

THE BUYERS NETWORK

AUGUST 2021

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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.

Purchasing Division Offers Important Reminders for 2021 Virtual Agency Purchasing Conference

As a reminder, the Purchasing Division's annual Agency Purchasing Conference is being offered virtually from Aug. 23-27. Prior to the start of the conference, the Purchasing Division would like to offer a few reminders and provide quick reference information.

- Sessions with available space will open for self-registration from Aug. 6-12. No schedule changes will be permitted after this time.
- Due to many at-capacity sessions, individuals are advised not to share the WebEx access links and passwords with others. Individuals who were unable to register for a session will be able to view it on demand at a later time.
- Be sure to log in to WebEx with your first and last name to receive proper credit for viewing the training session.
- Individuals from a single agency may view any webinar together from a single computer if a session in which they wish to participate

CONFERENCE QUICK REFERENCE

Full Conference Schedule and PowerPoints:

www.state.wv.us/admin/purchase/Conference/Agency/2021

Conference Questions:

Courtney Johnson / Courtney.S.Johnson@wv.gov

WebEx Problems:

Alisha Pettit (304.558.0247) / Samantha Knapp (304.558.7022)

is full and someone within the agency has registered. To earn credit, the agency must submit a completed sign-in sheet with the agency name, date, time, session title, and a printed name and signature of all participants.

- The Purchasing Division reserves the right to remove any individual from a session for which they are logged in but for which they were not registered.
- Participants should log in to each webinar at least 15 minutes early to allow time for any troubleshooting.

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Enterprise Adds Extra Security Measure to Billing, Booking for Direct Bill Reservations

Last month Enterprise, one of the state's two rental vehicle statewide contract vendors (CRENTAL20A), took steps to provide an additional measure of security to its billing and booking process for rental vehicles for state employees. Moving forward, this change will only affect agencies using the direct bill process, and individuals using a Purchasing Card (P-Card) to pay for rental vehicles will see no change.

With the extra security measure in effect, those individuals wishing to use the direct bill process will now be required to include both an account number and a billing number. To obtain a billing number for your account, please contact West Virginia's Enterprise Account Manager Scott Davisson at scott.a.davisson@ehi.com or 304.415.3278. Please disregard this step if your agency will continue to use the P-Card to make rental vehicle reservations.

For information regarding this revised procedure, please see the updated ordering instructions and booking guide on the Purchasing Division's website at www.state.wv.us/admin/purchase/swc/CRENTAL.htm.

Training Efforts Continue Both In Person and Online, Other Opportunities Available

Last month, we conducted our first in-person session since March 2020. The day-long session, *An Introduction to West Virginia State Purchasing*, was attended by approximately 20 agency procurement officers. As we proceed into the fall with our second semester training program schedule, we will be transitioning to a hybrid approach, when appropriate. While all sessions will be offered virtually through the end of the year, an email will be sent in advance of each session to all registered participants to gauge their interest in attending in person. In situations where 10 or more people are interested in attending in person, in-person attendance will be permitted. If more wish to attend, names may be selected at random.

We hope you will consider taking advantage of the in-person training when possible. While we have all adapted well to this new virtual world, we're excited to see your faces and interact with you in person. Please know we are also happy to schedule any meetings between you and your agency's designated Purchasing Division buyer to discuss specific solicitations, offer one-on-one training, or just discuss the nature of your agency-Purchasing Division relationship generally. Let us know how we can assist you and help you meet your day-to-day procurement needs.

With that, I would like to commend our staff for their training efforts. Presenting to an audience, whether virtually or in person, sometimes does not come naturally. There is a lot of preparation that goes into each session, and we continue to thank our

attendees for their patience as we work to improve and make modifications to this program. That includes making our trainings, particularly those offered virtually (including our upcoming conference sessions), more interactive.

As we get closer to the dates of our virtual Agency Purchasing Conference, I want to share a few reminders with you. Because the capacity for each webinar is limited to 100 attendees, we hit the limit for many of the classes early during the registration period. For that reason, we must request that you only attend the sessions for which you are registered and have received a confirmation email. We are working on a solution to make the webinars available for a limited amount of time following the conference so that if you do not get to participate in a session that interests you, you will still get the opportunity to view it and obtain training credit. More information will be available on these recordings soon.

Please keep an eye out in the coming weeks for an email containing your login information for those sessions for which you are registered. Be sure to log in with your first and last name at least 15 minutes prior to your registered session(s) so we can help you troubleshoot any issues you may experience.



Front row (l-r): Frank Whittaker, Krista Chadband, Melody Waite, Courtney Johnson, Mike Sheets, Lu Anne Cottrill, Linda Harper, Alisha Pettit, James Meadows

2nd row (l-r): Leslie Gwinn, Dusty Smith, Crystal Hustead, Melissa Pettrey, Jennifer Fields, Dianna Doss, David Pauline, Samantha Knapp

3rd row (l-r): Jessica Hovanec, Jason Thompson, Teresa Cutlip, Josh Hager, Tara Lyle, Bob Ross

Back row (l-r): Greg Clay, Brenda Brown, Mark Totten, Guy Nisbet, Mark Atkins, John Estep

I hope you enjoy the program we have planned for you later this month. If you registered but have not received a confirmation email or if you require any changes to your schedule, please contact Courtney Johnson at Courtney.S.Johnson@wv.gov. Sessions with remaining vacancies will open for self-registration on Aug. 6, 2021, and will remain open for one week. After that time, registration will be closed and no changes to your schedule will be permitted. Thank you for your understanding, and we look forward to "seeing" you there.

Purchasing Division Hosts Two Summer Interns

The Purchasing Division is pleased to host two summer interns again this year. Braden Phillips is the marketing intern for the West Virginia State Agency for Surplus Property (WVSASP), which falls under the Program Services section of the Division, and Zach Wynn is the technical intern working with the Business and Technical Services section.

Phillips, a Charleston resident, is a marketing major at West Virginia University. As the marketing intern for the WVSASP, he is responsible for promoting the daily public sales and federal surplus property programs while also increasing outreach to eligible organizations to promote WVSASP's programs and services.

"This is my second year working as an intern in state government," Phillips said. "By working with Surplus, I hope to improve my professional communication skills in regard to marketing and continue to develop my professional growth."

Wynn, the Purchasing Division's technical intern, is from Dixie, West Virginia. He studies computer science and math-



ematics at Marshall University. As part of his responsibilities, Wynn assists with various technical projects in the Purchasing Division, including those related to building upgrades and maintenance, the website, and bid openings.

"Working for the Purchasing Division will help me gain experience in my field

of study as well as a better understanding of the workplace and state government as a whole," Wynn said.

Thank you to Phillips and Wynn for their hard work during the summer of 2021. Best of luck during the upcoming school year!

Seven Cooperative Contracts Now Nonmandatory

In an effort to maintain flexibility within the state purchasing process, the Purchasing Division is pleased to announce that several cooperative contracts are now nonmandatory for state agency use. The cooperative contracts, indicated on the Purchasing Division's Statewide Contracts webpage with "(nonmandatory)" beside the contract title, include: box truck rentals, electronic monitoring, industrial supplies, information technology consulting, office supplies, rental cars, and small package delivery services. This change in required usage only applies to those contracts identified. All other statewide contracts will remain mandatory for use.

Description	
Asbestos Abatement Services	
<i>This contract includes various asbestos abatement services, including, but not limited to, removal of asbestos mate insulation.</i>	
Auto Parts	
<i>This contract includes motor vehicle auto parts.</i>	
Batteries (Automotive & Equipment)	
<i>This contract includes automotive and equipment lead acid batteries of various sizes and voltages, for both indust commercial use.</i>	
Box Truck Rentals	(Non-Mandatory)
<i>This contract with Enterprise Rent A Car Co. is to provide Nationwide Commercial Truck Rental Services.</i>	

Agencies wishing to purchase from a source other than a nonmandatory cooperative contract will no longer be required to request a waiver from the Purchasing Division. However, they will be required to follow all applicable bidding rules and requirements for the spending threshold for those purchases. When choosing to make a purchase from a source other than the cooperative contract, the agency should track the aggregate spend for all purchases to ensure they don't exceed a spending threshold. Purchases made from the cooperative contract do not count toward that aggregate amount. In addition to tracking spend, agencies should also monitor their cooperative contract purchases for noncontract items.

While this is a procurement choice now available to procurement officers, the Purchasing Division would like to remind agencies of the benefits of using statewide contracts. In addition to offering competitive pricing, all contracts offer free shipping, and the vendors will, in most cases, price match other retailers. Purchasing from a statewide contract can also provide easy access to documentation and item information for any warranty issues.

The Purchasing Division hopes that designating these cooperative contracts as nonmandatory will be a useful procurement tool under certain circumstances. Questions regarding statewide contracts can be sent to Senior Buyer Mark Atkins at Mark.A.Atkins@wv.gov.

FY 2021 Semi-Annual Stringing Report Submitted to Legislature

Each January and July, the Purchasing Division submits a stringing report to the West Virginia Legislature, in accordance with W. Va. Code § 5A-3-10(b). This report, which can be viewed on the Purchasing Division's website, is submitted electronically through the Legislature's database to the Joint Committee on Government and Finance.

Stringing is defined within the *Purchasing Division Procedures Handbook* as "issuing a series of requisitions or dividing or planning procurements to circumvent the \$25,000 threshold or otherwise avoid the use of sealed bids."

During the year, Purchasing Division inspectors 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, 2021, through June 30, 2021, there were no spending units that reported

to the Purchasing Division 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 nine cases of stringing related to five spending units during their inspections.

Agency personnel wishing to learn more about stringing and bidding thresholds are encouraged to complete the Stringing online training module available in CourseMill at www.onlinelearning.wv.gov. Questions relating to purchasing issues should be directed first to the respective agency procurement officer. If the agency procurement officer needs additional assistance, they are encouraged to contact the appropriate Purchasing Division buyer.

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

Purchases from Amazon Must Follow Bidding Guidelines

The Purchasing Division would like to remind agency procurement officers that purchases made from the state's Amazon Business Prime account are subject to all bidding laws and rules. For agency delegated purchases, this means purchases under the \$2,500 threshold may be procured directly through Amazon, while a screenshot of the Amazon item and its price may serve as one of the verbal bids for aggregated purchases between \$2,500 and \$10,000.

By purchasing through the state's Amazon Business Prime account, state agencies can receive automatic tax-exempt purchasing, free two-day shipping on eligible items, and business-specific pricing.

During the implementation phase of Amazon Business Prime, the Purchasing Division hosted two webinars for administrators and requisitioners. Both of these trainings are available on the Purchasing Division's webpage at www.state.wv.us/admin/purchase/SWC/AMAZON.htm.

Questions regarding your agency's ability to utilize Amazon Business Prime should be directed to your agency's designated procurement officer. An FAQ for Amazon Business, as well as the terms and conditions negotiated by the Purchasing Division, can also be found at the link above.



Purchasing Resumes Strategic Sourcing Meetings

The Purchasing Division has resumed its strategic sourcing meetings with state agencies this year. The meetings were put on hold during 2020 due to the COVID-19 pandemic. While primarily used to discuss and plan for procurements for the upcoming fiscal year, the meetings serve as an opportunity for a larger conversation between the agency and the Purchasing Division.

Discussions on opportunities to consolidate procurements, internal controls and procedures, legal issues, legislative updates, and inspection findings are also held during these meetings to enhance the partnership between the agency and Purchasing Division and encourage collaboration. Challenges and possible solutions are also addressed as part of the conversation.

"Communication and relationships are key to successful procurements," said Purchasing Director Mike Sheets. "These meetings provide opportunities for proactive dialogue with agency procurement officers."

So far in 2021, the Purchasing Division has met with the Department of Environmental Protection, Department of Highways, the Office of Technology, Department of Veterans Assistance and General Services.

By offering these strategic sourcing meetings, the Purchasing Division hopes to improve the procurement process and the relationship between the Division and the agencies under its authority. We value all feedback and encourage agencies to reach out throughout the year with ideas, solutions, or feedback regarding the purchasing process.

Agencies Play Important Role in Vendor Registration

State agencies are responsible for making sure vendors are properly registered with the Purchasing Division prior to issuing a purchase order. In instances where a vendor is not properly registered, the Purchasing Division maintains instructions on its intranet site for agency procurement officers to assist the vendor in completing this process. The instructions may be accessed at <http://intranet.state.wv.us/admin/purchase/VendorReg.html>. The process includes obtaining and reviewing all paper forms submitted.

Vendor registration forms that are incomplete or are incorrectly done can slow down the registration process due to the extra steps it creates for Purchasing Division staff to rectify the issue. A common example of a delay in the vendor registration process involves the submission of the *Vendor Registration and Disclosure Statement and Small, Women-, and Minority-Owned Business Certification (WV-1A)* application for vendors supplying sole source commodities and services to West Virginia state agencies or aggregate competitive purchases of \$1,000 or less in any one fiscal year. When submitting this form to the Purchasing Division, it is imperative that agencies include their agency name and mailing address on the front page of the WV-1A form prior to sending it to the vendor. The vendor must complete Part I of the form and return it to the requesting agency.

The agency procurement officer should review the form for completeness and legibility, complete Part II, sign the form and forward it to the Purchasing Division for processing. All incomplete or illegible WV-1A forms will be returned to the agency procurement officer. Incomplete WV-1A forms received in the Purchasing Division without the requesting agency name on the front page of the form and with Part II not completed are not processed but are retained

WV-1A
REV. 06/10/2021 New Update

STATE OF WEST VIRGINIA - PURCHASING DIVISION

**VENDOR REGISTRATION AND DISCLOSURE STATEMENT
AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS
CERTIFICATION APPLICATION**

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the *West Virginia Code* §5A-3-12 requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement. Vendors supplying sole source goods or services to West Virginia state agencies, or competitive purchases of \$2,500 or less annually in aggregate across all state agencies are required to complete the Vendor Registration and Disclosure Statement (WV-1A form). If the amount for competitive purchases exceed \$2,500 in aggregate across all state agencies in any one year, a \$125.00 annual fee is required. Payment of the annual fee includes email notifications on bid opportunities based on the commodities and services selected upon registering in the Vendor Self-Service (VSS) portal at wvOASIS.gov. Please complete Part I of this form in its ENTIRETY and return to the state agency listed below for their completion of Part II. The agency will forward this form to the West Virginia Purchasing Division for processing. Incomplete forms will not be processed and will be returned to the vendor. **Please return all correspondence to:**

STATE AGENCY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

Whenever a change occurs in the information submitted, such change shall be reported immediately in the same manner as

temporarily in a pending file. Part II of the WV-1A form must be completed by the agency and signed by the agency procurement officer.

As part of the vendor registration process, agencies are responsible for furnishing the appropriate *Vendor Registration and Disclosure Statement* to vendors with which it wishes to do business, whether the business is registering as a new vendor or updating its vendor registration information with the Purchasing Division. Agencies should always provide the vendor with the name and telephone number of an agency contact person in the event the vendor has questions when completing the registration process.

Training Module Sessions Now Available for Fiscal Year 2022 Viewing

The Purchasing Division has updated its course sessions for all online training modules within the state's learning management system, CourseMill. The only difference noticeable to viewers will be the course ID number under which each module is listed. The previous sessions, noted simply with an "E" at the end of the course title to indicate that it was an online module, were removed and replaced with sessions ending in "EFY22" to indicate the new fiscal year.

Anyone who watched an online module topic in Fiscal Year 2021 can now watch the same topic again in Fiscal Year 2022. This update was the result of a system limitation in which the user could not watch any one session from the Course Catalog more than once without un-enrolling and losing that historical data. The new sessions were created in CourseMill for the fiscal year that began July 1, 2021.

The online training modules were designed for agency procurement officials to view on demand from the convenience of their own offices. Each full module counts as 30 minutes (i.e. .5 hours) of credit toward the Purchasing Division's Certification Program and 10-hour designee requirement, while the mini-modules count as 15 minutes (i.e. .25 hours) of training credit.

When viewing the modules in CourseMill, viewers need to take no other action than to simply view the module. Upon completion, the participant will receive his or her Certificate of Completion via email.

To view the online training modules page, visit www.state.wv.us/admin/purchase/training/modules.html or onlinelearning.wv.gov.

Buyers Network

THE BUYERS NETWORK

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Current Statewide Contract Update

(As of July 14, 2021)

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
ABATMNT21	Custom Services Industries	Asbestos removal or encapsulation	07/01/21 -06/30/22
MVAPRTS21	Napa Auto Parts	Motor vehicles parts	06/05/21 -06/14/22
TRAVEL21	Natl Travel Service	Travel agencies	07/01/21 -06/30/22

Contract Renewals

Contract	Vendor	Commodity	Effective Date
TEMP21A	WV Assoc. of Rehab Srvs.	Temp Personnel Services	07/15/21 -07/14/22
TEMP21B	Athena Consulting	Temp Personnel Services	07/15/21 -07/14/22
TEMP21C	Saunders Staffing	Temp Personnel Services	07/15/21 -07/14/22
TEMP21D	22 nd Century Technologies Inc	Temp Personnel Services	07/15/21 -07/14/22
TEMP21E	Moten Tate Inc.	Temp Personnel Services	07/15/21 -07/14/22
TEMP21F	Express Services	Temp Personnel Services	07/15/21 -07/14/22
TEMP21G	Excelsior Consulting	Temp Personnel Services	07/15/21 -07/14/22
TEMP21H	Jaykay Inc	Temp Personnel Services	07/15/21 -07/14/22
TEMP21I	Manpower	Temp Personnel Services	07/15/21 -07/14/22
WVRFJAN19	WV Assoc. of Rehab Srvs.	Temp Personnel Services	07/01/21 -06/30/22

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
CPHONE20A	AT&T Corp	Cell Phone	To add approved invoicing and payment entities

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
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<i>Senior Buyers</i>		
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
Jessica Hovanec	Jessica.L.Hovanec@wv.gov	558-2314
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
<i>Buyers</i>		
John Estep	John.W.Estep@wv.gov	558-2566
Dusty Smith	Dusty.J.Smith@wv.gov	558-2063
Toby Welch	Toby.L.Welch@wv.gov	558-8802