

THE BUYERS NETWORK

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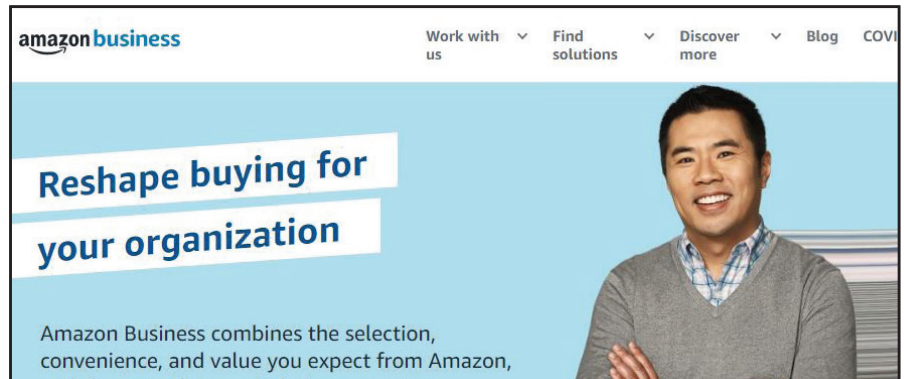
THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing.

Amazon Business Prime Available Thanks to Purchasing

After months of hard work, the Purchasing Division is pleased to announce it has negotiated terms and conditions with Amazon Business Prime. As a result, the process to utilize Amazon as a vendor for goods has been streamlined for state agencies.

"We knew that many state agencies were already using Amazon Business for quick and convenient purchases," said Purchasing Director Mike Sheets. "By negotiating terms and conditions with Amazon, state agencies will be able to purchase items with confidence if they have followed the procurement rules."

While state agencies are able to purchase through Amazon Business Prime, they are still required to follow all procurement rules. Commodity purchases under the \$2,500 spending threshold may come from Amazon, and an Amazon screenshot could serve as a single verbal bid for a procurement expected to cost \$2,500.01 to \$10,000. Presuming Amazon had the lowest verbal bid of the three verbal bids obtained (only one verbal bid can be



from Amazon), a purchase from Amazon would be permissible. It is the responsibility of the state agency to document bids and avoid stringing.

A training was held on July 23, 2020, for primary designated procurement officers who have been selected to serve as the administrator for their agency's account. Additional training and guidelines for end users will be shared in the coming weeks.

For more information on Amazon Business Prime's FAQ, please visit <https://sforce.co/39ajkDV>. The terms and conditions negotiated by the Purchasing Division can be found on the contracts section of the Purchasing Division website at www.state.wv.us/admin/purchase/SWC/AMAZON.htm.

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Tell Me More: State Agencies and WVSASP Work Together to Ensure Proper Asset Retirement

While state agencies are responsible for maintaining a list of their assets within wvOASIS, it is the responsibility of the West Virginia State Agency for Surplus Property (WVSASP) to oversee the retirement and disposal of those assets. This process requires collaboration with state agencies to ensure all assets are retired correctly and disposed of using the proper method.

When state agencies decide that they no longer need an asset, they must retire it to WVSASP in accordance of W. Va. Code §5A-3-45. There are currently 10 disposal methods available to state agencies:

Deliver to Surplus Property: State agencies can schedule an appointment to directly deliver commodities no longer needed to WVSASP's warehouse in Dunbar, WV. Appropriate documentation is required upon delivery or the property will not be accepted, and its retirement confirmed, until the proper paperwork is in

Please see **RETIREMENTS**, page 4

Purchasing Division Plans to Continue Operations during Upcoming wvOASIS Blackout Period

The state of West Virginia implemented its new Enterprise Resource Planning (ERP) system in 2014, and as with all systems and changing technology, we must adapt with the times. That means upgrading the system when necessary to continue to meet the needs of the state. At the end of this month, there is a scheduled blackout period where most, if not all, of the procurement module functions will be unavailable to users due to a system upgrade. However, I am pleased to share with you how the Purchasing Division will continue to operate and meet the needs of our agency partners during this time.

While agencies will not be able to submit requisitions in the system during the wvOASIS blackout period, our staff will continue to accept completed specifications via email for review. Our Purchasing Division buyers will work with the agency to modify the specifications, and the completed approved specifications will be ready to submit with the requisition once the system comes back online, decreasing the time between the submission of the requisition and publication of the solicitation.

Although bid openings will not take place during the wvOASIS blackout period, agency procurement officers may still evaluate bids opened prior to the scheduled system upgrade. Subsequently, we will also be accepting letters of recommendation for award via email. This will allow our Purchasing Division buyers to review the recommendation and bids to see if they concur. The contract award will then be generated once wvOASIS resumes its normal operations.

Finally, although the Vendor Self-Service will also be unavailable during the blackout period, our vendor registration coordinator will continue to accept vendor registration payments via check and credit card over the phone, as well as accept paper registration forms. Any changes to existing vendor records, or new registrations, will be processed once wvOASIS once again becomes available.



While I know many of these modified processes are not ideal, I think they will serve our needs to continue moving things forward, albeit in a different format than we are used to. Let this serve as a time to really hone our attention to details, particularly where specifications are concerned, and sharpen our skills. We will get through this time intact and in better shape than we started, as we do with every challenge that we face.

For additional information regarding the blackout, please see the official memorandum published wvOASIS at <http://wvoasis.gov/Docs/AdvantageSoftwareUpgrade.pdf>.

Purchasing Procures Repairs to Historic Rail Line

A piece of West Virginia's historic rail line will be repaired soon, thanks to efforts by the Purchasing Division and patience from the vendor community.

The project involves partial replacement of timbers and bridge repair on the South Branch Valley Railroad Bridge 6.50 (over WV Route 28). The South Branch Valley Railroad is owned and operated by the West Virginia State Rail Authority.

"The COVID-19 pandemic held up the mandatory pre-bid meeting so there was a hold on the CRFQ [solicitation] until restrictions were lifted," said Buyer Supervisor Linda Harper. "With this job being extremely costly and large, a mandatory pre-bid meeting was absolutely necessary, and they finally got it done."

The winning vendor is Gregori Construction Inc. of Sarver, PA. Work is expected to begin on the project sometime in September 2020 and will take approximately a year to complete.

The rail line provides freight and passenger service to the state's eastern panhandle. It had formerly operated as the South Branch line of the Chessie System's Baltimore and Ohio Railroad (now CSXT). When Chessie turned over the rail line to the state

on October 11, 1978, West Virginia became the first state in the nation to both own and operate a commercial freight railroad.



Photo courtesy of State Rail Authority

The State Rail Authority worked with the Purchasing Division to procure repairs to the South Branch Valley Railroad Bridge 6.50 located over WV Route 28.

Procurement Officer Profile: McAllister Helps Better our State Government

With a Bachelor of Science in Accounting and Business Administration and a Master of Science in Forensic Accounting, both from the University of Charleston, Justin McAllister strives to advance state government through his work. After a career in the private sector, he began with the West Virginia Office of Technology (WVOT) in 2011 as an Accountant/Auditor.

In addition to McAllister's impressive qualifications, he is also a Certified Technology Business Management Executive and an accredited fraud investigator. He now serves as the Chief Financial Officer (CFO) for the WVOT. As Chief Financial Officer, he leads and directs multiple sections within the organization, including Accounting and Finance,

Asset Management and E-recycle, Enterprise Services, Print and Mail, and Procurement to ensure the agency is fiscally solvent and operates efficiently and effectively.

McAllister enjoys his job as CFO. "It's very rewarding to know that I am working toward the betterment of state government and giving back to our state," he said. "I enjoy collaborating and working hand-in-hand with a variety of people, both at the WVOT and across multiple agencies, to improve government operations, procure and manage enterprise contracts and services, and ensure technology optimization."

Born in Logan, McAllister currently resides in the Kanawha City area of Charleston.



Justin McAllister
Chief Financial Officer
Office of Technology

Purchasing Seeks Candidates for Certification Program

The Purchasing Division's basic and advanced certification programs are back up and running after a temporary pause during work-from-home orders. The programs recognize state procurement officials who exhibit excellence in procurement within state government. State purchasing can be challenging and complex, but obtaining certification can provide recipients a better understanding of the entire purchasing process. The program increases the participants' procurement knowledge and strengthens their understanding of the state's purchasing procedures.

All certification applicants must be permanently employed by and purchase for agencies that fall primarily under the

authority of W. Va. Code §5A-3. Procurement officers from agencies exempt in full or in part from this authority are not eligible to participate, unless 75% or more of their job duties relate to transactions under the Purchasing Division's authority. A description of job duties is now required as part of the verification form. Qualifying candidates must also attend at least one of the last two Agency Purchasing Conferences and complete 15 hours of classes or learning sessions offered by the Purchasing Division. Training hours accumulated at the annual Agency Purchasing Conference count toward the number of training hours required for certification. For any individual who has not attended conference, an additional 10 hours of training may be substituted in place of the conference attendance requirement for this year only.

Upon submitting the verification of public procurement experience and meeting the hourly training requirement, the basic certification program requires candidates to spend two days meeting with staff members at the Purchasing Division offices. Attendees must wear a face covering and have their temperature taken at the beginning of each day. The meetings will be held in spaces where social distancing can be attained.

Those individuals who have already achieved basic and/or advanced certifi-

cation must complete requirements every three years to maintain certification. Those include:

- Attending one of the next three Agency Purchasing Conferences, from the date of the certification/re-certification. Formerly, attendance was required at two conferences of the next three. For this year only, attendance at the 2020 conference may be substituted with an additional 10 hours of Purchasing Division training.
- An employee must be permanently employed by the agency for which he/she completes the purchasing duties under W. Va. Code §5A-3.
- Attend a minimum of 20 hours of training offered by the Purchasing Division within the three-year period beginning with the date of the recipient's certification/re-certification.
- Submit a re-certification form that includes the signatures of the recipient's immediate supervisor and agency head, as well as confirmation from the department's designated procurement officer when applicable.

Procurement officers who have questions about their re-certification progress or are interested in participating in the certification program should contact Courtney Johnson at 304.558.4213 or Courtney.S.Johnson@wv.gov.



Guidance Issued Regarding Conflict Draft Documents

Guidelines are now available to agency procurement officers regarding fiscal year-end Conflict Draft documents thanks to wvOASIS.

wvOASIS has two fiscal year-end batch jobs which roll contracts and open encumbrances into the new year. When a document meets the criteria to be rolled, the jobs use the last final version to create a new modification version with which to update the accounting information. If there is an existing Draft or Pending version, it is set aside as a Conflict Draft to allow the roll jobs

to finish. A Conflict Draft document cannot be processed. Also, a Conflict Draft cannot be used to Copy-Forward to create another document. However, Conflict Drafts contain useful information, including the attachments. Please do not discard Conflict Drafts. Doing so only creates a gap in the version numbers and blurs the audit trail. If the Conflict Draft involved a change that still needs to be made, simply open the last final version of the document, and click Edit to create a new modification version.

In June, agencies were encouraged to run the WV-FIN-GL-060 Documents Not Final report for Appropriation Type 05 transactions and in July for Appropriation Type 01 transactions to minimize the number of Conflict Drafts that were created. The WV-FIN-GL-060 report can be found in the General Accounting folder within Business Intelligence.



RETIREMENTS

Continued from Page 1

place.

Surplus Pickup: If an agency is unable to deliver items, WVSASP offers pickup assistance in some cases. When this option is utilized, the agency is responsible for the loading of assets. WVSASP will not sign off on the retirement form until the assets have been confirmed upon arrival at the warehouse.

Sell On-site: If an item would be difficult to transfer, it may be sold from its current location to an eligible organization through the sealed bid process with the public or through an internet auction. State agencies must receive approval prior to selling an item on-site.

Trade-in: Trading in an item is a multi-step process that involves the solicitation of bids through the Purchasing Division. This multi-step process can be time consuming and requires the state agency to properly document the trade within the wvOASIS Fixed Asset System.

Sell for Scrap: Commodities that state agencies wish to sell for scrap must be approved in advance by WVSASP. An agency can utilize an existing statewide contract for recycling, obtain bids for the scrap, or WVSASP may coordinate a sealed bid or internet auction. State agencies will need to include the weight ticket on its retirement form for the form to be finalized by WVSASP.

Recycle/Dispose as Waste: The state recognizes that some assets have no financial value and cannot be used by another entity. If none of the other methods of disposal are appropriate, WVSASP can approve the disposal of an item to a landfill. All costs of disposal and transportation of the item are the responsibility of the agency.

Lost Asset: Before reporting an asset as lost, state agencies must take appropriate steps to locate the item including taking a physical inventory and interviewing employees who would have been responsible for the item. If the asset cannot be located, the agency's asset coordinator must document the efforts to locate the item and submit it with a detailed letter signed by the department head or designee explaining the loss to WVSASP.

Stolen Asset: If an asset is stolen, it must be reported to the proper law enforcement agency. In order to approve the retirement, state agencies must submit a police report along with a letter from the department head detailing the theft.

Destroyed Asset: In any instance where an asset has been destroyed, a written explanation should be submitted to WVSASP along with the retirement form. If the destroyed asset was a vehicle, documentation from the insurance agency is also required.

Retire to Office of Technology: While W. Va. Code §5A-6-4 requires technology equipment be retired to the West Virginia Office of Technology (WVOT), WVSASP must first approve the disposal method. Once it has been approved by WVSASP, the retirement form will be sent to the state agency and WVOT. Further retirement instructions will come from WVOT to the agency asset coordinator on the removal of technology equipment.

"WVSASP offers a disposal plan for a variety of situations and we are willing to work with state agencies to ensure they are using the best method," shared WVSASP Manager Elizabeth Cooper. "It is our responsibility as public servants to ensure we are properly handling the removal of state assets."

State agencies may request any of the disposal methods above, which must be approved in advance by WVSASP. State agencies are also responsible for any additional retirement costs, the scheduling of delivery/pickup of assets, and ensuring the proper paperwork has been completed.

For more information on how retired property is given a second life at WVSASP, check out WVSASP's newsletter, *The Property Connection*, on its website. More information on the methods of disposal can be found in the WVSASP *Operations Manual* (section three) at www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf. A copy of the WV-103 retirement form can be found at WVSurplus.gov under forms or accessed directly by visiting www.state.wv.us/admin/purchase/surplus/forms/WV103.pdf.

Purchasing Division Introduces Summer Interns Through Governor's Internship Program

This summer the Purchasing Division was happy to host two summer interns from the Governor's Internship Program.

Zach Wynn, an upcoming senior this fall, is pursuing a major in computer science with a minor in mathematics. This is Wynn's third summer working for the Purchasing Division. When asked what prompts his return every summer, he responded, "I benefit from coming back every year because of how much I am able to learn from everyone around the office."

Wynn serves as the technical intern within the Purchasing Division's Communications and Technical Services section. During his time in the office, he takes care of the Purchasing Division's website updates as well as the buying of technical equipment for the office, and everything in between. Outside of work, he enjoys spending his time outside, usually either golfing or hiking.



Zach Wynn



Braden Phillips

Braden Phillips, a rising sophomore at West Virginia University, is a marketing major serving as the communication intern, also within the Purchasing Division's Communications and Technical Services section. "I'm very excited to receive hands on experience at a young age and develop my understanding of working in a professional setting," Phillips said. When asked what he is most looking forward to, he said, "I am honored to have this opportunity and am ecstatic to bring my skillset to the office."

Braden handles the writing and editing of articles for various publications produced by the Purchasing Division's communication team, files news clips daily for the Department of Administration, and completes various other special projects.

Outside of work, he enjoys playing hockey and spending time with friends and family.

"Hosting summer interns allows us to complete projects we wouldn't typically have time for, and it also gives our interns hands-on experience in a real-world professional-level setting," said Acting Assistant Purchasing Director Samantha Knapp.

The Purchasing Division is very happy to have both interns in the office and thanks them for their work this summer!

Training Dates to Remember

For more information on these events, contact us at *Purchasing.Training@wv.gov* or visit *WVPurchasing.gov* and click on the Training link. All remaining 2020 training sessions will be offered as webinars. To register, visit *onlinelearning.wv.gov*.

Managing Your Vendor (PUR214W)

August 12, 2020 | 10 a.m. - 11 a.m.

WV Office of Technology Requirements (PUR217W)

August 19, 2020 | 10 a.m. - 11 a.m.

Purchasing Card Program (PUR216W)

August 26, 2020 | 10 a.m. - 11 a.m.

FINAL CHANCE FOR NOMINATIONS!

AGENCY PROCUREMENT OFFICER OF THE YEAR

AND

EXCELLENCE IN SPECIFICATION WRITING

NOMINATION DEADLINE:
AUGUST 7, 2020

The West Virginia Purchasing Division is accepting nominations for its two recognition programs: *Procurement Officer of the Year* and *Excellence in Specification Writing*. These programs recognize the dedication and hard work of state agencies and procurement officers who consistently demonstrate a high level of professionalism and performance.

Nomination forms are available online at <http://intranet.state.wv.us/admin/purchase/Recognition>.

THE BUYERS NETWORK

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Purchasing Division's Stringing Report Submitted to Legislature

The Purchasing Division recently submitted its semi-annual Stringing Report to the West Virginia Legislature, in accordance with W. Va. Code §5A-3-10(b). The report is submitted electronically through the Legislature's database to the Joint Committee on Government and Finance in January and July each year.

According to the *Purchasing Division Procedures Handbook*, stringing is defined as "issuing a series of requisitions or dividing or planning procurements to circumvent the twenty-five thousand dollar threshold or otherwise avoid the use of sealed bids."

During the year, Purchasing Division inspection staff review agency purchasing records, primarily for those transactions processed at the agency-delegated level, to ensure those transactions are completed in accordance with the Purchasing Division's procedures. For the period of January 1, 2020, through June 30, 2020, there were no spending units that reported the award of multiple contracts for the same or similar commodity or service to an individual vendor over any 12-month period where the total value exceeded \$25,000. However, Purchasing Division inspectors discovered findings of stringing related to one spending unit during their inspections for a total of two cases of stringing.

Agencies are reminded that stringing is viewed on a 12-month rolling period, beginning with the date a new order is placed. In many cases, stringing may be avoided by properly and continuously monitoring expenditures with vendors to ensure that the total amount spent with a given vendor, in any 12-month period, of same or similar commodity or service does not exceed a bid threshold without the proper level of documentation and bidding. For those commodities and services procured frequently, agencies are encouraged to process open-ended contracts to eliminate the potential for stringing.

Agencies are encouraged to use Business Intelligence reports AP-026 and AP-055I to monitor transactions. They may also use the vendor transaction history table in *WV OASIS* to track spending.

The Stringing Report has been posted on the Purchasing Division's website at www.state.wv.us/admin/purchase/LegisReports.html.



Current Statewide Contract Update

(As of July 15, 2020)

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 Contract

Contract	Vendor	Commodity	Effective Date
RECMGTE	Iron Mountain	Document Storage	12/01/20 -11/30/21

Contract Renewals

Contract	Vendor	Commodity	Effective Date
OFFICE15	Office Depot	Office Supplies	12/20/20 -12/19/22

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
IP19	Dell	Computer Equipment	To replace the end-of-life machines

FOR MORE INFORMATION

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

BUYER	E-MAIL	PHONE
<u>Supervisors</u>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
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<u>Senior Buyers</u>		
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Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
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Brittany Ingraham	Brittany.E.Ingraham@wv.gov	558-2157
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
<u>Buyers</u>		
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John Estep	John.W.Estep@wv.gov	558-2566