

THE BUYERS NETWORK

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THE BUYERS NETWORK
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Purchasing Division of the
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Administration to promote better
value in public purchasing.

State Awards Security Services, Lighting Contracts

The Purchasing Division recently awarded two statewide contracts, which became effective May 1, 2023.

The contract to provide security services (SEC-SVS23) was awarded to B3 Security Group LLC in Maxwelton, W. Va.

The contract covers various security guard classifications including security guards, sergeants, probationary guards, and shift supervisors. For questions regarding security services with B3, contact Roger Baker at 681-318-3569 or Roger@b3sg.com.

Additionally, WV Electric Supply Company was awarded the LIGHT23 contract. The company provides light bulbs and ballasts, as well as conduit and fittings, electrical boxes and enclosures, and control and automation systems.

Jeff Floyd is the vice president of the Power Systems Division for WV Electric Supply Company. Questions may be directed to him by phone at 304-525-0361 or by email at Jeff.Floyd@wvsupply.com.

To view a list of all statewide contracts, visit www.state.wv.us/admin/purchase/swc.

SEC-SVS23



LIGHT23



PURCHASING DIVISION STATEWIDE CONTRACTS
www.state.wv.us/admin/purchase/swc

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Fiscal Year 2024 Agency Procurement Designation Forms Due June 15

Designated procurement officers are reminded that the annual *Agency Procurement Designation Form* for Fiscal Year 2024 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

Please see **DESIGNATION FORMS**, page 5

Competitive Bidding Opportunity Gives Local Vendor Chance to Expand Business with the State

Following the 2022 Agency Purchasing Conference, the Purchasing Division created a *Statewide Contracts Update* publication to distribute monthly to all procurement officers. The goal of the document was to share new statewide contracts, as well as those expected to expire in the next 90 days and the future plan for their existence, such as to renew or rebid the contract, or to let it expire with no replacement.

While this tool has been a great asset to procurement officers, sometimes circumstances are such that advance notice of these actions is not feasible. In this issue, I want to highlight the OFFICE statewide contract and what occurred. For many years, the Purchasing Division has joined a cooperative office contract through NASPO, primarily because the awarded NASPO vendor could meet the scope of the state's need, and to our knowledge, no existing in-state vendor could supply the entire state. The NASPO contract had a competitive advantage, saving the state money and time by allowing us to enter into the contract with ease and offer the greatest benefit to agencies.

The most recent OFFICE statewide contract expired on March 31, 2023. Prior to this, as the Purchasing Division was preparing the participating addendum to enter into a new contract with NASPO, a local vendor indicated they wanted the opportunity to bid on the contract. As part of that appeal, they showed justification that they could in fact supply the entire state. Therefore, it was the state's duty to allow that vendor to competitively bid on the contract. At that point, the Purchasing Division halted the documentation to enter into the cooperative agreement and has since been conducting market research, talking to various vendors, and preparing the specifications for a new contract.

We understand this has been a time-consuming process and want you to know that our staff has been working dili-

gently to get a new contract in place. In the meantime, we hope the guidance we shared on March 30, 2023, continues to be helpful. In the absence of an existing office statewide contract, agencies are required to follow their delegated procedures, meaning they do not need to seek competitive bids until the \$5,000 threshold, and at that point, screenshots from both Amazon and Office Depot can serve as verbal bids up to \$20,000. We hope this will help bridge the gap until a new contract is awarded. It is important to note that any purchase made from the previous OFFICE statewide contract does not count toward the \$20,000 aggregate spend.

We always welcome your feedback on how we can improve our communications regarding statewide contracts. In addition to the office supplies guidance and our monthly eblasts, we have shared additional guidance on the new security guard services statewide contract (May 10, 2023) and the new office recycling contract (March 24, 2023). We will also continue to notify you in cases where a new vendor is awarded a statewide contract or changes have been made to ordering instructions, pricing, vendor contact, or other contract-related information.

As always, please let us know how we can continue to serve you by emailing your assigned Purchasing Division buyer or Purchasing.Help@wv.gov.



Purchasing Division Recognizes Accomplishments from Two-Year Long, Multi-Phase Toyota Projects

Last month, the Purchasing Division met with representatives from the Toyota Production System Support Center (TSSC), the Governor's Office, and the Department of Administration Cabinet Secretary's Office to conclude its two-year long partnership. During Phase 2 of the Toyota Project, the Purchasing Division continued many of its Phase 1 initiatives and implemented new ones.

As this project comes to an end, the Purchasing Division would like to highlight some of the accomplishments from Phase 2 of this project:

- Increased overall customer satisfaction score from 7.4 (beginning of Phase 2 survey) to 8.6 (end of Phase 2 survey)
- New record on fast track procurement (9 days)

- Introduced quarterly conference calls (January and April 2023 calls had approximately 250 participants)
- Revamped the Forms webpage for easier navigation
- Combined standard change order language and *wvOASIS* change order guidance into a single document, and made it more accessible by posting it on the Purchasing Division's Forms webpage
- Developed an *RFQ Recommendation for Award* template
- Developed an *Order of Precedent and Additional Terms* document
- Introduced monthly update on future status of statewide contracts
- Introduced weekly procurement tip

Purchasing Division Offers Reminders When Using Terms and Conditions Forms, wvOASIS

General Information

T & C:

Name:

Section:

Sequence:

Required?: Optional

T&C Last Updated Date: 07/13/2018

https://prd311.wvoasis.gov/prd/in11/Advantage

wvOASIS

Welcome, Procurement

Choose

Browse Clear

Terms and Conditions: Name:

Attachments: Attachment File Name:

Terms and Conditions	Name	Attachments	Attachment File Name
Select A1	Agency Terms and Conditions	1	AGENCY_TERMS_AND_CONDITIONS.BLA...
Select A2	Agency A&E Additional T & C	1	AGENCY_A&E_ADDITIONAL_TERMS_AND_CONDITIONS.BLA...
Select A3	Agency Const. Additional T&C	1	AGENCY_CONSTRUCTION_CONTRACTS_ADDITIONAL_T_AND_C.BLA...
Select ATTACH	T & C Attached	1	ATTACHED_ADDITIONAL_T_AND_C.BLA...
Select BLANK	Revised Blank	1	REVISED_BLANK.BLA...
Select C1	Central Terms and Conditions	1	CENTRAL_TERMS_AND_CONDITIONS.BLA...
Select C2	Central A&E Additional T & C	1	CENTRAL_A&E_ADDITIONAL_TERMS_AND_CONDITIONS.BLA...
Select C3	Central Constr Additional	1	CENTRAL_CONSTRUCTION_CONTRACTS_ADDITIONAL_T_AND_C.BLA...
Select CONV	Conversion Default	0	

Cancel First Previous Next Last

The Purchasing Division would like to remind procurement officers to use the “ATTACH” option when attaching terms and conditions in wvOASIS. When preparing a solicitation, it is important to use the terms and conditions form(s) found on the Purchasing Division's website to ensure accurate and current information.

After selecting Terms and Conditions in the Document Navigator on the left-hand side of the page in wvOASIS, click on the dropdown menu in the General Information tab (shown left). This is where the procurement officer should select “ATTACH” to let the Purchasing Division know the terms and conditions are attached.

The master terms and conditions documents can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.

Agencies should always select "ATTACH" in wvOASIS when attaching terms and conditions.

Staffing Updates Announced for Purchasing Division

The Purchasing Division is pleased to welcome two new employees. Larry McDonnell joins the Acquisitions and Contract Administration section as a senior buyer while Angelina Villanueva joins the Business and Technical Services section as the vendor registration coordinator.

McDonnell joins the Purchasing Division after spending the last three years as a senior procurement specialist with the Division of Administrative Services within the West Virginia Department of Homeland Security. Prior to that, he spent six years with the West Virginia Office of Technology. McDonnell holds an associate degree in Applied Science in Information Technology from West Virginia State Community and Technical College, a Regents Bachelor of Arts with a focus in history from Marshall University, and a master's degree in Business Continuity from Norwich University. He has also completed the West Virginia Procurement: Basic Certification.

When McDonnell is not working, he enjoys spending time with his wife and their four children. His family enjoys activities such as watching movies, playing video games, gardening, martial arts, writing, and graphic design.

“I am excited to see and learn the Purchasing Division's perspective of the state's procurement process,” said McDonnell.

Villanueva, meanwhile, joins the Purchasing Division Buyers Network



Larry McDonnell



Angelina Villanueva

as the new vendor registration coordinator. During the last several years, she has worked a variety of jobs but primarily focused on being a stay-at-home mother to her four-year-old daughter. A graduate of South Charleston High School, she is currently in her last semester at Marshall University.

In her free time, Villanueva enjoys baking and watching sports. She is especially fond of playing basketball and primarily cheers for the NBA's Milwaukee Bucks.

“I am excited to be joining the Purchasing Division,” said Villanueva. “Your reputation is your resume, and I’m committed to doing my best in this new position.”

Procurement Office Profile: Dufourny Grows in Procurement Knowledge Across Different Roles

Katrina Dufourny loves spending time outdoors and plays a role in helping the environment in her role as a procurement officer for the Department of Environmental Protection (DEP).

She began working for the state in 2015 as an Office Assistant II at the Purchasing Division. In that role, she served as a receptionist and bid clerk in the Division's front office. In 2016, Dufourny became a purchasing assistant at the Purchasing Division before transferring to the DEP.

"I am a senior procurement specialist at DEP and mostly facilitate purchases for our Business Operations Office and Abandoned Mine Lands and Reclamation," said Dufourny. "My duties range from creating solicitations for software purchases and large dollar reclamation and construction contracts to reviewing ADOs for statewide and agency contract purchases."

While she thinks procurement can be challenging when it comes to look-

ing at specific guidelines and processes, it is rewarding when projects or purchases are fully realized and in operation.

"I enjoy learning about the different functions of DEP through my work," said Dufourny. "We do a lot of worthwhile and involved projects to help restore and maintain the environment in West Virginia. There are a lot of moving parts, and I would have no idea that they existed if it weren't for having to procure them!"

"I work with many people knowledgeable in their area of expertise in the Department," she continued. "They help me perform my job more effectively."

Dufourny graduated from West Virginia University with a degree in English and has a certificate in Teaching English to Speakers of Other Languages from Cambridge University. She has earned her Certified Professional Public Buyer (CPPB) certification.



Katrina Dufourny, DEP

After growing up in Martinsburg, Dufourny moved around before settling in Charleston in 2013. In her free time, she enjoys exploring nature with her 7-year-old son. The two also like to travel and recently visited the Great Lakes for the first time with a trip to Lake Erie.

Purchasing Recognizes Latest Certification Recipients

The Purchasing Division is pleased to recognize Mark Fox, Amber Heath, and David Robles as the latest recipients in its West Virginia Procurement: Basic Certification program.

Fox, the procurement specialist for DHHR's Bureau for Behavioral Health, has worked for the state for nearly three years.

"This certification program has been a great tool to help me learn the processes and procedures on how the state purchasing process works," Fox said. "I spent many years in the private sector and it was quite eye opening. This program

has allowed me to create a network of people and resources and also gain a much clearer understanding of the 'whys.' I am the type of learner who needs to know why and then it clicks. The program has been a godsend to help me help my bureau, and I strongly encourage anyone who is eligible to try!

It was not a cake walk, but I have been amazed at how much it has solidified my base knowledge and has given me confidence to do my job."

Heath, a transportation procurement specialist 2 for the Division of Highways, has worked for the state for more than 15 years.

"This was not an easy task, but I am so glad that I did it," Heath said. "My job in procurement challenges me every day. This is an achievement that I am proud of and makes me feel more knowledgeable and confident."

Robles, a senior procurement specialist for the Department of Environmental Protection, has worked for the state for more than 12 years.

"I am glad that I had the opportunity to obtain this certification," Robles said. "I am happy to be part of the procurement team and have the knowledge to be an asset to my agency."

State agency procurement officers interested in participating in the basic and/or advanced certification programs may review the requirements at www.state.wv.us/admin/purchase/training/Certification. Questions regarding the programs may be directed to Courtney Johnson at Courtney.S.Johnson@wv.gov or 304-558-4213.



Agencies Reminded of New Change Order Roll Document Language

The Purchasing Division would like to remind agency procurement officers of language that is automatically being incorporated into change order documents when those documents are created and processed during the fiscal year end (June and July). This language, which indicates the change order is a roll document and contains the change to the new fiscal year, can cause confusion in the official contract file and should be updated prior to submitting the document into workflow.

As the state enters into the fiscal year end, agencies are encouraged to keep an eye out for this default language in the Document Description field. If you notice it has been included, edit the language in that field back to the language from the original contract.

Should you have any questions about change orders, please contact your assigned Purchasing Division buyer. A Change Orders Instructional Guide is also available on the Purchasing Division's website at www.state.wv.us/admin/purchase/Documents/ChangeOrderInstructionalGuide.pdf.

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DESIGNATION FORMS

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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. All designation forms for Fiscal Year 2024 must be received by the Purchasing Division no later than Thursday, June 15, 2023, and should be emailed to Purchasing.Training@wv.gov. Questions can be directed to Purchasing Deputy Director Samantha Knapp at 304-558-7022 or Samantha.S.Knapp@wv.gov.

Atkins and Welch Educate WVASBO on Benefits of Statewide Contracts

On May 4, 2023, Purchasing Division employees were invited to present on statewide contracts at the West Virginia Association of School Board Officials. Buyer Supervisor and Statewide Contracts Coordinator Mark Atkins was joined by Senior Buyer Toby Welch to give a short orientation to a class of approximately 60 attendees.



THE BUYERS NETWORK

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Telephone: 304-558-2306
8:15 a.m. to 4:30 p.m. (M-F)

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Jessica Chambers
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Expiring Statewide Contracts Tracking

(As of May 16, 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.

ATTEMPT TO RENEW

TIMECLOCK22	TEMP21E
TRAVEL21	TEMP21F
TEMP21B	TEMP21G
TEMP21C	TEMP21H
TEMP21D	TEMP21I

TO BE DETERMINED

DATATRNSP

RENEWAL IN PROCESS

CANLINER22	ABATMNT21
OIL22	EPORTAL16
MVAPRTS21	PESTCTR22

WILL NOT BE RENEWED, NO CONTRACT
ELECMON14

Mandatory Training for High Level Officials Now Online

An updated recording of the State Officials' Purchasing Procedures and Purchasing Card Training is now available via CourseMill.

Presented by the Purchasing Division and the State Auditor's Office, this biannual webinar provides information on purchasing procedures and purchasing card processes. This training is mandatory for high-level officials and must be completed each fiscal year as indicated in W. Va. Code § 5A-3-60. Watching the training online will suffice to meet this requirement.

To view the recording of this webinar, visit www.onlinelearning.wv.gov and search for Course ID "PUR400E-FY23". After July 1, 2023, it will be "PUR400EFY24".

For questions related to this training, email Purchasing.Training@wv.gov.

Statewide Contract Updates (As of May 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

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
LIGHT23	WV Electric Supply Co	Light Bulbs	05/01/23 -04/30/24
SECSVS23	B3 Security Group Llc	Security Guard Services	05/01/23 -04/30/24

Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
NTIRE21	Goodyear Tire	New Tire	06/15/23 -11/14/23

FOR MORE INFORMATION

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

<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
<u>Supervisors</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
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<u>Senior Buyers</u>		
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
Larry McDonnell	Larry.D.McDonnell@wv.gov	558-2063
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
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John Estep	John.W.Estep@wv.gov	558-2566

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