

THE BUYERS NETWORK

JANUARY 2024

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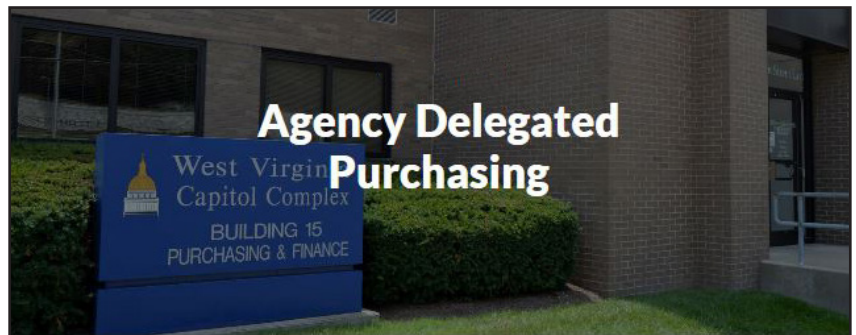
THE BUYERS NETWORK
is published monthly by the
Purchasing Division of the
West Virginia Department of
Administration to promote better
value in public purchasing.

New Agency Delegated Purchasing Module Coming Soon

The Purchasing Division is pleased to announce its latest online training module will soon be available in CourseMill. The Agency Delegated Purchasing training module is targeted to all state employees making purchases on behalf of state spending units that fall under the authority of the West Virginia Purchasing Division.

The goal of the module is to help agency procurement officers become more familiar with the laws, rules, and procedures governing the state purchasing process as outlined in W. Va. Code § 5A-3; W. Va. 148 C.S.R. 1; and the *Purchasing Division Procedures Handbook*. The module provides details on agency spending thresholds, as well as forms and documents that an agency procurement officer may need to complete a purchase.

The Agency Delegated Purchasing training module will be available on CourseMill by mid-January and will provide .5 hours of training



Introduction

This training is targeted to all state employees making purchases on behalf of state spending units that fall under the authority of the West Virginia Purchasing Division. We hope that during the course of this training, you will become more familiar with the laws, rules, and procedures governing the state purchasing process as outlined in W. Va. Code § 5A-3; W. Va. 148 C.S.R. 1; and the [Purchasing Division Procedures Handbook](#).

credit. A list of all Purchasing Division training modules can be found online at www.state.wv.us/admin/purchase/training/modules.html.

INSIDE...

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2024 is a New Year... A Time to Embrace Change and Foster New Connections
- Longtime Employee Retires from Purchasing Division
- Procurement Officers Set Goals for the New Year
- Purchasing Recognizes Latest Certification Recipient

Purchasing Division Publishes Fiscal Year 2023 Annual Report

The Purchasing Division is pleased to announce that it has published on its website its Annual Report for Fiscal Year 2023. This report provides information on the division's accomplishments and statistical data for work completed from July 1, 2022, to June 30, 2023.

"Compiling the report provides an opportunity to reflect on our major achievements and start thinking about upcoming initiatives to make the procurement process more efficient and strengthen our relationships with our agency partners," said Deputy Purchasing Director Samantha Knapp. "We are excited for all that 2024 has in store for us and the new opportunities the new year will bring."

Among the highlights of the fiscal year was the creation of a new support email helpline, Purchasing.Help@wv.gov, as part of its project with the Toyota Production System Support Center (TSSC). The project, which was conducted in two phases, identified areas for improvement

Please see **ANNUAL REPORT**, page 4

2024 is a New Year... A Time to Embrace Change and Foster New Connections

As we stand on the threshold of a brand new year, I'm excited for the possibilities that lie ahead. I am filled with optimism for growth, shared experiences, and the future successes that we may each experience in 2024. Last year was filled with great change and some challenges, but we always seemed to pull ahead through resilience, adaptability, and collective strength. You can find some of our accomplishments in our Fiscal Year 2023 Annual Report, which has been published on our website. Within the report, you will find highlights that include unique purchases, process changes supporting efficiency, and initiatives undertaken to build rapport and connection with our state agency partners. For more on this report, see the article on page 1.

This year, we also saw many Purchasing Division staff say goodbye to seek new adventures. The latest, Beverly Toler, had served as our encumbrance clerk since 2000. She started as an Office Assistant 3 and worked her way to Supervisor 1. She was a staple in the Division and was very detail oriented in her contract review process. We will miss Bev but wish her all the best in her retirement.

In addition to employee changes, I'm also pleased to celebrate our employees' successes. Our Vendor Registration Coordinator, Angelina Villanueva, successfully earned her regents degree this past December. It is that tenacity and perseverance that makes our employees stand out, and we couldn't be more proud of Angelina for her hard work. Please join me in congratulating Angelina on this accomplishment.

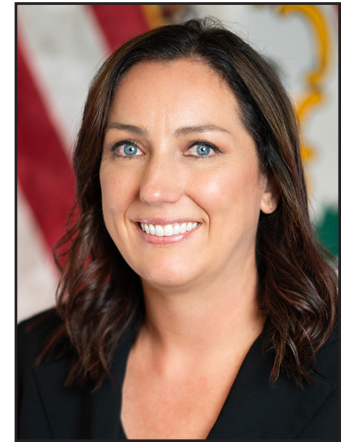
This year, our focus will continue to be on embracing change and fostering the initiatives that make our foundation a strong one. Education, communication, and outreach will be among our commitments to bettering those who are soliciting and bidding

on goods and services for the state of West Virginia. As we continue to navigate the evolving landscape, we welcome all feedback and suggestions. And please know that our commitment to excellence will remain.

In the coming months, we will focus on updating our online training modules to make the information current and boost their ease of user navigation. The first is the Agency Delegate Purchasing module which will be posted to CourseMill later this month. The format allows viewers to move through the module seamlessly and go back to sections they wish to revisit. See the article on page 1 for more information on this revised module.

We will also continue to offer hybrid training sessions to allow individuals to participate virtually or in person, depending on what works best for their schedule. That said, please keep in mind that designated procurement officers are required to take 10 hours of training each fiscal year, in accordance with the Code of State Rules. Therefore, if you did not attend the 2023 conference, or if you did but weren't able to complete all sessions, I encourage you to find out how many hours of training you still need so you can plan to complete them by June 30.

We are ready for a busy year ahead. Good luck, and please let us know what we can do to serve you!



Longtime Employee Retires from Purchasing Division



Bev Toler

After 23 years of service, the Purchasing Division bid a fond farewell to Beverly Toler in December.

Since she first joined the Purchasing Division in August 2000, Toler was a staple of Building 15. For the first three years of her purchasing career, Toler worked as a bid clerk before taking over encumbrance. Eventually Toler moved into the role of support services supervisor, where she remained until her retirement. As the support services supervisor, she managed a staff of four employees. Over the years, many of the employees she supervised were promoted to additional positions in the Purchasing Division, with several moving on to work in procurement at other state agencies. And whether it was building renovations or different purchasing

directors, Toler saw it all over the years.

"I've had several different desks and offices during my time, but I've always been on the first floor of Building 15," said Toler.

Toler is a lifelong Charleston resident and is looking forward to rest and relaxation in retirement. She is also excited to spend more time with her children and four grandchildren, who range in age from nine years old to 21.

"I've enjoyed my time at the Purchasing Division and it is with a heavy heart that I retire," said Toler. "But I know it is the right time for me to move on."

Thank you to Bev for her many years of hard work and dedication, and best wishes in retirement.

Procurement Officers Set Goals for the New Year

In the December issue of *The Buyers Network*, we asked readers to share their professional procurement goals for the new year. The Purchasing Division is committed to helping you reach your goals in 2024 and hopes you will take advantage of the many resources available to you. Below are some of the responses received regarding your procurement goals.

- Get my advanced certification
- Clear audit findings and education

- To obtain my NIGP-CPP certification
- My procurement goals for 2024 are: To continue to learn more about the different procurement processes, to become faster at submitting procurement contracts and purchase orders, and to be more familiar with the *Purchasing Handbook*
- Attend more trainings
- To become certified this year!!

As a gift to you, check out the resources below. The Purchasing Division's procurement goal is to help you organize information related to the state purchasing process that may be required as part of your day-to-day tasks and to remind you of some resources available on our website. If there is anything the Purchasing Division can do to help you reach your goals, please contact us at ***Purchasing.Help@wv.gov***.

KNOWING THE LAWS, RULES, AND PROCEDURES

<i>Purchasing Division Procedures Handbook</i>	www.state.wv.us/admin/purchase/Handbook
<i>Legislative Rules and Regulations</i>	www.state.wv.us/admin/purchase/rules.html
<i>Surplus Property Operations Manual</i>	www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf

GETTING THE JOB DONE

<i>Statewide Contracts</i>	www.state.wv.us/admin/purchase/swc
<i>Terms Agreements</i>	www.state.wv.us/admin/purchase/termsagreements.html
<i>Purchasing Forms, including Agency Checklists and Standard Format Templates</i>	www.state.wv.us/admin/purchase/forms.html
<i>Specification Templates</i>	www.state.wv.us/admin/purchase/specs
<i>Purchasing Master Terms and Conditions</i>	www.state.wv.us/admin/purchase/TCP.pdf
<i>Agency Master Terms and Conditions</i>	www.state.wv.us/admin/purchase/TCA.pdf
<i>Surplus Forms</i>	www.state.wv.us/admin/purchase/surplus/forms

TRANSPARENCY

<i>Received Bids</i>	www.state.wv.us/admin/purchase/Bids
<i>Awarded Central Contracts</i>	www.state.wv.us/admin/purchase/Awards/awarded.html
<i>Inspection Reports</i>	www.state.wv.us/admin/purchase/Inspection/inspectReports.html
<i>Emergency Purchase Requests</i>	www.state.wv.us/admin/purchase/emergencyrequests.html

OTHER RESOURCES

<i>Procurement Officer Listing</i>	www.state.wv.us/admin/purchase/vrc/agencyli.html
<i>List of Purchasing Division Buyer-Agency Assignments</i>	www.state.wv.us/admin/purchase/byrassign.pdf

Purchasing Recognizes Latest Certification Recipient

The Purchasing Division is pleased to announce Billie Hancock as the latest recipient of the West Virginia Procurement: Advanced Certification.

A procurement supervisor for the Bureau of Public Health, Hancock has been with the state for 10 years.

“I am very appreciative of the Purchasing Division for offering the opportunity to test my knowledge and skills,” Hancock said. “Obtaining this certification was a goal I set for myself, and I am grateful to be able to work for an agency that has allowed me to work toward achieving my goal and professional growth.”

State agency procurement officers who are interested in

participating in the basic and/or advanced certification program may review the requirements at www.state.wv.us/admin/purchase/training/Certification. Any questions regarding the certification program should be directed to Courtney Johnson at 304-558-4213 or Courtney.S.Johnson@wv.gov.

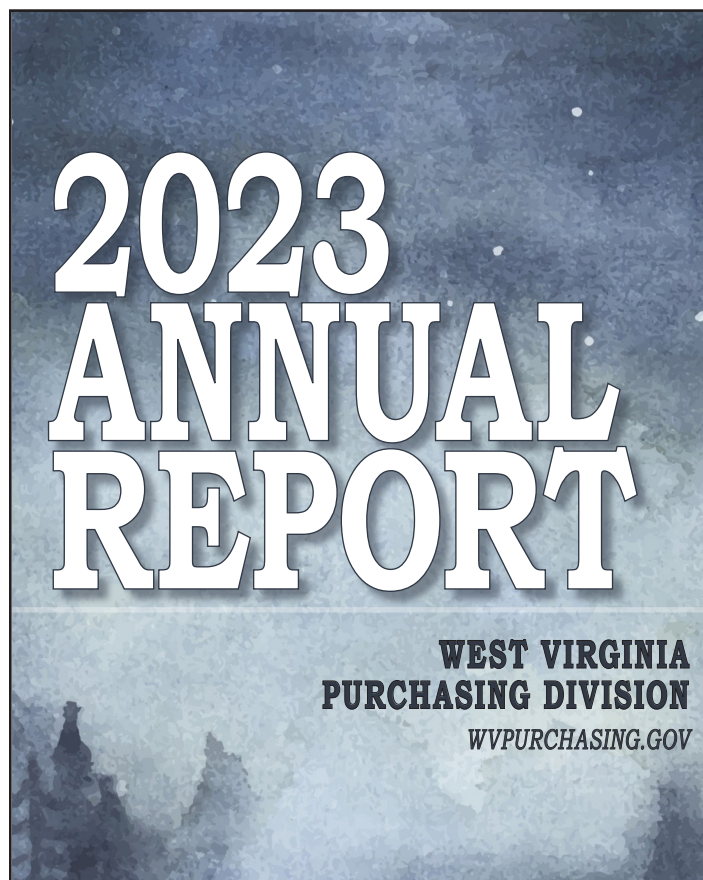


The Purchasing Division would like to congratulate Hancock on her noteworthy accomplishment.

ANNUAL REPORT

Continued from Page 1

in the state purchasing process and its customer service. The Helpline is available as a resource to all procurement officers, including individuals not designated as their agency's primary or backup procurement officer. The email address is monitored regularly during normal business hours by the Purchasing Division's inspection staff, and a response is sent to the requestor within one business day.



The Purchasing Division also began offering quarterly conference calls to procurement officers during 2023 as part of its comprehensive training program. The calls, which stemmed from feedback received from agency procurement officers following the 2022 Agency Purchasing Conference, provide the Division with an opportunity to share information related to laws, rules, procedures, and other current events in a timely manner. Real-time Q&A also allows participants to receive answers to questions on the spot. The calls are held via Google Meet and feature slideshow presentations, live demonstrations, and speakers from the Purchasing Division who provide an overview and updates on a variety of topics, including statewide contracts, training opportunities, contracts and acquisitions, handbook updates, and more.

Some of the other accomplishments highlighted in this publication include:

- The creation of a fast track procurement process for goods that are frequently purchased and for which the vendor pool remains constant and are familiar with state purchasing procedures;
- A monthly eblast with information on expiring statewide contracts and the future status of those contracts;
- An annual webinar hosted by the West Virginia State Agency for Surplus Property (WVSASP) that was attended by 44 individuals representing 39 organizations;
- The Purchasing Division's Vendor Open House, which was attended by more than 125 vendors, during which staff members from 11 agencies were on hand to meet with vendors and answer questions; and
- Assisting the West Virginia Division of Highways' (DOH) purchase of approximately \$25 million in construction equipment through an emergency purchase.

To view this or past annual reports, please visit www.state.wv.us/admin/purchase/Annualreport.

WVSASP Welcomes New Employee

The West Virginia State Agency for Surplus Property (WVSASP), which is overseen by the Purchasing Division, is pleased to welcome Nick Downs to its staff. Downs joins WVSASP as a laborer in the warehouse.

A resident of St. Albans, Downs earned a degree in criminal justice from American Public University. Before joining WVSASP, Downs worked at the Toyota plant in Buffalo and at Nestle.

“I am excited to start working for the state,” said Downs. “I have always worked in the private sector, so this is a new opportunity for me.”

In his free time, Downs enjoys spending time with his wife and playing video games with his daughter.

Welcome Nick to the Purchasing Division!



Nick Downs
WVSASP Laborer

Weekly Tip Recap: *Click to View the Tip Email*

Date	Tip
Dec. 5	Conduct a pre-specification meeting with known vendors, when applicable, to ensure your solicitation is competitive in nature and will lead to the best chance of success.
Dec. 15	To remain in compliance with the Code of State Rules, submit all award documents for emergency purchases to the Purchasing Division within 30 days of the emergency approval, regardless of dollar amount.

Upcoming 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.

Preparing and Evaluating RFPs

Jan. 10, 2024
10 a.m. - 11:30 a.m.
PUR303 (In-Person)
PUR303W (Webinar)

Contracting Basics/ Tools and Resources

Jan. 24, 2024
9 a.m. - 11 a.m.
PUR405 (In-Person)
PUR405W (Webinar)

Quartly Call

Feb. 6, 2024
9:30 a.m. - 11 a.m.

Electronic Business with WV

Feb. 7, 2024
10 a.m. - 11:30 a.m.
PUR105 (In-Person)
PUR105W (Webinar)

Forms and Docs/Inspections

Feb. 28, 2024
9 a.m. - 11 a.m.
PUR309 (In-Person)
PUR309W (Webinar)

Intro to Purchasing

March 6, 2024
9 a.m. - 4 p.m.
PUR102 (In-Person)

Alternative Procurement Methods

March 20, 2024
10 a.m. - 11 a.m.
PUR409 (In-Person)
PUR409W (Webinar)

Purchasing as a Privacy Powerhouse

April 24, 2024
10 a.m. - 11:30 a.m.
PUR409W (Webinar)

THE BUYERS NETWORK

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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)

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Governor

Vacant
Director
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Purchasing Employee Earns College Degree

An employee of the Purchasing Division recently completed her college degree.

Vendor Registration Coordinator Angelina Villanueva earned a Regents Bachelor of Arts degree from Marshall University. She was able to get her degree online while working a full-time job.

“It was hard to go back to school after having a baby, but my family kept me motivated and now it feels like a weight has been lifted,” Villanueva said. “The degree will benefit my career by helping me

move up into higher-paying positions.”

Now that she is finished with school, she will have more time to enjoy baking and watching sports. She is especially fond of playing basketball and primarily cheers for the NBA's Milwaukee Bucks.

Congratulations to Villanueva on this accomplishment!



After years of hard work, Angelina Villanueva has earned regents degree from Marshall University.

Expiring Statewide Contracts Tracking

(As of Dec. 19, 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 IN PROCESS

DEBT23A	IP23
DEBT23C	SANPAP23
DEBT23E	

RENEWAL REQUESTED

COMTRKRN22	DEBT23D
DEBT23B	

TO BE DETERMINED

AEBATTERY21	GRNDMAINT22B
DIGCOP22	GRNDMAINT22C
EQRENT22A	LAR20
FASTEN22	RECMGT22
FINANCE21	SYSFURN23
GRNDMAINT22A	

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

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
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<u>Senior Buyers</u>		
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Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
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David Pauline	David.H.Pauline@wv.gov	558-0067
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<u>Buyer</u>		
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