

THE BUYERS NETWORK

APRIL 2022

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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.

Lighting Contracts Improve State Capitol Complex

The Capitol Campus is a little brighter lately, thanks to a multiphase project that has been underway. A lighting project by the General Services Division (GSD) involved the solicitation and award of two contracts to two West Virginia vendors. GSD awarded a contract to Silling Associates Inc. in Charleston to design the new lighting plan, while Specialty Groups in Bridgeport conducted the installation of the new light fixtures.

Phase one of the lighting project saw upgrades to the entire North circle (bell side), including the sides of the building. A total of 122 streetlights are located across the Capitol Campus. Many of these lights needed repairs and seven additional lights were placed during the project. 126 new building spotlights were installed at the base of the building and strategically placed to accent the design of the building. The first phase of the contract concluded in March 2022.

“When beginning this project, we spent a lot of time considering the architectural and aesthetics of the campus in addition to the poten-



A multiphase project is underway at the Capitol to improve the lights around the campus. In addition to providing energy savings and more security, the lights will help highlight the architecture.

tial cost and energy savings,” said GSD Energy Manager Dave Parsons. “Special consideration was given to the placement of these lights. Computer modeling was done to plan how the Capitol should be lit.”

In addition to improving the aesthetics of the capitol building, the

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- Purchasing Introduces Training Module on Pre-Bid Conferences
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Purchasing Division's Open House Returns in May

After a long hiatus due to COVID-19, the Purchasing Division will resume its Open House offering this year. State agency procurement officers are invited to visit the Purchasing Division on Tuesday, May 3, 2022, from 11 a.m. to 1 p.m. This free event is open to all state agency purchasers who work under the authority of W. Va. Code § 5A-3 and will take place at the Purchasing Division's offices located at 2019 Washington St. E. in Charleston.

“We are excited for the return of this annual event,” said Purchasing Director Mike Sheets. “Whether you are new to state procurement or have been at an agency for many years, we hope everyone will take

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Annual Agency Purchasing Conference Scheduled for Aug. 23-26

Market Disruptions and Supply Chain Issues Continue, State Procurements Affected

Although the pandemic has started to wind down, new unrest in Ukraine has led to continuing market disruptions and supply chain issues. The evidence of this is seen daily as part of the competitive bidding process, with far fewer vendors bidding on long-term contracts. As the impact of these disruptions continues to affect our daily operations, I want to remind you of a few strategies the Purchasing Division has implemented and recommends to our agency partners.

An instance in which your agency would have previously solicited an open-end contract may now be better served by smaller spot purchases. For example, if your agency thinks it will need 10 widgets throughout the year and you need five currently, go ahead and bid for those five. While this may seem like extra work to award multiple contracts throughout the year, it will ensure the vendor can meet your needs and secure the agency's ability to continue performing.

Turnaround time in the evaluation process is also important. If your agency successfully obtains bids for a solicitation, quickly making a suggestion to award is imperative. Getting to an award quickly will increase chances that the vendor can hold its prices steady for that purchase, ensuring the agency also obtains the needed goods or services.

If, after some consideration, your agency thinks an open-end contract is the way to go, shorter contract terms are also an option. With the volatility in the market, vendors are not only concerned about price stability but also about being able to maintain inventory. Shorter contract periods allow them to manage their risk while still selling to the state.

Planning is key. Despite any changes to how your agency chooses to solicit goods and services moving forward, it is

crucial to consider the current market and prepare the solicitation in a way that ensures vendors in that market will be more likely to bid, whether that means a shorter contract period, a spot purchase, or quick turnaround times. Many of the markets experiencing instability are well known, and therefore, preparations can and should be made when planning to solicit for those goods or services.

An example of a market in which stability has been an issue most recently is food. The food statewide contracts (FOOD21A and FOOD21B) bid and awarded by the Purchasing Division expired in February, and because of the current market, the Purchasing Division has decided not to rebid these contracts. Agencies will instead be permitted to competitively solicit food on an as-needed basis to ensure continuity of their operations. We will continue to monitor the market and reestablish the contract when we feel it is stable enough to do so.

As always, while we weather this storm together, we also look ahead to smoother sailing in the future. If issues arise or you have questions about how to proceed with purchases in the current market, please contact your assigned Purchasing Division buyer.



Save the Date: Purchasing Division Preparing for In-Person Annual Agency Conference in August

The Agency Purchasing Conference is returning to an in-person event this year at The Resort at Glade Springs in Daniels, W. Va. from Aug. 23-26, 2022. The conference was held virtually last year because of COVID-19.



"We are thrilled to return in-person at this year's conference," said Assistant Purchasing Director Samantha Knapp. "While a virtual conference is convenient, an in-person conference allows for more networking and interaction with presenters and other attendees."

The conference provides attendees with a closer look at the state purchasing process while also allowing them to connect with their peers. This year's conference agenda, which is focused on the purchasing basics, will feature more than a dozen topics, including

traditional offerings such as statewide contracts, basic purchasing developing specifications, vendor registration, and agency delegated purchasing, as well as topics new to the lineup, including contract negotiations and corporate naming issues.

More information about registration and lodging will be announced at a later date. For the latest news, keep an eye on your email and check the Purchasing Division's conference website at www.state.wv.us/admin/purchase/Conference/Agency/2022.

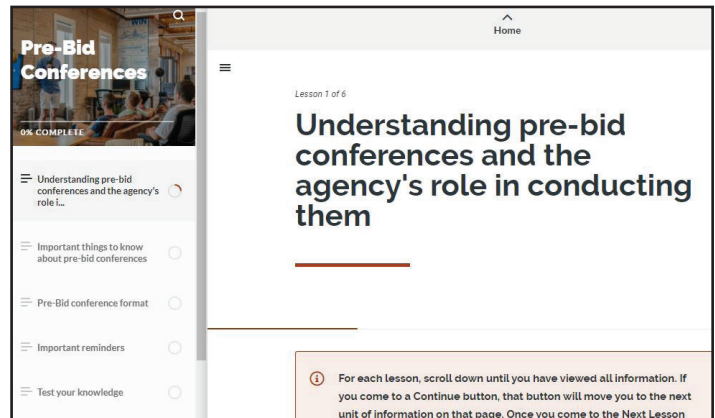
Purchasing Division Introduces New Online Training Module on Pre-Bid Conferences

The Purchasing Division is pleased to announce that a new mini online training module on pre-bid conferences is available to agency procurement officers in CourseMill.

In the state purchasing process, agencies sometimes need to solicit high-dollar, highly technical, or complex projects and/or services. To help these types of solicitations succeed, agencies may utilize mandatory pre-bid conferences. Pre-bid conferences, which occur after a solicitation has been published for public viewing but prior to the scheduled bid opening, allow the vendor community an opportunity to ask questions, hear more about the project, and in some cases conduct site visits.

This mini online training module will discuss the benefits of conducting pre-bid conferences, as well as provide an overview of the pre-bid conference format and the agency's role in conducting pre-bid conferences.

The new module can be found in the course catalog un-



der "PUR209EFY22". A list of all Purchasing Division online training modules can be found at www.state.wv.us/admin/purchase/training/modules.html.

Purchasing's Welch Promoted to Senior Buyer

The Purchasing Division is pleased to announce that Toby Welch has been promoted to senior buyer.

Welch started working for the state in 2018 as a purchasing assistant at the Department of Health and Human Resources, where he later moved into the purchasing coordinator role. From there, he moved on to the Department of Homeland Security's Division of Administrative Services as a procurement specialist. He came to the Purchasing Division in January 2021 as a buyer.



Toby Welch, Senior Buyer

"I enjoy the variety of challenges and the procurements that are associated with this position," Welch said. "I like being a small part of the team that brings important commodities and/or services to the agencies, and I enjoy working closely with the procurement officers of the various agencies."

"My goal is to constantly grow and learn," he continued. "We have a wealth of knowledge and experience both here at the Purchasing Division and throughout the agencies. I try to learn something from every conversation or circumstance that may arise."

Congratulations to Welch on his new position!

Training Dates to Remember

To register for these and other Purchasing Division webinars, visit www.onlinelearning.wv.gov. For additional information, please visit WVPurchasing.gov.

Insurance Requirements and Bonds (PUR310W)

April 13, 2022 | 9 a.m. - 11 a.m.

The Solicitation Process: From Pre-Planning to Post Award (PUR202W)

April 27, 2022 | 9 a.m. - 11:30 a.m.

Purchasing as a Privacy Powerhouse (PUR201W)

May 11, 2022 | 10 a.m. - 11:30 a.m.

Purchasing for Boards and Commissions (PUR306W)

May 25, 2022 | 9 a.m. - 11:30 a.m.

Contract Negotiations (PUR403)

June 8, 2022 | 9 a.m. - 10:30 a.m.

Agencies Reminded that Vendor Registration Should Be an Early Step in the Purchasing Process

Vendors receiving contracts or orders from the state of West Virginia need to be fully registered with the Purchasing Division per W. Va. Code § 5A-3-12 as soon as agencies know the apparent successful vendor. Make sure this step is complete prior to your agency issuing a purchase order, written or verbal, and before receiving goods or services from a vendor.

There are consequences, both in workflow and procedurally, to not following the policies in the correct order. It can add extra time to the procurement process and can be damaging for vendors and to the state.

The only way vendors can receive contracts, orders, or get paid is through wvOASIS. All agency registrations and certifications must be cleared before moving forward with receiving goods.

If an agency jumps to the middle of the process and receives commodities or services from a vendor without that vendor being registered, the process will come to a stop when it comes time for payment. The agency then must backtrack and complete the first steps, which delays payment to the vendor.

Delays in the process may create confusion with the vendor, who then may choose not to do business with the

state again, therefore lessening competition.

This is a universal process not unique to West Virginia and is standard in national procurement. Agency procurement officers should review Section 4 of the *Purchasing Division Procedures Handbook* for more information.

Questions should be directed to Vendor Registration Coordinator Terra Oliver at 304.558.2311. Procurement officers are also encouraged to direct vendors to the Vendor Registration section and the Vendor Resource Center at WVPurchasing.gov.

OPEN HOUSE

Continued from Page 1

advantage of this opportunity to meet with peers who face the same procurement challenges and get expert advice from our staff.”

The goal of the Open House is to provide a space for state agency purchasers to connect and network. Lunch will be provided for attendees to enjoy while visiting with colleagues and Purchasing Division employees.

One hour of training credit, which counts toward the 10-hour training requirement for designees and the State Procurement Certification Program, will be awarded to procurement officers who attend. Attendees will also be entered into a drawing for a chance to win free registra-

PLAY WITH THE PURCHASING DIVISION!

TUESDAY, MAY 3, 2022 **11 A.M. – 1 P.M.**

Join the Purchasing Division for lunch at our annual Open House. Meet with our staff, connect with your peers, and bring documentation that you may wish to review with your assigned buyer.

Please RSVP to Teresa.A.Cutlip@wv.gov by April 12. Masks are optional.

Enter for a chance to win a complimentary registration to the 2022 Agency Purchasing Conference at The Resort at Glade Springs in Daniels, WV, from August 24-26, 2022.

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tion to the 2022 Agency Purchasing Conference in August.

While RSVPs are not required, they are en-

couraged. To RSVP, please contact Teresa Cutlip by close of business on April 12, 2022, at Teresa.A.Cutlip@wv.gov.

Purchasing Division Schedules Legal Seminar for April

The Purchasing Division will host a free legal seminar on state procurement practices on Thursday, April 28, 2022, from 9 a.m. to 4 p.m. in the Capitol Room of the Caperton Training Center (Building 7) on the Capitol Campus.

During the seminar, presentations will be offered on the legal issues related to state procurement, including privacy

issues, ethics in procurement, and other topics. In addition to Purchasing Division General Counsel Jimmy Meadows, presenters will include Misty Peal and Bob Paulson from the Department of Administration, Kimberly Weber from the Ethics Commission, John Gray from the Attorney General's Office, Jennelle Jones from the Office of Technology, and Ashley Summitt from the State Privacy Office.

This training is available to all attorneys employed by the state of West Virginia. Continuing Legal Education (CLE) credits will be available through the West Virginia State Bar. Attendees will be required to stay for the duration of the seminar to receive CLE credit and are encouraged to know or bring with them their State Bar ID Number, as it will be needed when attendees sign in.

Questions regarding this training may be emailed to Purchasing.Training@wv.gov.



LIGHTING PROJECT Continued from Page 1

lighting project will also improve the state's energy efficiency. The new streetlights were selected to be reminiscent of the gas lights of the 1930s when the Capitol was first constructed and for their dimmable LEDs that are more energy efficient. The previously installed lights used 1,000 watts, and the new lights use only 59 watts.

"Many of the old light fixtures around the campus were becoming hard to replace," added Parsons. "This was a design project as well as a construction project."

Phase two of the five-part project is expected to begin this summer on the west side of the building. This includes the area in front of the Culture Center to the Governor's Office.

The Purchasing Division is pleased to assist with this and many other unique procurements around the state.

Registration Now Open for the Mandatory Training Webinar for High-Level Officials on May 5th

Registration is now open for the State Officials' Purchasing Procedures and Purchasing Card Rules training, co-presented by the West Virginia Purchasing Division and the State Auditor's Office. This two-hour session, scheduled for May 5, 2022, will be conducted online as a webinar. Offered twice per year, this training is mandatory for high-level state officials as indicated in W. Va. Code § 5A-3-60.

The Code requires all high-level state officials to annually complete two hours of training on purchasing procedures and purchasing card processes. Space is limited to the first 100 people who register. Information on how to register for this live online training can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/training/mandatory.html.

Following the webinar, the recording will be posted in CourseMill. Instructions on how to view the recording following the webinar are also posted at the aforementioned link.

Anyone who did not attend the November 2021 webinar or who has not viewed the recording must complete the training by June 30, 2022, to remain in compliance.

Mandatory Training

May 5, 2022

9 A.M. - 11 A.M.

[CLICK TO REGISTER](#)

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)

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Current Statewide Contract Update

(As of March 16, 2022)

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

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
FIRETRK22B	HME Inc	Firefighting equipment	03/15/22 -12/31/24
LDPHONE19E	Touchtone Comm. Inc.	Long Distance Telephone Services	02/17/22 -08/16/22
RECMGT22	Iron Mountain Incorporated	Document storage services	02/15/22 -02/14/23

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
FUELTT21	R T Rogers Oil Co Inc	Fuels	01/01/22 -12/31/22
FUELTW21A	Harris Oil Co Inc	Fuels	04/01/22 -12/31/23
FUELTW21B	R T Rogers Oil Co Inc	Fuels	04/01/22 -12/31/23
FUELTW21C	Bruceton Petroleum Co Inc	Fuels	04/01/22 -12/31/23
FUELTW21D	Tri State Petroleum Corp	Fuels	04/01/22 -12/31/23
PAINT21	Sherwin-Williams	Paints and primers	04/01/22 -03/31/23
SYSFURN19	Capitol Business Interiors	Workstations/ Office packages	03/01/22 -02/28/23

Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
CPHONE20A	AT&T Corp	Cellular Telephone Services	To add the Exhibit_A K-12 Program

CPHONE20B	Verizon Wireless	Cellular Telephone Services	To mirror the NASPO agreement
LAR20	Shi International Corp	Software	To extend to June 30, 2022 to align with NASPO

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
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
<i>Senior Buyers</i>		
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
Toby Welch	Toby.L.Welch@wv.gov	558-8802
<i>Buyer</i>		
John Estep	John.W.Estep@wv.gov	558-2566