

THE BUYERS NETWORK

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THE BUYERS NETWORK
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Wingerd named 2023 Procurement Officer of the Year

The Purchasing Division has named Dean Wingerd as the 2023 Procurement Officer of the Year. The announcement was made during the Purchasing Division's annual conference at Oglebay Resort in October.

Wingerd is the procurement analyst for the West Virginia Military Authority's Construction and Facilities Management office. He was a senior buyer with the Purchasing Division prior to his current position.

"Dean is outstanding at his job and the epitome of what a procurement officer should be. His work very seldom has to be returned," said the colleague who nominated him. "He is extremely quick to respond to emails. When he does it is with the information requested and usually with a solution to the situation. He is always professional and courteous with his responses."

"I am honored and humbled to receive this award, and everyone who saw my face when they said my name knows that I was very surprised," Wingerd said. "Our agency has been fortunate to work with excellent buyers at the Purchasing Division."

Wingerd has worked with several people in the Purchasing



Dean Wingerd (center) was awarded the 2023 Procurement Officer of the Year at this year's Agency Purchasing Conference. Wingerd is joined by Purchasing Division Deputy Director Samantha Knapp and Assistant Director Frank Whittaker in this photo.

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Purchasing Wraps Up Successful 2023 Annual Conference

More than 200 attendees came to Oglebay Resort in Wheeling last month for the Purchasing Division's annual Agency Purchasing Conference.

The three-day training opportunity provided attendees with a closer look at the state purchasing process as well as offered ample time for peer networking. The conference agenda included 49 in-person sessions, with topics ranging from statewide contracts and inspection services to West Virginia Office of Technology requirements and vendor registration. The conference also featured a virtual option that offered 10 webinars for participants who were unable to travel to the conference.

Following the conclusion of each Purchasing Division conference, attendees are invited to provide valuable feedback through an online evaluation.

Approximately 61% percent, or 113 of this year's 185 agency attendees, took time to evaluate the 2023 conference, providing constructive feedback regarding this year's conference along with suggestions for next year.

Please see **CONFERENCE RECAP**, page 3

Conference Puts Emphasis on Team Building

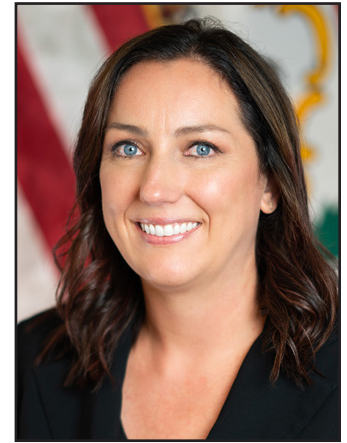
Last month, the Purchasing Division had two longtime employees retire after many years of service to the state. Guy Nisbet served as the assistant director of our Business and Technical Services section, while Doug Elkins served as the federal property manager within our WV Surplus operations. We appreciate their many years of service and dedication and wish them all the best in the future.

While it is always difficult to see great employees move on to greener pastures, we must look to those left to carry the torch. Last month during our Agency Purchasing Conference, Department of Administration Cabinet Secretary Mark Scott talked about the importance of teams and how successful ones think and operate. He talked about trust, communication, and accountability, and he portrayed a team-first attitude. Successful teams have high standards and expectations, and each member is held to those same standards and expectations, while also creating a culture of caring to ensure everyone on the team is successful.

As I consider these characteristics of successful teams, I see many of the traits among our state agency purchasing professionals and Purchasing Division staff. Listening to discussions within our conference sessions, I heard shared compassion. I saw (and heard) creative solutions to problems, active listening, and constructive feedback. And even more, I learned things that the Purchasing Division can be doing to better serve our agency partners. Your feedback is extremely important, and we need to remember that we're all in this together.

Following the conference, we sent an evaluation to all in-person attendees, as well as those who participated virtually. For more information on the results, see the article on page 1. We'll take a look at the results as we plan for our 2024 conference and other future offerings so we can bring you the best professional development opportunities possible. Speaking of, our next quarterly conference call is scheduled for Nov. 14, 2023. If this is not currently on your calendar and you would like to participate, please email us at Purchasing.Training@wv.gov and we will get you added to the meeting request. An agenda will be shared ahead of the call.

If you attended the conference in person, you probably noticed we brought back the Idea Board. During the next few weeks, we'll be taking a look at the ideas we received and will share them with you, including any current position or plan of action related to the ideas. We thank you for your participation and feedback. After all, every successful team communicates effectively and encourages sharing ideas. I encourage you to share your ideas and feedback with us throughout the year.



Purchasing Division Negotiates Cooperative Contract to Secure Better Pricing for Division of Forestry

While a greater quantity of units purchased generally provides a lower cost, this was not the case for a recent solicitation by the Di-

vision of Forestry (DOF). During the award process for a communication radio solicitation, it was discovered that another state agency recently renewed a contract with the same vendor for the same products at a lower cost, even though the estimated quantity was lower than the anticipated usage by the DOF.

Once this was discovered, the Purchasing Division reached out to the second agency, the Public Service Commission (PSC), as well as the vendor, to request that DOF be allowed to join the PSC contract. Since both agreed, the DOF was added to the PSC contract, and therefore could purchase radios at a significant savings to the agency.

There were a few key components that made this possible. First, the DOF tested the market by soliciting bids. This resulted in a single bid being received from the same vendor that held the PSC contract. Also, the items bid were a true "apples to apples" comparison between the DOF solicitation and the PSC contract. Finally, the vendor recently renewed the contract with the PSC, indicating that the pricing was still valid and appropriate.

"Even though the planets had to align to make this possible, we continue to seek opportunities to help our customers navigate the requirements of proper public procurement," said Assistant Director Frank Whittaker.



CONFERENCE RECAP

Continued from Page 1

Conference participants rated various categories in a four-scale survey, ranging from "Excellent" to "Poor."

- 97% said conference registration was "Excellent" or "Good"
- 96% said conference organization was "Excellent" or "Good"
- 93% said the variety of classes was "Excellent" or "Good"
- 95% said their overall opinion of the conference was "Excellent" or "Good"

Additionally, 100% of survey respondents found the overall quality of the conference sessions to be professional and effective; 100% found the conference atmosphere to be conducive for learning, and 97% found the learning environment engaging. Meanwhile, 77% downloaded and utilized the Grupio conference app, with 83% rating its ease of accessibility as "Excellent" or "Good," 80% rating the variety of information contained within the app as "Excellent" or "Good," and 83% support the use of an app in the future. The Purchasing Division received many positive comments on the survey. They include the following:

"I thoroughly enjoy learning and the 2023 Purchasing Conference was very well organized and provided the avenue in which to continue this growth. I look forward to applying what was learned to my every day activities."

"Seeing how the Purchasing Division works well together as a team was impressive to watch."

"The Purchasing Division speakers did an excellent job. Very informative and class layout was perfect. Loved the Grupio, excellent choice."

Virtual attendees were also surveyed. Sixty-seven of the approximately 140 virtual participants responded, and 63 rated it as "Excellent" or "Good."

Also:

- 100% said the overall quality of the webinars presented was professional and effective
- 89% said the webinar content was appropriate for their level of knowledge
- 95% said they will be able to use the information learned in the webinars in their daily tasks

Several virtual attendees reported they liked being able to participate without having to travel.



ing to travel. One virtual attendee said, "The virtual option allows me to stay home with my family but also offers all the valuable information as the in person conference. 10 out of 10!"

The Purchasing Division would like to thank all respondents of this survey and will take into consideration all feedback as it begins to plan the 2024 Agency Purchasing Conference.

Purchasing, WVSASP Bid Farewell to Longtime Employees

After many years of service, the Purchasing Division bid farewell to longtime employees Doug Elkins and Guy Nisbet. Elkins joined the staff in 2010, and Nisbet followed in 2011. Both have served in a variety of roles over the years.



Doug Elkins

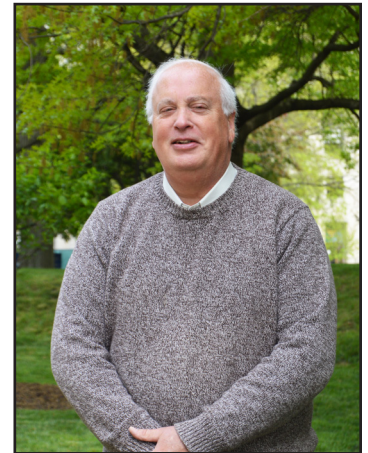
Elkins joined the West Virginia State Agency for Surplus Property (WVSASP), which is overseen by the Purchasing Division, as the vehicle coordinator and eventually became the coordinator of federal property. In that role, Elkins assisted state agencies and eligible organizations around the state with acquiring unique items. Prior to joining WVSASP, Elkins worked

for the Office of the Insurance Commissioner. Elkins graduated from West Virginia State University with a business administration degree.

“From my co-workers at WVSASP to the many state agency officials across the state, I am very lucky to have worked with so many wonderful people over the last 13 years,” said Elkins. “I wish everyone the very best and I’m so thankful for everyone’s support.”

With his new free time, Elkins plans to catch up with friends and family, golf, and take some much deserved time at home. Elkins also aspires to become a snowbird next year and spend winters in the south.

Nisbet joined the Purchasing Division as a senior buyer in the Acquisition and Contract Administration section. From there he became a buyer supervisor and finally an assistant purchasing director, overseeing the Business and Technical Services section. Prior to joining the Purchasing Division, Nisbet worked for Bayer CropScience. Nisbet earned an associate degree from West Virginia State College, as well as a bachelor’s degree in organizational management and a master’s degree in management, both from Mountain State University.



Guy Nisbet

“I have been lucky to have had several different roles in my time at the Purchasing Division,” said Nisbet. “The people here have made it difficult for me to say goodbye but I am looking forward to my new adventure.”

During retirement, Nisbet plans to spend more time with his wife and 12 grandchildren. He also hopes to return to adjunct teaching, his hobby of furniture restoration, and travel.

The Purchasing Division and WVSASP would like to thank Elkins and Nisbet for their years of service and wish them the very best during their retirements.

CENTRAL REQUISITION REJECTIONS RECAP SEPT. 23 — OCT. 27, 2023

Requisitions Received:	110
<i>Last Month:</i>	157
Requisitions Rejected:	29 (26%)
<i>Last Month:</i>	46 (29%)
Reasons for Rejection:	36
<i>Last Month:</i>	63

Reasons for Requisition Rejections

No Checklist	7
Vendor Issues	0
Financial	1
Language or Document Issues	6
Ts and Cs/Specification Issues	6
Miscellaneous	9

Specific examples for rejections:

- Wrong end date for 2-party agreement
- Outdated terms and conditions used
- Needed late justification
- Renewal letter not attached

Upcoming Dates to Remember

To register for the training dates below, visit www.onlinelearning.wv.gov and enter the course code listed below. For more information, contact Purchasing.Training@wv.gov.

Quarterly Conference Call

Google Meet: <https://meet.google.com/aqb-mstq-okf>
Nov. 14, 2023 9:30 a.m. - 11 a.m.

Boards and Commissions

Code: PUR306/PUR306W (Hybrid)
Nov. 29, 2023 9 a.m. - 11 a.m.

New Employee Welcomed to Purchasing Division

The Purchasing Division is pleased to welcome its newest employee, Liz Cotton. Cotton joins the Business and Technical Services section as an Office Assistant 2.

A resident of Dunbar, Cotton returned to West Virginia following a long career in North Carolina. For many years she worked for the North Carolina Governor's Office and for the City of Durham.

"I am very excited to be back in my home state of West Virginia and continue my career in public service," said Cotton.

In her free time, Cotton enjoys cooking, planning events, and spending time with her family. She is also active in her church.

Welcome to the Purchasing Division!



Liz Cotton
Office Assistant

Weekly Tip Recap: Click to View the Tip Email

Date	Tip
Oct. 4	When vendors marketing their goods or services to the state assert that they are on a state contract, request that the vendor identify the contract by number. If the good or service is one needed by the agency but the vendor is unable to supply the contract number or any documents related to the contract, follow the applicable purchasing guidelines for the spending threshold.

Purchasing Tips will resume this month following last month's Agency Purchasing Conference.

Latest WVSASP Newsletter Online

Did you know the West Virginia State Agency for Surplus Property (WVSASP) has its own newsletter? Published quarterly, this newsletter often features procedure changes, eligible organization highlights, and inventory at the Dunbar warehouse.

In the latest issue, WVSASP takes a look at the success of the federal law enforcement vehicle program that was introduced in 2022; changes made to online resources; the coordination of property transferred between eligible organizations; reminders of vehicle pickup policies; and more.

To view this and past issues, visit WVSurplus.gov.



THE BUYERS NETWORK

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Nov. 8 MANDATORY TRAINING

Registration is now open for the new presentation of **Training for High Level Officials on Purchasing Procedures and the Purchasing Card Program**, which is required annually by W. Va. Code §5 A-3-60. The training is offered twice each year as a live webinar, and a recording of this training is made available online as well.

The next presentation of this program is scheduled for Nov. 8, 2023. Individuals required to take this training may register at www.onlinelearning.gov with the code "PUR400W." For more information regarding this training, visit www.state.wv.us/admin/purchase/training/mandatory.html.

POOY

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Division, including Buyer Supervisor Tara Lyle.

“Tara and I have completed hundreds of contracts and executed more than \$150 million of federal money in design, construction, and renovation projects for our Army National Guard facilities all over the state, under tight deadlines and regulated construction standards. These many projects and contracts help to support and improve the quality of life and training for the soldiers and leadership of the WV Army National Guard.”

Wingerd also has led or participated in central purchasing training, offering his agency expertise to his colleagues.

“I really enjoy being able to help my fellow procurement officers in other agencies and folks in my agency to learn the process and obtain the products and services they need,” Wingerd said.

Wingerd has a bachelor’s degree in organizational management from Bluefield College and is a U.S. Army veteran. He previously worked in procurement for Georgetown University as well as for several coal companies.

Expiring Statewide Contracts Tracking

(As of Oct. 23, 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.

DISCONTINUED

AED22C

RENEWAL REQUESTED

DEBT23A	DEBT23D
DEBT23B	DEBT23E
DEBT23C	SANPAP23

TO BE DETERMINED

LAR20

A copy of this report can also be seen by visiting the Statewide Contracts webpage or by clicking here.

Current Statewide Contract Update

(As of Oct. 16, 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 Buyer Supervisor Mark Atkins.

Contracts Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Effective Date</u>
NTIRE21	GoodYear	Tires	11/15/23 -11/14/24

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
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<u>Senior Buyers</u>		
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Larry McDonnell	Larry.D.McDonnell@wv.gov	558-2063
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>		
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Buyers Network