

# THE BUYERS NETWORK

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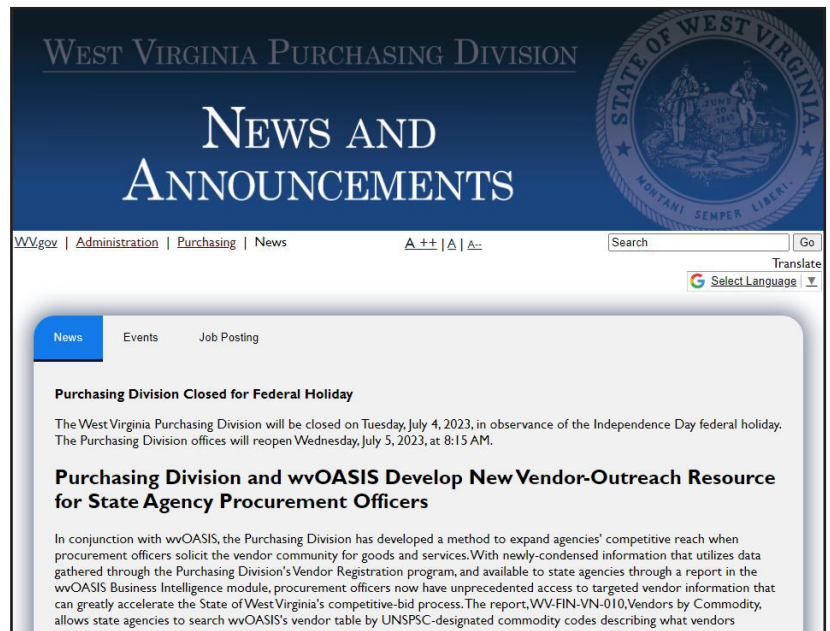
**THE BUYERS NETWORK**  
is published monthly by the  
Purchasing Division of the  
West Virginia Department of  
Administration to promote better  
value in public purchasing.

## Purchasing Division Website Undergoing Upgrades for Easier Use and Transparency

The Purchasing Division's website and its various pages, including the Transparency page, puts tremendous amounts of data at the disposal of state agencies, the vendor community, and most importantly, the citizens of West Virginia. The Business and Technical Services (BTS) section of the Purchasing Division is making upgrades and additions to *WVPurchasing.gov* for better transparency and access to information. The upgrades have already begun to make some of the data easier to find for website visitors.

A number of updates have already been made and include a visual upgrade to the Purchasing Division news page at [www.state.wv.us/admin/purchase/news.html](http://www.state.wv.us/admin/purchase/news.html) that improved the layout and made the page easier to update.

The Google-based search bar located on the



Please see **WEBSITE UPDATES**, page 5

## INSIDE...

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## Revised Purchasing Procedures Handbook Now In Effect

The Purchasing Division recently announced updates to its *Purchasing Division Procedures Handbook*, effective July 1, 2023. Periodically, the Purchasing Division reviews and updates its publications as a way to ensure accuracy of the information.

The most recent changes include the following:

- Changing language regarding impossible to bid items. These will now be evaluated throughout the year as needed instead of just once a year.
- Permitting 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.
- Giving agencies authority to process emergency procurements as agency procurements rather than central procurement in wvOASIS, regardless of dollar amount.
- Included Commerce Communications as an internal source.

To view the *Purchasing Division Procedures Handbook*, visit [www.state.wv.us/admin/purchase/Handbook/2023/handbook.pdf](http://www.state.wv.us/admin/purchase/Handbook/2023/handbook.pdf).

## New Fiscal Year Leads to Upcoming Training Opportunities, Information Requests, and Reminders

The last couple of months have been some of the busiest for the Purchasing Division. As we head into the new fiscal year, this means plenty of reminders and new opportunities for our agency procurement officers. Please review these reminders and opportunities below, and should you have any questions, don't hesitate to reach out to us.

- Our new Rules went into effect July 1, 2023, and subsequently, updates were made to our *Purchasing Division Procedures Handbook*, also effective July 1. Procurement officers are encouraged to review the changes to the Rules and Handbook and share with us any questions, comments, or concerns you may have.
- The training requirement for the West Virginia Procurement: Basic Certification program has been updated. Beginning July 1, all certification participants will now be required to complete the core curriculum of training sessions. Previously, participants only had to complete 15 hours of training but could choose the sessions they wished to attend. To view the updated certification requirements, visit [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification).
- Annual inventory certifications are due by July 15 to the West Virginia State Agency for Surplus Property. See the article on page 4 for more information.
- Now that the fiscal year has ended, agencies must submit their annual progress reports for purchases made during the last fiscal year with small, women-, and minority-owned businesses. This information can be pulled from reports through Business Intelligence within *wvOASIS* or tracked manually in a spreadsheet. See the article on page 4 for more information on this requirement.
- We are still accepting *FY2024 Procurement Office Designation Form(s)*.

If you have not already submitted your agency's designation form(s) for this upcoming fiscal year or have additional changes to your designated procurement officers, please submit your updated forms to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov). This ensures we communicate important purchasing updates and information to the correct people within your agency. A copy of the designation form can be accessed online at [www.state.wv.us/admin/purchase/vrc/FY24\\_DesignationForm&Memo.pdf](http://www.state.wv.us/admin/purchase/vrc/FY24_DesignationForm&Memo.pdf).



- We are hosting a training with our Amazon Business Prime account representative on July 25, 2023. Anyone currently using or interested in joining the state's Amazon Business account is welcome to join this free webinar. For information on how to register, see the article on page 3.
- This month, we are kicking our conference planning into high gear. Save the dates for Oct. 17-20, 2023. A copy of this year's grid can be seen on Page 7, and additional details will be shared via email and online at [www.state.wv.us/admin/purchase/Conference/Agency/2023](http://www.state.wv.us/admin/purchase/Conference/Agency/2023) as they become available.

If you need anything or have questions, don't hesitate to reach out. We are always happy to hear from you.

## Agency Purchasing Conference Set for October

Plans are coming together for the 2023 Agency Purchasing Conference at Oglebay Resort in Wheeling, W.Va., from Oct. 17-20, 2023. The conference will offer more than two dozen topics and an option to attend virtually.

"We are pleased to offer two options for attendance again this year. In-person attendance provides a great opportunity for networking and interaction with speakers," said Purchasing Division Deputy Director Samantha Knapp. "The virtual option allows for more attendance and learning opportunities for those who

can't make it to Wheeling."

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 features traditional offerings such as statewide contracts, forms and documents, and *wvOASIS*, as well as new offerings that include a session on problem solving using techniques learned from the partnership with the Toyota Production System Support Center (TSSC).

A copy of the conference grid can be seen on Page 7. Please note that some mi-

nor changes may occur prior to registration opening. An official grid will be sent to procurement officers with registration instructions later this month.

Registration will open Aug. 2, 2023, and attendees can make their lodging reservations later in the month.

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/2023](http://www.state.wv.us/admin/purchase/Conference/Agency/2023). Questions can be directed to Courtney Johnson at 304-558-4213 or [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov).

# Purchasing Division to Offer Hybrid Sessions for its Second Semester 2023 Schedule

The Purchasing Division has moved to a hybrid approach for its 2023 Second Semester Training Schedule, now offering a virtual option for all scheduled in-person trainings.

While some sessions will be offered only as webinars, the remaining sessions will be held in person in Building 15 as well as via Google Meet. Regardless of the session format, participants will need to register within CourseMill. When registering, participants will see two sessions listed for the same topic: one in-person and one webinar. Please note that all webinar session Course IDs end with a "W," and participants should only register for the format in which they plan to participate.

No training will be offered in October, as the Purchasing Division will be hosting its annual conference at Oglebay Resort in Wheeling Oct. 17-20, 2023.

To register for these training sessions, visit [onlinelearning.wv.gov](https://onlinelearning.wv.gov) and log in with your User ID (i.e. your A, B, or E number) and password. Once logged in, click on the Course Catalog tab and search for the courses that begin with the ID "PUR" or simply type the Catalog ID for the course you're interested in into the Catalog ID field. If you have not logged into CourseMill previously, your password should be "password." You will be prompted to change it once logging in. If you cannot remember your password, simply click on the "Forgot your User ID or Password?" button and you will receive an email to reset your password.

Questions regarding the training program should be directed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov). A copy of the schedule may be viewed below.

DATE	COURSE TITLE	CATALOG ID (IN-PERSON)	CATALOG ID (WEBINAR)	TIME
July 12	Fixed Assets and Surplus Property	PUR110	PUR110W	10:00 a.m. – 11:00 a.m.
July 26	Electronic Business with WV	N/A	PUR105W	10:00 a.m. – 11:30 a.m.
Aug. 16	wvOASIS Tips and Tricks	PUR120	PUR120W	10:00 a.m. – 11:00 a.m.
Aug. 30	Purchasing: A Privacy Powerhouse	N/A	PUR201W	10:00 a.m. – 11:30 a.m.
Sept. 13	Contracting Basics/Tools and Resources	PUR405	PUR405W	9:00 a.m. – 11:00 a.m.
Nov. 29	Boards and Commissions	PUR306	PUR306W	9:00 a.m. – 11:00 a.m.
Dec. 13	RFQs from A to Z; Statewide Contracts; Market Research	PUR406	PUR406W	9:00 a.m. – 12:00 p.m.

## Amazon Business Account Training Scheduled July 25 for Designated Account Representatives

For several years, the Purchasing Division has maintained an agreement with Amazon Business Prime on behalf of all state agencies. The 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 follow proper bidding requirements.

Recently, the Purchasing Division contacted state agencies under its authority to confirm their current Amazon account representative(s) and make updates as needed. If your agency did not receive an email or needs to make changes, please email [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

The Purchasing Division will be hosting a webinar on the state's Amazon Business

Prime account on July 25, 2023. All state Amazon users are invited to participate. This training will be held from 10:30 a.m. to 11:30 a.m. and will provide information on the benefits of using Amazon Business Prime, adding/removing users, navigating within Amazon Business, and how to use Amazon Business Analytics to track spending.

While this is a free training session, registration is encouraged. To register, visit <https://forms.gle/c4u1yE6rSi7ZJ2HJ8> by July 17, 2023.

# Reminder: Annual Inventory Certifications Due in July

In accordance with W. Va. Code § 5A-3-35, state agencies are required to annually submit inventory certifications to the Purchasing Division on or before July 15 of each year. This report must be filed by the head of each spending unit and include all real and personal property, equipment, supplies, and commodities in its possession as of the end of the fiscal year. Additionally, a physical inventory is required once every three years.

Agencies must complete the Inventory Management Certification Cover Sheet and submit it to the West Virginia State Agency for Surplus Property (WVSASP) no later than July 15, 2023. A copy of the *Certification Cover Sheet* can be found online at [www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertification-CoverSheet.pdf](http://www.state.wv.us/admin/purchase/surplus/forms/AssetMgmtCertification-CoverSheet.pdf).

The *Certification Cover Sheet* should include:

- The date the last physical inventory was taken of all reportable assets under the agency head's authority;
- Certification that the agency has en-

tered all real property and all reportable assets in its possession for the current fiscal year into the wvOASIS Fixed Assets System;

- Certification that all outdated assets under the agency head's administration were retired in accordance with WVSASP policy, procedures, and guidelines; and
- Certification that the information contained in the wvOASIS Fixed Assets System is to serve as the required inventory report that must be filed with WVSASP.

Agencies are also reminded to check for asset shell documents which should be completed, or the event type changed to "FA14," which will remove the shell document.

Any agency that is exempt from WVSASP must still complete the *Vehicle Inventory Certification Cover Sheet*, as required by the W. Va. Code § 5A-12-7. This document, which must also be submitted by July 15, certifies the following:

- All vehicles and equipment requiring

a state license plate, including vehicles with a rating of more than one ton, requiring a commercial driver's license to operate, and all-terrain vehicles, have been entered into the wvOASIS Fixed Assets System.

- All exempt agencies that own state vehicles shall annually affirm to the State Agency for Surplus Property that the vehicles and equipment reported in the wvOASIS Fixed Assets System are accurate and current.

The *Vehicle Inventory Certification Cover Sheet* is online at [www.state.wv.us/admin/purchase/surplus/InventoryMgt/VehicleInventory\\_AssetMgmtCertificationCoverSheet.pdf](http://www.state.wv.us/admin/purchase/surplus/InventoryMgt/VehicleInventory_AssetMgmtCertificationCoverSheet.pdf). Because the deadline is set by West Virginia Code, no extensions will be granted. For information regarding inventory management policies and procedures, visit [www.state.wv.us/admin/purchase/surplus/InventoryMgt](http://www.state.wv.us/admin/purchase/surplus/InventoryMgt).

Additional questions regarding the reconciliation of fixed assets may be directed to Greg Clay at 304-766-2626 or [Gregory.C.Clay@wv.gov](mailto:Gregory.C.Clay@wv.gov).

## CENTRAL REQUISITION REJECTIONS RECAP

MAY 15-JUNE 16, 2023

Requisitions Received: 184  
 Requisitions Rejected: 50 – 27%  
 Reasons for Rejection: 56

### Reasons for Requisition Rejections

No Checklist	19
Vendor Issues	0
Financial	0
Language or Document Issues	13
Ts and Cs/Specification Issues	8
Miscellaneous	16

Specific examples for rejections:

- Used outdated checklist
- Two-party agreement not signed by agency
- WVOT approval missing

## SWAM Reports Now Due

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. Procurement officers may also use the BI report, WV-FIN-AP-061, to capture all P-Card and GAX document payments. These reports 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. The SWAM report must be submitted to the Purchasing Division no later than July 28, 2023.

For a list of current SWAM vendors, go to [www.state.wv.us/admin/purchase/WVSWAM.pdf](http://www.state.wv.us/admin/purchase/WVSWAM.pdf). Agencies may submit the SWAM report to Purchasing Deputy Director Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

# Staffing Promotions Celebrated by Purchasing Division

The Purchasing Division is pleased to announce three promotions among its employees. Krista Chadband is now a Secretary 1, John Estep is a Senior Buyer, and Mitzie Howard is an Inspector 3.

A resident of Dunbar, Chadband previously worked as a front desk clerk for the Office of the Insurance Commissioner before joining the Purchasing Division in 2020. As a Secretary 1, Chadband will be working closely with the Purchasing Division's deputy director and has completed the State Purchasing Card certification. In her free time, Chadband enjoys reading, music, dancing, Zumba, yoga, volleyball, and biking. Chadband also enjoys traveling with her husband of more than 20 years and two children.

"I'm looking forward to the new challenges and responsibilities that this position will bring," said Chadband.

A resident of Big Chimney, Estep previously worked as a procurement officer for WorkForce WV and Peabody Coal before joining the Purchasing Division in 2020. In his free time, Estep enjoys fishing, playing volleyball, and enjoying the outdoors with his wife Amy.

"I would like to thank everyone in the Purchasing Division for teaching me how to complete new tasks," said Estep. "There are a lot of good people here in our division."

A resident of Belle, Howard previously worked as an injection molding machine operator and quality assurance associate before joining the Purchasing Division in 2012. Howard started at the Purchasing Division as an imaging operator before moving to the Inspections Unit. In her free time, Howard enjoys working jigsaw puzzles and kayaking.

"I'm looking forward to this new opportunity within the Inspections Unit," said Howard.

Congratulations to all!



**Krista Chadband**



**John Estep**



**Mitzie Howard**

## WEBSITE UPDATES

Continued from Page 1

Bids Received page at [www.state.wv.us/admin/purchase/Bids](http://www.state.wv.us/admin/purchase/Bids) was replaced because it didn't perform at the level that was needed.

"The new search bar that our intern Daniel McCloy developed in-house now successfully matches the user with a solicitation number input into the search box," said Mark Totten, manager of the Technical Services Unit of the Purchasing Division. "Furthermore, because of state employees' tendencies to write solicitation numbers in *wvOASIS* shorthand, we also added a function to this box that matches with a desired solicitation number even if a user searches by the number in *wvOASIS* shorthand."

The Notice of Award page at [www.state.wv.us/admin/purchase/Awards/default.html](http://www.state.wv.us/admin/purchase/Awards/default.html) is updated weekly with a list of all contract awards made by the Purchasing Division.

"Similar to the bids received page, but more thorough, we built a search bar that searches inside the weekly PDF files," Totten said. "This allows the user to find a contract award based on a solicitation number, award document number, project description, vendor name, or agency name. Because of the number of matches, though, it's best to search with a full contract number of some type."

Due to the amount of data this search box combs through, a progress bar was added to show the user when the box is working so they can wait for the time that it takes to fully search the data within this part of the website.

While this page is not the Awarded Central Contracts page that shows the contract documents themselves, the search capability on the Notice of Award Reports page allows a visitor to pinpoint where on the Awarded Central Contracts site the contract document would be posted if they do not already know the chronological awarded date.

In addition, the search tool for *The Buyers Network* has been improved to search all of the newsletter's PDFs online. This provides a helpful resource for procurement officers looking for something specific such as "Section 9" or "vendor registration."

Buyers Network

## THE BUYERS NETWORK

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# Current Statewide Contract Update

(As of June 13, 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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact Buyer Supervisor Mark Atkins.

## New Contracts

Contract	Vendor	Commodity	Effective Date
TIME -CLOCK22	Kronos Inc	Time Card	07/01/23 -06/30/24

## Contracts Renewals

Contract	Vendor	Commodity	Effective Date
NTIRE21	Goodyear Tire	New Tire	06/15/23 -11/14/23
ABATM -NT21	Custom Srvs Industries LLC	Asbestos	07/01/23 -06/30/24

## Contracts Renewals C'tnd.

Contract	Vendor	Commodity	Effective Date
CANLIN -ER22	Calico Packaging	Trash Can Liners	06/01/23 -05/31/24
EPORTAL16	WV Interactive	Website Services	07/01/23 -06/30/24
MVAPRTS21	NAPA Auto	Vehicle Parts	06/15/23 -06/14/24
PESTCTR22	Standard Exterminating	Pest Control	07/15/23 -07/14/24
OIL22	Pugh Lubricants LLC	Lubricants	06/01/23 -05/31/24

## Expiring Statewide Contracts Tracking

(As of June 13, 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. For more information on these or other statewide contracts, please contact Buyer Supervisor Mark Atkins.

### RENEWAL REQUESTED

LDPHONE22

### RENEWAL IN PROCESS

TRAVEL21	TEMP21F
TEMP21B	TEMP21G
TEMP21C	TEMP21H
TEMP21D	TEMP21I
TEMP21E	

### SEEKING EMERGENCY CONTRACT

DATATRNSP

### TO BE DETERMINED

LAR20	ESRI21
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## 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>		
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<u>Buyer</u>		
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