

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.

IdentoGO Tablet Makes DMV Services Portable and Accessible Across the Mountain State

The West Virginia Division of Motor Vehicles (DMV) will now have a way to provide ID cards and driver's license enrollments outside the DMV office. The Purchasing Division and DMV recently awarded a contract to IDEMIA.

Currently in use in Kentucky, IDEMIA's portable IdentoGO tablet is tailored to the needs of DMV examiners across North America and provides a familiar experience to the typical in-office enrollment process.

The IdentoGO tablet with Web Enrollment software can be used just like IDEMIA's in-office application to capture applicant photos and signatures (or even a fingerprint), conduct surveys, and capture documents for identity verification. When in remote environments, the enrollment solution can work without Wi-Fi access. This allows examiners to work offline and then upload and merge applicant records when back online. When a suitable photo backdrop is not available, the innovative and patented IDEMIA Virtual Backdrop enables a resident's photo to be taken and replaced with a background compliant with American Association of Motor Vehicle Administrators standards.



The IdentoGO tablet procured by the Purchasing Division will make DMV services more accessible across the state.

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Weeklong Virtual Conference Closed with Strong Reviews

After being canceled in 2020 due to the COVID-19 pandemic, the Agency Purchasing Conference went virtual this year and successfully provided training and information on the state purchasing process to more than 200 participants.

Twenty courses were offered across five days and included topics such as statewide contracts, *WVOASIS*, and surplus property. Each session was offered via WebEx and allowed participants to follow along with slideshow presentations and submit questions to the presenters.

Following the conclusion of the virtual conference, the Purchasing Division distributed an evaluation seeking feedback of the program. Of the 219 agency participants this year, more than half (i.e. 112) took the survey, with 94% rating the event as excellent or good.

The Purchasing Division received many comments praising the content and format of the classes as well as understanding the necessity of a virtual

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Risk and its Mitigation is Considered in Every Aspect of West Virginia State Purchasing

Risk. Such a simple word but full of so much meaning. In the last year and a half, we have all felt the burden of risk when it comes to our health, our jobs, our finances, and our children's education. Risk takes on many shapes and forms. Many industries, including state and local governments, face cybersecurity risks every day. Just search "data breach" in any search engine and you will find scores of examples when that risk was realized. When a defense attorney forms his closing argument, he is taking a risk. Can he make the jury believe his client's position? Investing in the stock market is a risk, sometimes with fortuitous results, sometimes not. Risk can be big or small, quantifiable or not, direct or indirect, and all-encompassing or just an afterthought. But it exists everywhere you look.

Risk is not a new concept to state purchasing, and although it has a stigma associated with it, assessing risk can bring opportunity. In fact, risk and how we mitigate it has been taken into consideration in nearly every aspect of the state purchasing process. When it comes to public purchasing, risk can (and should be) addressed early in the process. One way to do this is through market research. Market research should be completed prior to developing any requisition. Gathering the latest information about the good or service, analyzing the market and identifying vendors who can supply the good or service, talking to other agencies that have solicited for the good or service and/or identifying changes that have occurred since past solicitations were issued if solicited by the agency previously, can help the agency have a better understanding of what they need and increase vendor competition for the solicitation. To learn more about market research, see the article on page 5.

When the Purchasing Division enters into a cooperative contract for statewide use, it is also taking a risk. Cooperative contracts are contracts solicited by other states or organizations, which often do not require similar competition or as stringent bidding rules as West Virginia. This often means that pricing

on the contract may not be as favorable as what it would be if the Purchasing Division competitively solicited for the goods or service themselves. In the case of the vehicle rental contract, CRENTAL, Enterprise recently raised its prices. To mitigate against higher costs in cooperative contracts such as these, agencies are encouraged to use the statewide contract with the lowest cost, or if noted as a non-mandatory cooperative contract, bid it out competitively. See the article below for more on changes to the CRENTAL contract.

With the uptick in COVID-19 cases hitting close to home and the risk to our staff and the public's health, the Purchasing Division has returned to all-virtual public bid openings for the time being. These are accessible in WebEx and all login information can be found on our COVID-19 updates webpage at www.state.wv.us/admin/purchase/covid.html.

As we move further into the year, think about how risk plays a role in your day-to-day purchasing tasks and how you can turn that risk into opportunity. For example, when you prepare specifications for a new contract, check and triple check them to ensure consistency and clarity; *good specifications ensure you receive the good or service you need*. Look over the terms and conditions carefully and complete those pertaining to the upcoming solicitation; *completed terms and conditions ensure the vendor knows exactly what is expected of them*. Conduct market research and identify vendors that can offer the good or service; *increasing competition is likely to reduce costs*. Opportunity is everywhere, hiding just behind the burden of risk.



New Rates Change Preferred Vendor for Rental Cars

Enterprise Rent-A-Car has raised its rates, making Hertz the statewide contract vendor for vehicle rental with the lowest price. This change requires agency procurement officers to look at Hertz first when they have a need. If Hertz cannot fulfill the request, the agency should document their file accordingly and then check with Enterprise.

The state was originally given a reduced rate from Enterprise. Following the rates expiration, Enterprise reverted to its original contract prices with the

National Association of State Procurement Officials, effective Sept. 15, 2021.

The cost difference exists across all types of vehicles. For example, an economy/compact sedan on the Hertz contract is available at a daily rate of \$31, a weekly rate of \$155, and a monthly rate of \$620. From Enterprise, the same vehicle costs \$33 daily, \$165 weekly, and \$660 monthly.

For more information about this contract, visit www.state.wv.us/admin/purchase/swc/CRENTAL.htm.



Purchasing Division Authorizing Automatic Use of 1,000-Point Scale for Request for Proposals

The Purchasing Division has had a long-standing policy of mandating that agencies utilize a 100-point scale on RFP evaluations. The Request for Proposals (RFP) process allows for subjective technical evaluation (70 points) and objective cost evaluation (30 points) during the procurement of goods and services. With increasing frequency, agencies have begun requesting a 1,000-point scale to allow for more granularity in the technical evaluation scoring.

Starting Oct. 1, 2021, the Purchasing Division has modified the Handbook to allow agencies to pick between the 100-point or 1,000-point scale without the need for advanced approval. The evaluation will need to maintain the 70/30 ratio of technical to

cost so 700 points must be allocated to technical evaluation and 300 points for the cost evaluation.

“Nearly all RFP solicitations are highly technical in nature,” said Assistant Director Frank Whittaker. “The Purchasing Division recognizes that there are times that agency may need to have more granularity within the evaluation process. Increasing the scale to 1,000 possible points from 100 gives them the necessary functionality when the procurement will have very many scorable items to consider.”

Any deviation from the 70/30 ratio and the 100- or 1,000-point scale is discouraged and must be approved in advance by the Purchasing Division.

Marshall University Obtains Plane Through WVSASP, Federal Surplus Property Program

In Spring 2022, Marshall University and Mountwest Community and Technical College will launch a new aviation program featuring assets obtained through the Federal Surplus Property Program. The Aviation Maintenance Technology (AMT) program will feature planes obtained by the West Virginia State Agency for Surplus Property (WVSASP) on AMT's behalf. The Federal Surplus Property Program was established in 1949 and authorizes the WVSASP to coordinate the donation of retired federal surplus property to eligible organizations.

“Marshall University has already received one plane from Florida, and we are working with WVSASP on acquiring two additional planes located in Boston,” said James Smith, director of AMT for Marshall University. “We were lucky that the types of planes we wanted for our program were immediately available.”

Students enrolled in the AMT program will train for their FAA certifications over an 18-month period. To complete the approximately 1,970 hours of shop time needed for these certifications, it is critical that the AMT program have enough equipment to meet FAA requirements.

“If someone in southern West Virginia wanted to learn aircraft maintenance, they would have previously had to go to Bridgeport,” added Smith. “This is the first course like this in the area.”

The university was able to fund the ad-

ministrative costs to process the transfer thanks to a grant from Toyota. Smith said he plans to continue monitoring the Federal Surplus Property Program for the availability of other turboprop aircraft. In addition to requesting aircraft, the aviation program utilized WVSASP's state warehouse in Dunbar to furnish its office facilities.

“I learned about WVSASP from an individual with Wayne County law enforcement,” said Smith. “The application was simple and WVSASP staff members have been great to work with. It has been a large cost savings which means lower student fees.”

While the WVSASP administers this program for eligible organizations across the state, WVSASP can also coordinate the donation of federal property to state agencies. Federal property available for donation includes construction equipment, fire trucks, industrial machinery, medical equipment, trailers, tools, and much more.

To learn more about the federal property program, visit WVSURplus.gov or call 304.766.2626.



The Federal Surplus Property Program gives eligible organizations, such as state agencies, educational institutions, and nonprofit organizations, access to property retired by the federal government. The plane pictured above was obtained by the West Virginia State Agency for Surplus Property for Marshall University to use in its new Aviation Maintenance Technology Program.

Purchasing Division's Welcome Packet is a Compilation of Important Info for New Hires

Agency employees can now access a handy guide to the purchasing process to help new procurement officers get started.


The Purchasing Division compiled a *Welcome Packet* that makes available in one location the resources, tools, and other procurement information designed to assist agency procurement officers in completing their day-to-day jobs. It includes quick reference links, a procurement guide that highlights the steps required once an agency identifies a need, a list of acronyms and terms used in the state purchasing process, information on the state procurement training program, and other valuable information.

"We recognize that there is a learning curve involved in understanding the laws, rules, and procedures that govern West Virginia state purchasing. We strive to provide the best customer service," said Purchasing Director Mike Sheets.

Should you have any questions about the process, you can request a meeting with your agency's assigned Purchasing Division buyer.

"After all, planning is key. Together, we can make this a process that works for all," Sheets said in a letter to employees announcing the Welcome Packet.

This *Welcome Packet* is posted on the Purchasing Division's Agency Resource Center website at www.state.wv.us/admin/purchase/arc.



WELCOME PACKET CONTENTS:

- **Welcome Letter**
- **Frequently Used Links**
- **Step-by-Step Procurement Guide**
- **Training Program Offerings**
- **List of wvOASIS and Purchasing Acronyms and Technology**

Purchasing Announcements

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, Nov. 4, 2021. Individuals required to take this training may register at www.state.wv.us/admin/purchase/training/mandatory.html.

Bid Openings

Due to the number of COVID-19 cases locally, the Purchasing Division has closed its bid openings to in-person attendees. The bid openings are available to stream online for free.

To view the schedule for bid openings and stay current with all Purchasing Division updates regarding COVID-19, visit www.state.wv.us/admin/purchase/covid.html.

CONFERENCE

Continued from Page 1

conference.

"Considering what we're dealing with this year, I think the conference was done very well. I appreciate the work you guys have put in," said one participant.

"Overall, I think the Purchasing Division made the best of a bad situation and thank you for all the time and effort you put into getting the information out there," said another participant.

One respondent said, "I very much prefer a webinar-based conference over having to be out of the office for an entire week to attend an in-person conference. It's much more efficient to be able to choose applicable courses and not lose an entire week."

While many enjoyed the online format, others missed the in-person attendance.

"Very satisfied with the online courses but I do miss the interaction with the other attendees," said one respondent.

"I missed the human interaction and being able to communicate more easily in person," said another participant.

The Purchasing Division would like to thank all respondents of this survey and will take into consideration all feedback when planning for the 2022 Agency Purchasing Conference.

State Plane Sold by Online Auction by WVSASP

Earlier this summer, the West Virginia State Agency for Surplus Property (WVSASP) facilitated the auction of the state's 2009 Cessna 208B Grand Caravan. The auction was held virtually through WVSASP's auction site, GovDeals. After a one-month listing, the plane was sold for \$1,526,650.00.

"WVSASP is responsible for the retirement of most state property, no matter how big or small," said WVSASP Manager Elizabeth Cooper. "When a state agency has an item it no longer needs, we want to ensure it is retired in the best way possible. For the state's plane, holding an online auction allowed us to reach a larger audience that would be interested in this unique item."

During the month it was listed online, the Cessna Grand Caravan received 64 bids. The winner, Loren Watts, was located in Richland, WA.

The state originally purchased the plane in 2009 and it had completed 574 flight hours and made 657 landings. While the plane is in good condition, usage had declined, and the decision was made to sell it instead of letting it depreciate in value. The Aviation Division will



The West Virginia State Agency for Surplus Property is responsible for the retirement of many state government assets such as the plane seen above.

use the funds from this sale for future operations.

"While most people think WVSASP only receives office furniture and vehicles, the truth is we see all types of unique inventory," added Cooper. "I hope the successful auction of this plane encourages state agencies to contact us with questions about our process and feel more comfortable planning for higher priced items that need to be retired."

For more information regarding retirements, contact your agency's Fixed Asset Coordinator or visit WVSurplus.gov.

Purchasing Reminds Agencies to Conduct Thorough Market Research

Agency procurement officers are reminded to conduct market research for commodities and services ahead of preparing solicitations. This research can help agencies better understand their needs. There are various ways to gather the information: independent research, consulting agency experts, communicating with multiple vendors in the market, engaging consultants, and by issuing Requests for Information (RFIs).

If reaching out to vendors, the Purchasing Division recommends that procurement officers engage more than one vendor in the relevant market whenever possible to avoid accusations of bias or favoritism. Keep in mind that communication with vendors must end when the requisition is submitted to the Purchasing Division for central bidding. Agency procurement officers can also research solicitations previously advertised within *wvOASIS* for the same or similar commodities or services.

Spending units may request that the Purchasing Division issue an RFI to obtain written information from vendors for the purpose of developing a solicitation. When conducting market research, procurement officers should consider relevant industry standards, variation in competing products and services, licensing or regulatory requirements, and acquisition and delivery lead time.

Checking mandatory sources is also important. Both statewide contracts and Correctional Industries are mandatory for use if the commodity or service is available from one of those sources. While the West Virginia State Agency for Surplus Property is not mandatory, it is recommended as a way for agencies to save.

Information on market research and other required procedures can be found in the *Purchasing Division Procedures Handbook* at www.state.wv.us/admin/purchase/Handbook.

Buyers Network

THE BUYERS NETWORK

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Current Statewide Contract Update

(As of Sept. 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.

Contract Renewals

Contract	Vendor	Commodity	Effective Date
SBUSTIRE20B	Appalachian Tire Rehab Facilities	Tires	08/01/21 -07/31/22

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
FOOD21A	Gordon Food Service Inc	Food distribution	To correct line awards

FOOD21B	A F Wendling Inc	Food distribution	To remove Comm Line Discontinued for Commodity Line 2 inadvertently checked while processing Change Order No. 1
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FOR MORE INFORMATION

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

Training Dates to Remember

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

To register, visit onlinelearning.wv.gov.

wvOASIS Procurement (PUR208W)

October 27, 2021 | 9 a.m. - 11 a.m.

Vendor Registration (PUR111W)

November 3, 2021 | 9 a.m. - 11:30 a.m.

Agency Delegated Purchasing (PUR218W)

November 17, 2021 | 10 a.m. - 11 a.m.

Forms and Documents / Inspection Services (PUR309W)

December 1, 2021 | 9 a.m. - 11 a.m.

Managing Your Vendor (PUR214W)

December 15, 2021 | 10 a.m. - 11 a.m.

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