

# 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.

## Purchasing Division Forms Statewide Contracts Team

The Purchasing Division is pleased to announce the creation of a Statewide Contracts Team, led by Buyer Supervisor Mark Atkins. Also on the team is Senior Buyer Jessica Hovanec and Purchasing Assistant Brandon Barr.

“I am excited about the opportunity to grow the statewide contract offerings to all state agencies and political subdivisions,” Atkins said. “By adding Jessica as the first member of the team, I feel we can begin to be more responsive in researching and creating useful contracts that can leverage the state's spending power.”

Upon his hiring in May, Barr said, “I plan to gain as much knowledge about the Purchasing Division as I can so that I can do my job to the best of my ability.”

Atkins' goals for the team include:

- Maintaining current contracts and making updates and corrections as needed;



**Mark Atkins (left), Jessica Hovanec (center), and Brandon Barr (right) make up the new Statewide Contracts Team. The team will help expand the statewide contract program and the number of contracts available to state agencies and political subdivisions.**

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## Preparations Underway for Purchasing Conference, Registration Opens in June

The 2022 Agency Purchasing Conference is returning to an in-person format at The Resort at Glade Springs in Daniels, W.Va. from Aug. 23-26. There also will be a limited virtual option for individuals who wish to participate remotely.

Registration will open in early June, and attendees can make their lodging reservations for The Resort at Glade Springs later in the month. Participants are encouraged to have a lodging plan in place as rooms are limited at Glade Springs. In addition to lodge rooms, there are larger villas on the property which have private bedrooms and bathrooms, as well as separate entries. These would be ideal for multiple attendees from the same agency. A block of rooms has also been reserved at the nearby Sleep Inn, and The Cabins at Pine Haven is another nearby lodging option.

“We are thrilled to be able to return to an in-person conference,” said

Please see **CONFERENCE**, page 3

## Purchasing Shares Reminders Ahead of Fiscal Year End

As we wrap up another fiscal year this month, I am amazed at the great work our state employees continually showcase. The standards set forth in the state purchasing process, recognized daily by each of you, illustrate your commitment to a process that is competitive, fiscally responsible, and adept at obtaining needed goods and services for your agencies in a timely manner.

This month, we awarded contracts on behalf of agencies for zero turn lawn mowers, wildflower seed products, pallet trucks, steel cantilever library shelving, radio equipment, and more. We also awarded new contracts and change orders for multiple statewide contracts, including those for auto parts, Centrex services and related local exchange services, light bulbs and ballasts, housekeeping supplies, office supplies, security services, and more. As this fiscal year concludes, I encourage each of you to continue navigating the purchasing process with diligence and ask you to reach out if there is ever anything we can do to assist you.

Please be reminded that all designated procurement officers are required to obtain 10 hours of training offered by the Purchasing Division each fiscal year, and as we near June 30, 2022, it is important to check your hours and compliance with this Code of State Rules requirement. If you're not sure where you stand with hours, you can check your transcript in CourseMill or email us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov). If you need additional training hours to meet this requirement, you can view a complete listing of topics for our online training modules on our website at [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html). You can also view our first semester training program schedule for sessions offered this month at [www.state.wv.us/admin/purchase/training/inhouse.html](http://www.state.wv.us/admin/purchase/training/inhouse.html). Our second semester training program schedule is also available online and will be published in next month's *The Buyers Network*.

Last month, we sent out our Fiscal Year 2023 Agency Pro-

urement Officer Designation Forms. Agency heads are required to designate at least one person to be responsible for the procurement function for that agency each year and are required to submit a separate form for each person designated, regardless if the designee(s) from the previous year are expected to remain the same. The deadline to submit this form is close of business on June 15, 2022. For more on this requirement, see the article on page 6.

Finally, please remember that, in accordance with W. Va. Code § 5A-3-59(b), state agencies are required to submit annual progress reports on purchases made from small, women, and minority-owned businesses to the Purchasing Division each fiscal year. There are two reports available in Business Intelligence that can capture this information. They include *WV-FIN-PROC-039* and *WV-FIN-AP-061*. The "061" report captures all P-Card and GAX document payments referencing an award document, while the "039" report captures all other spend with SWAM vendors. Submitting both reports will suffice to meet the SWAM reporting requirement. If you don't expect to make any other purchases with SWAM vendors this fiscal year, you can submit this report now to [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov), or you can wait and submit it during the month of July. To learn more about this requirement, see the article below.

We appreciate your attention to and consideration of these requirements. As always, please let us know if you have any questions, comments, or concerns.



## Agencies Reminded of SWAM Reporting Requirement

State agencies are reminded that annual progress reports on small, women-, and minority-owned (SWAM) business procurements must be submitted at the end of each fiscal year to the Purchasing Division, in accordance with W. Va. Code § 5A-3-59(b).

To create the SWAM report for your agency, visit the Business Intelligence (BI) component of *wvOASIS* and use the report ID *WV-FIN-PROC-039*. Additionally, procurement officers may use the BI report, *WV-FIN-AP-061*, to capture all P-Card and GAX document payments.

These reports will fulfill the requirements mandated by Code for all purchase orders and contracts with SWAM vendors. If you do not have access to Business Intelligence and should, your supervisor should inform your agency's *wvOASIS* security contact, who will make the request for BI access to the *wvOASIS* Security Team.

Before submitting to the Purchasing Division, the cover page of the report must be signed and dated by the agency procurement officer to certify that the report is complete and accurate. If no SWAM vendors have been used by the

agency during the fiscal year, the agency is still required to submit a signed and dated report noting that no purchases were made with SWAM vendors for that fiscal year. For a list of current SWAM vendors, visit [www.state.wv.us/admin/purchase/WVSWAM.pdf](http://www.state.wv.us/admin/purchase/WVSWAM.pdf).

Agencies may submit the SWAM report to Assistant Purchasing Director Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov). Questions may also be directed to Knapp at 304.558.7022.



## Purchasing Division Resumes Open House Tradition

After a brief hiatus, the Purchasing Division was pleased to open its doors for another Open House event. The Division welcomed approximately 45 agency procurement officers to its offices on May 3, 2022.

“During the last few years, our opportunities for face-to-face interactions have been limited,” said Purchasing Director Mike Sheets. “This event allows state procurement officers and Purchasing Division employees to put faces with names and improve the partnership we have in the state procurement process.”

During the event, visitors to the Purchasing Division were able to talk one-on-one with Purchasing Division staff and meet people from other agencies. In addition to the networking opportunities, attendees also received educational handouts on procedures and information regarding the upcoming Agency Purchasing Conference.

The Purchasing Division extends its appreciation to all agency purchasers who attended this annual event.

**The Purchasing Division hosted an Open House event in May after a two-year hiatus.**



## Members of Inspection Services Unit Obtain National Certification

The Purchasing Division is pleased to announce Greg Clay and Mitzie Howard as the latest recipients of the Advanced CLEAR Certification. Both are members of the Inspection Services Unit of the Purchasing Division.

Clay, the State Contracts Manager, has worked for the state for eight years.

“I really appreciate the opportunity for Mitzie and I to advance our knowledge and obtain our advanced certification,” Clay said. “The biggest asset I took from this training is learning various organizational skills that I can apply to our inspection process.”

Howard, an Inspector II, has been with the state for nine years.

“This advanced certification proves to me that I have a complete understanding of the inspector position and can apply my knowledge to not only my

current position, but other positions as well,” Howard said.

CLEAR, the Council on Licensure, Enforcement and Regulation, is a national association of individuals, agencies, and organizations that promotes regulatory excellence through conferences, educational programs, webinars, seminars, and symposia. The organization provides networking opportunities, publications, and research services for those involved with, or affected by, professional and occupational regulation. As a neutral forum to encourage and provide for the sharing of best practices, CLEAR serves and supports the international regulatory community and its vital contribution to public protection.

The Purchasing Division would like to congratulate Clay and Howard on this noteworthy accomplishment.

## CONFERENCE

Continued from Page 1

Assistant Purchasing Director Samantha Knapp. “While a virtual conference is convenient, an in-person conference allows for more networking and interaction with speakers.”

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 will feature almost two dozen sessions including statewide contracts, basic purchasing, *wvOASIS* procurement, and *WVOT* requirements, as well as some topics that are new to the conference, including contract negotiations and corporate naming issues.

The registration fee is \$150 for in-person attendance, and \$75 for virtual participation.

Questions can be directed to Courtney Johnson at 304.558.4213 or [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).

## Award Nominations Deadline 6/20

*CLICK HERE TO SUBMIT A NOMINATION FOR THE PROCUREMENT OFFICER OF THE YEAR AND EXCELLENCE IN SPECIFICATION WRITING AWARDS*



# WVSASP Once Again Makes Tulip Bulbs Available to Eligible Organizations and the Public

Each spring, tulips spring to life around the West Virginia Capitol Complex. Once the blooms begin to wilt, though, they are removed from the care of the General Services Division and sent to the West Virginia State Agency for Surplus Property (WVSASP). There, the tulip bulbs are made available for purchase to eligible organizations, which includes state agencies, and to the general public.

“When people think about retired state property, they often do not think of unique items such as tulip bulbs,” explained WVSASP Manager Elizabeth Cooper. “WVSASP is responsible for the retirement of state property no matter how big or small.”

Because the tulip bulbs are an organic material, they are only offered for a short time each May. While the tulip bulbs are made available for purchase to the general public, WVSASP allows eligible organizations to obtain the bulbs for free.

To keep up to date with announcements from WVSASP, follow the agency on Facebook at [www.facebook.com/wvsurplus](http://www.facebook.com/wvsurplus) or join the email subscription list at [WVSurplus.gov](http://WVSurplus.gov).



## SWC TEAM

Continued from Page 1

- Expanding contract offerings for state agencies and political subdivisions;
- Assisting end users of the state-wide contracts; and
- Working with contracted vendors to assist them in supplying the needs of the state.

“I am very grateful to Director Mike Sheets and Assistant Director Frank Whittaker for providing the opportunity. This will be a collaborative effort, and with their direction and guidance, I know we can become of greater service to our agency procurement officers and to the constituents of our great state,” Atkins said. “I welcome suggestions from the agency procurement officers for potential statewide contracts and want them to know that they can call or email Jessica or myself to discuss existing contracts or new contract ideas.”

## Purchasing Employees Present at External Conferences

While Purchasing Division employees are used to presenting at training sessions and conferences, they are periodically invited to present to outside groups. Jimmy Meadows, general counsel for the Purchasing Division, and Elizabeth Cooper, manager for the West Virginia State Agency for Surplus Property (WVSASP), were both invited to present at recent conferences.

In April, Meadows presented at the West Virginia State Treasurer’s Office Cash Management conference at Stonewall Resort. During his talk on crime in public procurement, Meadows discussed how to recognize criminal activity related to contract abuse and provided real life examples of incidents within West Virginia.

Cooper presented to the West Virginia Association of School Business Officials at its spring conference in Charleston in May. Cooper’s panel was part of a multi-day event and provided an overview of WVSASP’s programs and services, including the state and federal surplus programs.



## THE BUYERS NETWORK

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Telephone: 304.558.2306  
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# Current Statewide Contract Update

(As of May 12, 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](http://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>
LIGHT22	State Electric Supply Company	Lamps and lightbulbs	05/01/22 -04/30/23
OFFICE15A	ODP Business Solutions	Office Supplies	05/01/22 -12/19/22

## Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
CENTREX19	Frontier	Telecomm Services	03/01/22 -02/28/23
MVAPRTS21	NAPA Auto Parts	Motor Vehicles	06/15/22 -06/14/23

## Miscellaneous Updates

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
OFFICE15	Office Depot	Office Supplies	To update vendor name

## Fiscal Year 2023 Agency Procurement Designation Forms Due June 15

Designated procurement officers are reminded that the annual *Agency Procurement Designation Form* for Fiscal Year 2023 was emailed to all current designees in mid-May, and must be completed each fiscal year. In accordance with 148 C.S.R. 1, all purchases must be approved by the secretary or head of the spending unit, or a designee, whose name must be filed with the Purchasing Director.

The designee is responsible for the procurement function of his or her agency, and all purchases for that spending unit must be processed through that person. Additionally, the designee serves as the liaison between the Purchasing Division and the agency, and as the purchasing process expert and point of contact for agency delegated procedures.

The *Agency Procurement Designation Form* must be completed for each designee, indicating whether the individual will serve as the primary or backup contact for the agency, and must be submitted for all state agencies under the Purchasing Division's authority regardless of whether the designee is expected to change or remain the same from the previous fiscal year. This form must be signed by the agency head prior to submission.

A list of current agency designated procurement officers can be viewed online at [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html). All designation forms for Fiscal Year 2023 must be received by the Purchasing Division no later than Wednesday, June 15, 2022, and should be emailed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

Questions can be directed to Assistant Purchasing Director Samantha Knapp at 304.558.7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>E-MAIL</b>	<b>PHONE</b>
<u>Supervisors</u>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
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<u>Senior Buyers</u>		
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
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Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
David Pauline	David.H.Pauline@wv.gov	558-0067
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<u>Buyer</u>		
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