

Agency Delegated Purchasing

2022 Agency Purchasing Conference



Process/Law Changes to Help You

- **Increase Delegated Limits (2022):** Spending thresholds for agency delegated limits were doubled with an option to increase to \$100,000.
- **Sheltered Workshops Optional (2022):** Agencies are no longer required to utilize sheltered workshops for commodities or services.
- **Illegal Terms Law (2021):** This change allows the State to enter into contracts more quickly by eliminating the need to negotiate various illegal terms.
- **Vendor Commodity Registration Report (2020):** The Purchasing Division developed a report that would identify all vendors registered for a certain commodity code so that targeted notice of bidding opportunities could be provided.
- **Amazon (2020):** The Purchasing Division implemented a terms agreement with Amazon that allows State agencies to receive the free shipping benefit of Amazon Prime and utilize Amazon as a bidder on contracts.

Process/Law Changes to Help You

- **Expanded Secondary Bid to Services (2020):** This change expands the use of secondary bidding to services to allow the procurement type to be more useful to agencies.
- **Reduces Limits on Secondary Bidding (2018):** Increases the master contract time from one year to three and increases the spending limit on commodities for secondary bidding from \$50,000 to \$1 million per order.
- **Allows Agencies to Standardize Certain Commodities (2018):** Establishes procedures for setting standards; which will eliminate the need for “or equal” specifications for that particular commodity and would last for a stated period of time.
- **Screen Print as Bid (2018):** Allowing screen prints from websites offering to sell goods and services to be accepted for the verbal bid limit.

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 I
 - Section 7.2: Purchases of \$50,000.00 or less
- WV Purchasing Procedures Handbook
 - Section 5

Agency Delegated Purchasing

- State agencies may make purchases in the amount of \$50,000 or less of certain commodities and services. The \$50,000 limit shall be determined based on any of the following conditions.
 - One-time payment of \$50,000 or less within a 12-month period.
 - Monthly payments of \$4,166.66 or less for twelve consecutive months.
 - Periodic payments made in any dollar amount as long as the total amount is \$50,000 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 (\$50,000.00 or less)



Agency Delegated Purchasing

Step I: 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?

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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

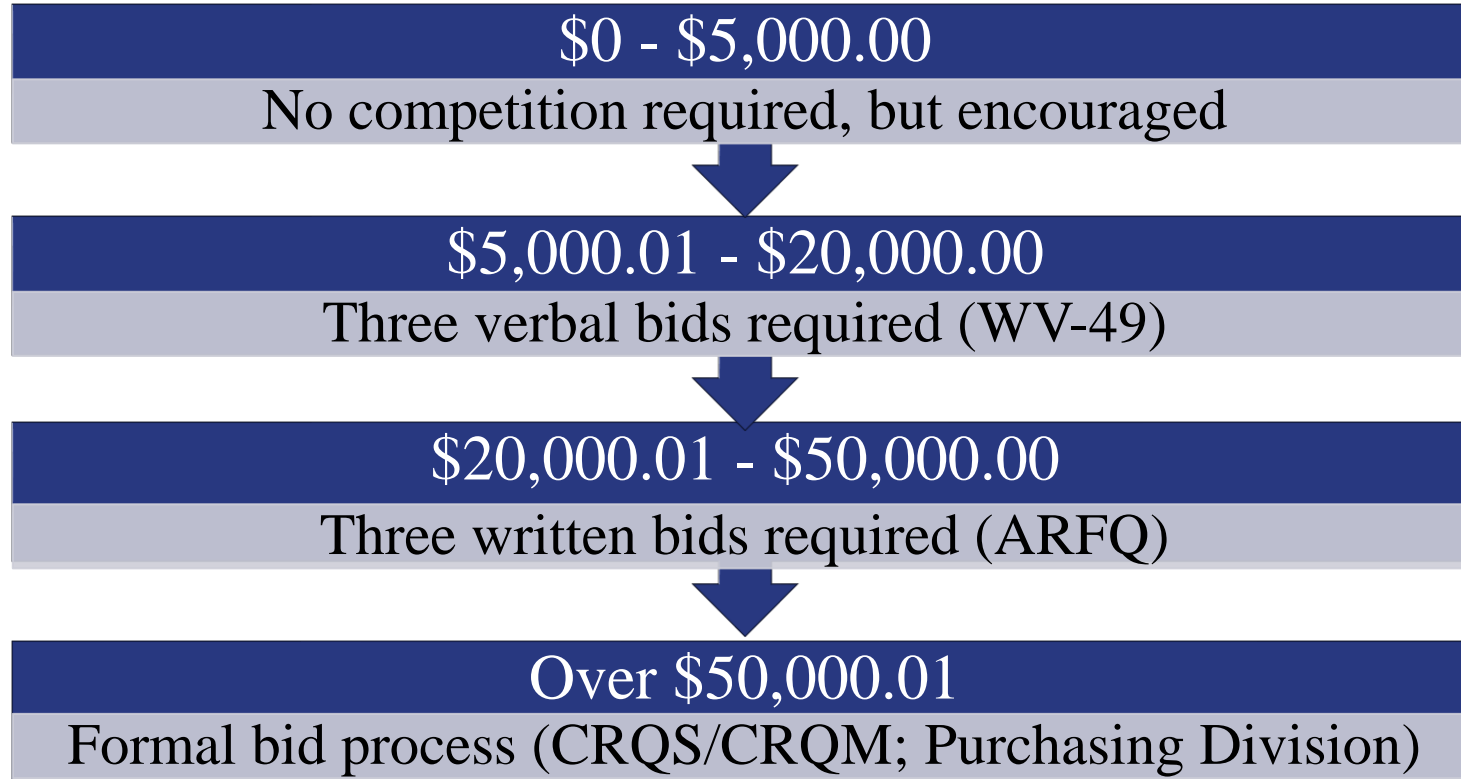
- If the product or service is not available through an existing statewide or agency contract, the agency must determine if the purchase will be competitive, or direct award (only one vendor who can provide this product or service without being a detriment to the agency) or an emergency.

Agency Delegated Purchasing

Step 5: Agency Delegated Purchasing Procedures (\$50,000.00 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 \$50,000.00 or less
- Delegated authority is not required. It can be revoked
- Stringing
 - Report to Legislature

Agency Delegated Purchasing



* Agency Delegated Purchasing Procedures (\$50,000.00 or less)

* Formal Acquisitions (more than \$50,000.00)

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 (\$5,000-\$20,000)

- Call vendors
- Obtain three bids, if possible
- Screen prints permitted

Agency Delegated Purchasing

Competitive Bidding (\$20,000.01-\$50,000)

- Research the market
- Develop specifications
- Release solicitation
- Evaluate bids

Agency Delegated Purchasing

Forms/Documents

- 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)

```
graph TD; A[ARQS (Agency Standard Requisition)] --> B[ARFQ (Agency Request for Quotation)]; B --> C[SR (Solicitation Response)]; C --> D[EV (Evaluation Document)]; D --> E["APO (Agency Purchase Order) or ACT (Agency Contract)"];
```

ARFQ (Agency Request for Quotation)

SR (Solicitation Response)

EV (Evaluation Document)

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

ARQM (Agency Master Agreement Requisition)

```
graph TD; A[ARQM (Agency Master Agreement Requisition)] --> B[ARFQ (Agency Request for Quotation)]; B --> C[SR (Solicitation Response)]; C --> D[EV (Evaluation Document)]; D --> E[AMA (Agency Master Agreement)];
```

ARFQ (Agency Request for Quotation)

SR (Solicitation Response)

EV (Evaluation Document)

AMA (Agency Master Agreement)

To Create a Document

wvOASIS Document Catalog

[Create](#)

▼ Document Identifier

Code : Unit :

Dept. : ID :

▶ User Information

▶ Document State

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

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

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
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First Prev Next Last

[Menu](#)

To Create a Document

wvOA SIS PROD FIN

Document Catalog

Search

Document Identifier

Code : ARFQ Unit : 0213

Dept. : 0213 ID : PUR

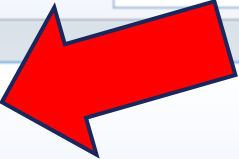
Other Options

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)



Attaching Terms and Conditions

Centralized Request for Quote (CRQ) Dept: 0210 ID: RL190000001 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
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- Evaluation Criteria Line
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- Vendor Rotation
- Commodity E-mail Push
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- 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	Create Vendor Notification: <input checked="" type="checkbox"/>	Commodity Description: <input checked="" type="checkbox"/>
Amendment Number:	Schedule of Events: <input checked="" type="checkbox"/>	Item Shipping: <input checked="" type="checkbox"/>
Published Date:	Terms and Conditions: <input checked="" type="checkbox"/>	Item Specifications (Handling): <input checked="" type="checkbox"/>
Published Time:	Evaluation Criteria: <input checked="" type="checkbox"/>	Item Specifications (Details): <input checked="" type="checkbox"/>
Original Let Date: 01/25/2019	Evaluation Criteria (Points): <input type="checkbox"/>	Commodity Terms and Conditions: <input checked="" type="checkbox"/>
Let Date: <input type="text" value="01/25/2019"/>	Amendment History: <input checked="" type="checkbox"/>	Commodity Attachments: <input checked="" type="checkbox"/>
Close Date: <input type="text" value="02/08/2019"/>	Document Attachments: <input checked="" type="checkbox"/>	Prohibit Online Responses: <input type="checkbox"/>
Close Time: <input type="text" value="13:30"/>	Publish Vendor List: <input type="checkbox"/>	AttachmentList: <input type="text"/>
Public Bid Opening Date: <input type="text"/>	Only Notify Vendor List: <input type="checkbox"/>	Restrict Multiple Responses per Vendor TIN: <input type="checkbox"/>
Public Bid Opening Time: <input type="text"/>		

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!](#)

 Employee	 wOASIS Maintenance Schedule	 Enterprise Readiness	 Forms
 Financials, Procurement, Treasury	 Employee Self Service	 Business Intelligence Reporting	 VISTA
 wOASIS System Information	 wOASIS Cycle Operations Dashboard	 Time and Leave	 HelpDesk

Business Intelligence

The screenshot displays the OASIS Business Intelligence dashboard. At the top left, the logo for OASIS BUSINESS INTELLIGENCE is visible. The top right corner shows a user welcome message: "Welcome: Dianna K Doss" followed by navigation links for "Applications", "Preferences", "Help menu", and "Log off". Below the header, a navigation bar contains a "Home" link and a "Documents" link, which is circled in red with a red arrow pointing to it. The main content area is divided into four panels:

- My Recently Viewed Documents:** A panel with a dropdown arrow and the text "No recently viewed documents".
- 0 unread messages in My Inbox:** A panel with a dropdown arrow, the text "No unread messages", and a "See more..." link at the bottom right.
- My Recently Run Documents:** A panel with a dropdown arrow and the text "No recently run documents".
- 0 Unread Alerts:** A panel with a dropdown arrow, the text "No unread alerts", and a "See more..." link at the bottom right.

On the far right, there is a vertical sidebar titled "My Applications" containing a logo with a red sphere and a blue swoosh.

Business Intelligence

The screenshot displays the MOASIS Business Intelligence interface. At the top, the header includes the MOASIS logo, the text "BUSINESS INTELLIGENCE", and a user welcome message: "Welcome: Mark L Totten | Applications | Preferences | Help menu | Log off". Below the header is a navigation bar with "Home" and "Documents" tabs. A menu bar contains "View", "New", "Organize", "Send", "More Action", and "Details".

The left sidebar, titled "My Documents", shows a tree view of folders. Red arrows point to specific elements: arrow 1 points to the "Documents" tab; arrow 2 points to the "More Action" menu; arrow 3 points to the "Public Folders" folder; arrow 4 points to the "Advantage Financial" folder; and arrow 5 points to the "Procurement" folder.

The main area is a table with the following columns: "Title", "Type", "Last Run", and "Instances". The table lists various reports, with "WV-FIN-VN-010 - Vendors by Commodity" highlighted in blue. Red arrow 6 points to this highlighted 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

MOASIS BUSINESS INTELLIGENCE

Welcome:

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

Web Intelligence

Track Drill Filter Bar Freeze Outline

Report ID: WV-FIN-VN-010
Run Date: 08/16/2021
Run Time: 9:44:46 AM

State of West Virginia
wvOASIS FIN Operational
Vendors by Commodity

Cover Page

Parameters and Prompts
Commodity Code(s) - 80141605

Business Intelligence

The screenshot displays the MOASIS Business Intelligence web application. The browser window title is "WV-FIN-VN-010 - Ve...". The application header includes the MOASIS logo and the text "MOASIS BUSINESS INTELLIGENCE". The browser's address bar shows "Web Intelligence" and various navigation icons. 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 is displayed: "State of West Virginia", "wvOASIS FIN Operational", and "Vendors by Commodity". Below the dashed line, the text "Cover Page" is centered. The bottom section of the main area is titled "Parameters and Prompts" and shows "Commodity Code(s) - 80141605". A "Prompts" dialog box is open in the foreground, partially overlapping the main content. The dialog has a title bar "Prompts" and a close button. Below the title bar, there is a field for "Available prompt variants". The "Prompts Summary" section contains two entries: a checked item "* Enter Commodity Code: 11111" and an unchecked item "* Enter First 2 Digits of Comm Co". To the right of the summary is an "Enter Commodity Code:" input field containing the value "11111600". A red arrow points from the top right of the dialog box towards the "Available prompt variants" field, and a red oval highlights the "Prompts Summary" and the input field.

MOASIS BUSINESS INTELLIGENCE

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

Web Intelligence

Report ID: WV-FIN-VN-010
Run Date: 08/16/2021
Run Time: 9:44:46 AM

State of West Virginia
wvOASIS FIN Operational
Vendors by Commodity

Cover Page

Parameters and Prompts
Commodity Code(s) - 80141605

Prompts

Available prompt variants

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 application interface. At the top, the logo reads "wOASIS BUSINESS INTELLIGENCE". The browser tab shows "WV-FIN-VN-010 - Ve...". The main content area is titled "State of West Virginia wOASIS FIN Operational Vendors by Commodity" and is labeled as a "Cover Page".

Report details are shown in a dashed box:

- Report ID: WV-FIN-VN-010
- Run Date: 08/16/2021
- Run Time: 9:44:46 AM

Parameters and Prompts section shows:

Commodity Code(s) - 80141605

A "Prompts" dialog box is open in the bottom right, containing a "Prompts Summary" table and an input field. The summary table lists two prompts, both with green checkmarks:

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

The input field for the second prompt contains the value "11%". A red circle highlights the summary table, and a red arrow points to the input field.

Business Intelligence

The screenshot shows the MOASIS Business Intelligence interface. The top navigation bar includes the MOASIS logo, the text "BUSINESS INTELLIGENCE", and a user welcome message: "Welcome: Dianna K Doss | Applications | Preferences | Help menu | Log off". Below this is a document title bar with "Home | Documents | WV-FIN-VN-010 - Ve...". A toolbar contains various icons for report navigation, including "Track", "Drill", "Filter Bar", "Freeze", and "Outline".

The main content area displays the report's cover page with the following information:

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

The report title is "State of West Virginia wvOASIS FIN Operational Vendors by Commodity", accompanied by the MOASIS logo. Below the title is the label "Cover Page".

The "Parameters and Prompts" section shows:

Commodity Code(s) -	11111600
---------------------	----------

The "Report Description" section contains the following text:

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 %.

The bottom status bar shows the report name "WV-FIN-VN-010 COVER", the query name "Vendors by Commodity", and the "Query Status".

Business Intelligence

MOASIS 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@appagwv.com	304-392-5871		21071 MIDLAND TRL WEST		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	phyllis.burns@appagwv.com	304-392-5871		21071 MIDLAND TRL WEST		LEWISBURG	WV	2490
APPALACHIAN AGGREGATES LLC	000000100174	Phyllis Burns	phyllis.burns@appagwv.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



**ANY
QUESTIONS?**



JOHN ESTEP, BUYER

304-558-2566

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