



Agency Delegated Purchasing

2021 Agency Purchasing Conference

Objectives

- ▶ Steps leading up to Agency purchase
- ▶ Purchasing forms/documents
- ▶ wvOASIS forms/documents



Agency Delegated Purchasing

- ▶ The Law – West Virginia Code
 - ▶ §5A-3-4(a)(1): Rules of Director
 - ▶ §5A-3-11(b): Purchasing in open market
- ▶ Code of State Rules – 148 CSR Series 1
 - ▶ Section 7.2: Purchases of \$25,000.00 or less
- ▶ WV Purchasing Procedures Handbook
 - ▶ Section 5

Agency Delegated Purchasing

- ▶ State agencies may make purchases in the amount of \$25,000 or less of certain commodities and services. The \$25,000 limit shall be determined based on any of the following conditions.
 - ▶ One-time payment of \$25,000 or less within a 12-month period.
 - ▶ Monthly payments of \$2,083.33 or less for twelve consecutive months.
 - ▶ Periodic payments made in any dollar amount as long as the total amount is \$25,000 or less in a 12-month period.

Agency Delegated Purchasing

- ▶ Purchasing Decision Path
 - ▶ Step 1: Determination of Need
 - ▶ Step 2: Availability through Internal Resources
 - ▶ Step 3: Availability through Statewide or Agency Contract
 - ▶ Step 4: Direct Award and Emergency Purchases
 - ▶ Step 5: Agency Delegated Purchasing Procedures (\$25,000.00 or less)

Agency Delegated Purchasing

- ▶ Step 1: Determination of Need
 - ▶ Agency must determine the product or service required
 - ▶ Includes quality level, delivery requirements, and estimated cost
 - ▶ Define
 - ▶ Is the need a commodity or service?
 - ▶ Is the need a “one-time” acquisition?
 - ▶ Is the need required over a period of time?
 - ▶ Is there available alternatives or options?



Agency Delegated Purchasing

- ▶ Acquisition Planning
 - ▶ Consider acquisition and delivery time
 - ▶ Expiring funds (end of fiscal year, stimulus monies)
 - ▶ Shipping, delivery time, installation, and start of service
 - ▶ Consider purchases during off peak times or out of season



Agency Delegated Purchasing

- ▶ Step 2: Availability through Internal Resources
 - ▶ Once the need is established, the agency must determine if the product or service is available from internal resources, including:
 - ▶ Correctional Industries
 - ▶ Sheltered Workshops, or
 - ▶ West Virginia State Agency for Surplus Property

Agency Delegated Purchasing

- ▶ Step 3: Availability through Statewide or Agency Contract
 - ▶ If the product or service is not available from internal resources, the agency must determine if that product or service is available from a statewide or agency contract. If available, the agency must purchase the product or service in accordance with purchasing guidelines as indicated within the statewide or agency contract
 - ▶ Examples: Office supplies and information processing equipment

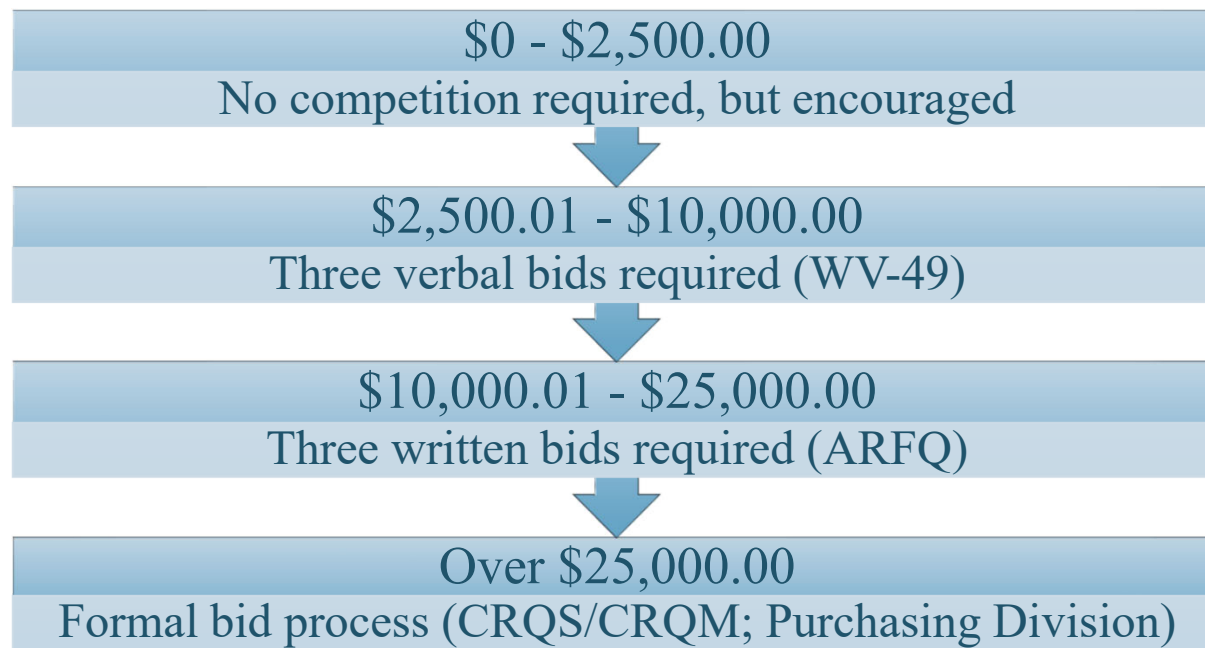
Agency Delegated Purchasing

- ▶ Step 4: Direct Award and Emergency Purchases
 - ▶ If the product or service is not available through an existing statewide or agency contract, the agency must determine if the purchase will be competitive, or direct award (only one vendor who can provide this product or service without being a detriment to the agency) or an emergency.

Agency Delegated Purchasing

- ▶ Step 5: Agency Delegated Purchasing Procedures (\$25,000.00 or less)
 - ▶ If the competitive product or service is not available through an internal resource, nor on a statewide or agency contract, the agency must utilize its delegated purchasing procedures if the acquisition is estimated to cost \$25,000.00 or less
 - ▶ Delegated authority is not required. It can be revoked
 - ▶ Stringing
 - ▶ Report to Legislature

Agency Delegated Purchasing



* *Agency Delegated Purchasing Procedures (\$25,000.00 or less)*

* *Formal Acquisitions (more than \$25,000.00)*

Agency Delegated Purchasing

▶ Procurement Officers

▶ Code of State Rules 148 CSR Series 1, Section 3.2 states:

- ▶ Each agency has one or more procurement officers making purchasing decisions under their state agency delegated authority
- ▶ Ensures compliance with bidding levels
- ▶ Defines agency needs
- ▶ Performs acquisition planning
- ▶ Researches market
- ▶ Creates specifications
- ▶ Officer Listing
 - ▶ www.state.wv.us/admin/purchase/vrc/agencyli.html

Agency Delegated Purchasing

- ▶ Competitive Bidding (\$2,500-\$10,000)
 - ▶ Call vendors
 - ▶ Obtain three bids, if possible
 - ▶ Screen prints permitted



Agency Delegated Purchasing

- ▶ Competitive Bidding (\$10,000.01-\$25,000)
 - ▶ Research the market
 - ▶ Develop specifications
 - ▶ Release solicitation
 - ▶ Evaluate bids



Agency Delegated Purchasing

- ▶ Forms/Documents
 - ▶ Purchasing Affidavit
 - ▶ Verbal Bid Quotation Summary (WV-49)
 - ▶ Agreement Addendum (WV-96)
 - ▶ wvOASIS agency-level entries
 - ▶ Non-conflict of interest
 - ▶ Agency Terms and Conditions
 - ▶ WV-65A

Agency Delegated Purchasing

- ▶ Things to Remember

- ▶ Include deadline for technical questions in Schedule of Events
- ▶ FOIA requirements
- ▶ Use military time and set bid time for times other than 1330 (1:30 pm), which is the time scheduled for Central Purchasing bid openings



Agency Delegated Purchasing

► Things to Remember

- Enter Agency buyer info in the Header, Contact tab. Do not put Central Purchasing buyer's name in this field.
- Protests are not delegated, and any protests received should be submitted to the Purchasing Division buyer.
- Insurance requirements
- Affidavit requested prior to award. Not required with the bid.

Agency Delegated Purchasing

- ▶ wvOASIS Forms and Documents
 - ▶ Agency Requisition Types
 - ▶ ARQS
 - ▶ ARQM
 - ▶ Agency Solicitation Types
 - ▶ ARFQ
 - ▶ AEOI
 - ▶ ARFI
 - ▶ ASSD
 - ▶ *Agencies may not process ARFP



Agency Delegated Purchasing

- ▶ wvOASIS Forms and Documents
 - ▶ Contract Types
 - ▶ ACT (Agency fixed amount contract with start and end dates with renewal clause)
 - ▶ AMA (Agency Master Agreement)
 - ▶ APO (One-time purchase)



ARQS (Agency Standard Requisition)



ARFQ (Agency Request for Quotation)



SR (Solicitation Response)



EV (Evaluation Document)



APO (Agency Purchase Order) or ACT (Agency Contract)

ARQM (Agency Master Agreement Requisition)



ARFQ (Agency Request for Quotation)



SR (Solicitation Response)

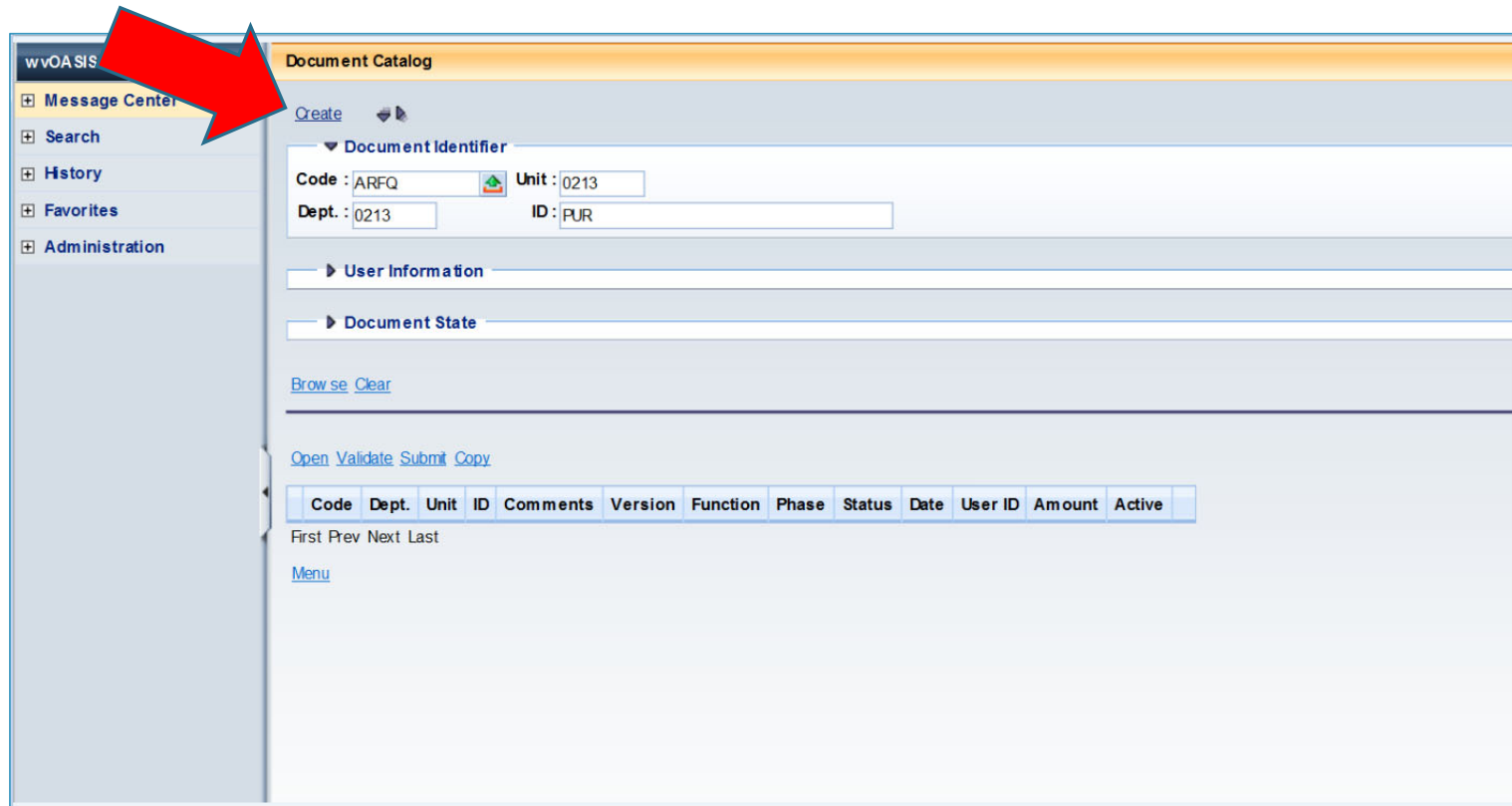


EV (Evaluation Document)



AMA (Agency Master Agreement)

To Create a Document



The screenshot shows the wvOASIS Document Catalog interface. A red arrow points to the 'Create' button in the top left corner of the main content area. The interface includes a sidebar with navigation links: Message Center, Search, History, Favorites, and Administration. The main content area has a header 'Document Catalog' and a 'Create' button. Below this is a 'Document Identifier' section with input fields for Code (ARFQ), Unit (0213), Dept. (0213), and ID (PUR). There are also sections for 'User Information' and 'Document State'. At the bottom, there are links for 'Browse', 'Clear', 'Open', 'Validate', 'Submit', and 'Copy'. A table with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active is displayed. Below the table are links for 'First', 'Prev', 'Next', and 'Last', and a 'Menu' link.

wvOASIS

Document Catalog

Create

Document Identifier

Code : ARFQ Unit : 0213

Dept. : 0213 ID : PUR

User Information

Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
------	-------	------	----	----------	---------	----------	-------	--------	------	---------	--------	--------

First Prev Next Last

[Menu](#)

To Create a Document

The screenshot shows a web application interface for 'Document Catalog'. On the left is a sidebar with the title 'wvOA SIS PROD FIN' and a menu containing 'Message Center', 'Search' (highlighted), 'History', 'Favorites', and 'Administration'. The main content area has a header 'Document Catalog' and a 'Search' button. Below this is a 'Document Identifier' section with input fields for 'Code' (containing 'ARFQ'), 'Unit' (containing '0213'), 'Dept.' (containing '0213'), and 'ID' (containing 'PUR'). A red arrow points to the 'Auto Numbering' checkbox in the 'Other Options' section, which is checked. Below the 'Other Options' section are links for 'Create' and 'Menu'.

Document Catalog

Search

Document Identifier

Code : ARFQ Unit : 0213

Dept. : 0213 ID : PUR

Other Options

Auto Numbering : ☒

Create Template : ☐

Create

Menu

Attaching Terms and Conditions

Centralized Request for Quote(CRFQ) Dept: 0210 ID: F1190000001 Ver.: 2 Function: Modification Phase: Draft

Document Navigator


- Header
- Schedule of Events
- Terms and Conditions**
- Commodity Group
- Commodity
- Commodity T & C
- Evaluation Criteria Group
- Evaluation Criteria Line
- Vendor List
- Free Form Vendor
- Vendor Rotation
- Commodity E-mail Push
- Publishing
- Supporting Documents

Terms and Conditions 1 T & C: ATTACH Name: T & C Attached

	Section	T & C	Name	In
1	4	ATTACH	T & C Attached	by full text

From 1 to 1 Total: 1


First Previous Next Last

T & C: ATTACH 


Name: T & C Attached

Section: 4

Sequence:

Inc By: by full text 

T&C Attachment File Name: ATTACHED_ADDITIONAL_T_AND_C.XML

Details: 

Inactive Line: ☐

Attaching Terms and Conditions

Choose

[Browse](#) [Clear](#)

Terms and Conditions: Name:

Attachments Group ID: Attachments:

Attachment File Name:

	Terms and Conditions	Name	Attachments Group ID	Attachments	Attachment File Name
Select	A1	Agency Terms and Conditions	ADV135242726	1	AGENCY_TERMS_AND_CONDITIONS.XML
Select	A2	Agency A&E Additional T & C	ADV100009105	1	AGENCY_A&E_ADDITIONAL_TERMS_AND_CONDITIONS.XML
Select	A3	Agency Const. Additional T&C	ADV100009106	1	AGENCY_CONSTRUCTION_CONTRACTS_ADDITIONAL_T_AND_C.XML
Select	ATTACH	T & C Attached	ADV100352319	1	ATTACHED_ADDITIONAL_T_AND_C.XML
Select	BLANK	Revised Blank	ADV100505475	1	REVISED-BLANK.XML
Select	C1	Central Terms and Conditions	ADV100009107	1	CENTRAL_TERMS_AND_CONDITIONS.XML
Select	C2	Central A&E Additional T & C	ADV100009108	1	CENTRAL_A&E_ADDITIONAL_TERMS_AND_CONDITIONS.XML
Select	C3	Central Constr Additional	ADV100009109	1	CENTRAL_CONSTRUCTION_CONTRACTS_ADDITIONAL_T_AND_C.XML
Select	CONV	Conversion Default		0	

[Cancel](#) [First](#) [Prev](#) [Next](#) [Last](#)

Schedule of Events

Document Navigator

Header

Schedule of Events

Terms and Conditions

Commodity Group

Commodity

Commodity T & C

Evaluation Criteria Group

Evaluation Criteria Line

Vendor List

Free Form Vendor

Vendor Rotation

Commodity E-mail Push

Publishing

Supporting Documents

Schedule of Events

Total Lines: 1 Line: 1 Line: 1

Line	Event	Event Date	Inactive Line
1	Question deadline 1:00 p.m.	02/01/2019	No

From 1 to 1 Total: 1

First

Previous

Next

Last

Publishing Tab

Document Navigator

Header

Schedule of Events

Terms and Conditions

Commodity Group

Commodity

Commodity T & C

Evaluation Criteria Group

Evaluation Criteria Line

Vendor List

Free Form Vendor

Vendor Rotation

Commodity E-mail Push

Publishing

Supporting Documents

Publishing

Procurement Folder: 541951

Amendment Number:

Published Date:

Published Time:

Original Let Date: 01/25/2019

Let Date: 01/25/2019

Close Date: 02/08/2019

Close Time: 13:30

Public Bid Opening Date:

Public Bid Opening Time:

Create Vendor Notification: ☒

Schedule of Events: ☒

Terms and Conditions: ☒

Evaluation Criteria: ☒

Evaluation Criteria (Points): ☐

Amendment History: ☒

Document Attachments: ☒

Publish Vendor List: ☐

Only Notify Vendor List: ☐

Commodity Description: ☒

Item Shipping: ☒

Item Specifications (Handling): ☒

Item Specifications (Details): ☒

Commodity Terms and Conditions: ☒

Commodity Attachments: ☒

Prohibit Online Responses: ☐

AttachmentList:

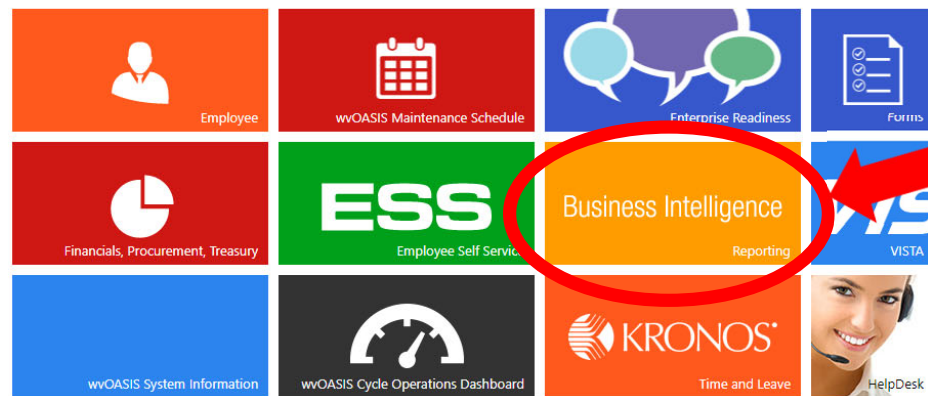
Restrict Multiple Responses per Vendor TIN: ☐

Business Intelligence

myApps

Advanced security options are now available for your account

Two-Factor authentication is a security process in which the user provides two means of identification from separate categories of credentials. [Tell me more!](#)



Business Intelligence

OASIS BUSINESS INTELLIGENCE

Welcome: **Dianna K Doss** | Applications ▾ | Preferences | Help menu ▾ | Log off

Home Documents

▼ My Recently Viewed Documents

No recently viewed documents

▼ 0 unread messages in My Inbox

No unread messages

See more...

▼ My Recently Run Documents


No recently run documents

▼ 0 Unread Alerts

No unread alerts

See more...

▼ My Applications

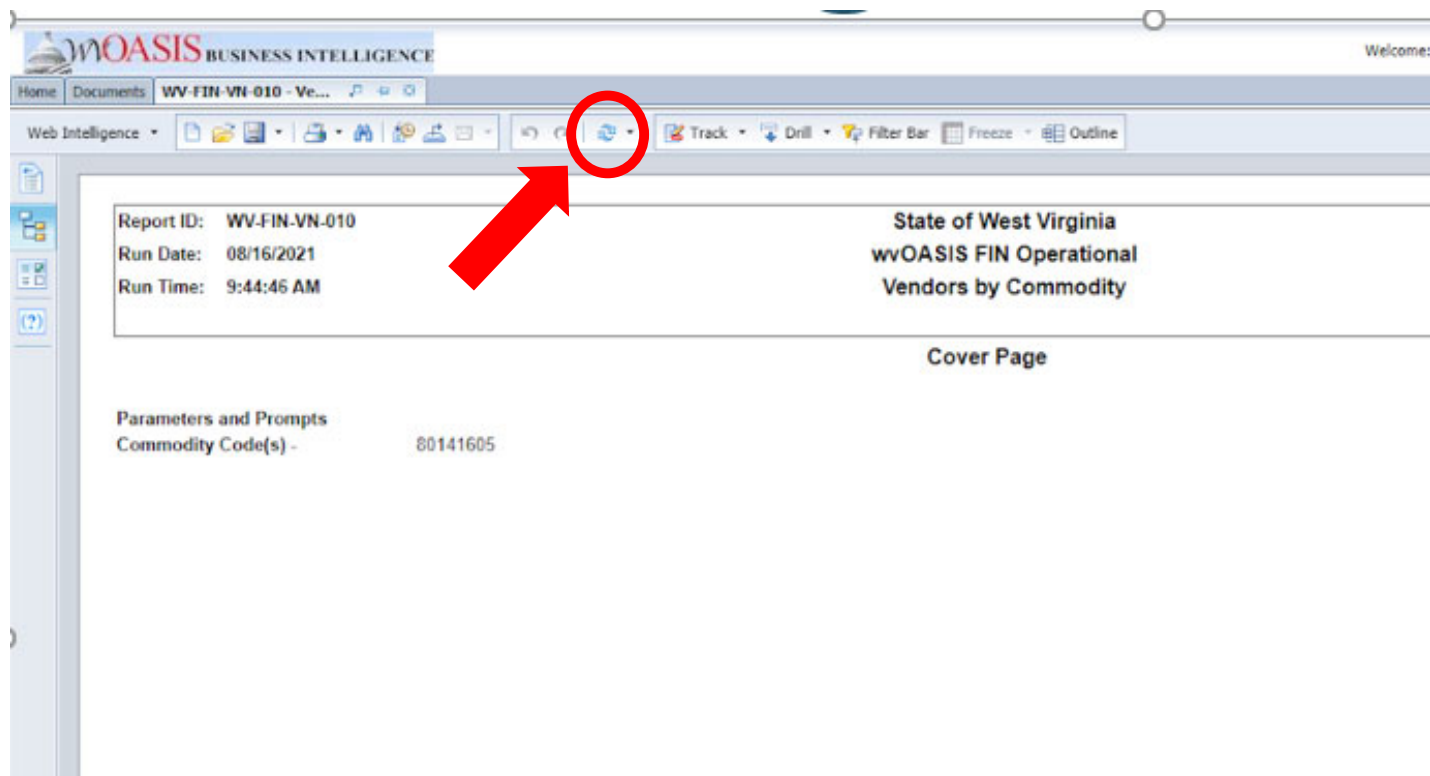


Business Intelligence

The screenshot displays the MOASIS BUSINESS INTELLIGENCE web application. The interface includes a top navigation bar with 'Home' and 'Documents' tabs, and a user welcome message for Mark L. Totten. A left-hand sidebar shows a hierarchical folder structure under 'My Documents'. The main area features a table of documents with columns for Title, Type, Last Run, and Instances. Red arrows and numbers (1-6) highlight specific elements: 1 points to the 'Documents' tab, 2 to the 'More Actions' menu, 3 to the 'Public Folders' folder, 4 to the 'wvOASIS' folder, 5 to the 'Procurement' folder, and 6 to the 'WV-FIN-VN-010 - Vendors by Commodity' document row.

Title	Type	Last Run	Instances
WV-FIN-PROC-034 Non-Commodity Pre-Encumbrance	Web Intelligence		0
WV-FIN-PROC-035 Commodity Pre-Encumbrance	Web Intelligence		0
WV-FIN-PROC-036 Master Agreement Usage Report	Web Intelligence		0
WV-FIN-PROC-038 Fiscal Year PO Summary	Web Intelligence		0
WV-FIN-PROC-038A Agency Fiscal Year PO Summary	Web Intelligence		0
WV-FIN-PROC-039 SWAM Fiscal Year Spending Report	Web Intelligence		0
WV-FIN-PROC-040 Solicitation Report	Web Intelligence		0
WV-FIN-PROC-041 Notice of Award Report	Web Intelligence		0
WV-FIN-PROC-042 Expiring Contracts	Web Intelligence		0
WV-FIN-PROC-044 CAFR Subrecipient Award Chain Report	Web Intelligence		0
WV-FIN-PROC-045 Procurement Open Encumbrances	Web Intelligence		0
WV-FIN-PROC-046 Vendor Registration Exemption Report	Web Intelligence		0
WV-FIN-PROC-055 Vehicle Agreement Report	Web Intelligence		0
WV-FIN-PROC-056 Procurement Locations	Web Intelligence		0
WV-FIN-PROC-057 Master Agreement to Disbursement Document Chain	Web Intelligence		0
WV-FIN-PROC-057B Master Agreement to Payment Request Chain	Web Intelligence		0
WV-FIN-PROC-CC-001 - Procurement Transactions with Commodity Detail	Web Intelligence		0
WV-FIN-PROC-CC-002 - Procurement Transactions Summary	Web Intelligence		0
WV-FIN-PROC-VND-001 - Procurement Volume By Vendor	Web Intelligence		0
WV-FIN-PROC-VND-002 - Summary Procurement Volume by Vendor	Web Intelligence		0
WV-FIN-PROC-VND-003 - Contracts by Vendor	Web Intelligence		0
WV-FIN-PROC-VND-004 - Aggregate Spend by Vendor	Web Intelligence		0
WV-FIN-VN-010 - Vendors by Commodity	Web Intelligence		0
WV-PROC-ARPT-100 - Purchasing Annual Report Summary	Web Intelligence		0
WV-PROC-ARPT-100 - Purchasing Annual Report Summary_NEW	Web Intelligence		0
WV-PROC-ARPT-101 - POs Supporting Detail for Annual Reporting	Web Intelligence		0

Business Intelligence



Business Intelligence

The screenshot displays the wOASIS BUSINESS INTELLIGENCE application interface. The top navigation bar includes 'Home' and 'Documents' tabs, with the active document titled 'WV-FIN-VN-010 - Ve...'. A toolbar below the navigation bar contains various icons for file operations and report functions like 'Track', 'Drill', 'Filter Bar', 'Freeze', and 'Outline'.

The main content area is divided into two sections. The top section, separated by a dashed line, contains report metadata: 'Report ID: WV-FIN-VN-010', 'Run Date: 08/16/2021', and 'Run Time: 9:44:46 AM'. To the right of this metadata, the report title 'State of West Virginia wOASIS FIN Operational Vendors by Commodity' is displayed. Below the title, the text 'Cover Page' is visible.

The bottom section, also separated by a dashed line, is titled 'Parameters and Prompts'. It shows a parameter 'Commodity Code(s) -' with the value '80141605'. Below this, a 'Prompts' dialog box is open. The dialog box has a title bar 'Prompts' and a close button. It contains a section 'Available prompt variants' with a dropdown menu. Below this, there is a 'Prompts Summary' table and an 'Enter Commodity Code:' input field. The 'Prompts Summary' table has two rows: the first row is highlighted in blue and contains a green checkmark, a blue asterisk, and the text '* Enter Commodity Code: 11111'; the second row contains a red arrow and the text '* Enter First 2 Digits of Comm Co'. The 'Enter Commodity Code:' input field contains the text '11111600' and has a small 'X' button next to it. A red oval is drawn around the 'Prompts Summary' table and the input field, and a red arrow points from the top right towards the input field.

Parameters and Prompts	
Commodity Code(s) -	80141605

Prompts Summary	
✓	* Enter Commodity Code: 11111
→	* Enter First 2 Digits of Comm Co

Enter Commodity Code: 11111600

Business Intelligence

The screenshot displays the wOASIS Business Intelligence web application. The top navigation bar includes 'Home' and 'Documents' tabs, with the current document titled 'WV-FIN-VN-010 - Ve...'. A toolbar below the navigation bar contains various icons for file operations and report functions, including 'Track', 'Drill', 'Filter Bar', 'Freeze', and 'Outline'.

The main content area is divided into two sections. The left section, titled 'Parameters and Prompts', shows the 'Commodity Code(s) - 80141605'. The right section, titled 'Cover Page', displays the report title 'State of West Virginia wvOASIS FIN Operational Vendors by Commodity' and the report metadata: 'Report ID: WV-FIN-VN-010', 'Run Date: 08/16/2021', and 'Run Time: 9:44:46 AM'.

A 'Prompts' dialog box is open in the foreground, showing a 'Prompts Summary' table with two entries: '* Enter Commodity Code: 11111' and '* Enter First 2 Digits of Comm Co'. A red circle highlights the second entry. A red arrow points to the input field for the second prompt, which contains the value '11%'.

Prompts Summary	
✓	* Enter Commodity Code: 11111
✓	* Enter First 2 Digits of Comm Co

Enter First 2 Digits of Comm Code Followed By %
11%

Business Intelligence

The screenshot displays the wvOASIS Business Intelligence web application. The top navigation bar includes the wvOASIS logo, the text "BUSINESS INTELLIGENCE", and a welcome message for "Dianna K Doss". Below the navigation bar, the report title "WV-FIN-VN-010 - Ve..." is visible. The main content area shows the report details for "State of West Virginia wvOASIS FIN Operational Vendors by Commodity". The report ID is "WV-FIN-VN-010", the run date is "08/16/2021", and the run time is "3:27:19 PM". The report is titled "Cover Page". The parameters and prompts section shows "Commodity Code(s) - 11111600". The report description states: "This report shows vendors based on their commodity codes registered in VCUST. This report is designed to return vendors registered for like-commodities (of the same class code in the COMM table) up to and including the commodity code entered as the prompt. The report has two required prompts, commodity code and first two digits of the commodity code followed by %." At the bottom of the interface, a red arrow points to the "Vendors by Commodity" tab, which is highlighted with a red circle. Other tabs visible are "WV-FIN-VN-010 COVER" and "Query Status".

Report ID: WV-FIN-VN-010
Run Date: 08/16/2021
Run Time: 3:27:19 PM

State of West Virginia
wvOASIS FIN Operational
Vendors by Commodity

Cover Page

Parameters and Prompts
Commodity Code(s) - 11111600

Report Description
This report shows vendors based on their commodity codes registered in VCUST. This report is designed to return vendors registered for like-commodities (of the same class code in the COMM table) up to and including the commodity code entered as the prompt. The report has two required prompts, commodity code and first two digits of the commodity code followed by %.

WV-FIN-VN-010 COVER Vendors by Commodity Query Status

Business Intelligence

Welcome: **Dianna K Doss** | Applications | Preferences | Help menu | Log off

Home Documents **WV-FIN-VN-010 - Ve...**

Web Intelligence
Track Drill Filter Bar Freeze Outline
Reading Design

Vendor Headquarter Name	Vendor/Customer Number	Ordering Contact	Ordering Email Address	Ordering Phone No.	Ordering Fax No.	Street Address Line 1	Street Address Line 2	City	State	Zip
2 GUYS TRUCKING LLC	VS0000027038	Nathan Ware		3049955572		307 FENWAY DR		CHARLES TOWN	WV	2541
Abigail Dufort	VS0000011295	Abby Dufort	abigaildufort@gmail.com	6128019106		2126 Carroll Ave		Saint Paul	MN	5510
Aluminum Metalworks	VS0000015572	Amy Hammock		3047449445		3100 MacCorkle Ave SW		South Charleston	WV	2530
AMERICAN ELECTRIC EQUIPMENT INC	000000205311	Default Contact Name		000-000-0000		150 DIXIELAND RD		BECKLEY	WV	2580
AMERICAN ELECTRIC EQUIPMENT INC	000000205311	Default Contact Name		000-000-0000		150 DIXIELAND RD		BECKLEY	WV	2580
AMERICAN ELECTRIC EQUIPMENT INC	000000205311	Janie Fansler	janie.fansler@americanelectr	304-255-7435	304-255-7448	PO Box 710		Beckley	WV	2580
AMERICAN ELECTRIC EQUIPMENT INC	000000205311	Janie Fansler	janie.fansler@americanelectr	304-255-7435	304-255-7448	PO Box 710		Beckley	WV	2580
APPALACHIAN AGGREGATES LLC	000000100173	Phyllis Burns	pburns@boxley.com	304-392-5872	304-392-5828	HC 40 BOX 49		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100173	Phyllis Burns	pburns@boxley.com	304-392-5872	304-392-5828	HC 40 BOX 49		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Lynn Britton	lbritton@boxley.com	003043926188	540-777-2064	PO BOX 13527		ROANOKE	VA	2403
APPALACHIAN AGGREGATES LLC	000000100174	Lynn Britton	lbritton@boxley.com	003043926188	540-777-2064	PO BOX 13527		ROANOKE	VA	2403
APPALACHIAN AGGREGATES LLC	000000100174	Lynn Britton	lbritton@boxley.com	003043926188	540-777-2064	PO BOX 13527		ROANOKE	VA	2403
APPALACHIAN AGGREGATES LLC	000000100174	Lynn Britton	lbritton@boxley.com	003043926188	540-777-2064	PO BOX 13527		ROANOKE	VA	2403
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	1700 N SANDBRANCH RD		MOUNT HOPE	WV	2588
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	1700 N SANDBRANCH RD		MOUNT HOPE	WV	2588
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	1700 N SANDBRANCH RD		MOUNT HOPE	WV	2588
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	1700 N SANDBRANCH RD		MOUNT HOPE	WV	2588
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	400 STAMPING CREEK RD		HILLSBORO	WV	2494
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	400 STAMPING CREEK RD		HILLSBORO	WV	2494
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	400 STAMPING CREEK RD		HILLSBORO	WV	2494
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	400 STAMPING CREEK RD		HILLSBORO	WV	2494
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	HC 40 BOX 49		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	HC 40 BOX 49		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	HC 40 BOX 49		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	pburns@boxley.com	000-000-0000	304-392-5828	HC 40 BOX 49		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	phyllis.burns@appaggwv.com	304-392-5871		21071 MIDLAND TRL WEST		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	phyllis.burns@appaggwv.com	304-392-5871		21071 MIDLAND TRL WEST		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	phyllis.burns@appaggwv.com	304-392-5871		21071 MIDLAND TRL WEST		LEWISBURG	WV	2490

WV-FIN-VN-010 COVER
Vendors by Commodity
Query Status

Agency Delegated Purchasing

- ▶ State agencies are encouraged to use the State Purchasing Card as a payment method for purchases, whenever possible in accordance with P-Card guidelines.
- ▶ Issuing a series of requisitions or purchases to circumvent competitive bidding or to defeat the State Purchasing Card transaction or delegated purchasing limit is referred to as “stringing” and is prohibited by law.
- ▶ State agencies should continuously monitor their expenditures with vendors to ensure that the total amount spent with a given vendor, in a year’s time, does not exceed a bid threshold without proper level of documentation and bidding.

Agency Delegated Purchasing

- ▶ WV State Auditor's Office
 - ▶ Payment by EFT or State Purchasing Card
 - ▶ Checks being phased out (except for special circumstances)
 - ▶ Payment Method Has NO IMPACT ON PROCUREMENT REQUIREMENTS
 - ▶ Agencies must continue to comply with Purchasing Division policy

Agency Delegated Purchasing

► Any Questions?



Contact Us

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