

THE BUYERS NETWORK

APRIL 2023

VOL. 33, ISSUE 4

THE BUYERS NETWORK
is published monthly by the
Purchasing Division of the
West Virginia Department of
Administration to promote better
value in public purchasing.

Legislative Session Ends with Purchasing Rules Changes

The end of the 2023 Legislative Session brought with it the authority of the Purchasing Division to promulgate new rules. These rules, which will become effective in the coming months, will make changes to the addition of items to the Impossible to Bid list, bid bonds, and emergency procurement.

Currently, an emergency Rule allows impossible to bid items to be evaluated throughout the year instead of just once a year. This change will become permanent with the new set of rules.

The Purchasing Division maintains a list of Impossible to Bid commodities and services in Section 9 of the *Purchasing Division Procedures Handbook*. Spending units may purchase the commodities and services on the list directly from the vendor and are not required to have contracts for purchase of those items approved by the Purchasing Division.

A spending unit's request to add commodities or services to this list must be accompanied by written justification and

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Procurement Officers are Reminded to Follow Procedures for Processing Accounting Adjustments

Agency procurement officers are reminded of the proper procedures for processing accounting adjustments in *wvOASIS*. There have been recent modification versions processed that were purely accounting in nature where the *Track Changes* option was not unchecked. This resulted in a change order number being assigned. However, since accounting adjustment modifications are not actual changes to the face of the contract (and instead are more behind-the-scenes changes) and approvals get bypassed, this causes a gap in the actual change order modification versions received by the Attorney General's Office.

This procedure is to remove changes to procurement documents that are strictly accounting in nature from central procurement workflow.

Please see **ACCOUNTING ADJUSTMENTS**, page 4

Legislative Session Ends, Outreach Events Planned for Vendors and Agency Procurement Officers

As we move into spring and close the book on another Legislative Session, this can be a time for change and growth, clarity, or even a period of relative calm for some agencies. The Purchasing Division and its processes will experience just a few changes as a direct result of this Legislative Session. The Division's bill authorizing the Department of Administration to promulgate Legislative rules completed legislation, and the rules include at least two areas of opportunity for our agencies: electronic bid bonds will be acceptable and agencies will be authorized to award their own emergency central contracts, pending Purchasing Division approval. For more on the rules, see the article on Page 1.

This month, we are focusing on reaching out to both the vendor community and agency procurement officers. We are planning an open house for vendors on April 11, 2023. Please encourage vendors to attend. As part of the event, they can meet with representatives from various agencies to discuss the requirements to do business with the state, as well as market their goods and services.

For those vendors who cannot attend this in-person event, we are offering a webinar on April 27, 2023. Details on both of these outreach efforts are included on Page 4. We are also planning our second quarterly call on April 18, 2023. We received great feedback after the first call in January, and we are looking forward to talking with you and answering your questions once again.

While we are always available to help, your agency peers are a valuable resource on a daily basis. When you share expertise and knowledge to help a colleague learn a new skill, concept, or process, it can be more effective than traditional learning meth-

ods, as it allows learners to gain different perspectives and build upon each other's ideas. Our in-person training sessions and annual Agency Purchasing Conferences (planned this year for Oct. 17-20, 2023) are valuable opportunities for you to meet and network with other procurement officers.

We are also planning the second edition of *Procurement Profiles: A Directory of State Procurement Officials* to help you put names to faces and have an opportunity to learn about your fellow procurement officers. While this is a voluntary project, please help us compile a more complete directory by responding to the email requesting your information when it is distributed later this month. There will be many new faces for you to get to know!

Welcoming new co-workers means saying goodbye to others. The Purchasing Division Director's Office wishes the best of luck to our general counsel Jimmy Meadows, who recently resigned. His 13 years of service to the Purchasing Division were invaluable and he played a role in many of the improvements we have made over the years. We will miss his wisdom and insight.

As always, feel free to contact us at Purchasing.Help@wv.gov if there is anything we can do to help make your jobs easier.



Mandatory High-Level Officials Training Open for Registration

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 11, 2023, will be conducted online as a webinar from 9 a.m. to 11 a.m.

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.

The webinar will be recorded and posted within CourseMill for later viewing. Instructions on how to view the recording can be found at the aforementioned link. Anyone who did not participate in the November 2022 webinar or who has not viewed the recording must complete the training by June 30, 2023, to remain in compliance.

Quarterly Conference Call

April 18, 2023

9:30 a.m. to 11 a.m.

Join the Purchasing Division for its second quarterly conference call, which provides an opportunity for agencies to stay up to date with laws, rules, procedures, and other current events. These calls are offered via Google Meet, and a meeting request was sent to all individuals on our mailing list for the April 18 call. Please note these calls are optional, but all procurement officers are encouraged to participate.

Amazon Business Account Training Scheduled April 25 for Designated Account Representatives

In 2019, the Purchasing Division negotiated an agreement with Amazon Business Prime on behalf of all state agencies. This agreement allows agencies to make purchases more quickly from Amazon, when appropriate, because the terms and conditions have already been negotiated. It also grants them access to tax exempt purchasing, business-specific pricing, and free two-day shipping.

In most cases, the state's account is strictly used for small dollar purchases that never exceed \$5,000 in a 12-month period. However, agencies are permitted to make purchases from Amazon at the verbal level (\$5,000.01 to \$20,000), using a screenshot as a bid. Aggregate spend applies to all purchases and agencies must ensure proper bidding requirements are followed.

Over the last few months, the Purchasing Division has contacted state agencies under its authority to confirm their current Amazon account representative(s) and make updates where needed. If your agency has not received an email confirming its account representative(s) or needs to make changes to your agency's users, please contact Purchasing.Training@wv.gov.

[wv.gov](mailto:Purchasing.Training@wv.gov).

The Purchasing Division will be hosting a webinar with the state's Amazon Business Prime account manager on April 25, 2023. All state Amazon users are invited to participate. This training will be held from 1:30 p.m. to 2:30 p.m. and provide information on:

- Benefits of using Amazon Business Prime
- How to add and remove users from your agency's Amazon group
- Navigating within Amazon Business Prime
- Using Amazon Business Analytics to track spending

While this is a free training, registration is encouraged. To register, visit <https://forms.gle/BmbszTdXjCvMKqT57> by April 21, 2023.



"Intro to Purchasing" Training Receives Record Attendance

On March 22, 2023, the Purchasing Division hosted its biannual training, An Introduction to West Virginia Purchasing. During the most recent session, the Purchasing Division saw record attendance with 41 procurement officers representing 15 agencies.

During the training, participants are given a thorough course on procurement in West Virginia with classes ranging from vendor registration and statewide contracts to market research and developing specifications.



Surplus to Host Upcoming Webinar for Eligible Organizations

State agencies, local municipalities, volunteer fire departments, and other nonprofits are invited to attend an upcoming webinar hosted by the West Virginia State Agency for Surplus Property (WVSASP). Each May, WVSASP hosts an annual outreach event for eligible organizations and nonprofits. This year's outreach event is a webinar titled "Orientation to State and Federal Surplus Property Programs."

"Whether it is in-person or virtual, we always look forward to reaching out to eligible organizations each May," said WVSASP Assistant Manager Doug Elkins. "I hope people who are familiar with WVSASP and those who have not heard of our services will consider joining us for this webinar."

The webinar for eligible organizations is scheduled for May 16, 2023, from 10:30 a.m. to 11:30 a.m. While this is a free webinar, registration is required. To register, visit <https://2023EOwebinar.eventbrite.com> or visit Eventbrite at www.eventbrite.com and search "Open House for Eligible Organizations".

Please contact Jessica Chambers with any registration questions at 304-558-2315 or Jessica.L.Chambers@wv.gov.

Reminder: Two Vendor Events Scheduled for April

Procurement officers are encouraged to invite vendors to two upcoming events. The first, an in-person Vendor Open House, is scheduled for April 11, 2023, from 9 a.m. to 11 a.m. Vendors are invited to this free event in the Capitol Room of the West Virginia State Training Center (Building 7) to learn about the processes, procedures, and requirements of doing business

with West Virginia. While registration is not required, it is encouraged. To register, visit <https://bit.ly/3YOIRXQ>.

Vendors who are unable to attend this event are also invited to a Vendor Webinar scheduled for April 27, 2023, from 10 a.m. to 11:30 a.m. This webinar is limited to 100 participants. To register, visit <https://bit.ly/3Z6PR76>.

ACCOUNTING ADJUSTMENTS

Continued from Page 1

All other changes to procurement documents must be submitted into central procurement workflow as formal change order requests. Please note that the issuance of a Notice to Proceed is no longer considered to be an accounting adjustment because it impacts effective dates.

For example, if an agency would like to change the Object Code only, the following steps should be followed. The Central Purchase Order (CPO) is used to describe this process, but the steps are the same for all central award documents containing accounting information, such as the Delivery Order (CDO) and Central Contract (CCT).

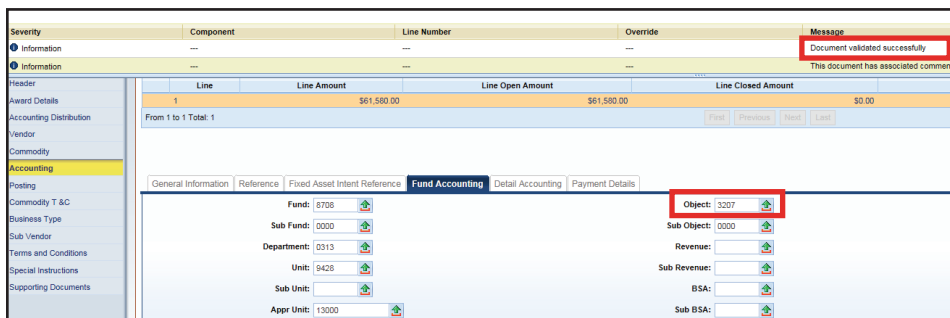
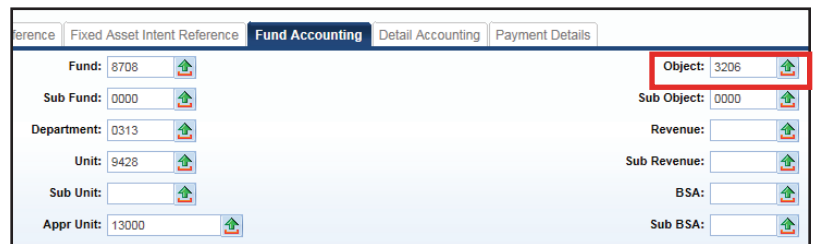
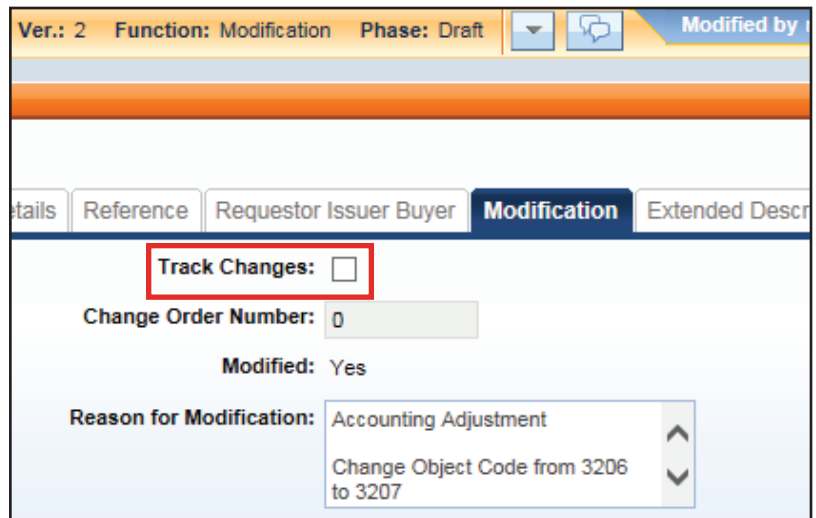
Step 1: From the Document Catalog, click the link to open the CPO, and then click the Edit button to create a modification version.

Step 2: On the Document Header, select the Modification tab. The Track Changes box should be checked only when processing a change order. So, be sure to remove the checkmark when processing an Accounting Adjustment. In the Reason for Modification field, type the words Accounting Adjustment.

Step 3: Make the desired change to the accounting line(s).

Step 4: Make sure the document validates successfully, but do not submit the document to workflow. Instead, send an email with the document ID to: FinanceTeam@wvOASIS.gov. The Finance Team will review the Accounting Adjustment; make sure no changes have been made to the actual total, the vendor, the effective dates, and the pricing; and then finalize the modification version.

The procedures for Accounting Adjustments are available on myApps / Enterprise Readiness / Outreach Sessions / Procurement / Updates.



These four screenshots provide instructions on how to complete accounting adjustments within wvOASIS. Completing these four steps will allow procurement officers to track the changes made within wvOASIS. Directions for this process can also be found on the "Enterprise Readiness" section on myApps within wvOASIS.

LEGISLATIVE CHANGES

Continued from Page 1

an explanation of why competitive bids are not possible. The request can be made by using the *Section 9 Impossible to Bid List Addition Request* form (WV-67).

In addition to changes to the Impossible to Bid list, agencies will also be permitted to accept electronic bid bonds for the purposes of bid review, evaluation, and acceptance without requesting a paper copy, provided that the electronic copy of the bid bond would be considered a valid bond if presented in its original form. If the electronic copy of the bond is not deemed to be valid or is not completely legible, the Purchasing Division may request the original bid bond.

The final significant change to the Rules will give agencies more autonomy when it comes to emergency purchases. They will be able to award their own emergency contracts pending Purchasing Division approval.

Spending units are currently permitted to procure commodities and services for immediate delivery on an emergency basis without competitive bidding and without prior approval of the Purchasing Division if the emergency procurement is necessary to avoid or abate an emergency and either 1) the procurement is under the spend-

ing unit's delegated limit or 2) the emergency is discovered outside the normal operating hours of state government and requires immediate action to avoid further damage to state property, or to address a serious safety concern.

Any delegated emergency procurement by a spending unit will be processed as an agency procurement rather than a central procurement in *WV OASIS*. This type of procurement must be reported to the Purchasing Division within 30 days of the emergency being approved so that the Purchasing Division can perform the public posting. The report to the Purchasing Division must include a copy of the emergency determination/approval with enough detail to clearly understand why the situation is an emergency, any bids obtained, and documentation evidencing what was purchased and at what price, along with any executed contract documents.

Spending units are permitted to procure commodities and services for immediate delivery on a non-delegated emergency basis without competitive bidding by first obtaining prior written approval from the Purchasing Division. The approval request should contain a description of the emergency circum-

stances, the proposed remedy, the cost of the remedy, and the proposed contract duration. Any non-delegated emergency procurement approved by the Purchasing Division will be posted publicly to the Purchasing Division's website and include a copy of the emergency procurement request and approval by the Purchasing Division. Within 30 days of the emergency approval, the agency must also provide the Purchasing Division with documentation evidencing what was purchased and at what price, along with any executed contract documents, which also will be posted to the website.

All approved emergency procurements will be identified, reported to the Purchasing Division, and posted publicly to the Purchasing Division's website at www.state.wv.us/admin/purchase/emergencyrequests.html.

Training Dates to Remember

To register for these and other Purchasing Division training sessions, visit www.onlinelearning.wv.gov and enter the course code listed below. For more information, visit WVPurchasing.gov or contact Purchasing.Training@wv.gov

**Ethics Act and
Open Meetings Act**
Code: *PUR16W*
April 5, 2023
10 a.m. - 11 a.m.

**Contract Administration
and Inspections**
Code: *PUR408*
April 19, 2023
10 a.m. - 11:30 a.m.

**Agency Delegated
Purchasing**
Code: *PUR218*
April 26, 2023
10 a.m. - 11 a.m.

WVOT Requirements
Code: *PUR217W*
May 10, 2023
10 a.m. - 11 a.m.

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

Editors
Courtney Johnson
Samantha Knapp

Contributing Reporters
Jessica Chambers
Teresa Cutlip

Statewide Contract Updates (As of April 14, 2023)

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 |
|-----------|------------------------|---------------------------|-----------------------|
| SYSFURN23 | Capitol Bus. Interiors | Furniture and furnishings | 03/01/23 -02/29/24 |

Contracts Renewals

| Contract | Vendor | Commodity | Effective Date |
|-----------|----------------|------------------------|-----------------------|
| EQRENT22A | United Rentals | Construction equipment | 02/21/23 02/21/24 |
| FUELW21A | Harris Oil | Fuels | 04/01/23 -03/31/24 |
| FUELW21B | R T Rogers Oil | Fuels | 04/01/23 -03/31/24 |

| | | | |
|----------|----------------------|-------------------|-----------------------|
| FUELW21C | Bruceton Petroleum | Fuels | 04/01/23 -03/31/24 |
| FUELW21D | Tri State Petroleum | Fuels | 04/01/23 -03/31/24 |
| HOUSE22 | Liberty Distributors | Cleaning supplies | 05/01/23 -04/30/24 |

Miscellaneous Updates

| Contract | Vendor | Commodity | Description of Change |
|---------------|------------------------|-------------------------|---|
| BODYAR-MOR22C | Galls LLC | Personal safety devices | To publish the Updated Pricing Page |
| OFFICE15A | ODP Business Solutions | Office supplies | To update the end date to match NASPO Master Contract |

Expiring Statewide Contracts Tracking

(As of March. 14, 2023)

The following contracts are set to expire within 90 days. This information is for planning purposes and may not reflect the current status of a contract. A copy of the monthly eblast sent to procurement officers tracking this information can now be found on the Statewide Contracts webpage at www.state.wv.us/admin/purchase/swc.

For more information on these or other statewide contracts, please contact Buyer Supervisor Mark Atkins.

ATTEMPT TO BID

PAINT21 SECSVS19A

RENEWAL IN PROCESS

AED22C

RENEWAL REQUESTED

EQRENT22A LIGHT22
LAR20

FOR MORE INFORMATION

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

| BUYER | EMAIL | PHONE |
|----------------------|--------------------------|----------|
| <u>Supervisors</u> | | |
| Mark Atkins | Mark.A.Atkins@wv.gov | 558-2307 |
| Tara Lyle | Tara.L.Lyle@wv.gov | 558-2544 |
| <u>Senior Buyers</u> | | |
| 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 |
| Toby Welch | Toby.L.Welch@wv.gov | 558-8802 |
| <u>Buyer</u> | | |
| John Estep | John.W.Estep@wv.gov | 558-2566 |