p.m. and 5 p.m. on Tuesday, September 17, 2019, to sign in and receive your conference packet.

In your packet, you'll find a variety of items, including your name badge, a mini personalized schedule of classes for which you registered, and a list of conference attendees.

A welcome reception will be held from 6 p.m. to 8 p.m. on Tuesday in the Library and Fusion Restaurant. Light hors d'oeuvres and drinks will be provided.

If you won't make it in time to check in at the conference registration desk on Tuesday afternoon, registration will open

again on Wednesday at 7:30 a.m. in the foyer outside of the Governor's Ballroom where breakfast and commencement will be held.

If you wish to print a copy of the PowerPoint presentations to take with you to each class, you can do so online at www.state.wv.us/admin/purchase/training/2019confppts.html, or simply view them within the Grupio app.

The dress attire for the conference is business casual. Attendees will have free time following their full day of conference workshops, so you may wish to bring some comfortable clothes to change into

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2019 Purchasing Conference Features New Mobile App

The Purchasing Division is pleased to announce that its 2019 Agency Purchasing Conference App is now available for attendees to download. This mobile app, called Grupio, will replace the printed conference directory previously offered but will contain all of the same information, including the conference agenda, a synopsis of each class, an attendee listing, and more. In addition to the features

found in the previously printed directory, the mobile app will also provide each attendee with his or her personalized schedule, the ability to take notes directly within the app, access to PowerPoints and other handouts, and a means to contact a conference coordinator directly should they have any concerns while at the event.

"We are excited for the new possibilities the Grupio app will provide our 2019 conference attendees," said Acting Assistant Purchasing Director Samantha Knapp. "Not only will the app support the Purchasing Division's mission to go green, we truly believe these features will enhance the attendee experience."

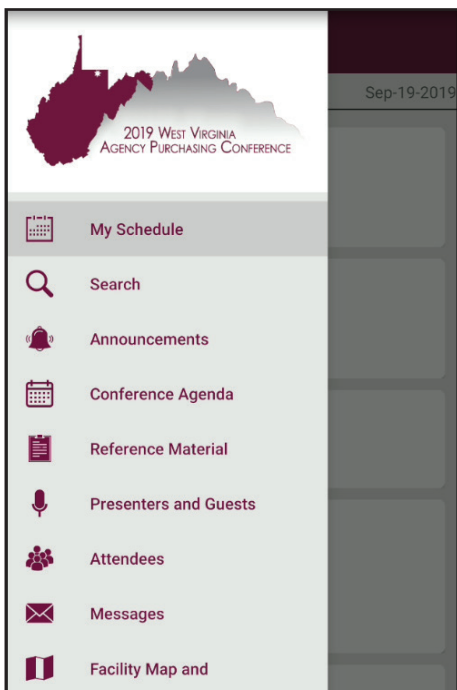
Upon downloading and logging into the event, attendees will immediately be shown the "My Schedule" screen. This screen displays the individual classes for which someone is registered. Other fea-

tures contained within the app include:

- Room assignments and session times;
- PowerPoints and additional handouts;
- Ability to take, save, and email notes for individual sessions;
- Full conference agenda;
- Presenter and attendee information;
- Certification information;
- Description of informational tables;
- Buyer assignments; and,
- A facility map.

To help attendees become familiar with the app, the Purchasing Division has created a step-by-step video that explains all features included within the app. This video may be viewed at <https://youtu.be/ggyskPsH9wk>. These steps will also be emailed to registered attendees.

Questions regarding the app may be directed to Jessica.L.Chambers@wv.gov.



Getting Started with Grupio

Download the free app to your digital device or visit its corresponding website at www.grupio.com/wvpd2019. If using the mobile app, search for the "WV Purchasing Division 2019 Agency Purchasing Conference" event. Searching "wv" or "wv purchasing" will also locate the event.

To log in, use the email address provided during registration. The password will be the four-digit PDC number listed on the personalized schedule you received with your confirmation email sent by Purchasing.Training@wv.gov.

Purchasing Division Concludes Seminars, Turns Attention to Upcoming Vendor Open House

Since the fall of 2017, the Purchasing Division has traveled around the state conducting seminars for local governments and vendors on the programs and services available to each. Last month, the Purchasing Division hosted its last 2019 seminar in Fairmont and has now begun planning for its newest event, an open house specifically for vendors.

On August 8, 2019, Purchasing Division staff traveled to Fairmont, WV, where they met with 11 local government representatives and 37 vendors. When combined with attendees from the previous Moorefield and Beckley seminars, Purchasing Division staff met with a total of 23 local government representatives and 87 vendors in 2019.

“It has been an honor to travel around the state and meet with so many different individuals,” shared Purchasing Director Mike Sheets. “The feedback from these events has been overwhelmingly positive, and we have seen positive successes as a result of information shared during these events.”

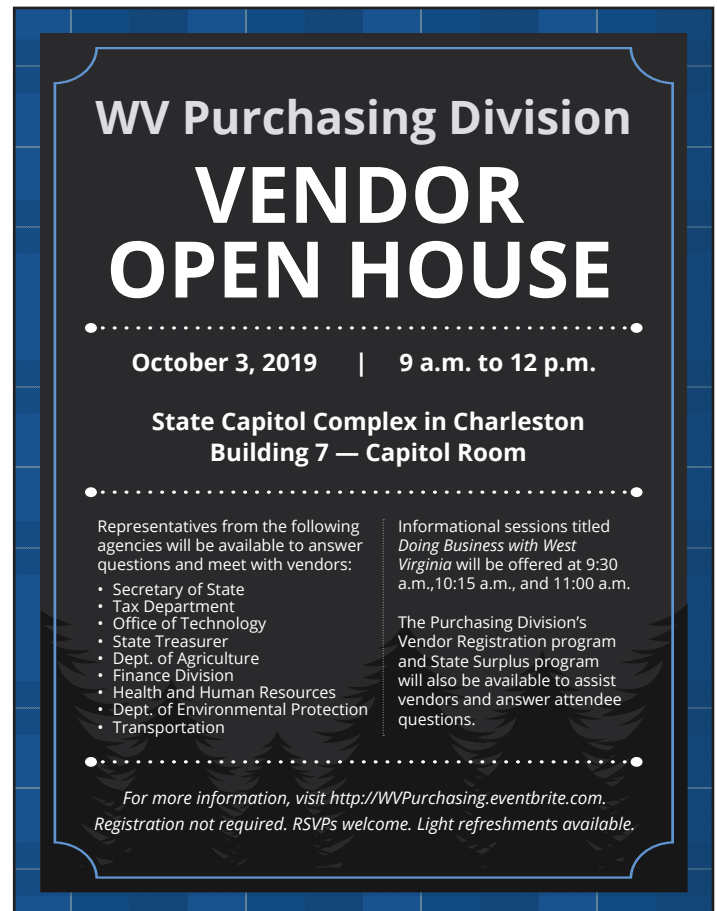
Most recently, the Purchasing Division solicited and awarded a contract for school bus tires on behalf of county school boards (see the article on page 1). Before that, they met with the city of Bridgeport to share information helpful in creating the city’s new procurement department.

Now that the Purchasing Division has completed its seminars for this year, its focus has now shifted to its first-ever Vendor Open House scheduled for October 3, 2019. This event is free and will provide vendors an opportunity to learn about the processes, procedures, and requirements of doing business with West Virginia. Representatives from the Secretary of State’s Office, the State Treasurer’s Office, the Tax Department, the Finance Division, the Purchasing Division’s vendor registration program, and more will be on site to answer questions and meet with attendees. Three informational sessions will also be offered at the event.

“The Purchasing Division is always looking for ways to improve our outreach to the vendor community,” explained Sheets. “We want all vendors to have the opportunity to bid on state so-

licitations. Having more vendors improves competition and ensures that West Virginia is receiving needed goods and services for the best price.”

The Vendor Open House will be offered from 9 a.m. to 12 p.m. on the Capitol campus in Charleston. For more information or to RSVP for the event, visit <http://wvpurchasing.eventbrite.com>.



The poster is a dark blue/black rectangle with a white border. At the top, it reads "WV Purchasing Division" in white, followed by "VENDOR OPEN HOUSE" in large, bold, white capital letters. Below this, it says "October 3, 2019 | 9 a.m. to 12 p.m." and "State Capitol Complex in Charleston Building 7 — Capitol Room". A list of agencies is provided, including the Secretary of State, Tax Department, Office of Technology, State Treasurer, Dept. of Agriculture, Finance Division, Health and Human Resources, Dept. of Environmental Protection, and Transportation. It also mentions informational sessions titled "Doing Business with West Virginia" and the availability of the Vendor Registration and State Surplus programs. At the bottom, it provides the website <http://WVPurchasing.eventbrite.com> and notes that registration is not required, RSVPs are welcome, and light refreshments are available.

Purchasing Recognizes its Latest Certification Recipients

The Purchasing Division is pleased to announce Morgan Sheets and Lesley Walizer as the latest recipients in its West Virginia Procurement: Basic Certification program.

Sheets, a procurement officer for the Bureau for Medical Services within the Department of Health and Human Resources (DHHR), has worked for the state for nearly two years.

“It has been my pleasure to continue to learn and grow in this challenging field, and I look forward to future experiences in the purchasing world,” he said.

Walizer, the Director of Purchasing for the Bureau for Public Health, also within DHHR, has more than 20 years of experience in purchasing for the private sector. She also has been with the state for two years.

“I am very excited and proud that I have obtained my basic Buyers Network

purchasing certification,” she said. “This has been a personal goal of mine since moving from the private sector to state purchasing. I feel that I have learned a lot about the requirements of purchasing for the state and look forward to continuing my education in state procurement.”

State agency procurement officers interested in obtaining 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 Sheets and Walizer on this noteworthy accomplishment!

Purchasing Division Welcomes Newest Employee to Its Staff

In August, the Purchasing Division said “hello” to its newest buyer Dusty Smith. Smith will serve as the buyer for Department of Commerce agencies.

Smith is a longtime employee of the state of West Virginia. In 1999, she began her state career with the Bureau of Employment Programs (which is now Workforce WV). Smith has been employed in various roles within the Department of Transportation since 2011, where she served as an Administrative Services Manager prior to her departure. During her time with the Department of Transportation, Smith earned her West Virginia Procurement: Basic Certification designation.



In her free time, Smith enjoys volunteering through the GFWC Point Pleasant Junior Women’s Club and spending time at her family’s camp. Smith has been married for 22 years and has two children—a daughter who recently got married and an almost 10-year-old son.

Welcome Dusty to the Purchasing Division!

Dusty Smith joins the Purchasing Division as a buyer and will be responsible for assisting agencies within the Department of Commerce.

BUS TIRES

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seek more competitive pricing on behalf of local governments.

As part of the solicitation, the state was divided into 10 service districts. Successful vendors included S and S Firestone, which will serve five of the districts, and Appalachian Tire, which will serve the other five. Both vendors are required to visit each of their districts twice weekly.

Purchasing Division Senior Buyer Mark Atkins wrote the specifications for the solicitation. “This contract will help school districts by saving time and money when it’s time to purchase new tires for the buses that carry our state’s most valuable resource, its children,” he said.

The contracts became effective August 1, 2019, and will be in effect for a one-year period, with an option for three one-year renewals. The contracts can be found here www.state.wv.us/admin/purchase/LocalGovt/SWCInfo.html.

HIGHWAYS

Continued from Page 1

the safety of both our citizens and visitors to the state,” said Assistant Purchasing Director Frank Whittaker. “This project will pay big dividends to the state for years to come.”

A total of 160 machines and vehicles have already been delivered throughout the state as part of the most recent wave of equipment purchases.

Included among the deliveries were 10 new Gradalls, which are do-it-all machines for road maintenance work. Gov. Justice personally delivered the state’s first new Gradall during an event in Marshall County in July.

In addition to the equipment already delivered, another 119 pieces of machinery have been purchased and are expected to arrive by this fall. Included among the machinery are 10 extra Gradalls, bringing the total across West Virginia to 20 – two for every DOH District – to enhance road maintenance capabilities in every county statewide as part of Gov. Justice’s recent directive to make fixing West Virginia’s back roads the DOH’s top priority.

Between the equipment already delivered and the additional equipment that has been purchased, DOH maintenance crews will have at least 279 new pieces of equipment at their disposal in the coming months. These items include the 20 Gradalls, plus 60 tandem-axle dump trucks, 60 single-axle dump trucks, 20 F-550 dump trucks, 23 DOH-grade mowers, 11 cranes, eight pavers, two brine trailers, and 75 crew cab pickup trucks.

The new machines and vehicles will be equally distributed across all DOH Districts for use in every county within the state, with additional maintenance equipment purchases possible in the months ahead.

THE BUYERS NETWORK

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Current Statewide Contract Update

(As of August 19, 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
MPLS07*	Verizon Business	Internet related services	07/01/19 -12/31/19
SBUSTIRE20A	S & S Firestone Inc	Tires and tire tubes	08/01/19 -7/31/20
SBUSTIRE20B	Appalachian Tire Products Inc	Tires and tire tubes	08/01/19 -7/31/20

Contract Renewals

Contract	Vendor	Commodity	Effective Date
AIRFARE17	Delta Airlines Inc	Travel facilitation	10/01/19 -09/30/20

CONFERENCE

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later. Comfort levels for classroom temperatures may vary for some participants, so you may wish to bring a light jacket as a precaution.

The Purchasing Division is pleased to offer most meals at the conference, as well as a morning and afternoon beverage break each day. All meals will be provided on Wednesday, breakfast and lunch will be provided on Thursday, and breakfast will be provided on Friday. Dinner is not provided on Thursday evening.

During the banquet on Wednesday, September 18, 2019, FBI Supervisory Special Agent Kobey McCall will speak on the agency's Public Contract Corruption Initiative. The program focuses on public outreach regarding common procurement fraud and corruption schemes to educate and proactively combat the threat. The audience will be provided with information detailing many common red flags of procurement fraud and corruption, which was developed based on actual FBI criminal cases around the country.

If you have any questions between now and the time of conference, contact Courtney Sisk Johnson at 304.558.4213.

The Purchasing Division staff looks forward to welcoming you this month at the 2019 Agency Purchasing Conference!



Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
WVARF19	WV Assoc. of Rehab Facilities	Janitorial Services	To include additional commodities and services

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
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

Buyers

Dusty Smith	Dusty.J.Smith@wv.gov	558-2063
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Buyers Network