



ELECTRONIC BUSINESS WITH WEST VIRGINIA

West Virginia Purchasing Division
2019 Agency Purchasing Conference

OBJECTIVES IN THREE PARTS

- Electronic Business
 - What electronic options are available to state agencies? To vendors?
 - What are the benefits of electronic processing?
 - What is each audience's perspective?
- Expanding Your Vendor Base
 - Building a larger vendor base
 - Unlimited seats at the table and ways to entice vendors to sit
 - Why we are stronger as a whole?
- The Procurement Officer's Briefcase
 - Tools of the trade
 - Information to reference
 - Available reporting

I.

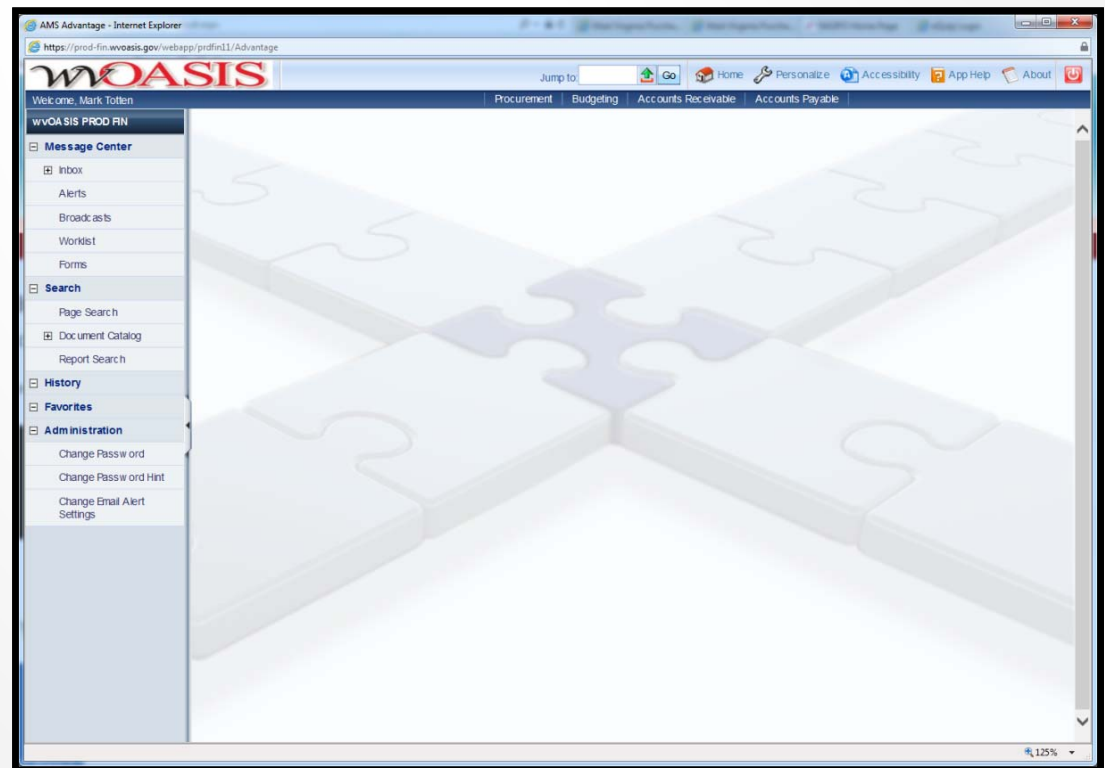
ELECTRONIC BUSINESS

WHAT DO WE CALL ELECTRONIC BUSINESS?

- Familiar components
 - wvOASIS
 - Vendor Self-Service
 - State agency websites such as WVPurchasing.gov
 - State agency intranet sites for employee-only reference
 - United Nations Standard Products and Services Code (UNSPSC)
- Connected school of thought regarding their relationship
 - The interconnect relationship between state agencies and the vendor communities
 - Each piece has a way to work together in order to benefit all state agencies

ELECTRONIC BUSINESS OPTIONS

- State agency portal (wvOASIS) and vendor portal (VSS) draw from synchronized data
 - wvOASIS
 - How state agencies see electronic business power
 - Vendor Self-Service
 - How vendors see business opportunities with West Virginia
 - Portal for responding
 - Maintain customized company profile for interacting electronically with West Virginia



ELECTRONIC BUSINESS OPTIONS

This screenshot shows the 'Account Summary' page of an electronic business system. The page features a top navigation bar with links for Home, Help, Accessible Help, Site Map, Privacy Report, and Logout. Below this is a secondary navigation bar with tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, and Catalog Management. The main content area is titled 'Account Summary' and includes a welcome message for 'Mark'. It provides a summary of account information and lists several links for further action, such as 'Announcements', 'Primary Account Administrator', 'Account Information', 'EFT Information', 'Prevent New Spending', 'Prevent New Orders', 'Registration Fee Details', 'Vendor Compliance Holds', 'Payment Withholding', and 'Financial Balance Overview'.

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types | Service Areas | Disclosures

Account Summary

Welcome, Mark

[View Frequently](#)

This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a request via the "Help" link at the top of this page.

- ▶ [Announcements](#)
- ▶ [Primary Account Administrator](#)
- ▶ [Account Information](#)
- ▶ [EFT Information](#)
- ▶ [Prevent New Spending](#)
- ▶ [Prevent New Orders](#)
- ▶ [Registration Fee Details](#)
- ▶ [Vendor Compliance Holds](#)
- ▶ [Payment Withholding](#)
- ▶ [Financial Balance Overview](#)

This screenshot shows the 'Commodities' page of the same electronic business system. It features the same top navigation bar as the previous page. The main content area is titled 'Commodities' and includes a welcome message for 'Mark'. It provides a summary of the current list of commodity codes/classes and explains how to add new commodity/service codes or delete existing ones. Below this, there is a section for 'Existing Commodities' with a table header for 'Commodity/Service Code', 'Commodity Description', and 'Pending Deletion'. The table is currently empty, and there are buttons for 'Add Items' and 'View Pending Additions'.

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types | Service Areas | Disclosures

Commodities

Welcome, Mark

[View Frequently](#)

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the "Add Items" button. To delete a commodity/service codes, click the "Delete" link next to the record in the grid that you wish to delete.


Any request to add a new Commodity that is awaiting approval can be viewed by clicking the 'View Pending Additions' button. Any request to delete an existing Commodity that is awaiting approval is noted in the 'Pending Deletion' column.





Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion
------------------------	-----------------------	------------------

[First](#) [Prev](#) [Next](#) [Last](#) [Add Items](#) [View Pending Additions](#)

ELECTRONIC BUSINESS OPTIONS



Jump to:   Home  Personalize  Account

Welcome, Mark Totten

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Close

✓ Vendor/Customer

Address

Business Type

Service Area

✓ Commodity

Change Management

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information


Vendor/Customer

Commodity

Commodity	Commodity Description	Last Solicited Date	Last Date Awarded
✓ 24102000	Shelving and storage		
24102004	Storage racks or shelves		
44000000	Office Equipment and Accessories and Supplies		
44100000	Office machines and their supplies and accessories		
44102902	Storage accessories for office machines		
44111515	File storage boxes or organizers		
56101700	Office furniture		
56111903	Industrial storage units		
56121701	General storage units		
72153613	Office furniture lease and maintenance service		

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ELECTRONIC BUSINESS OPTIONS



Welcome, Mark
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Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Summary | Business Info | Addresses & Contacts | Users | Commodities | **Business Types** | Service Areas | Disclosures

Business Types

Here is the current list of business types associated with your organization. You can add new business types by clicking the "Add Items" button. To modify Business Type information click the 'View/Update' link under the Existing Business Types Assignments section next to the record you wish to update. To delete a business type, click the "Delete" link next to the record in the grid that you wish to delete.


Any request to add a new Business Type that is awaiting approval can be viewed by clicking the 'View Pending Additions' button. Any Business Type that is awaiting approval can be viewed by clicking the 'View Pending Changes' button.




West Virginia Code §5A-3-59 establishes a procurement certification program in West Virginia for small, women-, and minority-owned businesses. The rules and regulations to the certification program are provided in West Virginia Code of State Rules & 148-2-1 et seq. Note that this certification preference that is equivalent to competing resident (West Virginia) vendors that have applied for resident vendor preference. This certification may assist resident small, women-, and minority-owned businesses when soliciting business in West Virginia.

To apply for the certification, click Add Items and select Business Type ID of "SWAM".

Existing Business Types

Business Type ID	Business Type	SWAM Type	Certification No	Certification Start Date	Certification End Date
First	Prev	Next	Last	Add Items	View Pending Additions



Jump to: VCUST   

Welcome, Mark Totten

Procurement | Budgeting | Accounts Receivable

Close

Vendor/Customer

Address

Business Type

Change Management

Service Area

Commodity

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures


Vendor User Information

Vendor/Customer


Business Type

Business Type ID	Business Type	Certification Start Date	Certification End Date
✓ SMAL	Small Business	10/13/2017	10/13/2019

First Prev Next Last


Save [Undo](#) Delete Insert [Copy](#) Paste 


Vendor/Customer : VC0000062121
COUNTRY ROADS DISTILLERY LLC


Business Type ID : SMAL 


Business Type : Small Business


Certification No :

Certification Start Date : 10/13/2017 

Certification End Date : 10/13/2019 


SWAM Type : 

Status : Accepted 

Initiation Date : 10/13/17 

[Change Management](#)

ELECTRONIC BUSINESS OPTIONS



Welcome, Mark

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Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status	
Alisha S. Pettit	Alisha	Pettit	Account Administrator	Disabled	View/Modify Delete
Lu A. Cottrill	Lu	Cottrill	Display Only	Active	View/Modify Delete
Mark L. Totten	Mark	Totten	Account Administrator	Active	View/Modify Delete

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Welcome, Mark

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[Summary](#) | [Business Info](#) | [Addresses & Contacts](#) | [Users](#) | [Commodities](#) | [Business Types](#) | [Service Areas](#) | [Disclosures](#)

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
CV160001	Payment	2019 WASHINGTON ST E BLDG 15, PO BOX 50121, CHARLESTON, WV, 253050000			No	07/22/2015		<input type="checkbox"/> View/Update View Pending Changes
CV160001	Ordering	2019 WASHINGTON ST E BLDG 15, PO BOX 50121, CHARLESTON, WV, 253050000			No	07/22/2015		<input type="checkbox"/> View/Update View Pending Changes


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[Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes
AD000002	2019 WASHINGTON STREET EAST, PO BOX 50121, CHARLESTON, WV, 25305	<input type="checkbox"/> View/Update View Pending Changes
AD000003	PO BOX 1373, CHARLESTON, WV, 25325-1373	<input type="checkbox"/> View/Update View Pending Changes
AD000005	2700 CHARLES AVE, DUNBAR, WV, 26064	<input type="checkbox"/> View/Update View Pending Changes

ELECTRONIC BUSINESS OPTIONS



2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

West Virginia Purchasing Division

WV.gov | Administration | Purchasing

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TRANSLATE

long

Fraud alert: Please click here for a special announcement from the West Virginia Purchasing Division.

News, Events, & Job Opportunities

Vendor
Resource Center

Agency
Resource Center

Emergency
Purchasing Procedures

Contact Us

News

Vendor Registration

Bid Information

Transparency

Procedures

Contracts

Training

Programs

Forms


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Minority Business

WVQASB

Procurement



Welcome to the West Virginia Purchasing Division. This website is dedicated to providing valuable information to our customers: state agencies, vendors, and the general public.

The Purchasing Division is responsible for the timely, responsive and efficient procurement of goods and services for state government. In addition, the Purchasing Division administers various statewide programs including the West Virginia State Agency for Surplus Property, the Inventory Management Program, and the Travel Management Unit. As outlined in our Mission, we strive to ensure that tax dollars are being spent in the most cost-effective manner.

Our Mission states:

To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers.

West Virginia
Purchasing
Bulletin

The
Buyers
Network

Property
Connection

Current
Annual
Report



2019 Washington Street, East
Capitol Complex Building 15
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026

West Virginia Purchasing Division Intranet

WV.gov | Administration | Purchasing | Intranet

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Purchasing Applications

Processes and Procedures

Vendor Registration

Purchasing Forms

West Virginia Purchasing Bulletin

Training Center

Awards/Recognition Programs

Tools and Resources

Contact Information

Directions

Welcome to the **West Virginia Purchasing Division's** intranet website! The information contained herein will provide you with additional resources relating to state procurement, its procedures and statutory and regulatory provisions.

Our intranet site offers all of our required forms, procedures, system applications, the West Virginia Purchasing Bulletin Archives, and various purchasing tools and resources. (For a reference guide to the Purchasing Division intranet site, highlighting the most valuable information for state agency purchasing employees, please click on the document to the right.)

The Purchasing Division is organizationally structured under the Department of Administration. In addition to the Purchasing Director's office, the division has three sections: Acquisition and Contract Administration; Communication and Technical Services; and Program Services.

Acquisition and Contract Administration Section

This section is responsible for the procurement of products and services for state agencies in excess of \$25,000. It is committed to providing good customer service to agencies and vendors by buying the best quality commodities at the lowest cost to taxpayers. The procurement process is monitored through the Requestion Tracking System from the requisition receipt to the award of the purchase order. The Contract Management Unit within this section oversees the managing of all contracts and the inspection of purchasing documents to ensure compliance with state laws, regulations, and procedures. This section strives to provide quality services in the most efficient manner.

Communication and Technical Services Section

This section is responsible for a variety of services offered to agency purchasers, the vendor community and to the general public. It focuses on technology, communication, training, vendor registration and relations, and administrative functions, including records imaging, purchase order encumbrance, bid receipt, and bid package distribution. The Communication Unit provides information related to the division as well as the individual programs which are administered by the division. The Technical Services Unit maintains the automated purchasing systems, our networking services and the division's website. In addition, this unit oversees the administrative functions outlined above. Professional development is also a vital aspect of the division. Conferences, online training modules, in-house workshop sessions, and the West Virginia Procurement Certification Program are offered throughout the year to offer guidance and opportunities to our agency procurement officers.

Program Services Section


This section is responsible for several of the programs administered by the division. The Travel Management Unit offers guidance to state business travelers and oversees various statewide contracts for travel-related services. This Unit communicates with agency travel coordinators on various issues relating to services. The Fixed Assets Unit maintains the state's inventory of property and ensures the agencies certify their state-owned property on an annual basis. The Surplus Property Unit manages the state and federal programs for property no longer needed within the respective governments. As part of this program, state property that is not sold to eligible organizations is made available to the public through various mechanisms, including absolute auctions, daily retail sales, online sales and statewide sealed bids.

For questions regarding the Purchasing Division's intranet site, please contact our technical staff:

Mark Totten
(304) 558-7839
State Cisco Network Extension 57530
Mark.L.Totten@wv.gov

Alisha Pettit
(304) 558-0247
State Cisco Network Extension 57512
Alisha.L.Pettit@wv.gov

ELECTRONIC BUSINESS OPTIONS



Home FAQs Search-Code Membership Library Codeset-Downloads Initiatives Education



Search the Code

Version 19.0501
Code Number: (2-8 digits)

Code Name:

Member Login

Renew Membership



[View Our Partner Organizations](#)

[UNSPSC Solution Resource Finder](#)

[Share Your UNSPSC Success Story](#)

Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US™ for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services. UNSPSC is an efficient, accurate and flexible classification system for achieving company-wide visibility of spend analysis, as well as, enabling procurement to deliver on cost-effectiveness demands and allowing full exploitation of electronic commerce capabilities. Encompassing a five level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.


The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities

You may browse and download the current version of the code at no cost. Search the code on this website to locate commodity codes that can be used by your company.

UNSPSC is a member funded and supported initiative. To gain additional benefits, including access to past versions of the code and the opportunity to shape the code's future to best meet your business needs, join the UNSPSC today. Take the first step toward increasing productivity, reducing organizational costs, and improving supply chain efficiency by learning about [UNSPSC membership](#) now.

A free on-demand webinar is available which provides an overview of the UNSPSC codeset and information describing how and why it is used. Click [here](#) to [access the webinar](#).



HOME FAQs SEARCH-CODE MEMBERSHIP LIBRARY CODESET-DOWNLOADS INITIATIVES

Version 20.0601

Search Code


Search Title

Code	Title
30111800	Aggregates
30111801	Natural aggregate
30111802	Artificial aggregate
30111803	Recycled aggregate
30122002	Exterior permeable aggregate flooring material
73121805	Concrete or aggregates or stone products manufacturing services
41113813	Standard aggregate
41113820	Aggregate specific gravity tester
41113825	Soil aggregate analyzer
41113830	Aggregate unit weight measuring instrument
22101610	Aggregate spreaders
22101628	Aggregate washer
22101629	Aggregate dryer

ELECTRONIC BUSINESS OPTIONS


wvCheckbook.gov Home Feedback

Welcome to wvcheckbook.gov
West Virginia believes transparency leads to more effective and accountable government, and a more informed and engaged community. We invite you to explore our financial data including how the state generates and spends revenue.




Revenue

Interested in learning about the sources of West Virginia's revenue? If so, click [here](#).




Spending

Interested in learning how West Virginia spends the revenue it generates? If so, click [here](#).



Supreme Court

Supreme Court spending is a hot topic in West Virginia. Interested in learning how the Supreme Court spends its budget? If so, click [here](#).



How To

Need a little help learning how to use wvCheckbook? If so, click [here](#).

Quick Links

- Employee Compensation
- Department Expenses
- Annual Actuals
- Annual Budget
- Monthly Actuals
- Vendor Payments
- What's Included & Excluded

Explore Top Departments

Select Department

wvOASIS Company eVendor Agreement Setup

West Virginia State Auditor's Office, ePayments Division
Telephone: 1-800-500-4079 Fax: (304) 340-5084 www.wvsao.gov

VENDOR NAME: _____

FEIN/SSN: _____

wvOASIS VENDOR #: _____

PAYMENT ADDRESS 1: _____

PAYMENT ADDRESS 2: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT NAME: _____ PHONE NUMBER: _____

ACCOUNT INFORMATION

FINANCIAL INSTITUTION NAME: _____ ☐ Checking - Attach a voided check

ROUTING #: _____ ☐ Savings

ACCOUNT #: _____

IN ORDER TO PROCESS THIS AGREEMENT ONE OF THE FOLLOWING IS REQUIRED

☐ VOIDED CHECK (COUNTER CHECKS ARE NOT ACCEPTABLE)


☐ A LETTER FROM THE FINANCIAL INSTITUTION (ON FI LETTERHEAD) LISTING THE ACCOUNT INFORMATION, PRINTED NAME AND SIGNATURE OF FINANCIAL INSTITUTION REPRESENTATIVE, TITLE AND CONTACT INFORMATION.

FIAT - INTERNATIONAL ACH TRANSACTION - ONE BOX MUST BE CHECKED

ARE FUNDS RECEIVED BEING DEPOSITED IN A U.S. FINANCIAL INSTITUTION AND THE AMOUNT SUBSEQUENTLY FORWARDED TO A FINANCIAL INSTITUTION IN A FOREIGN COUNTRY? ☐ YES ☐ NO

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VENDOR SELF-SERVICE



Welcome, Mark

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Account Summary

This page displays a summary of your account information. If you have any questions please contact your Primary Account Administrator or submit a question using the "Help" link at the top of this page.

▼ Announcements

Type	Date	Message	
First	Prev	Next	Last

▼ Primary Account Administrator

Primary Account Administrator :	Email :
Phone :	Ext :

▼ Account Information

Vendor Code :	Vendor Status : Active
Legal Business Name :	1099 Reportable : No

▼ EFT Information

EFT Information may be entered at an account level or at the payment address level. If the Address Level field displays a value of 'At least one address has address-specific EFT Information', navigate to the Addresses page to view the EFT Status for each address.

Account Level EFT Status : N/A
Address Level EFT Information Available : No

▼ Prevent New Spending

This section indicates whether new spending/payments are blocked. Refer to Frequently Asked Questions for more information.


Prevent New Spending : Yes

▼ Prevent New Orders

This section indicates whether new purchase orders are blocked. Refer to Frequently Asked Questions for more information.

Prevent New Orders : Yes

VSS WEST VIRGINIA PURCHASING BULLETIN



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Search for Solicitations

[Show Me ...](#) [All Solicitations](#) [My Commodities](#) [Open Solicitations](#) [Closing Soon](#) [Recently Published](#) [Recent Amendments](#) [Recent Awards](#)

Keyword Search : [Go](#) [Advanced Search](#)

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Solicitation	Agency/Buyer/Category	Dates	Status
Addendum No. 1 RFP to provide Drivers License and ID Card CRFP : DMV1800000001 Summary Details	DIVISION OF MOTOR VEHICLES Melissa Pettrey Service - Misc	Published On : 5/18/18 Amended On : 5/23/18 Closing On : 6/19/18 1:30 PM EDT Time Left: 13 Days, 20:30:46 Intent Posted On:	Open
Drug Formulary Review CRFQ : INS1800000002 Summary Details	INSURANCE COMMISSIONER Michelle L Childers Consulting	Published On : 6/5/18 Amended On : Closing On : 6/19/18 1:30 PM EDT Time Left: 13 Days, 20:30:46 Intent Posted On:	Open
FLAGS & FLAGPOLE SETS AND TRANSPORT CASES ARFQ : EDD1800000136 Summary Details	DEPARTMENT OF EDUCATION Evelyn Melton Info Technology	Published On : 6/4/18 Amended On : Closing On : 6/21/18 12:00 PM EDT Time Left: 15 Days, 19:00:46 Intent Posted On:	Open
INTERPRETER SERVICES ARFQ : DRS1800000020 Summary Details	DIVISION OF REHABILITATION SERVICES Charlyn Miller Service - Misc	Published On : 5/25/18 Amended On : 6/5/18 Closing On : 6/21/18 1:30 PM EDT Time Left: 15 Days, 20:30:46 Intent Posted On:	Open
Renovation of Ventilation System CRFQ : DOT1800000105 Summary Details	DIVISION OF HIGHWAYS Mark A Atkins Construction	Published On : 5/24/18 Amended On : Closing On : 6/21/18 1:30 PM EDT Time Left: 15 Days, 20:30:46 Intent Posted On:	Open

ONLINE SOLICITATIONS IN VSS

- Public advertisement via the *West Virginia Purchasing Bulletin*
- Includes agency-delegated solicitations valued over \$10,000
- Includes centralized solicitations valued over \$25,000
 - Vendors respond to West Virginia's opportunities from varying sources, dollar values, and procurement methods
 - Agency ("A")
 - Centralized ("C")
 - Electronic
 - Paper delivered to Bldg. 15
 - Fax
 - Multiple ways to respond reflect reality of doing business with West Virginia vendors


BENEFITS TO ELECTRONIC PROCUREMENT

- Distribution of information
- Ease of access to the same information
- Reach a wider audience with the same data
 - More vendors at the table can lead to more competition
 - Buying power of all state agencies harnessed together
- Power of the entire state comes together without significant time added to existing agency-level procurement tasks

THE OTHER SIDE'S PERSPECTIVE

- Shape your solicitation so vendors respond in a way that is consistent and clear
- Craft your solicitation so vendors can respond with as few attachments as possible
- Consider audience perspective
 - Technical ability
 - Patience

VSS SOLICITATION ATTACHMENTS



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[New Search](#)

Solicitation: **Addendum 1,**

Issued: 3/22/17 Last Amended: 3/29/17 **Current Status: Open**

Closing Date: 4/6/17
Time Left: **1 Day, 19:13:27**

Agency:
Buyer:
Type: Agency Request for Quote(ARFQ)
Category:

[Add this item to Watch List](#)

Response Option
[Respond Online](#)

Buyer Information: Phone:(304) 558- Fax:

Additional Dates


Bid Opening Date: Award Date: More... [see Events tab](#)

Click the Attachments tab to view or print the solicitation document(s)

Lots/Lines	Attachments	Additional Information	Terms	Criteria	Events	Amendment History
Attachments:	File Name	Date	Description			Attachment Type
	Information.pdf	3/14/17				Standard
	Vendor Preference Certificate 03-16-17.pdf	3/16/17				Standard
	Purchasing Affidavit 03-16-17.pdf	3/16/17				Standard
	Specifications.docx	3/16/17				Standard
	Pricing Page.docx	3/16/17				Standard
	Final ARFQ - 1_ARFQ_FORM.PDF	3/22/17	Assembled pdf file for document [ARFQ 700000016,1] - Agency Request For Quotation Form (PDF Format)			Assembled Form
	TCP.pdf	3/22/17				Standard
	.pdf	3/22/17				Standard
	000016_2_ARFQ_FORM.PDF	3/29/17	Assembled pdf file for document [ARFQ 700000016,2] - Agency Request For Quotation Form (PDF Format)			Assembled Form
	ARFQ - Questions and Answers.docx	3/29/17				Standard
	ARFQ - Addendum 1.docx	3/29/17				Standard

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RESPONDING ONLINE



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You have 1 messages
1: Information : This response hasn't been submitted yet, any print actions will not reference final information.
[View All Details](#)

My Online Response
Time Left: 20:33:55

Solicitation: WSH1700000012

[Solicitation Summary](#) | [Attachments](#)

Solicitation WSH1700000012

Procurement Folder: 287427 Solicitation: WSH1700000012 Solicitation Type: Agency Request for Quote Description: PHONE SYSTEM MAINTENANCE AND EQUIPMENT	Solicitation Version Number: 2 Amendment: 1 Status: Open Issued Date: 3/23/2017 Closing Date: 3/30/2017 Closing Time: 12:00 PM Time Left: 20 Hours, 35 Minutes Public Bid Open Date: Public Bid Open Time: Phone: (304) 260-1210
---	---

On Behalf Of Office: West Virginia

My Response

[1 Respond To Lines](#) | [2 Criteria Response](#) | [3 Attach Your Files](#) | [4 Discounts/Comments](#) | [5 Review/Submit](#)

Respond to Lines [No Response for Solicitation](#) [Undo No Response for Solicitation](#) [Copy](#) [Save](#) [Go To Step 2](#) [Exit](#)

Lot 1 of 1 : Default [No Response for Lot](#) [Undo No Response for Lot](#)

Description	Your Offer	Comments
2. 3.1 - PHONE SYSTEM MONTHLY SERVICE CONTRACT	<p>Requested Quantity : 12 MO</p> <p>Response Type : <input type="text" value="Bid"/></p> <p>Unit Price : <input type="text"/></p>	<input type="text"/>

UPLOADING ATTACHMENTS

My Response

1 Respond To Lines

2 Criteria Response

3 Attach Your Files

4 Discounts/Comments

5 Review/Submit

Attach Your Files (Optional)

CopyPreviousSaveGo To Step 4Exit

If you have files you would like to include as part of your response, click the Attach Files button below.

Attach Files

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.

	File Name	Date	User ID	Attachment Type
X	RespondOnline.PNG	3/29/17	Mark L Totten	Standard

From 1 to 1 Total: 1FirstPrevNextLast

CopyPreviousSaveGo To Step 4Exit

MAXIMIZING VENDOR SELF-SERVICE

- Not requirements, but suggestions
 - Simplify attachments, if possible; consider vendors' level of technical ability
 - Adobe Acrobat Pro
 - Research and add commodity codes to solicitation document
 - Consider vendor audience when choosing allowed response methods
- Balance technical organization with vendors' response capabilities; avoid restrictive technical requirements that might prohibit a vendor from participating
- State of West Virginia benefits from vendors' ability to understand and respond easily to solicitations

WHO IS WHO?

- wvOASIS VCUST vendor/customer table
 - State of West Virginia's centralized vendor database
- Have your vendors bid with the appropriate vendor/customer ID
 - Federal tax ID is legal thumbprint
 - "TIN" in wvOASIS
 - wvOASIS VCUST "Headquarters" vendor/customer account for that federal tax ID
 - Add additional Ordering and Payment addresses to VCUST Headquarters-designated record as needed in order to complete both sides of your transaction with vendor, even if multiple vendor/customer numbers exist
 - Discuss with vendor under what legal name your agency will be invoiced.

II.

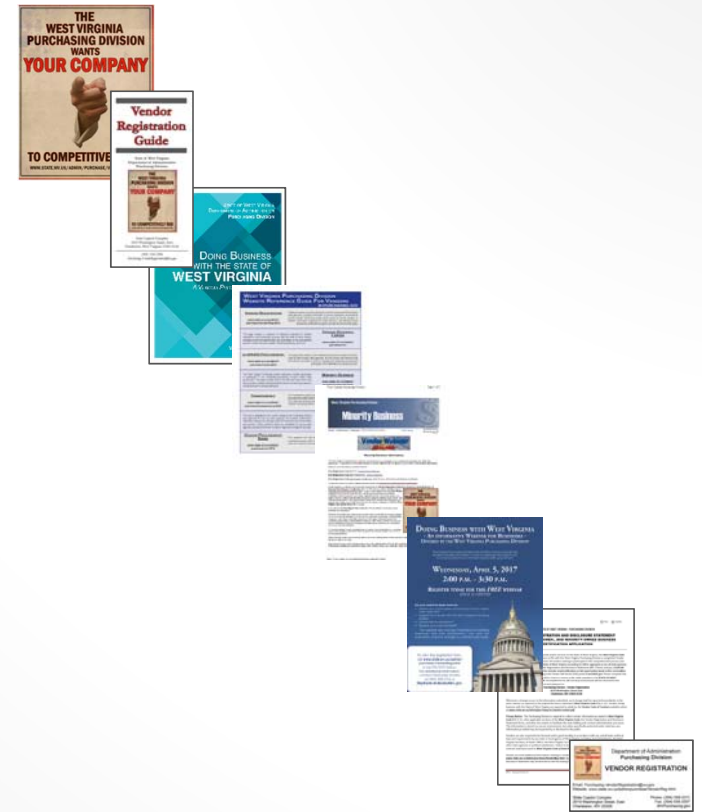
EXPANDING YOUR VENDOR BASE

ASSEMBLING A VENDOR BASE

- VCC Document
- VCM Document
- WV-1
- Commodity code-based email alerts
 - VENDCOMM
 - Vendor email entered under Contact Information and NOT just Vendor User Information
- Vendor Self-Service
- Utilize Purchasing Division Vendor Registration Program materials
 - Purchasing Division statewide vendor seminars, written content

SAMPLE VENDOR PACKET

- Vendor Registration Ad
- Vendor Procurement Guide
- WVPurchasing.gov Guide for Vendors
- Minority Business Information
- Vendor Webinar Flyer
 - When scheduled
- Statewide Seminar Flyer
 - When scheduled
- WV-1 Form



SWAM AS A DOORWAY

- ***West Virginia Code*** §5A-3-59 created Small, Women-, and Minority-Owned Businesses (SWAM) Certification Program in 2012
- Also created an opportunity for West Virginia vendors in states that reciprocate West Virginia's SWAM Certification
- Ability to compete out-of-state may draw West Virginia-based first-time bidders to State of West Virginia bid opportunities
 - Potential increase to vendor's business opportunities
- Creating account in Vendor Self-Service puts vendor in communication with WV state agency bidding opportunities

STRONGER AS A WHOLE

- State agencies' aggressive solicitation advertisement adds vendors to statewide database
- Vendors' utilization of *West Virginia Purchasing Bulletin* and commodity-code based email alerts brings more vendors to other agencies' solicitations
- Increased competition across all agencies lowers prices of commodities and services

III.

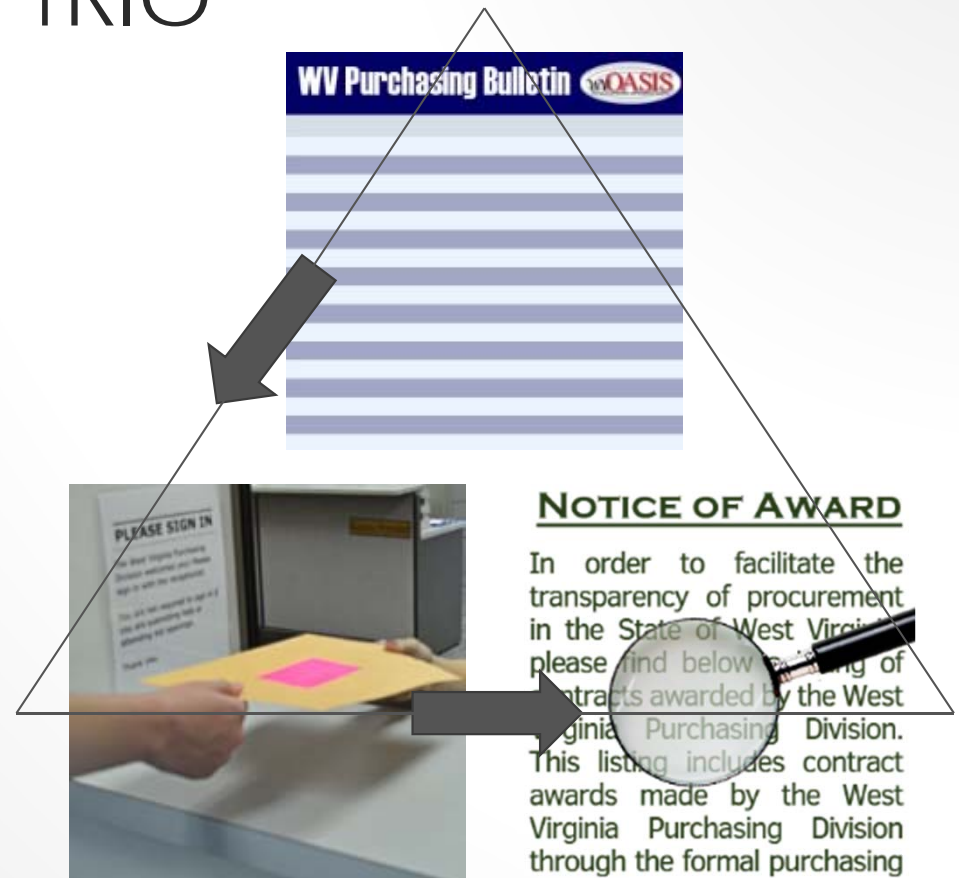
THE PROCUREMENT OFFICER'S BRIEFCASE

TOOLS OF THE TRADE

- Website Reference Guide For Agencies
 - Covering state employee highlights of WVPurchasing.gov
- Intranet Reference Guide For Agencies
 - Covering state employee highlights of Purchasing Division intranet
- Website Reference Guide For Vendors
 - Covering vendor community's points of interest for WVPurchasing.gov
- Vendor Registration Guide for State Agencies
- Vendor/Customer Creation Document Guide

THE TRANSPARENCY TRIO

- Three pieces of the procurement cycle found under *Transparency* at WVPurchasing.gov:
 - **West Virginia Purchasing Bulletin**
 - What is the state seeking?
 - **Bids Received**
 - What offers were made?
 - **Notice of Award Report**
 - What vendors were successful?



VENDOR REGISTRATION AT WVPURCHASING.GOV

West Virginia Purchasing Division Page 1 of 3



West Virginia Purchasing Division

Vendor Registration

Home | Administration | Purchasing | Vendor Registration | About Us | Translate

Vendor Webinar

click for details

Vendor Registration

If you are experiencing an online payment problem in the Vendor Self-Service portal, please follow the steps [click here](#) in order to successfully submit your vendor registration fee.

The West Virginia Purchasing Division registers vendors to do business with state agencies. In accordance with West Virginia Code §16-3-12, by the authority granted in this section of the code, registration is required of any vendor receiving a purchase order. West Virginia Code §16-3-12 also requires the disclosure of information, such as ownership, of entities under which a vendor is doing business, their physical address, and its corporate officers.

Vendor Registration is now administered through the Vendor Self-Service portal that was launched with the wOASIS system. Vendors are strongly encouraged to register with the State of West Virginia through the Vendor Self-Service portal of the state's wOASIS ERP system. The Vendor Self-Service portal may be accessed at [wvOASIS.gov](#). At this same site, vendors may view advertised bidding opportunities in the West Virginia Purchasing System. Vendors may also register by completing a WV-1 or WV-1A Vendor Registration & Disclosure Statement and Small, Women, & Minority-Owned Business Certification form, available online at [http://www.wv.gov/purchasing/forms.html](#). Vendors must use the most current version of the WV-1 or WV-1A form from the above-referenced link.

Vendors who wish to participate in the competitive bid process and receive purchase orders exceeding an aggregate amount of \$1,500 must submit payment of a \$125 annual fee. Vendors registering more than one branch may do so without an additional annual fee, provided the branches share the same tax identification number.

Vendors supplying sole-source commodities and services to West Virginia state agencies or aggregate competitive purchases of \$1,500 or less in any one fiscal year are not required to pay the annual fee.

Vendor Resource Center:

For the convenience of our vendors, the Vendor Resource Center offers a collection of resources related to state procurement and the competitive bid process. It can be found at [http://www.wv.gov/purchasing/forms.html](#).

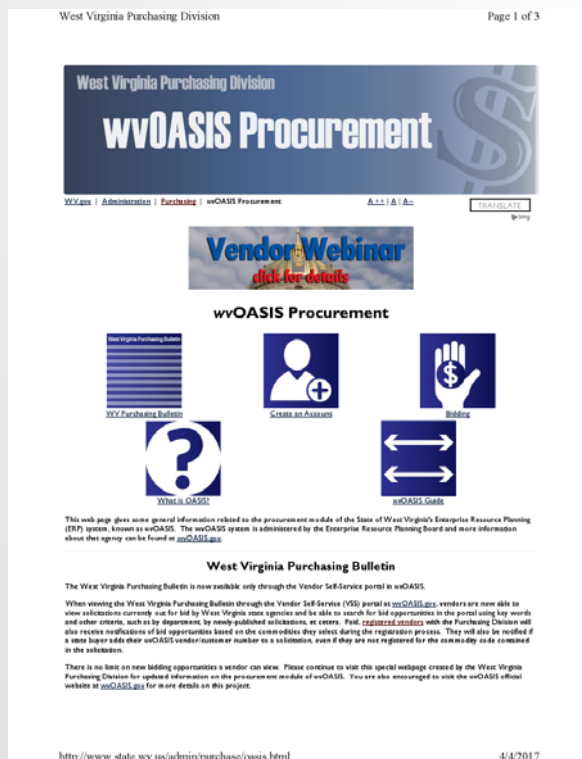
Vendor Licensing and Good Standing

In accordance with the Code of State Rules 148 CSR 6.1.7, vendors must be licensed and in good standing with any and all state and local law and requirements, including West Virginia Insurance Commission, Workers' Compensation, and proper registration with the Secretary of State's office, if applicable.

[http://www.state.wv.us/admin/purchasing/VendorReg.html](#) 4/4/2017

- Section of WVPurchasing.gov targeted toward vendor community
- Recommended as a first place of reference for vendors new to doing business with West Virginia
- Can save procurement employee time and explanation when building your vendor base

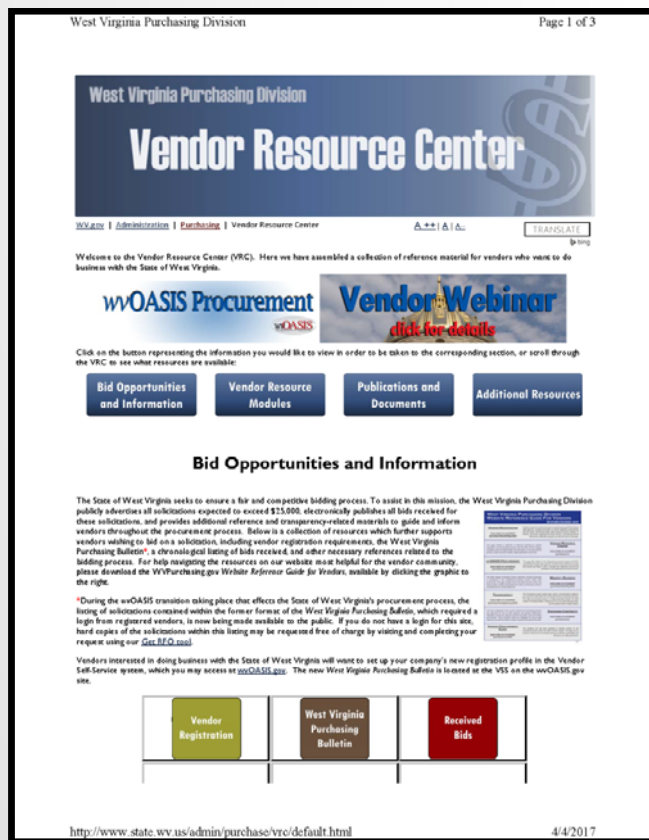
OASIS AT WVPURCHASING.GOV



- Evolving section of WVPurchasing.gov
- Includes information on:
- ERP project
- Benefits of creating a VSS account
- Procurement terminology before and after wvOASIS implementation

VENDOR RESOURCE CENTER

West Virginia Purchasing Division Page 1 of 3



West Virginia Purchasing Division

Vendor Resource Center

WV.gov | Administration | Purchasing | Vendor Resource Center

Welcome to the Vendor Resource Center (VRC). Here we have assembled a collection of reference material for vendors who want to do business with the State of West Virginia.

wvOASIS Procurement Vendor Webinar
click for details

Click on the button representing the information you would like to view in order to be taken to the corresponding section, or scroll through the VRC to see what resources are available:

- Bid Opportunities and Information
- Vendor Resource Modules
- Publications and Documents
- Additional Resources

Bid Opportunities and Information

The State of West Virginia seeks to ensure a fair and competitive bidding process. To assist in this mission, the West Virginia Purchasing Division publicly advertises all solicitations expected to exceed \$25,000, electronically publishes all bids received for these solicitations, and provides additional reference and transparency-related materials to guide and inform vendors throughout the procurement process. Below is a collection of resources which further supports vendors wishing to bid on a solicitation, including vendor registration requirements, the West Virginia Purchasing Bulletin's chronological listing of bids received, and other necessary references related to the bidding process. For help navigating the resources on our website more helpful for the vendor community, please download the [WV Purchasing Guide for Vendors](#), available by clicking the graphic to the right.

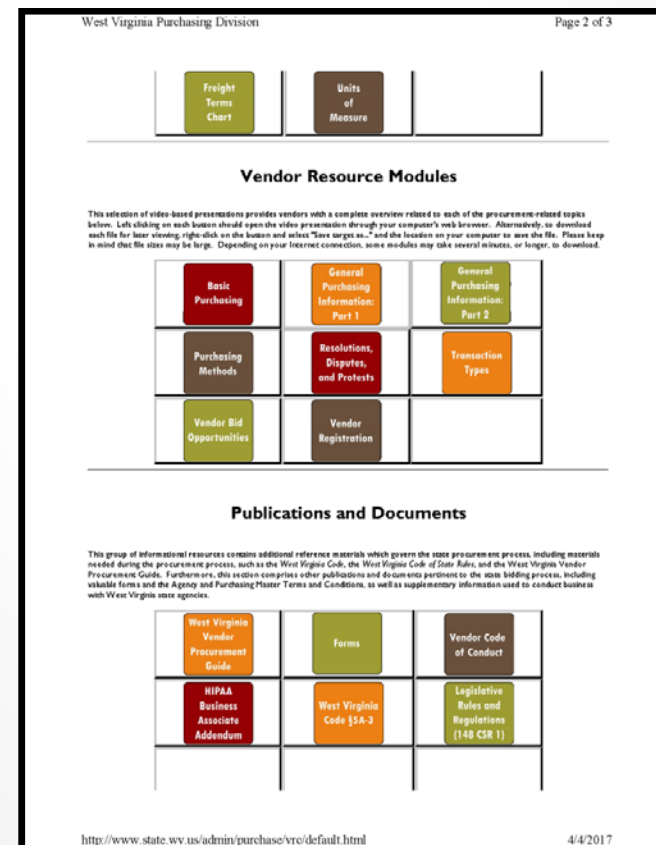
*During the wvOASIS transition taking place that affects the State of West Virginia's procurement process, the listing of solicitations contained within the former format of the West Virginia Purchasing Bulletin, which require a login from registered vendors, is now being made available to the public. If you do not have a login for this site, hard copies of the solicitations within this listing may be requested free of charge by visiting and completing your request using our [Procurement Guide](#).

Vendors interested in doing business with the State of West Virginia will want to set up your company's new registration profile in the Vendor Self-Service system, which you may access at [wvOASIS.gov](#). The new West Virginia Purchasing Bulletin is located at the VSS on the wvOASIS.gov site.

- Vendor Registration
- West Virginia Purchasing Bulletin
- Received Bids

<http://www.state.wv.us/admin/purchase/vrc/default.html> 4/4/2017

West Virginia Purchasing Division Page 2 of 3



West Virginia Purchasing Division

Vendor Resource Modules

This selection of video-based presentations provides vendors with a complete overview related to each of the procurement-related topics below. Left-clicking on each button should open the video presentation through your computer's web browser. Alternatively, to download each file for later viewing, right-click on the button and select "Save target as..." and the location on your computer to save the file. Please keep in mind that file sizes may be large. Depending on your internet connection, some modules may take several minutes, or longer, to download.

- Freight Terms Chart
- Units of Measure

Publications and Documents

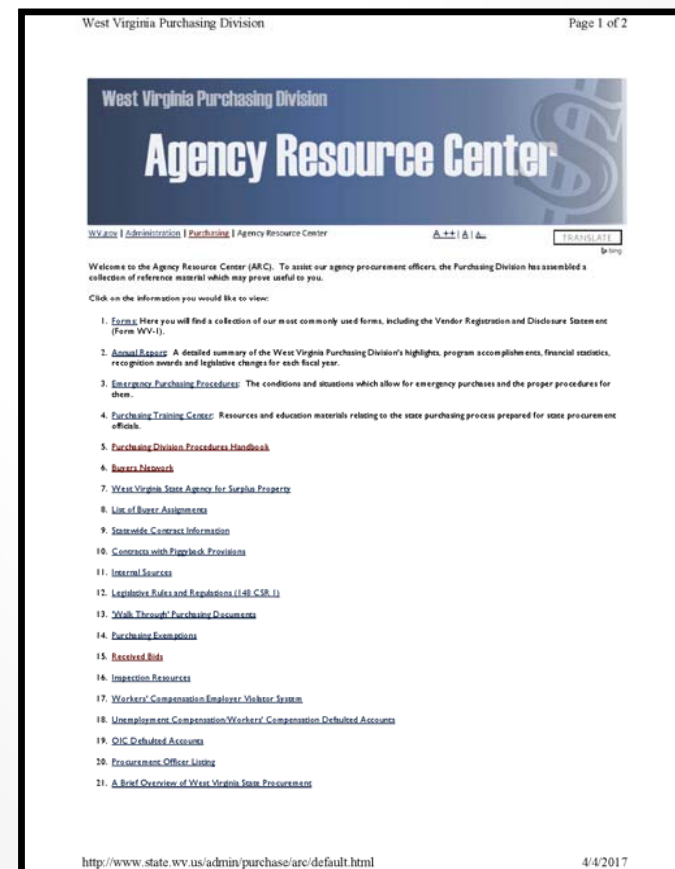
This group of informational resources contains additional reference materials which govern the state procurement process, including materials needed during the procurement process, such as the West Virginia Code, the West Virginia Code of State Rules, and the West Virginia Vendor Procurement Guide. Furthermore, this section comprises other publications and documents pertinent to the state bidding process, including valuable forms and the Agency and Purchasing Master Terms and Conditions, as well as supplementary information used to conduct business with West Virginia state agencies.

- West Virginia Vendor Procurement Guide
- Forms
- Vendor Code of Conduct
- HIPAA Business Associate Addendum
- West Virginia Code §1A-3
- Legislative Rules and Regulations (149 CSR 1)

<http://www.state.wv.us/admin/purchase/vrc/default.html> 4/4/2017

AGENCY RESOURCE CENTER

- ARC section of WVPurchasing.gov includes helpful links for agencies
- Recommend familiarity with both WVPurchasing.gov and resources on intranet
- Information from multiple sources are the true scope of electronic procurement power



WVOASIS

- VCUST
- VENDCOMM
- VNREGEX
- DEPT

The screenshot shows the WVOASIS web application in Internet Explorer. The browser address bar displays the URL: <https://prod-fin.wvoasis.gov/webapp/profile/Advantage>. The page title is "AMS Advantage - Internet Explorer". The WVOASIS logo is visible in the top left corner. The navigation bar includes links for "Jump to VCUST", "Home", "Personalize", "Accessibility", "App Help", and "About". The main navigation menu on the left lists various sections: "Close", "Vendor/Customer", "General Info", "Headquarters", "Organization", "Disbursement Options", "Prenote/EFT", "Remittance Advice", "Vendor Terms", "Accounts Receivable", "eMALL", "Location Information", "Fee and Vendor Compliance Holds", "Travel", "Change Management", "Address", "Business Type", "Service Area", "Commodity", "Authorized Dept.", "Prevent Spending", "Prevent Orders", "Certification", "Disclosures", and "Vendor User Information". The "Vendor/Customer" section is currently selected. The main content area displays the "Vendor/Customer" profile form. The form has tabs for "Vendor/Customer", "Legal Name", "Vendor Active Status", "Customer Active Status", and "Previous Name". The "Vendor/Customer" tab is active. The form includes fields for "Vendor/Customer", "Legal Name", "Alias/DBA", "Vendor Active Status", "Vendor Approval Status", "Customer Active Status", "Customer Approval Status", "Location Name", "First Name", "Middle Name", "Last Name", "Company Name", "Previous Name", "Previous Street", "Previous City", "Previous State/Province", "Previous Country", "Restrict Use by Department", "Miscellaneous Account", "Internal Account", "Third Party Only", "Third Party Vendor", "Third Party Customer", "Inventory Customer", "Never Archive", "Restrict VSS Access", "Discontinue - No New Business", "Prevent MA Reference", "PunchOut Enabled", "Re-PunchOut Enabled", "Electronic Order Enabled", "Active From", "Active To", "Last Usage Date", "Department", and "Unit". The "Headquarters" section is also visible at the bottom, containing fields for "Headquarters Account", "Headquarters Account Code", "Headquarters Account Legal Name", "Web Address http://", "Catalog DUNS", and "Taxpayer ID Number".

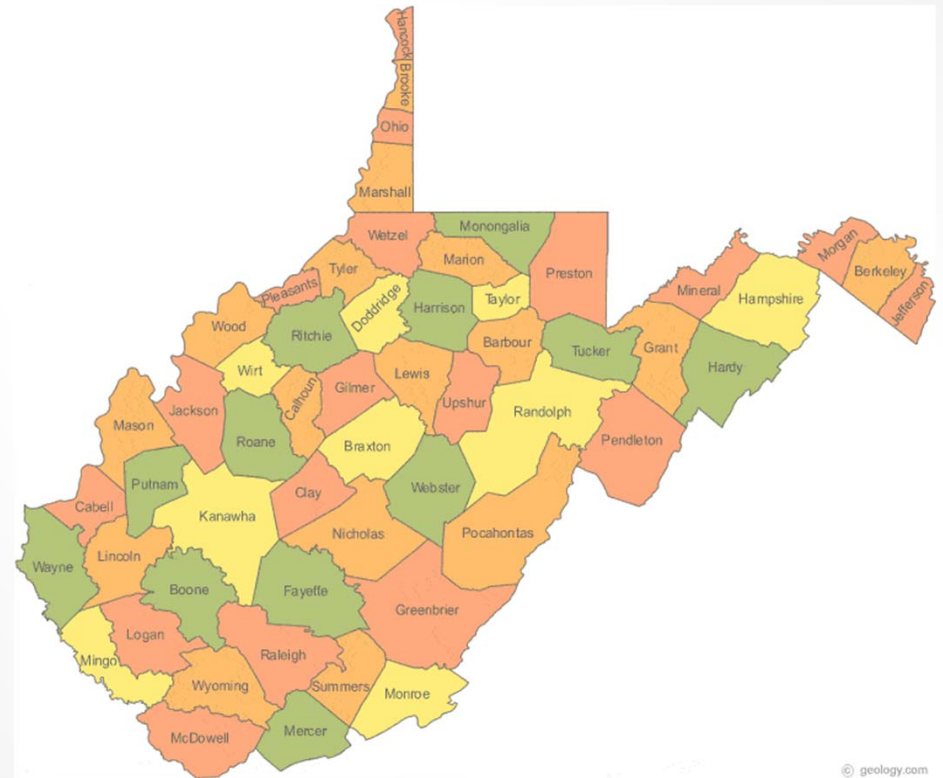
PURCHASING DIVISION INTRANET

- Purchasing Applications
(<http://intranet.state.wv.us/admin/purchase/purapps.html>)
 - *Requisition Tracking Report*
 - Future reporting ability enhanced with ReqTrak Classic 2.1
 - eArchive
 - Notices to Agency-Designated Procurement Officers
 - wvOASIS Tips for State Agency Employees
 - Procurement-focused references
- Vendor Registration for State Agency Employees



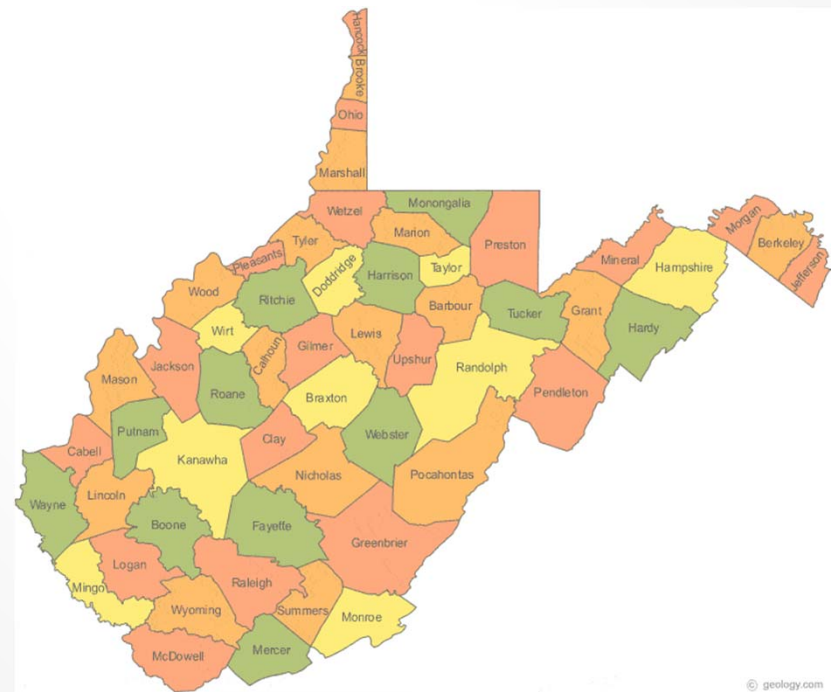
KEY POINTS TO REMEMBER

- The full scope of doing business electronically with West Virginia encompasses a combination of systems, websites, and resources
- Using these tools together with respect to the entire state benefits both agencies and vendors



KEY POINTS TO REMEMBER

- Utilize commodity code-based notifications
- Know the information available at your disposal to aid your procurement processing
- Consider the responding vendor's perspective and technical ability



CONTACT INFORMATION

- Mark Totten
 - West Virginia Purchasing Division
 - WVPurchasing.gov /
intranet.state.wv.us/admin/purchase
 - Mark.L.Totten@wv.gov

