

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.

Machine Reshapes Ammunition for Recycling

A recent purchase processed by the Purchasing Division will have a positive impact on both the West Virginia National Guard and mother nature. The Purchasing Division solicited bids on behalf of the National Guard's Adjutant General's Office for a Stationary Electric Ordnance Deformer (Brass Casing Deformer) for its recycling program in Point Pleasant.

Before recycling brass ammunition, it must be deformed so it cannot be reused as a bullet casing. Fired ammunition cases are collected and run through a deforming machine. Hammers strike the brass casings as they pass through the deformer chamber, smashing and bending them until they are rendered into scrap metal. The scrap brass is then offered for sale to scrap metal dealers.

"This purchase was a win-win for the agency and those who care about the environment," said Purchasing Division Buyer John Estep. "Recycling this ammunition



keeps it from going to landfills where it will take a long time to decompose."

The winning vendor for this solicitation was Bouldin & Lawson, LLC.

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

INSIDE...

- **Director's Comments:**
Internal Sources and Statewide Contracts Mandated for First Use, Amazon Permitted Only as Part of Competitive Purchasing
- **Multiple Award Solicitations Must be Issued by Purchasing Division, Regardless of Dollar Amount**
- **CTO Review Key for Technology Procurements**

Extended Inventory Certification Deadline for Mid-October Approaches

As a result of COVID-19, the Purchasing Division extended its deadline for the agencies' annual certification of inventory. Normally due in mid-July, the certification date was extended to October 15, 2020, to allow state agencies more time to complete this requirement.

"All state agencies were affected by Gov. Jim Justice's work-from-home order, and many facilities had transitioned to hybrid or remote work situations," said Assistant Purchasing Director Elizabeth Cooper. "We recognize that 2020 has had some unique challenges, and we felt it was only fair to extend the inventory certification deadline in response."

Agencies that have not yet completed the Inventory Management Certification Cover Sheet must submit it to the West Virginia State Agency for Surplus Property (WVSASP) no later than October 15, 2020. A copy of the

Please see **INVENTORY CERTIFICATION**, page 5

Internal Sources and Statewide Contracts Mandated for First Use, Amazon Permitted Only as Part of Competitive Purchasing

The state purchasing process is a complex web of laws, rules, and procedures, but having a basic understanding can help to ensure your agency remains in compliance when making purchases, no matter how big or small. While I am so pleased that we were able to enter into a terms agreement with Amazon for the purchase of commodities, the agreement was never intended to negate the mandate by state law to use internal sources first, followed by statewide contracts. I want to take this opportunity to share some reminders about these procedures in hopes that your agency will better understand the process required before a purchase may be made from Amazon or through any other means.

Two internal sources required by state law include Correctional Industries and WVARF. For any of your agency's needs for signs and printing to clothing and furniture, Correctional Industries offers a vast array of goods and services. Accessible online at wvcorrectionalindustries.com, agencies can easily peruse the site for availability of the good or service needed. If the good or service is available but Correctional Industries indicates they are unable to provide it for some reason, then a waiver is required from Correctional Industries to purchase the good or service elsewhere. Failure to document your file with the waiver may result in a finding of "Failure to use internal sources" during your agency's next inspection.

If Correctional Industries does not have the needed item or service but the WVARF contract does, the same process stands. The WVARF and WVARFJAN contracts are available on the Purchasing Division's website at www.state.wv.us/admin/purchase/swc for viewing. If a statewide contract has the good or service, your agency must purchase it from that contract. If, however, your agency believes it has reasonable justification to go off of the contract, it must first request a waiver from the Purchasing Division. Those requests may be sent to Senior Buyer Mark At-

kins at mark.a.atkins@wv.gov. Failure to request and obtain a waiver before purchasing outside of the statewide contract is grounds for a "Failure to utilize statewide contracts" finding.

Each of these sources of purchasing for the state are mandated, the latter by the Purchasing Division for state agencies under its authority, and the first by state law for all agencies. Please keep these requirements in mind. Only if the good or service is not available by either of these means can you proceed with competitive purchasing, or other methods of procurement, as necessary. Be aware of the bidding requirements for each spending threshold, as well as the aggregate amounts spent for the same or similar commodities or services by your agency. These are extremely important processes that can ensure your agency remains in compliance and helps prevent stringing or other serious findings.

Are you new to purchasing or are you still trying to figure out the rules? We're here to help! Check out our *Purchasing Division Procedures Handbook* (as well as all of our helpful appendices), contact your agency's designated procurement officer, and reach out to your designated Purchasing Division buyer. Our inspectors are also available for a quick call should you have any questions related to delegated purchases.

Check out my comments next month on competitive purchasing, including the bidding requirements, and steps your agency can take to make sure you are documenting your file properly.



Tell Me More: Purchasing Division Provides Travel Management Services to State Employees

When agency procurement officers consider the state purchasing process, they don't often think about travel. But the State Travel Management Office, which falls under the umbrella of the Purchasing Division, plays a significant role in helping the state save money. From negotiated car rental contracts to airfare, the Travel Management Office, in partnership with the Division as a whole, helps the state procure services at a fair rate, saving the state money.

An individual traveling for official business is responsible for following the state's travel policy. This includes considering ex-

penses and traveling in a way that is cost effective. The Purchasing Division maintains statewide contracts for rental vehicles (CRENTAL), airfare (AIRFARE), and travel booking services (TRAVEL) to take advantage of economies of scale. In addition to these contracts, the state of West Virginia also follows the federal rate for mileage reimbursement and per diem rates, while also seeking out and promoting the use of hotels that follow the

Please see TELL ME MORE: TRAVEL, page 3

Purchasing Conducts One-on-One Training with Veterans Assistance as Part of Education Efforts

Last month, the Purchasing Division met with Department of Veterans Assistance staff to provide one-on-one training focused on the role of procurement officers within the agency, internal workflow procedures and how other agency employees fit into that workflow, tracking and reporting of purchases, processing procedures, and more. The training, offered to help Veterans Assistance, the Veterans Nursing Facility, and the Veterans Home in understanding how to organize the procurement function within their organizations both individually and as a department, is just one example of how the Purchasing Division can support state agencies looking to improve the efficiency of their operations.

"The one-on-one session our agency had with the Purchasing Division was very beneficial," said Veterans Assistance Chief Financial Officer Maria Yoakum. "It was a chance for our agency staff who are involved in the purchasing process to

come together to discuss specific concerns and questions with the Purchasing Division."

As part of these discussions, State Contracts Manager Greg Clay focused heavily on reporting within Business Intelligence and *wvOASIS* and how those resources can be used to ensure agencies remain in compliance with the various state purchasing requirements, as well as understanding aggregate spend and how that dictates the spending threshold for each agency purchase.

He spoke about the utilization of mandatory internal sources and state-wide contracts and how not doing so can negatively impact an agency's inspection grade. Planning ahead for procurements was also discussed, with help from the monthly Expiring Contracts report and an internal spreadsheet of purchases with data points to include contract expiration dates and number of remaining renewals.

Over the past decade, the Purchasing

MANDATORY TRAINING

Registration is now open for the **Mandatory Training for High Level Officials on Purchasing Procedures and the Purchasing Card Program** which is required annually by W. Va. Code §5A-3-60.

A two-hour webinar fulfilling this requirement is scheduled for Thursday, November 5, 2020. Individuals required to take this training may register at www.state.wv.us/admin/purchase/training/mandatory.html.

Division has put great emphasis on training. It expanded its training program to the comprehensive offerings it manages today, but prior to that, the Division offered one-on-one agency trainings as a supplement to information attained at its annual Agency Purchasing Conference.

Please see VA TRAINING, page 4

TELL ME MORE: TRAVEL

Continued from Page 2

federal lodging rate.

While these services can help ensure an efficient use of taxpayer dollars, state employees must also use logic when making travel decisions. For example, should an employee rent a vehicle or take his or her own vehicle? To help with this decision, the Purchasing Division maintains a calculator on its website that compares the cost of a rental vehicle to personal vehicle reimbursement. This calculator considers factors such as the vehicle rental rate, the number of days of travel, distance, the mileage reimbursement rate (i.e. \$0.575 as of January 1, 2020), and more. The goal of this calculator is not to tell an employee which decision to make but rather to provide more data for informed decision making.

"Travel is a necessary part of many state employees' jobs," said Assistant Purchasing Director Elizabeth Cooper, Buyers Network

who oversees the Travel Management Office. "Our goal is to provide as many resources as possible to state agencies and their employees so we can remain good stewards of taxpayer money."

To ensure that travel policies are followed, each department and state agency has appointed a travel coordinator to assist the employees of that organization and to serve as point of contact to receive regular communication regarding any updates to the policies, clarification of rules, and processing information. While it is the responsibility of the designated travel coordinator to share information with state employees within their department, agency, or spending unit, employees are encouraged to remain up-to-date on these policies as well. A list of all travel coordinators is maintained at www.state.wv.us/admin/purchase/travel/coordinators.html. The designation form can also

be found at this site.

When in doubt about the state travel policy, state employees are encouraged to contact their designated travel coordinator and review the state travel policy, which can be found at www.state.wv.us/admin/purchase/travel/TravelRule.pdf. A list of all negotiated travel contracts, rates, and additional resources can be found on the Purchasing Division's Travel Management webpage at www.state.wv.us/admin/purchase/travel.

Please note that Gov. Jim Justice issued a travel ban for all out-of-state and international travel in March 2020, as well as discouraged non-essential in-state travel. This directive is still in effect. If your agency feels it has a situation that requires travel that cannot be postponed, please contact the Governor's Office at 304.558.2000 to request a waiver.

Multiple Award Solicitations Must Be Processed by Purchasing Division, Regardless of Dollar Amount

While agencies have the authority to handle most procurement activities under \$25,000, there are some that have not been delegated. One example of this is the authorization to issue solicitations that anticipate awards to multiple vendors.

Procurement officers are charged with awarding contracts to the lowest responsible vendor, and because multiple award contracts must be properly advertised and issued within the confines of the State Code, Rule, and Purchasing Handbook, the Purchasing Division requires all multiple award contracts be issued through the Division regardless of anticipated contract value.

“This helps ensure that the vendor community has a complete understanding of the award process, and how the work will be distributed among successful vendors, whether that is low bid by region or another method,” said Assistant Purchasing Director Frank Whittaker. “The file needs to clearly indicate why one vendor isn’t sufficient to meet the needs of the agency. Additionally, vendors need to know in advance they won’t get the entirety of a job. There are a lot of complex variables that must be considered, and we need to make sure they line up with code and rule.”

Agencies are required to complete a Multiple Award Determination form at the time of submitting the requisition to the Purchasing Division to determine whether an award to multiple vendors is in the best interest of the state. The form can be accessed at www.state.wv.us/admin/purchase/Documents/WV70.pdf.

WV-70
Approved / Revised 08/01/15

State of West Virginia
Purchasing Division

MULTIPLE AWARD DETERMINATION

West Virginia Code § 5A-3-11c and West Virginia Code of State Rules § 148-1-7.9 require that the Director of the Purchasing Division (“Director”) determine in writing that an award to multiple vendors is in the best interest of the state by considering a number of factors listed below. Those same provisions also require the spending unit to provide written justification when requesting an award to multiple vendors. This form is intended to provide the required written determination and justification.

The person signing below hereby finds that an award of Solicitation No. _____ to an individual bidder would be insufficient and recommends to the Director that the above identified solicitation be awarded to multiple bidders.

Factors: In making this recommendation that an award to multiple vendors is in the best interest of the State of West Virginia, the undersigned considered the following factors, in so far as they are applicable, and offers the following explanations:

1. The quality, availability, and reliability of the supplies, materials, equipment, or service and their adaptability to the particular use required;
Explanation: _____
2. The ability, capacity, and skill of the bidder;
Explanation: _____
3. The sufficiency of the bidder’s financial resources;
Explanation: _____
4. The bidder’s ability to provide maintenance, repair parts, and service;
Explanation: _____

New Senior Buyer on Staff at Purchasing Division

The Purchasing Division is pleased to welcome David Pauline to its staff. Pauline will serve as a senior buyer for the Acquisitions and Contract Administration Section.

A resident of Pinch, Pauline previously worked at MRC Global, better known as McJunkin, as a buyer for six years.

“I really like the group I have been assigned to work with, and everyone has been very helpful and patient,” he said. “I look forward to getting up to speed and being a productive member of the team.”

In his free time, Pauline enjoys fishing, being active in his church, and spending time with his wife Teresa and dog Samson.

Welcome Pauline to the Purchasing Division!



**David Pauline, Senior Buyer
Acquisitions and Contract
Administration Section**

VA TRAINING

Continued from Page 3

In recent years, however, those efforts have dropped off due to the many resources available, including one-on-one training received during agency inspections. The Purchasing Division would like to get back to offering specialized agency trainings as a way to open dialogue and foster relationships.

“It is our goal to provide assistance to our agencies where possible, in whatever form we can,” said Assistant Purchasing Director Samantha Knapp. “Despite all of the tools and resources available to our agency partners, we strongly encourage agencies to reach out to us for one-on-one discussions about their specific agency needs.”

If your agency would like to schedule a meeting with Purchasing Division staff, please reach out to Knapp at Samantha.S.Knapp@wv.gov or 304.558.7022.

CTO Review Key for Technology Procurements

When it comes to technology related procurements, the West Virginia Office of Technology (WVOT) provides valuable oversight to ensure that goods and services meet state requirements, particularly when the good or service will connect with the state network. This includes reviewing operational efficacies, guaranteeing privacy, maintaining data and cyber security, and ensuring that tax dollars are spent well. It is the responsibility of agency procurement officers to contact WVOT with ample time for the Chief Technology Officer (CTO) to complete this review.

As procurement officers prepare to request CTO approval, WVOT recommends the following information be included:

- Description of the good or service;
- Justification as to why the good or service is needed;

- Estimated cost of the good or service;
- Whether the good or service is replacing an existing contract, or whether it is a new procurement;
- Where the equipment will be located (if applicable); and the
- Specification document (if applicable).

Including the information above with any request is critical to avoiding delays and ensuring the CTO can accurately evaluate your request.

In addition to contract renewals, requests for proposals, and requests for quotations, CTO approval is also required for some statewide contracts. These contracts include desktops/laptops (IP19), digital copiers (DIGICOP), and digital mailing machines (MAILMCHN). For these statewide contracts, WVOT can provide third-party approval in *wvOASIS*.

Procurement officers are also reminded that technologies not subject to CTO approval may still need approval from the State Privacy Office and the WVOT Security Office.

Questions regarding CTO approval should be directed to your agency's intergovernmental relationship manager or **Consulting.Services@wv.gov**. Additional information can also be found at **technology.wv.gov**.



INVENTORY CERTIFICATION

Continued from Page 1

Certification Cover Sheet can be found online at www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertificationCoverSheet.pdf.

The Certification Cover Sheet should include:

- The date the last physical inventory was completed for all reportable assets under the agency head's authority;
- Certification that the agency has entered all real property and all reportable assets in its possession for the current fiscal year into the *wvOASIS* Fixed Assets System;
- Certification that all outdated assets under the agency head's administration were retired in conformance with WVSASP policy, procedures, and guidelines; and
- Certification that the information contained in the *wvOASIS* Fixed Assets System is to serve as the required inventory report that must be filed with the Purchasing Director.

Agencies are also reminded to check for asset shell documents which should be completed, or the event type changed to "FA14," which will remove the shell document.

Because the deadline is set by W. Va. Code and was already extended due to unusual circumstances, no further extensions will be granted. For information regarding inventory management policies and procedures, visit www.state.wv.us/admin/purchase/surplus/InventoryMgt. Agencies exempt from the Purchasing Division are still required to file the certification for their vehicle inventory. Additional questions regarding the reconciliation of fixed assets may be directed to Cooper at 304.766.2626 or Elizabeth.J.Cooper@wv.gov.

THE BUYERS NETWORK

Purchasing Division
State Capitol Complex
2019 Washington St., East
Charleston, WV 25305-0130

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

Jim Justice
Governor

Mike Sheets
Director
Purchasing Division

Editor
Samantha Knapp

Contributing Reporters
Jessica Chambers
Courtney Johnson

Current Statewide Contract Update

(As of September 16, 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.

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
CPHONE13AA	AT&T	Cell Phone Services	To incorporate new service fees related to SB579
CPHONE13B	Verizon	Cell Phone Services	To incorporate new service fees related to SB579

WVARF19	WV Assoc. of Rehab Facilities	Janitorial Services	To include additional commodities and service
WVRFJAN19	WV Assoc. of Rehab Facilities	Janitorial Services	To change the CRP name for ETE.Inc. to WorkAble Industries, Inc.

FOR MORE INFORMATION

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

Certification Visits Resume at Purchasing



The Purchasing Division resumed hosting its two-day certification visits in September. The number of participants was limited while social distancing and masks were required. The two-day certification visit is a requirement of the Purchasing Division's West Virginia Procurement: Basic Certification program.

To determine your eligibility or to learn more about these Procurement Certification programs, email Purchasing.Training@wv.gov.

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
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<u>Senior Buyers</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
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
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
David Pauline	David.H.Pauline@wv.gov	558-0067
<u>Buyers</u>		
Dusty Smith	Dusty.J.Smith@wv.gov	558-2063
John Estep	John.W.Estep@wv.gov	558-2566

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