

THE BUYERS NETWORK

MARCH 2020

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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.

Donated Federal Property Improves State Waterways

Aquatic habitats in West Virginia will be improved thanks to the Division of Natural Resources' (DNR) recent acquisition through the Federal Surplus Property Program. This program is available to all state agencies and eligible organizations through the West Virginia State Agency for Surplus Property (WVSASP).

The barge acquired by DNR has two motors, an 8-by-12 foot hydraulic dump platform with a winch that can easily help load large trees onto the boat. DNR is now able to deploy 60+ Recycled Christmas trees at once with one large concrete block creating a more substantial habitat structure with less required manpower. Previous boats used by DNR could only carry 25-35 trees at a time, and the task of loading and placing the trees was much more physically demanding.

"I don't have anything but positive remarks toward the WVSASP folks," said DNR biologist Aaron Yeager. "It was surprisingly easy to acquire this property."

According to Yeager, WVSASP helped DNR acquire the do-

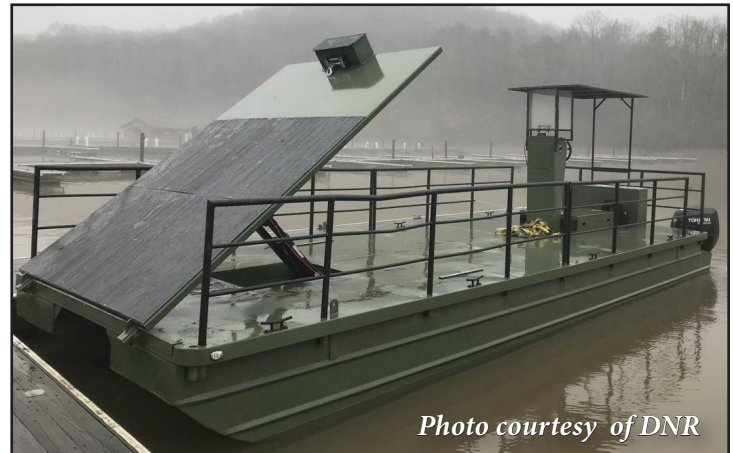


Photo courtesy of DNR

All state agencies are eligible to obtain assets through the Federal Surplus Property Program. The Division of Natural Resources obtained and upgraded a boat (seen above) through this program thanks to the staff at the West Virginia State Agency for Surplus Property.

Please see **DNR BOAT**, page 5

INSIDE...

- **Director's Comments:** Variety of Services Offered by Purchasing Division Recognized During Purchasing Month
- **Purchasing Division Announces New Website Initiatives**
- **Tell Me More:** Vendor Protests... When They Happen and Who Should Handle Them

Agencies Reminded to Secure Both Purchasing Division Approval and Third-Party Approval When Appropriate

The West Virginia Purchasing Division is tasked with ensuring that the most appropriate procurement method is always utilized. There are often instances when additional review and/or approvals are required. Situations like emergency purchases, direct awards, and Request for Proposals (RFP) require written approval by the Purchasing Division to utilize these procurement types. In many instances, additional third-party approvals are also required. On occasion, when an agency receives pre-approval from a third party for a solicitation, it can be unintentionally confused with the approval required from the Purchasing Division. Purchasing Division approval is always required for these types of procurements, and third-party approvals do not take its place.

For example, the West Virginia Office of Technology (WVOT) requires

Please see **PURCHASING APPROVALS**, page 4

Variety of Services Offered by Purchasing Division Recognized During Purchasing Month

As we head into spring, I am happy to announce that Gov. Jim Justice has once again proclaimed March as Purchasing Month. While this proclamation is part of a bigger national campaign, it serves as a great honor for our state's agency procurement officers and the work they do every day. Successfully processing solicitations requires a good understanding of the state's complex purchasing laws, applying problem solving skills, and being an effective communicator. The work you do ensures integrity, transparency, and fairness in the process, so thank you!

The Purchasing Division oversees more than just state procurement. We also manage the State Travel Management Office and are responsible for communicating any changes to the State Travel Rules to state employees. To help us do so, our staff reached out to all agency heads in February requesting that they designate a State Agency Travel Coordinator. This person should be responsible for approving travel and/

or communicating travel rules to their agency's employees. Along with the email communication, and for those whose agency heads may inadvertently not have received an email, the designation form has also been posted on the State Travel Management Office website at www.state.wv.us/admin/purchase/travel/CoordinatorDesignationForm.pdf, where the list will be posted and updated as designation forms are received. While each agency was asked to designate at least one primary travel coordinator, they could designate as many backup travel coordinators as necessary. The deadline to submit designation forms was Friday, February 28, 2020. However, forms can be submitted throughout the year as changes are needed. If a travel coordinator has not yet been designated for your agency, please help us determine who that person may be by sharing this information with your agency head.



Looking ahead, we're planning to host our second annual training in April for all designated Fixed Asset Management Coordinators. The person in this position is responsible for maintaining and controlling the agency's fixed assets, which must be certified by July 15th of each year. If you're not sure who your agency's asset management coordinator is, contact Sherry Fewell at 304.766.2626. If you need to update your agency's designated asset management coordinator, complete the form at www.state.wv.us/admin/purchase/surplus/forms/AssetCoordinatorDesignation.pdf and submit it by fax to 304.766.2631.

We understand that completing such forms can be time consuming amidst the many responsibilities required of us. However, to ensure that we can effectively disseminate information pertinent to the various functions within the agencies regarding laws and rules, we must first ensure we have the appropriate contacts for those agencies. Your attention to these forms is greatly appreciated.



DATES TO REMEMBER

Vendor Webinar — *March 5*

Fixed Asset Coordinator Training — *April 9*
(for designated fixed asset coordinators only)

Legal Seminar on State Procurement Practices
— *April 30* *(for attorneys employed by West Virginia state government only)*

For more information, visit WVPurchasing.gov
or email Purchasing.Training@wv.gov

Purchasing Division Announces New Website Initiatives

Visitors to WVPurchasing.gov will start to notice some new and exciting changes moving forward. The Purchasing Division is pleased to announce it is beginning a multi-phase website update to help visitors better access information and improve functionality, as well as modernize the look of the site.

The first phase of this project, which was completed in late February, consisted of new banners dressing each page of the Purchasing Division's website. The banner on the main page was designed to include the Purchasing Division's mission statement. All other banners include a watermarked version of the state seal. While the color scheme remains in the blue family, the color was darkened and fades to black.

The online training modules page was also redesigned in February. The page now breaks up modules by length, with two sections: one for mini modules and one for full modules. Listed in alphabetical order, the page now contains a description of the content for each module.

"It has been nearly ten years since the Purchasing Division website has undergone a major redesign," explained Acting Assistant Purchasing Director Samantha Knapp. "With the redesign of our online training modules page and web page banners, we decided there was no time like the present to continue making changes that we believe will improve the look, as well as the functionality, of our site. We look for-

ward to the many changes we have planned for the future."

If you experience any technical difficulties with the site during this transition period, please email them to Technical Services Manager Mark Totten at Mark.L.Totten@wv.gov.



Tell Me More: Vendor Protests... When They Happen and Who Should Handle Them

The Purchasing Division strives to ensure every solicitation, including those delegated to the agencies, is put out to bid and awarded in accordance with West Virginia Code and the Code of State Rules. The bid process promotes competition and allows the state to obtain the best value for a commodity or service.

Despite best efforts, however, to ensure an efficient purchasing process, mistakes and unforeseen circumstances do occur. The Code of State Rules 148-1-8 provides vendors with a means to identify mistakes and remedy them through protests of specifications and awards. According to Purchasing Division General Counsel Jimmy Meadows, "protests represent an administrative remedy under the Code that offers potential resolution in a less costly and more timely manner than a formal lawsuit. We very much prefer to resolve issues through the administrative process whenever possible."

A "protest of specification" allows vendors to point out a flaw in the solicitation and ask for it to be changed or fixed. These protests must be filed no later than five business days prior to the bid opening date. A protest of award allows the

protestor to challenge the validity of the awarded contract. It must be filed no more than five business days after the date of the award.

It is important to note that a protest is not limited by the dollar amount of the procurement, and state agency procurement officers sometimes receive letters of protest on agency delegated purchases. However, because protest resolution is not delegated to agencies, the agency procurement officer should immediately notify the Purchasing Division upon receipt of any protest. The Purchasing Division is responsible for ensuring that protests are properly administered and will work closely with the agency to resolve the issue.

Protests can never be completely eliminated, but agency procurement officers can assist in minimizing the occurrence of protests by writing clear and concise specifications, not favoring any vendor, and following purchasing laws and rules.

For additional information on protest procedures, visit Section 6.8 of the *Purchasing Division Procedures Handbook* at www.state.wv.us/admin/purchase/Handbook/2020/handbook.pdf



New Employees Join Purchasing

The Purchasing Division is pleased to welcome two new employees: Krista Chadband and Josh Hager. Chadband joins the Communication and Technical Services Section as an Office Assistant II while Hager joins the Acquisitions and Contract Administration Section as a Senior Buyer.

A resident of Dunbar, WV, Chadband previously worked as a front desk clerk for the Offices of the Insurance Commissioner for five years. In her free time, Chadband enjoys reading, music, dancing, Zumba, yoga, volleyball, and biking. Chadband also enjoys traveling with her husband of 20 years and two children.

"After a two-year sabbatical taking care of and nursing my mother back to health, I'm excited to be back with my state government family with the Purchasing Division," said Chadband.

Hager, a resident of Lavalette, WV, joins state government following a 12-year career in the industrial construction industry. In his free time, Hager enjoys traveling and spending time with his son.

"I am excited to join the Division and want to thank everyone for being so welcoming and helpful," said Hager.

Welcome Chadband and Hager to the Purchasing Division!



Josh Hager (above) recently joined the Purchasing Division's Acquisitions and Contract Administration section as a senior buyer, while Krista Chadband (below) will serve as the receptionist.



PURCHASING APPROVALS

Continued from Page 1

approval for procurements that contain hardware or software operating on the state network. This approval only confirms that the requested good or service meets the WVOT's approval for attachment to the state's infrastructure. This does not, however, bypass the Purchasing Division approval process.

"Having the Purchasing Division's approval ensures that the correct methodology is being used to procure goods and services," said Assistant Purchasing Director Frank Whitaker. "While a third party may provide endorsement, it is the responsibility of the agency to confirm that they have Purchasing Division approval prior to proceeding with a procurement."

Agencies are reminded that they should obtain all required third-party approvals and provide them with the agency's request when seeking approval from the Purchasing Division. If your agency is unsure whether approvals for a current requisition have been received, contact your assigned Purchasing Division buyer.

Purchasing Recognizes Latest Certification Recipients

The Purchasing Division is pleased to announce Billie Hancock, Melanie Simpson, and Roberta Wagner as the latest recipients in its West Virginia Procurement: Basic Certification program.

Hancock, a Procurement Specialist Senior for the Department of Environmental Protection, has worked for the state for seven years.

"Obtaining my procurement certification has been one of my goals since beginning my career in state government," she said. "I am privileged to work for an agency that not only allows me to seek professional growth, but encourages and celebrates it."

Simpson, a Procurement Specialist for the Department of Environmental Protection, has worked for the state for five years.

"I am very excited and proud that I have obtained my Basic Certification," she said. "State purchasing is very challenging, and obtaining this certification provided me with a better understanding of the entire purchasing process. The program increased my procurement knowledge and strengthened my understanding of the state's purchasing procedures. I appreciate the Purchasing Division for allowing me this opportunity to expand my knowledge."

Wagner, an Administrative Services Manager II for the Department of Health and Human Resources, has worked for the state for 14 years. Upon learning of her certification, she simply said, "YAY! I think this expresses it all."

State agency procurement officers interested in participating in the basic and/or advanced certification programs may review the requirements at www.state.wv.us/admin/purchase/training/Certification. Any 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 Hancock, Simpson, and Wagner on their noteworthy accomplishments!



Procurement Officer Profile: Mary Lipford Has Been a Steady Presence in Governor's Office for Many Years

While the face in the Governor's Office can change every election, one face that has remained constant through several administrations is Financial Manager Mary Lipford.

Ironically, budgets played a big role in where she is today, but it wasn't her original goal. Lipford earned a degree in social work from Marshall University in 1982. At that time, many social programs were downsizing staff due to budget cuts, and jobs were hard to come by. She landed a job in the State Auditor's Office and the rest, as they say, is history.

She worked in the Auditing Division processing contract payments for six years until her son was born in 1988. She was a stay-at-home mom for three years before coming back to state government in 1991 and starting her career in the Governor's Office. She worked part time for Governors Caperton and Underwood and moved to full-time work in 2000 for Governors Wise, Manchin, Tomblin and currently Jim Justice.

In her current role, she oversees procurement and the budget. When she first started working for the Governor's Office, it was as the fiscal officer with duties that mainly involved processing invoices. Having worked for the Auditor's Office for six years, she knew what was expected, so there was little training needed. It wasn't

long before her duties increased to Procurement Officer, P-Card Coordinator, Fixed Assets Coordinator, Fleet Coordinator and budget oversight.

"That's a lot of hats to wear, and being a small agency makes it challenging at times but manageable," Lipford said. "Our office does not process very many contracts exceeding \$25,000.00, but when we do, they can be challenging. For example, every governor has a book printed for their tenure, and there are many moving parts. I have to deal with the editor and how they are progressing with the book, the layout and designer, and the printer. This process can take several years and involves some headaches, but the result is rewarding. I couldn't do it without the guidance and patience of the Purchasing Division."

Lipford said her job is exciting because she never knows what the day is going to bring.

"When you work for the Governor's Office, you work as a team, especially when a disaster occurs, and there have been several during my time here. You go where you are needed. I get to work with so many dedicated and responsible folks who challenge me in a good way, and I'm always learning," she said. "I have been given the opportunity to work for seven governors, and it has been an honor and a privilege. I have had a host of awesome co-workers



Mary Lipford
Governor's Office

through the years. The fact that I play a small part in each governor's vision is rewarding."

Lipford currently lives in Cross Lanes with her husband Scott. She has a daughter Megan, son Jason, and grandchildren Jax and Lily. She stays busy attending her grandchildren's activities and is a die-hard Marshall fan who enjoys tailgating at the football games.

DNR BOAT

Continued from Page 1

nated boat for just \$500, with an additional \$42,000 spent on upgrades. A brand-new boat would have cost approximately \$100,000. Purchasing the donated boat resulted in a significant savings for DNR.

WVSASP has the authority to administer the transfer of donated federal surplus property through the U.S. General Services Administration. While this service is available to all state agencies, they must have a current Application for Eligibility on file with WVSASP. The application can be found online at www.state.wv.us/admin/purchase/surplus/forms/SurplusApp10A.pdf. Registered organizations may obtain a unique user ID and password from WVSASP to screen property at GSAXcess.gov.

Federal property available for donation includes construction equipment, fire trucks, industrial machinery, medical equipment, trailers, tools, and much more. Please note that any entity which obtains federal property must put the property into use within one year and use it for at least one year (or 18 months in some instances) and may not sell the property, loan it, or trade it until the utilization period is over.

A free webinar on the programs offered by WVSASP is scheduled for May 7, 2020. To register for this webinar, visit <http://wvsurplus.eventbrite.com>.

Buyers Network

THE BUYERS NETWORK

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Telephone: 304.558.2306
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Current Statewide Contract Update

(As of February 18, 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.

Contract Renewals

Contract	Vendor	Commodity	Effective Date
FUELW17B	Woodford Oil Co	Fuel	04/01/20 -03/31/21
FUELW17C	Bruceton Petroleum Co Inc	Fuel	04/01/20 -03/31/21
FUELW17D	Tri State Petroleum Corp	Fuel	04/01/20 -03/31/21
FUELW17E	R T Rogers Oil Co	Fuel	04/01/20 -03/31/21

MAILMCHN18A	Komax LLC	Mail Machine	02/15/20 -02/14/21
MAILMCHN18B	Pitney Bowes Inc	Mail Machine	02/15/20 -02/14/21
SYSFURN19	Capitol Business Interiors	Workstations	03/01/20 -02/28/21

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
CRENTAL20A	Enterprise	Vehicle Leasing Services	To replace the Solid State Drive (SSD) offered on the contract

New Pickup Vehicle Assists WVSASP with Retirements



In late 2019, the West Virginia State Agency for Surplus Property (WVSASP) acquired a new tractor to conduct pickups around the state. Recent pickups included trips to North Bend and Twin Falls State Parks, with many more pickups scheduled in 2020. With this new vehicle, WVSASP will be able to more easily transport retired state property to the warehouse in Dunbar. For information on how you can acquire state property, visit WVSurplus.gov.

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>		
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Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Josh Hager	Joseph.E.Hageriii@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
<i>Buyers</i>		
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John Estep	John.W.Estep@wv.gov	558-2566