

Tools and Resources

2022 Agency Purchasing Conference



Process/Law Changes to Help You

- **Procurement Guide (2021)**
Purchasing Division developed a 5-step procurement guide (6-page booklet) to help procurement officers quickly identify the appropriate procurement process
- **Post Contract Awards Electronically (2021)**
All contract awards are now posted online, cutting cost of paper copies and responding to FOIA requests
- **Transparency (2019)**
Purchasing Division now posts all emergency contracts and inspection reports publicly
- **Developed Insurance Guide (2017)**
Worked with BRIM to develop a guide for agencies on contractual insurance requirements

Objectives

- What transparency means to the Purchasing Division
- Two separate Purchasing Division websites
 - **WVPurchasing.gov** / state employee intranet
- Discuss transparency initiatives and reports available for state agencies
- Discuss information published for the vendor community
- *Purchasing Division Procedures Handbook*
- Publications

- Internet
 - **WVPurchasing.gov**
 - Open to anyone with web access

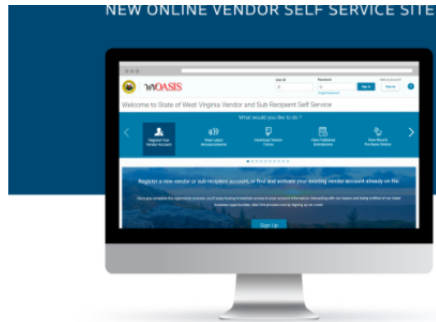
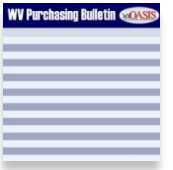
- Intranet
 - <http://intranet.state.wv.us/admin/purchase>
 - Available on state network





Two Purchasing Division Websites

• West Virginia Purchasing Bulletin

– What is the state seeking?



User ID


Password

[Sign In](#) [Sign Up](#) [Forgot Password?](#)


Need an Account? [Sign Up](#) [?](#)

Welcome to State of West Virginia Vendor and Sub Recipient Self Service


What would you like to do ?




View Latest Announcements




Create Your Vendor Account



Download Vendor Forms



View Published Solicitations



View Grant Opportunities

The West Virginia Vendor Self Service (VSS) port changed

The launch includes a completely new look with user-friendly, enhanced features. Below are videos to help familiarize you with the new look Vendor Self Service site.

- [VSS Maintenance Calendar](#)
- [A Glance at VSS 4.0 Homepage](#)
- [A Glance at VSS 4.0 as a User](#)
- [VSS 4.0 Pay Registration Fee Video Tutorial](#)

Visit wvOASIS on [Facebook](#) and [Twitter](#) for the latest VSS news and updates.



If you are registering for the West Virginia CARES Act Small Business Grant Program, you DO NOT NEED TO PAY THE \$125 REGISTRATION FEE. Click the Pay Later button to skip.

If you are a current vendor or you plan on doing business with the State within the next year, you will also need to register for electronic funds transfer (EFT), at <https://www.wvsao.gov/ElectronicPayments/Default>. Otherwise, this is not required.

VSS

Latest Announcements

1 - 4 of 4 Records

Date	Message
11/10/2020	Contact our Helpdesk at 304-558-6708 or 855-666-6708
11/07/2020	If you have not yet provided the State with your order whether your facility has a D-U-N-S Number already are doing business with a Government entity (State)
11/16/2020	If you are using Vendor Self Service for the first time
11/07/2020	Supported browsers: Mozilla Firefox, Microsoft Edge

Search

Show Me

Category

Type

Grid Actions

Keyword Search

Status

[Search](#) [Reset](#)

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status	Published On	Amended On	Bid Opening Date	
▶ Addendum 1 Building Materials 1 NCRJ	DIVISION OF CORRECTIONS AND REHABILITATION Beverly L Ruppert	ARFQ-0608-DCR2100000069-2 Agency Request for Quote (ARFQ)	12/11/2020 02:00 PM EST 0 Days, 03:44:08 Open	12/07/2020	12/07/2020	-	Respond
▶ Digital Data Extraction, Accessories and Training	DIVISION OF CORRECTIONS AND REHABILITATION Toby L Welch	ARFQ-0608-DCR2100000064-1 Agency Request for Quote (ARFQ) Info Technology	12/11/2020 04:00 PM EST 0 Days, 05:44:08 Open	11/24/2020	-	12/14/2020	Respond
▶ LinkedIn learning software for access to training.	DIVISION OF HUMAN SERVICES Roberta A Wagner	ASSD-0511-HHR2100000004-1 Agency Sole Source Determination (ASSD) Miscellaneous	12/14/2020 10:30 AM EST 3 Days, 00:14:08 Open	11/30/2020	-	-	Respond
▶ Addendum #2 CITRIX XENAPP PLATINUM EDITION MAINT. (6321C029)	DIVISION OF HIGHWAYS Tina L Lewis	ARFQ-0803-DOT2100000022-3 Agency Request for Quote (ARFQ)	12/14/2020 02:30 PM EST 3 Days, 04:14:08 Open	12/08/2020	12/07/2020	12/14/2020	Respond

• Bids Received

- What offers were made?
- Benefits to online publication



TRANSPARENCY

WV.gov | Administration | Purchasing | Technical Services Unit | Transparency

Transparency

COVID-19 UPDATES
CLICK HERE FOR PURCHASING DIVISION OPERATION ANNOUNCEMENTS

This page contains data, reports, and publications related to those procurements made under the West Virginia Purchasing Division's centralized authority, which utilizes the division's formal purchasing processes as outlined in the *West Virginia Code*, the *West Virginia Code of State Rules*, and the *Purchasing Division Procedures Handbook*. The information organized here reflects the Purchasing Division's goal of providing transparency to the citizens of the State of West Virginia, our partner state agencies, and our vendor community. As noted, this page focuses only on the West Virginia Purchasing Division's centralized procurement data.

Please see the selection of available resources below:

NOTICE OF AWARD
In order to facilitate the transparency of procurement in the State of West Virginia, please refer to the [Notice of Award Report](#). The Notice of Award Reports chronologically list contract awards made from solicitations going through the centralized, formal purchasing process (projects expected to exceed \$25,000 and all statewide contracts) and awarded through the wvOASIS ERP system.

West Virginia Purchasing Bulletin
West Virginia Purchasing Bulletin at [wvOASIS.gov](#)
The Vendor Self-Service portal to the West Virginia Purchasing Bulletin is used by the state to advertise competitive bidding opportunities expected to exceed \$10,000.

Request an RFQ
At no cost, request a hard copy of a centralized RFQ listed in the West Virginia Purchasing Bulletin.

Bids Received
View responses received for centralized solicitations organized chronologically by the bid-opening date.

BID OPENING INDEX

WV.gov | Administration | Purchasing | Bid Opening Index

Bids Received

To view bids which have been received, click on the bid-opening date or use the search box below.

Enter RFQ number: ENHANCED BY Google Example: COR61329

2020					
January 2	February 4	March 4	April 1	May 1	June 3
January 3	February 5	March 5	April 2	May 4	June 4
January 6	February 6	March 6	April 6	May 5	June 5
January 7	February 7	March 9	April 7	May 7	June 8
January 9	February 10	March 10	April 8	May 11	June 10
January 10	February 11	March 11	April 9	May 12	June 11
January 13	February 13	March 12	April 10	May 13	June 16
January 14	February 14	March 13	April 14	May 14	June 17
January 15	February 18	March 16	April 15	May 15	June 18
January 16	February 19	March 17	April 16	May 18	June 22
January 17	February 20	March 18	April 20	May 19	June 23
January 21	February 21	March 19	April 21	May 20	June 24
January 22	February 24	March 20	April 22	May 21	June 25
January 23	February 25	March 23	April 23	May 22	June 26

Bids Received on 12/01/2020

Department of Administration
Purchasing Division
PO Box 50130
2019 Washington Street, East
Charleston, WV 25305-0130
(304) 558-2306

To view and print the bids, you must have Adobe Reader installed on your PC. It is a free download.

Notice: File sizes may be large. Depending on your Internet connection, bids may take several minutes or longer to download. Bids shown on this page are in no particular order. The number represents the count, not ranking.

CRFQ: 1400_AGR210000006

- [Bid 1](#)
- [Bid 2](#)
- [Bid 3](#)

CRFQ: 0310_DNR210000001

- [Bid 1](#)
- [Bid 2](#)
- [Bid 3](#)
- [Bid 4](#)
- [Bid 5](#)
- [Bid 6](#)
- [Bid 7](#)
- [Bid 8](#)
- [Bid 9](#)

CRFQ: 0803_DOT210000056

There were no responses to this solicitation

CRFQ: 0212_SWC210000008

- [Bid 1](#)
- [Bid 2](#)

- **Notice of Award Report**
 - What vendors were successful?

NOTICE OF AWARD
 In order to facilitate the transparency of procurement in the State of West Virginia, please find below a listing of contracts awarded by the West Virginia Purchasing Division. This listing includes contract awards made by the West Virginia Purchasing Division through the formal purchasing

The screenshot shows the 'TRANSPARENCY' section of the West Virginia government website. It features a navigation bar with links for Administration, Purchasing, Technical Services Unit, and Transparency. A prominent red banner reads 'COVID-19 UPDATES' with a link to 'PURCHASING DIVISION OPERATION ANNOUNCEMENTS'. Below this, there is a section for 'NOTICE OF AWARD' which explains that the page lists contract awards made through the centralized procurement process. It also includes a link to 'Request an RFQ' and a section for 'Bids Received'.

The screenshot shows the 'TECHNICAL SERVICES UNIT' page for a 'Notice of Centralized Award Report'. It contains a table of award data with columns for Sol Code, Dept, ID, Vers, Awd Doc Code, Dept, ID, Vers, Dept Name, Description, Vendor Name, Bid-Opening Date, Encum Date, and Actual Amount. A key to abbreviations is provided below the table.

Sol Code, Dept, ID, Vers	Awd Doc Code, Dept, ID, Vers	Dept Name	Description	Vendor Name	Bid-Opening Date	Encum Date	Actual Amount
CRFQ,0211.GSD2100000011,3	CPO,0211.GSD2100000016,1	GENERAL SERVICES DIVISION	Capitol Complex Central Chiller Plant Modifications Project	PROGRESSIVE ELECTRIC INC	09/30/2020	12/03/2020	7,263,000.00
CRFQ,0506.BPH2100000002,3	CCT,0506.BPH2100000002,1	DIVISION OF HEALTH	EMERGENCY CREDENTIALING SYSTEM	COLLABORATIVE FUSION INC	09/08/2020	12/08/2020	116,595.00
CRFQ,0603.ADJ2100000028,1	CMA,0603.ADJ2100000006,1	ADJUTANT GENERAL	Agriculture Lime - 20APL-334	SHRIVER TRUCKING CO INC	11/04/2020	12/08/2020	0.00
CRFQ,0705.LOT2100000003,3	CPO,0705.LOT2100000002,1	LOTTERY COMMISSION	INTERIOR CONSTRUCTION FLOORING AND WALL COVERING	AGSTEN CONSTRUCTION COMPANY INC	11/10/2020	12/08/2020	34,999.00
CRFQ,0705.LOT2100000004,1	CPO,0705.LOT2100000001,1	LOTTERY COMMISSION	CISCO HARDWARE AND SOFTWARE SUPPORT	ALPHA TECHNOLOGIES INC	11/19/2020	12/08/2020	36,358.00
CRFQ,0803.DOT2100000008,2	CPO,0803.DOT2100000015,1	DIVISION OF HIGHWAYS	STEEL BEAMS AND STEEL PLATES (0620C0594)	CONSOLIDATED PIPE & SUPPLY CO INC	08/20/2020	12/03/2020	667,800.00
CRFQ,0803.DOT2100000031,1	CMA,0803.DOT2100000019,1	DIVISION OF HIGHWAYS	CATERPILLAR OEM PARTS	CECIL I WALKER MACHINERY CO	10/13/2020	12/08/2020	0.00
CRFQ,0803.DOT2100000040,2	CPO,0803.DOT2100000019,1	DIVISION OF HIGHWAYS	05210149 - KRENITE S BRUSH CONTROL AGE	C3M INC SUMMIT HELICOPTERS INC	10/29/2020	12/08/2020	57,840.00
CRFQ,1300.STO2100000002,2	CPO,1300.STO2100000001,1	TREASURERS OFFICE	Telephone VoIP System Upgrade	ALPHA TECHNOLOGIES INC	10/15/2020	12/03/2020	29,694.00

Key to abbreviations:
 A - Awarded
 C - Contract
 P - Purchase Order
 S - Solicitation

- Intranet only

- <http://intranet.state.wv.us/admin/purchase>

West Virginia Purchasing Division

Purchasing Applications

Intranet

[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Purchasing Intranet](#) | [Purchasing Applications](#)

Technical Services Unit

The Technical Services Unit is part of the Communication and Technical Services Section and is responsible for several functions within the Purchasing Division. Each supportive technical or business role featured here focuses on application and analytical materials that support procurement within the State of West Virginia.

The unit administers the Requisition Tracking (ReqTrak) application and maintains the Purchasing Division's Internet (WVPurchasing.gov) and intranet (intranet.state.wv.us/admin/purchase) web sites. In addition, the Technical Services Unit generates reporting data related to [transparency](#) for state agencies, the vendor community, and the general public. The unit also maintains and updates the Purchasing Division's mobile device app, available to download on both Google Play and Apple iTunes platforms.

[West Virginia Purchasing Division Intranet Reference Guide For Agencies](#)
For a reference guide to the Purchasing Division intranet site (intranet.state.wv.us/admin/purchase), highlighting the most valuable information for state agency purchasing employees, please click on the document to the left.

Requisition Tracking Report
It is important for agency procurement officers to take time to review the *Daily Requisition Tracking Report* to receive the most recent status of the purchasing transactions which are being processed for your agency. Equally, it is vital to share this information with others in your organization, including your staff, employees in field/remote offices, and your agency leadership.

If you have any questions about a particular requisition, please email the buyer or call 304-558-2306. Refer to the buyer assignment list to view the buyer assigned to your agency.

Electronic Archive
For state agency procurement employees' reference, this online archive contains the electronic procedure-changing notifications that have been sent from the West Virginia Purchasing Division.

wvOASIS Tips for State Agency Employees
This page contains information for state agency procurement employees regarding the statewide wvOASIS procurement module. Each of these tips on wvOASIS procurement topics were originally published in *The Buyers Network* to promote more efficient use of the statewide ERP system. As a reference for state employees, this collection of state procurement-focused topics is available in PDF format, sorted by the original month of publication.

Requisition Status Report

Agency:	ADJUTANT GEN	P-Days:	NP-Days:	From Date:	To Date:	Processing Phase:
Req Nmbr:	ADJADJ686803**00	2		02/04/2020	02/06/2020	BUYER REVIEW
Description:	HONEY BEE EQUIPMENT FOR WVMA FOR PATRIOT GUARDENS 19APL-253		19	02/06/2020	02/25/2020	RETURNED TO AGENCY
Vendor:		2		02/25/2020	02/27/2020	BUYER REVIEW
Type:	REGULAR (SPOT) PURCHASE	14		02/27/2020	03/12/2020	OUT FOR BID
Buyer:	DAVID PAULINE		48	03/12/2020	04/29/2020	RTA - EVALUATE BID(S) AND REPLY WITHIN
Value:	\$475,000.00	23		04/29/2020	05/22/2020	REQUESTED DOCUMENTATION OR CLARIFI
			19	05/22/2020	06/10/2020	CTS - REQUISITION CANCEL, IMAGE, & FILE
		41	86	Totals		

Req Recvd: 02/04/2020 Bid Dates: Elapsed Days: 309

PO Mailed:

Status: ACTIVE

Closed Date:

Agency:	ADJUTANT GEN	P-Days:	NP-Days:	From Date:	To Date:	Processing Phase:
Req Nmbr:	ADJADJ709320**03	0		11/16/2020	11/16/2020	CTS FOR BACKUP DOCUMENTATION
Description:	EXTEND AND INCREASE THE ORIGINAL CONTRACT; 10/1/20 TO 12/29/20	9		11/16/2020	11/25/2020	BUYER REVIEW
Vendor:	MAYNARD C SMITH CONSTRUCTION CO INC		5	11/25/2020	11/30/2020	RETURNED TO AGENCY
Type:	CHANGE ORDER	1		11/30/2020	12/01/2020	BUYER REVIEW
Buyer:	BUYER 40		7	12/01/2020	12/08/2020	ATTORNEY GENERAL REVIEW AS TO FORM
Value:	\$1,968,017.00	0		12/08/2020	12/08/2020	ENCUMBERED & MAILED
Req Recvd:	11/16/2020	10	12	Totals		

Req Recvd: 11/16/2020 Bid Dates: Elapsed Days: 22

PO Mailed: 12/08/2020

Status: MAILED

Closed Date: 12/08/2020

Daily Requisition Status Report

Purchasing Applications

Intranet

WV.gov | Administration | Purchasing | Pur

The Technical Services Unit is part of the Com Purchasing Division. Each supportive technical procurement within the State of West Virginia

The unit administers the Requisition Tracking intranet (intranet.state.wv.us/admin/purchase) transparency for state agencies, the vendor co mobile device app, available to download on b



Processes and Procedures

Intranet

WV.gov | Administration | Purchasing | Purchasing Intranet | Proc

Notices to Agency-Designated Purchasers

Official Purchasing Division Email Notifications to Agency Purchasers

To assist existing and new state agency procurement officers, the Purchasing Division has distributed the year, date, and description of the hyperlinked description for more details. This page is for information.

August 3	August 2017 Expiring-Contract Report
July 17	July 2017 Expiring-Contract Report
July 13	New Statewide Contract for Drug Testing (SWC)
July 13	Construction Procurement Processing
June 26	New Requirement for Contract Disclosure, Effect
June 26	Upcoming Changes to Purchasing Division Procedures
June 14	Agency SWAM Report Due at End of Fiscal Year
June 9	New Auto Parts Contracts Issued
June 5	June 2017 Expiring-Contract Report
May 11	Fiscal Year 2018 Agency Procurement Designation
May 4	May 2017 Expiring-Contract Report
May 1	WVARE Proposed Changes / May 16, 2017 Deadline
April 28	Office Paper Recycling Program Contract Now Available
April 12	An Invitation to the Purchasing Division's 2017 Open House
April 7	Revised Terms and Conditions
April 3	April 2017 Expiring-Contract Report
March 21	Vendor Fee Exemption Checklist
March 3	WVARE Proposed Price Increase for Consideration
March 2	March 2017 Expiring-Contract Report
February 22	Purchasing Division Procedures Handbook - Revised
February 17	Upcoming Changes to Purchasing Division Procedures
February 2	Statewide Contract Pricing Viewing Instructions (FB)
February 1	February 2017 Expiring-Contract Report
January 18	New Statewide Contract for Small Package Service
January 18	Changes Made to Cancellation Section (#19) of Procedures
January 13	WVARE Proposed Price Increase for Consideration

Processes and Procedures

Intranet

WV.gov | Administration | Purchasing | Purchasing Intranet | Email Announcement Archives | Message to Agency-Designated Purchasers

Expiring-Contract Report - November 2020

From: Totten, Mark L
Sent: Thursday, November 5, 2020 4:42 PM
Subject: November 2020 Expiring-Contract Report

The Purchasing Division has posted the monthly expiring-contract report which lists open-end contracts for all state agencies that are scheduled to expire within 90 days. To view the November 2020 report, please [click here](#). This report was generated by the wvOASIS system and the information is intended to serve as a guide for agency planning regarding your specific contracts.

If you should have any questions regarding any particular contract, please contact your Purchasing Division buyer (www.state.wv.us/admin/purchase/byrasson.pdf) to discuss.

Processes and Procedures

Intranet

WV.gov | Administration | Purchasing | Purchasing Intranet | Email Announcement Archives | Message to Agency-Designated Purchasers

Agency Amazon Account Requires De-registration to Join State of WV Amazon Business Prime Account

From: Knapp, Samantha S <Samantha.S.Knapp@wv.gov>
Sent: Friday, August 14, 2020 09:33 AM
Subject: ACTION REQUIRED: Agency Amazon Account Requires De-registration to Join State of WV Amazon Business Prime Account

You have been identified as an end user for your agency's Amazon Business Prime account. The West Virginia Purchasing Division established this new, central Amazon Business account to consolidate all Amazon purchases for the State of West Virginia. Since you previously registered an Amazon Business account for your agency using this email address, we need you to de-register that account so you can be added to the central account. If you don't recall setting up an account with this email address, still follow these de-register steps.

To do so, please follow these steps:

1. Log in to your existing Amazon Business Account.
2. (Recommended) Download an order history report for the past 12 months using "Business Analytics" from the drop-down menu, and
3. If applicable, remove all users from the account (Administrator rights required).

Click the following link to de-register your existing account: <https://amazon.com/gp/b2b/manage/deregister>

Once you have completed these steps, please reply to this email (samantha.s.knapp@wv.gov) and let me know so I may add you to the central account as a requisitioner for your agency.

Electronic Archive

- Emails from Purchasing Division sent to agency-designated procurement officers and backups.
- History of procurement officer email notifications available to all via the intranet.
- Allows new procurement employees to see notifications prior to when they were added to Purchasing's mailing lists.

Purchasing Applications

Intranet

[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Purchasing Intranet](#) | [Purchasing Applications](#)

The Technical Services Unit is part of the Communi Purchasing Division. Each supportive technical or bu procurement within the State of West Virginia.

The unit administers the Requisition Tracking (ReqT intranet ([intranet.state.wv.us/admin/purchase](#)) web s [transparency](#) for state agencies, the vendor commun mobile device app, available to download on both Go



West Virginia Purchasing Di For a reference guide to the most valuable information fo



Requisition Tracking Report
It is important for agency pr the most recent status of th share this information with agency leadership.
If you have any questions ab buyer assignment list to view



Electronic Archive
For state agency procureme notifications that have been



wvOASIS Tips for State Age
This page contains informati procurement module. Each Network to promote more e collection of state procureme

Processes and Procedures

Intranet

[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Purchasing Intranet](#) | [Processes and Procedures](#) | [wvOASIS Tips](#)

wvOASIS Tips for State Agency Employees

This page contains information for state agency procurement employees regarding the statewide wvOASIS procurement module. Each of these tips on wvOASIS procurement topics were originally published in *The Buyers Network* to promote more efficient use of the statewide ERP system. As a reference for state employees, this collection of state procurement-focused month of publication.

Vendor Registration Procedures for State Agencies Tip

- [Sort by Column Name](#)
- [Go Far in Your Field](#)
- [Vendor/Customer Wildcard Search](#)
- [Document Discard Log](#)
- [Lump Sum Purchase Orders](#)
- [Contract Renewal](#)
- [Evaluation Document Key to Transparency](#)
- [How to Renew an Agency Master Agreement with a Not to Exceed Amount](#)
- [wvOASIS Provides Clarification on Vendor Self Service Sync Cycle](#)
- [Minimum Accounting Requirements for CRQM and AROM](#)

wvOASIS Tips for State Agency Employees

- Complete collection of tips archived on intranet for reference

Updated: August 2015



Tip of the Month

Sort by Column Name

Is your Worklist overwhelming? Here's a quick tip that may help you sort things out. If a column name is underlined, it is a special link. If you click it, it will sort the documents in the grid according to the values that appear in the column. Click it once to sort the list in ascending order. Click it again to sort the list in descending order. With a click or two, you can sort your Worklist by approval level, document code, document ID, submitter ID, or date.

The sort-by-column-name feature is also available on many other pages in wvOASIS, including the Procurement Location (PLOC) table, the Procurement Folder (PRCUID), and Vendor Self Service (VSS). Just look for a column name that is underlined and give it a click.

Statewide Contract Update Report

- Statewide Contract Index at *WVPurchasing.gov*
- Report updated any time a new contract or change order to an existing contract is posted
- Quick reference for latest contract updates
- Monthly updates on page 6 of *The Buyers Network*



[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Contracts](#) | Statewide Contracts A++ | A | A- Translate (Must switch browser to Chrome or Firefox) Select Language

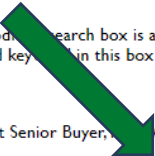
Statewide Contract Index (Mandatory Contracts)

This web page is your connection to the statewide contracts issued by the Purchasing Division.
A statewide contract is a legal and binding instrument between the state and a vendor which is used by all state agencies and some political subdivisions, such as municipalities, counties, boards of education, to purchase frequently-used commodities and services. State agencies that are statutorily required to follow the guidelines established by the Purchasing Division must use these mandatory contracts.

How to use this site:
Below is a listing of all statewide contracts by description and contract code (name). By clicking the highlighted contract code, you will be directed to additional information on that particular contract. All contracts and subsequent changes will be included on this secondary page. Please note that some contracts are awarded to multiple vendors. In these cases, an alpha character (A, B, or C, etc.) will follow the contract name.

To assist in finding a certain commodity, a search box is available that you may enter various keywords to help identify a particular statewide contract. Simply type in any related keywords in this box and hit "Go." A list of possible matches will show, from which you may select.

Questions?
If you have questions, please contact Senior Buyer, Mark Atkins at (304) 558-2307 or by email at mark.a.atkins@wv.gov.



  [CLICK HERE FOR A SUMMARY OF RECENT UPDATES, CHANGE ORDERS, CANCELLATIONS, ET CETERA](#)

Search: Example: *furniture*

Description
Asbestos abatement services
Batteries, Automotive and Equipment

Recent Updates to Statewide Contracts

STATEWIDE CONTRACT PKGSVS

11/25/2020

PKGSVS17 CHANGE ORDER 7

- Vendor Procurement Guide
 - Gives vendors a high-level overview of procurement structure and procedures.
- Procurement Officer Listing
 - Valuable listing for vendors wishing to market themselves directly to West Virginia state agencies.

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.

Attention Vendors: the Vendor Self-Service Portal is upgrading November 9th!

The VSS portal, used by the vendor community to access State of West Virginia procurement opportunities, is being upgraded to provide an improved user experience. The VSS portal will be offline starting November 6th at 5 PM EST in order to begin these changes.

Informative videos in two parts have been created for the vendor community and are available to view in order to start the familiarization process with the new Vendor Self-Service portal. In order to be ready for the new VSS experience, please see both [Part I](#), [Part II](#), and [Part III](#) that provides a preview for the State of West Virginia's vendors.

WV OASIS Procurement

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](#)

Bid Opportunit

The State of West Virginia seeks to ensure a fair and competitive bid publicly advertises all solicitations expected to exceed \$25,000, elec solicitations, and provides additional reference and transparency-rela throughout the procurement process. Below is a collection of resou wishing to bid on a solicitation, including vendor registration require a chronological listing of bids received, and other necessary referenc navigating the resources on our website most helpful for the vendor WV Purchasing.gov Website Reference Guide for Vendors, available by cl

State Agency Procurement Officer Contact Listing

Below is a listing of all primary procurement officers for West Virginia state agencies. For purchases under \$25,000, each individual agency is authorized to make their own purchases. If you are looking for a particular agency, please use the alphabet listing below to select the beginning letter of the agency. For example, if you are looking for the Division of Natural Resources, please put your cursor on the "N" and click. This will bring you to the first entry beginning with that letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Accountancy, Board of
405 Capitol Street, Suite 900
Charleston, WV 25301-1744
Primary Contact:
Stephan Young (304) 558-3557
Fax: (304) 558-1325
E-mail: stephan.d.young@wv.gov
Backup Contact:
Christine Fletcher (304) 558-3557
Fax: (304) 558-1325
E-mail: christine.m.fletcher@wv.gov

**STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION**

**DOING BUSINESS
WITH THE STATE OF
WEST VIRGINIA**
A VENDOR PROCUREMENT GUIDE

WVPURCHASING.GOV

Vendor Resource Center

- Bid Opening Index

www.state.wv.us/admin/purchase/Bids

- Daily Requisition Tracking Report

<http://intranet.state.wv.us/admin/purchase/tracking/RSReport.pdf>

- Specification Index

www.state.wv.us/admin/purchase/specs

- Additional Resources

Agency Resources

The screenshot displays the Agency Resource Center website. At the top, the header reads "AGENCY RESOURCE CENTER" with the West Virginia state seal. Navigation links include "WV.gov", "Administration", "Purchasing", and "Agency Resource Center". A "Translate" button is also present.

The main content area lists several resources:

- Forms:** Here you will find a collection of our most commonly used forms, including the Vendor Registration and Dis (Form WV-1).
- Annual Report:** A detailed summary of the West Virginia Purchasing Division's highlights, program accomplishments, recognition awards and legislative changes for each fiscal year.
- Emergency Purchasing Procedures:** Review them.
- Purchasing Training Center:** Resources for purchasing officials.
- Purchasing Division Procedures:** Review them.
- Buyers Network:** Connect with other buyers.
- West Virginia State Agency for Purchasing:** Information for state agencies.
- List of Buyer Assignments:** View current assignments.
- Statewide Contract Information:** Access contract details.
- Internal Sources:** Internal procurement information.

Below the list, there is a "State Agency Procurement Officer Contact Listing" section with an alphabetical index (A-Z) and a contact card for the "Accountancy, Board of".

The "BID OPENING INDEX" section features a search box for "Enter RFQ number:" and a table for the year 2020. The table lists bid opening dates from January 2 to June 26, organized by month and day.

2020					
January 2	February 4	March 4	April 1	May 1	June 3
January 3	February 5	March 5	April 2	May 4	June 4
January 6	February 6	March 6	April 6	May 5	June 5
January 7	February 7	March 9	April 7	May 7	June 8
January 9	February 10	March 10	April 8	May 11	June 10
January 10	February 11	March 11	April 9	May 12	June 11
January 13	February 13	March 12	April 10	May 13	June 16
January 14	February 14	March 13	April 14	May 14	June 17
January 15	February 18	March 16	April 15	May 15	June 18
January 16	February 19	March 17	April 16	May 18	June 22
January 17	February 20	March 18	April 20	May 19	June 23
January 21	February 21	March 19	April 21	May 20	June 24
January 22	February 24	March 20	April 22	May 21	June 25
January 23	February 25	March 23	April 23	May 22	June 26

PROCEDURES

[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Procedures](#)

A++ | A | A-

Translate (Must switch browser to Chrome or Firefox)
 Select Language

Emergency Procedures **Purchasing Division Procedure Handbook** **Vendor Guide**

Welcome to the West Virginia Purchasing Division's Procedures page.

In accordance with state law and other regulatory requirements, specific procedures are established to ensure compliance and to provide a fair, equitable process to procure commodities and services. This site provides the following procedures to assist you, whether you are acquiring the commodity or service or if you are marketing your business to the State of West Virginia. Please click on the appropriate link above.

The information contained on the Purchasing Division's website reflects the process and procedures for state agency procurement under the statutory authority prescribed in West Virginia Code Section 5A-3-1 et seq., and the Code of State Rules Section 148-1-1 et seq. This information pertains only to those non-exempt state agencies required to abide by the aforementioned law and rule.

HANDBOOK

[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Procedures Handbook](#)

A++ | A | A-

Current Purchasing Division Procedures Handbook

[Purchasing Division Procedures Handbook - Issued June 8, 2018](#)
Revised July 1, 2020

Archives

[Click here to browse the archives of previous Procedure Handbooks which are no longer in effect.](#)

- The *Purchasing Division Procedures Handbook* contains the specific procedures established to ensure compliance and provide a fair, equitable process to procure commodities and services
- Revisions posted when published; always refer to online version for most recent procedures
- Complete version downloadable as PDF
- PDF is clickable and searchable

Purchasing Division Procedures Handbook

STATE OF WEST VIRGINIA

Department of Administration
 Purchasing Division
 2019 Washington Street, East
 Charleston, WV 25305-0130

Telephone: (304) 558-2306
 (In-State Only) (800) 243-7298

FAX: (304) 558-4115

WVPurchasing.gov

ISSUANCE DATE: June 8, 2018

REVISION DATE: July 1, 2020

The West Virginia Purchasing Division Procedures Handbook
 July 1, 2020

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 1.3. Regulatory Authorization
 1.4. Required Use of Handbook
 1.5. Role of the Procurement Officer
 1.6. Organization
 1.7. Disclaimer
 1.8. Public Records
 1.9. Ethics
 1.10. wvOASIS Enterprise Resource Planning (ERP) System
 1.11. Violations

Section 2.....Definitions, Abbreviations and Acronyms

Section 3..... Acquisition Planning

3.1. General
 3.2. Define Need
 3.3. Acquisition and Delivery Lead Time
 3.4. Specifications
 3.5. Research the Market
 3.5.1. Request for Information
 3.6. Internal Sources and Mandatory Contracts
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APPENDICES

Appendix A.....Purchasing Division Directory
 Appendix B..... Purchasing Forms
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 Appendix H.....Request for Proposal (RFP) Standard Format/RFP Packet
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 Appendix M..... Agency Process Checklists
 Appendix N..... Instructions for Use of Agreement Addendum (WV-96)
 Appendix O..... NIGP Code of Ethics
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 Appendix Q..... A Guide For wvOASIS Document Submission: Header Documents

- Section 2 – Definitions
- Section 4 – Vendor Registration Requirements
- Section 5 – Agency-Delegated Acquisition Procedures
- Appendices – Multiple resources at your disposal

Purchasing Division Procedures Handbook

- *The Buyers Network*
 - Available on **WVPurchasing.gov**
- *The Property Connection*
 - Available on **WVSurplus.gov**

THE BUYERS NETWORK

DECEMBER 2020
VOL. 30, ISSUE 12

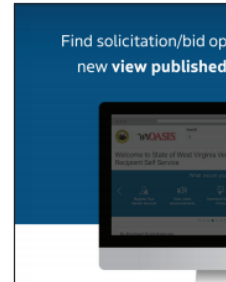
THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing.

Vendor Self-Service Portal within wvOASIS Upgraded in November to Improve User Experience

The Vendor Self-Service (VSS) portal on wvOASIS.gov took on a new look last month following an upgrade to the system. As part of the upgrade, vendors interested in doing business with the state of West Virginia can now more easily navigate the site to view solicitations, access vendor forms, create watch lists, view grant opportunities, and more.

The VSS now contains user-friendly, enhanced features. For example, there is no longer a public access button. Instead, vendors will immediately see a carousel at the top of the main page with various options. After a vendor either creates an account or claims an existing account, they can pay the vendor registration fee online. Vendors can then view

Please see VSS UPGRADE, page 4



INSIDE...

- **Director's Comments:**
Other Purchasing Methods Available for State Agency Use When Mandatory Sources, Competitive Purchasing Not Appropriate Solution
- Purchasing Division Announces the First Half of its Training Schedule
- Ethics are Vital to Ensuring Proper Expenditure of Taxpayers' Dollars

Annual Agency Survey Provides Strengths, Future

In response to the pandemic, the Purchasing Division has had to adjust its processes and procedures, all while keeping customer service as a top priority. To gauge these changes and all progress over the year, the Division recently conducted its annual survey. The survey provides valuable feedback from its agency customers and helps the Division plan for 2021, used to better its programs and services.

Here is a look at some of the information from the survey:

- 88% said issuing a temporary pre-bid notice was necessary
- 83% said issuing guidance for Purchasing was helpful
- 83% said issuing guidance for Purchasing was Good or Excellent

Please see SURVEY, page 4

THE PROPERTY CONNECTION

THIRD QUARTER 2020 • VOL. 36, ISSUE 3

News from the West Virginia State Agency for Surplus Property • WVSurplus.gov

Donated Federal Property Acquired by DNR Improves State Waterways and Aquatic Habitats

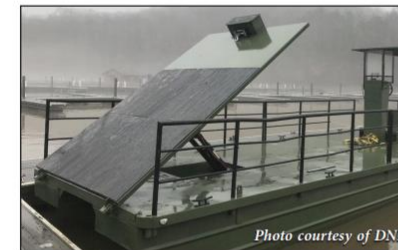


Photo courtesy of DNR

The Division of Natural Resources obtained and upgraded a barge through the Federal Surplus Program with WV Surplus's assistance. This boat has been used across the state to improve West Virginia's habitats.

Aquatic habitats in West Virginia have seen many improvements thanks to a donation of property from the Federal Surplus Property Program to the West Virginia Division of Natural Resources (DNR). This program is available to all state agencies and eligible organizations registered with the West Virginia State Agency for Surplus Property (WV Surplus).

The barge acquired by DNR has two motors and an 8-by-12 foot hydraulic dump platform with a winch that can easily help load large trees onto the boat. DNR is now able to deploy 60+ recycled Christmas trees at once with a single large concrete block creating a more substantial habitat structure with less

Please see DNR, Page 4

In Other News...

- **Manager's Perspective:**
Warehouse Operations Continue with Special COVID-19 Hours and Safety Requirements
- WV Surplus Helps Customers Create Work From Home Spaces

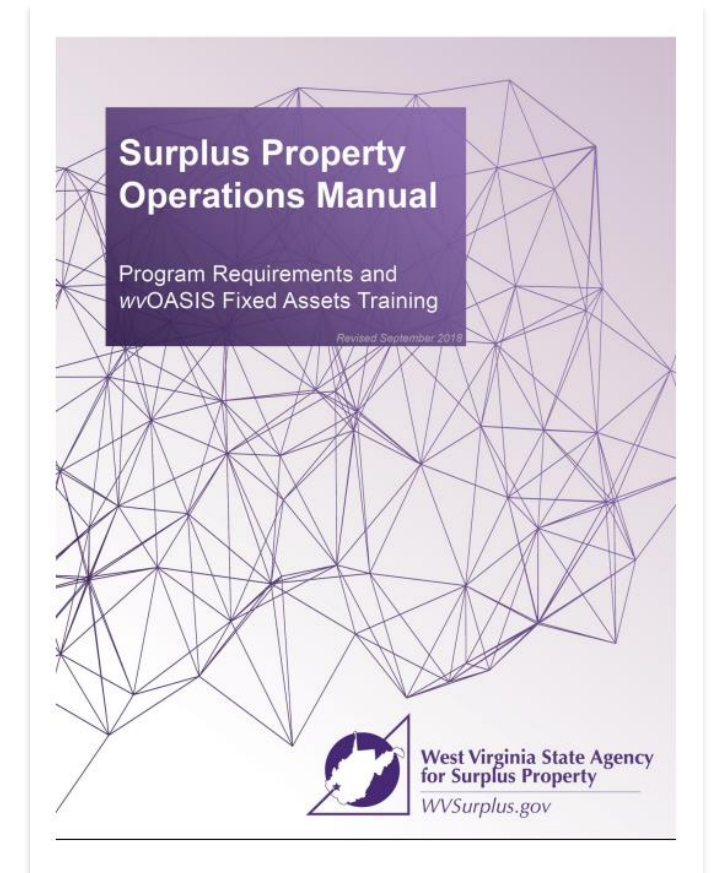
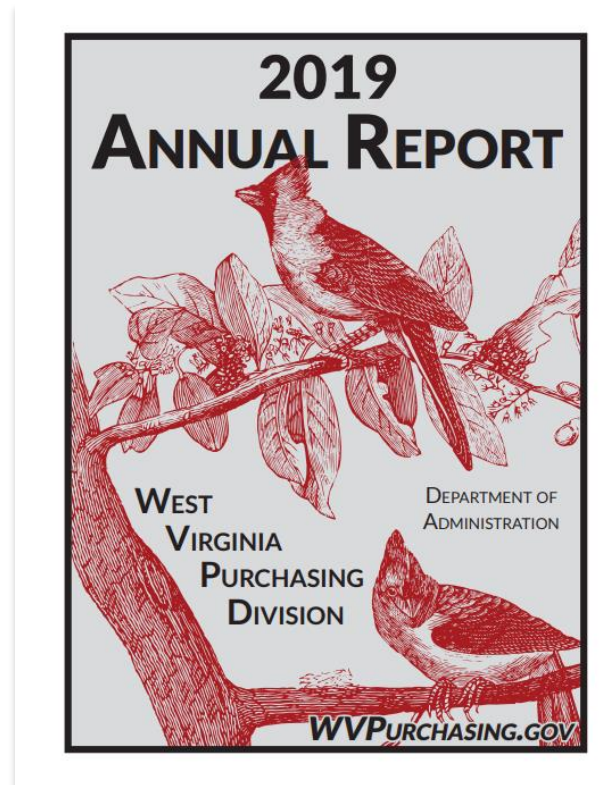
Ten-Up Ministries Utilizes WV Surplus for its Variety of Programs

Ten-Up Ministries has grown a lot since Pastor Larry Wood joined in December of 2005. From a single church in St. Albans, Ten-Up Ministries has expanded its operations to include a second church, two thrift stores, sober homes, and a rehabilitation center. Over the years, Ten-Up Ministries has purchased items from WV Surplus to support its efforts.

As an organization that provides many areas of service to West Virginia communities, Ten-Up Ministries has a wide variety of needs. Shopping at WV Surplus allows them to obtain items at a cost that helps the organization save money. In addition to much of Ten-Up Ministries' office furniture, the organization has also obtained computers as well as two vehicles used to transport employees and clients.

Other Purchasing Publications

- *Purchasing Division Annual Report*
 - Available on **WVPurchasing.gov**
- *Surplus Property Operations Manual*
 - Available on **WVSurplus.gov**



Other Purchasing Publications

How to log in

JumpTo field (list of codes)

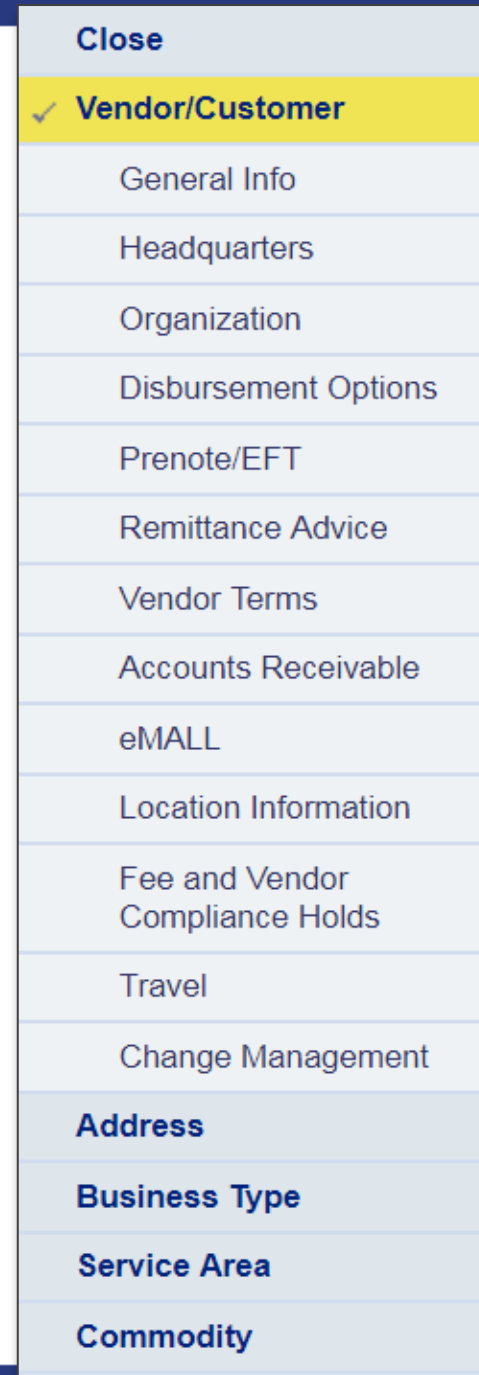
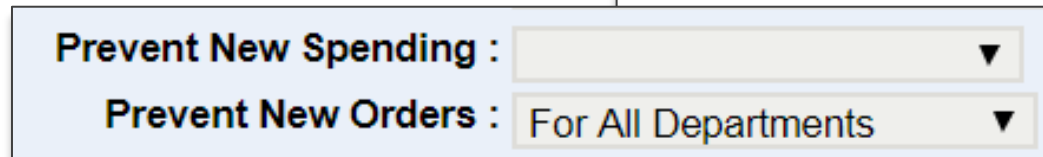
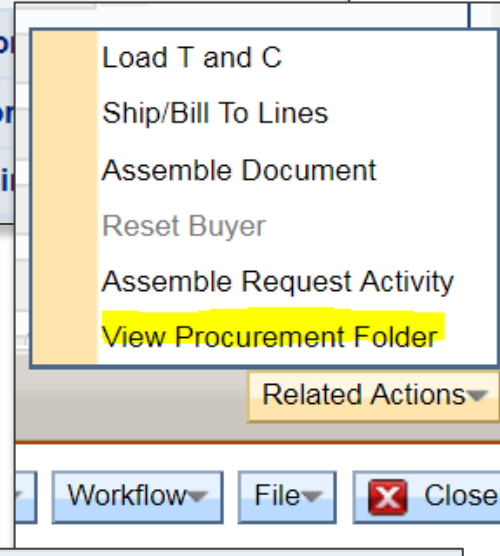
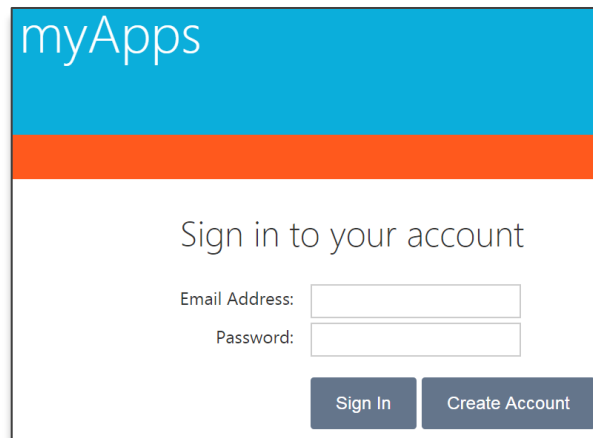
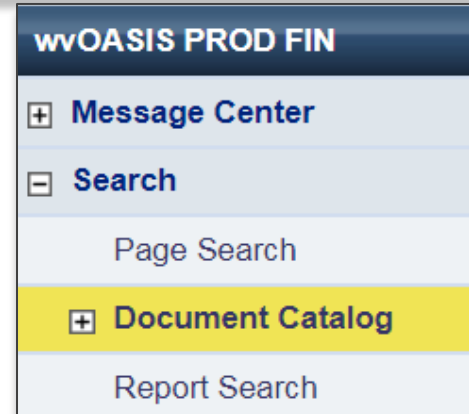
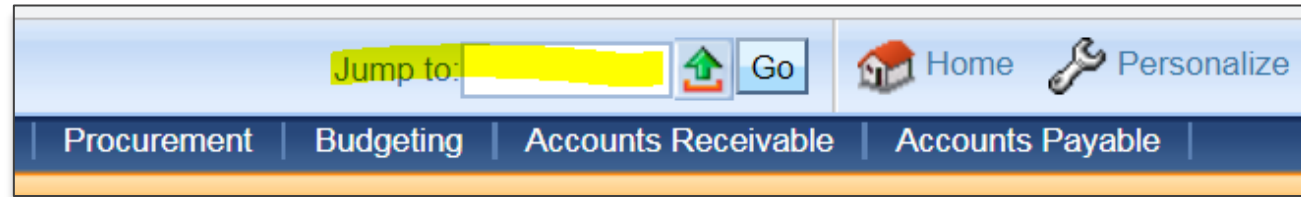
Search documents/procurement folders

VCUST/Headquarters account

Vendor holds

Batch job reminder (runs on half-hour)

wvOASIS Basics





**TOBY WELCH
SENIOR BUYER**

304-558-208

TOBY.L.WELCH@WV.GOV

Purchasing.Help@wv.gov