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# Agency Delegated Purchasing



**Presented by Billie Hancock**  
**Procurement Supervisor, Bureau for Public Health**

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# Process/Law Changes to Help You

- Emergency Changes (2023)** : Spending units are permitted to procure commodities and services for immediate delivery on an emergency basis without competitive bidding and without prior approval of the Purchasing Division.
- 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.

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# 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.



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# Objectives

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



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# 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 \$50,000.00 or less
- WV Purchasing Procedures Handbook
  - Section 5



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# Agency Delegated Purchasing

- State agencies may make purchases in the amount of \$50,000 or less of certain commodities and services (or \$100,000 if the agency has been approved for the higher threshold.) 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.
    - Business Intelligence reports WV-FIN-AP-055I (i.e. all transactions) and WV-FIN-AP-026 (i.e. spend for single or multiple selected vendors). Inspectors can help with showing how to run reports.



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# 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)



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# Agency Delegated Purchasing

## Step 1: Determination of Need

- Agency must determine the product or service required
  - Includes quality level, delivery requirements, and estimated cost
  - Consider shipping time
- Define
  - Is the need a commodity or service?
  - Is the need a “one-time” acquisition?
  - Is the need required over a period of time?
  - Are there available alternatives or options?
  - Expiring funds (state and federal)/grant funds





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# 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



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# Agency Delegated Purchasing

## Step 2: Availability through Internal Resources

- Once the need is established, the agency should determine if the product or service is available from internal resources, including:
  - Correctional Industries
  - Sheltered Workshops
  - West Virginia State Agency for Surplus Property



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# 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 mandatory statewide or agency contract.
- Examples: computers and information processing equipment



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# 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, direct award, or an emergency.



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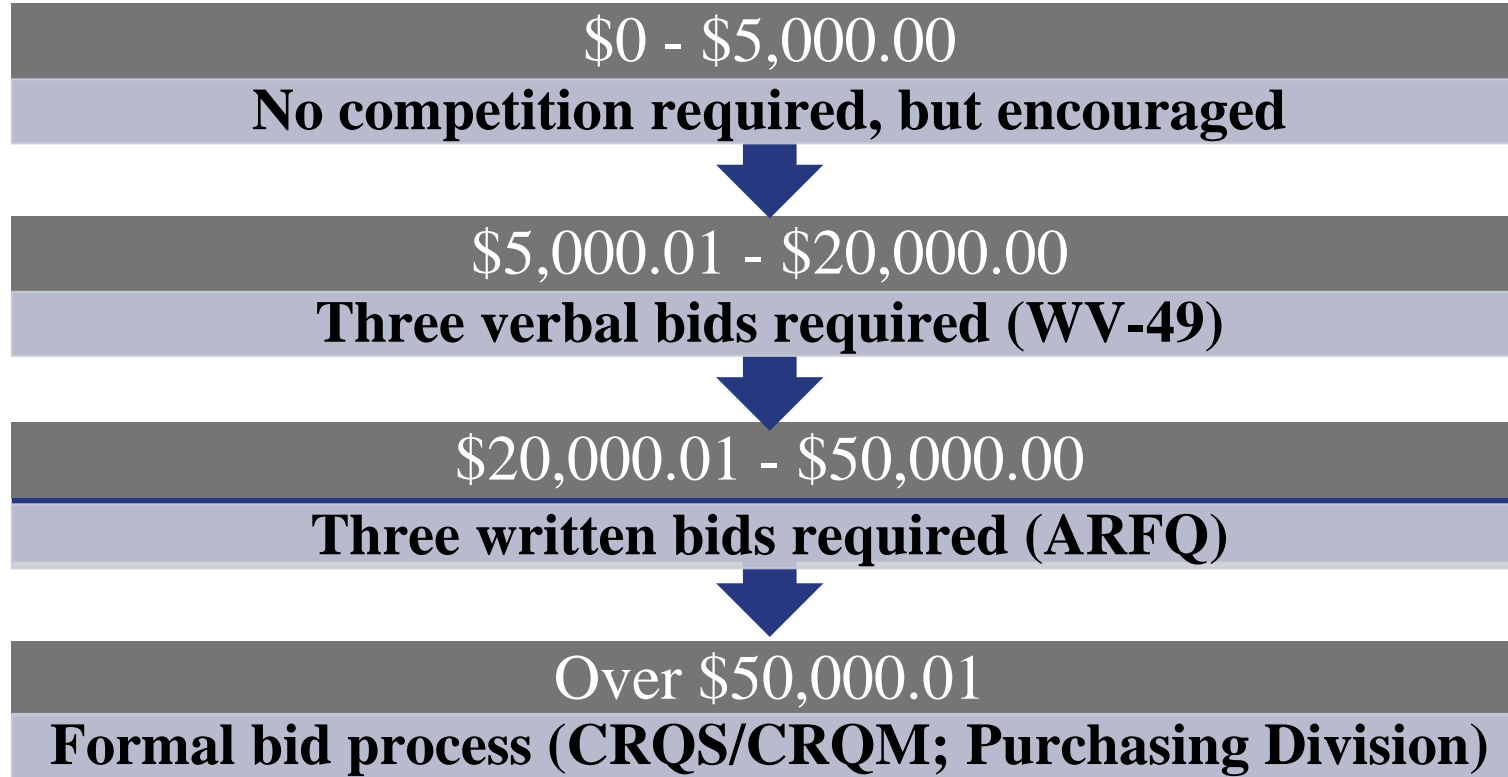
# Agency Delegated Purchasing

## 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 (or \$100,000 if the agency has been approved for the higher threshold.)
- Delegated authority is not required
- Stringing
  - Report to Legislature



# Agency Delegated Purchasing



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

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



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# 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, reviews specifications (especially when coming to central Purchasing)
  - Officer Listing
    - [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html)



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# Agency Delegated Purchasing

## Competitive Bidding (\$5,000-\$20,000)

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





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# Agency Delegated Purchasing

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

- Research the market
- Develop, review specifications
- Release solicitation
- Evaluate bids
- Award contract (APO, ACT, AMA)



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# Agency Delegated Purchasing

## Forms/Documents

- Award Checklist
- Verbal Bid Quotation Summary (WV-49)
- Non-conflict of interest
- Agency Terms and Conditions
- WV-65A



# Agency Delegated Purchasing

## *Things to Remember:*

- Include deadline (date and time) for technical questions in Schedule of Events
- Freedom of Information Act (FOIA) requirements
  - Code 29-B-1
  - must respond within 5 business days
  - Everything except attorney-client privilege
- 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 procurement officer 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 (General terms and conditions)

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# Agency Delegated Purchasing

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



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# 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)



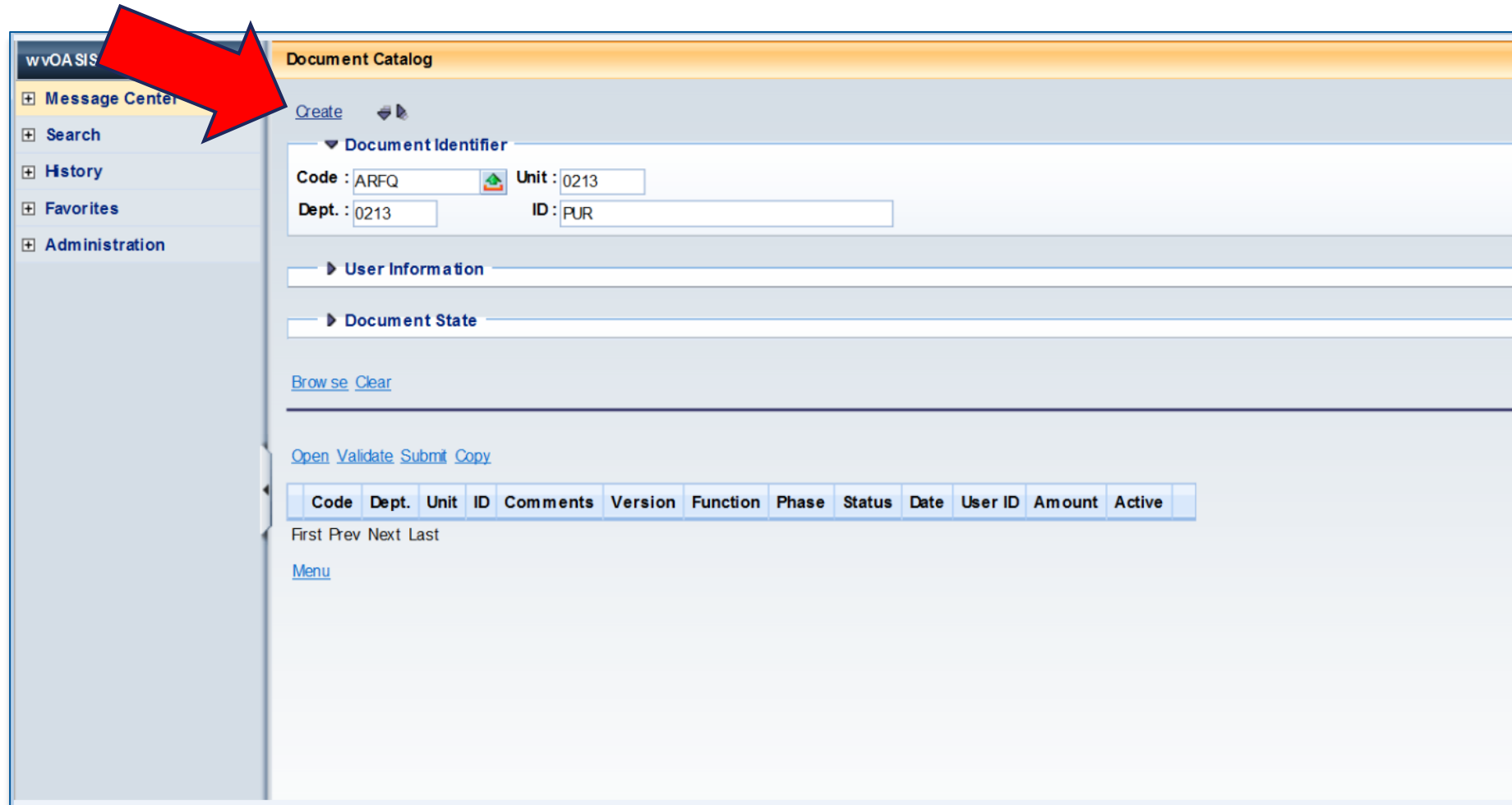
EV (Evaluation Document)



AMA (Agency Master Agreement)



# To Create a Document



The screenshot shows the 'Document Catalog' web application. A red arrow points to the 'Create' button in the top navigation bar. The interface includes a sidebar with navigation links: Message Center, Search, History, Favorites, and Administration. The main content area is titled 'Document Catalog' and contains a 'Create' button, a 'Document Identifier' section with input fields for Code, Unit, Dept., and ID, and sections for 'User Information' and 'Document State'. Below these sections are links for 'Browse' and 'Clear', and a table with columns for document details. At the bottom, there are links for 'Open', 'Validate', 'Submit', and 'Copy', and a 'Menu' link.

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

vvOA SIS PROD FIN

Document Catalog

[Search](#)

▼ Document Identifier

Code : ARFQ  Unit : 0213

Dept. : 0213 ID : PUR

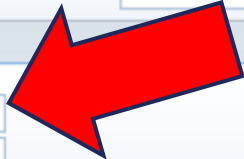
▼ Other Options

Auto Numbering : ☒

Create Template : ☐

[Create](#)

[Menu](#)



# Attaching Terms and Conditions

Centralized Request for Quote (CRQ) | Dept: 0216 | ID: RLT190000001 | Ver.: 2 | Function: Modification | Phase: Draft | Created by: narpenn | 01/01/2019

**Document Navigator** [X]


- 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

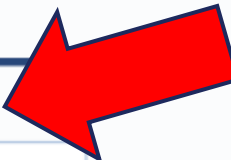
Sequence:

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
<a href="#">Select</a>	A1	Agency Terms and Conditions	ADV135242726	1	AGENCY_TERMS_AND_CONDITIONS.XML
<a href="#">Select</a>	A2	Agency A&E Additional T & C	ADV100009105	1	AGENCY_A&E_ADDITIONAL_TERMS_AND_CONDITIONS.XML
<a href="#">Select</a>	A3	Agency Const. Additional T&C	ADV100009106	1	AGENCY_CONSTRUCTION_CONTRACTS_ADDITIONAL_T_AND_C.XML
<a href="#">Select</a>	ATTACH	T & C Attached	ADV100352319	1	ATTACHED_ADDITIONAL_T_AND_C.XML
<a href="#">Select</a>	BLANK	Revised Blank	ADV100505475	1	REVISED-BLANK.XML
<a href="#">Select</a>	C1	Central Terms and Conditions	ADV100009107	1	CENTRAL_TERMS_AND_CONDITIONS.XML
<a href="#">Select</a>	C2	Central A&E Additional T & C	ADV100009108	1	CENTRAL_A&E_ADDITIONAL_TERMS_AND_CONDITIONS.XML
<a href="#">Select</a>	C3	Central Constr Additional	ADV100009109	1	CENTRAL_CONSTRUCTION_CONTRACTS_ADDITIONAL_T_AND_C.XML
<a href="#">Select</a>	CONV	Conversion Default		0	

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

# Schedule of Events

Schedule of Events								Total Lines: 2	Line: 1	Line: 1
Line	Sequence	Days	Event Code	Event Name	Event Date	Inactive Line	AttachmentList			
1	1	0	PBID	Pre bid meeting 1:00pm	03/23/2023	No				
2	2	0	QUES	Tech Questions due by 10:00am	03/29/2023	No				
From 1 to 2 Total: 2				First	Previous	Next	Last	Go to line: <input type="text"/> Go		

# Publishing Tab

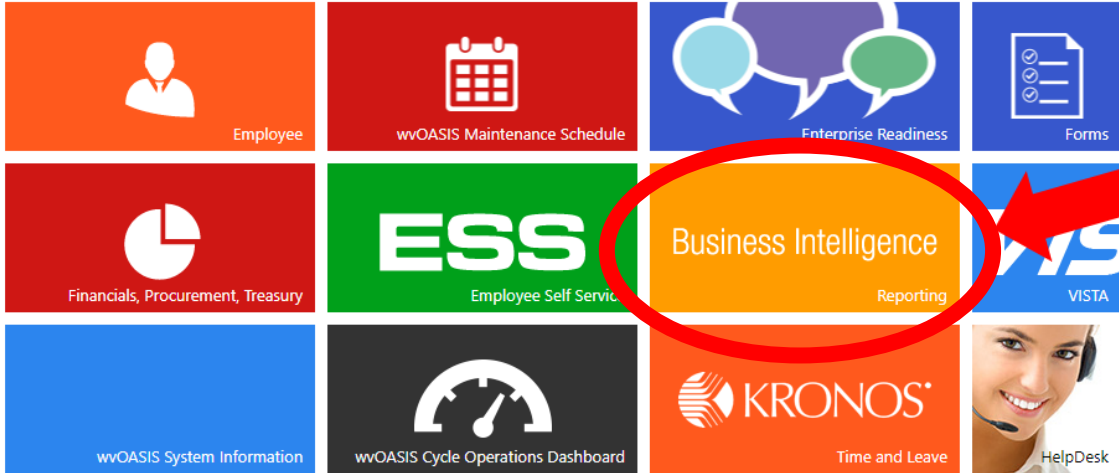
<b>Document Navigator</b> 	<b>Publishing</b>		
Header	Procurement Folder: 541951	Create Vendor Notification: <input checked="" type="checkbox"/>	Commodity Description: <input checked="" type="checkbox"/>
Schedule of Events	Amendment Number:	Schedule of Events: <input checked="" type="checkbox"/>	Item Shipping: <input checked="" type="checkbox"/>
Terms and Conditions	Published Date:	Terms and Conditions: <input checked="" type="checkbox"/>	Item Specifications (Handling): <input checked="" type="checkbox"/>
Commodity Group	Published Time:	Evaluation Criteria: <input checked="" type="checkbox"/>	Item Specifications (Details): <input checked="" type="checkbox"/>
Commodity	Original Let Date: 01/25/2019	Evaluation Criteria (Points): <input type="checkbox"/>	Commodity Terms and Conditions: <input checked="" type="checkbox"/>
Commodity T & C	Let Date: <input type="text" value="01/25/2019"/> 	Amendment History: <input checked="" type="checkbox"/>	Commodity Attachments: <input checked="" type="checkbox"/>
Evaluation Criteria Group	Close Date: <input type="text" value="02/08/2019"/> 	Document Attachments: <input checked="" type="checkbox"/>	Prohibit Online Responses: <input type="checkbox"/>
Evaluation Criteria Line	Close Time: <input type="text" value="13:30"/>	Publish Vendor List: <input type="checkbox"/>	AttachmentList: <input type="text"/>
Vendor List	Public Bid Opening Date: <input type="text"/> 	Only Notify Vendor List: <input type="checkbox"/>	Restrict Multiple Responses per Vendor TIN: <input type="checkbox"/>
Free Form Vendor	Public Bid Opening Time: <input type="text"/>		
Vendor Rotation			
Commodity E-mail Push			
<b>Publishing</b>			
Supporting Documents			













# Business Intelligence

myApps

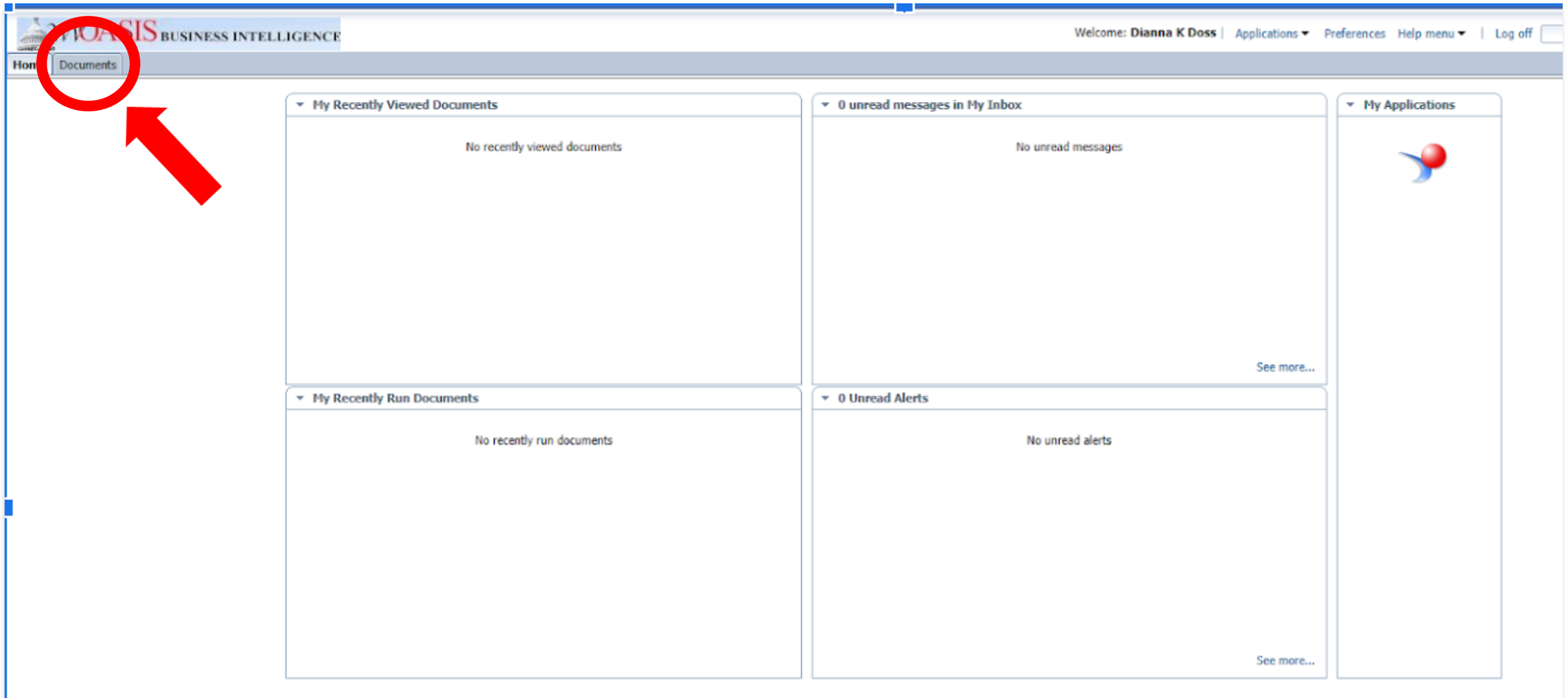
Advanced security options are now available for your account

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

# Business Intelligence





# Business Intelligence

MOASIS BUSINESS INTELLIGENCE

Welcome: Mark L Totten | Applications ▾ | Preferences | Help menu ▾ | Log off

Home Documents

View ▾ New ▾ Organize ▾ Send ▾ More Action ▾ Details

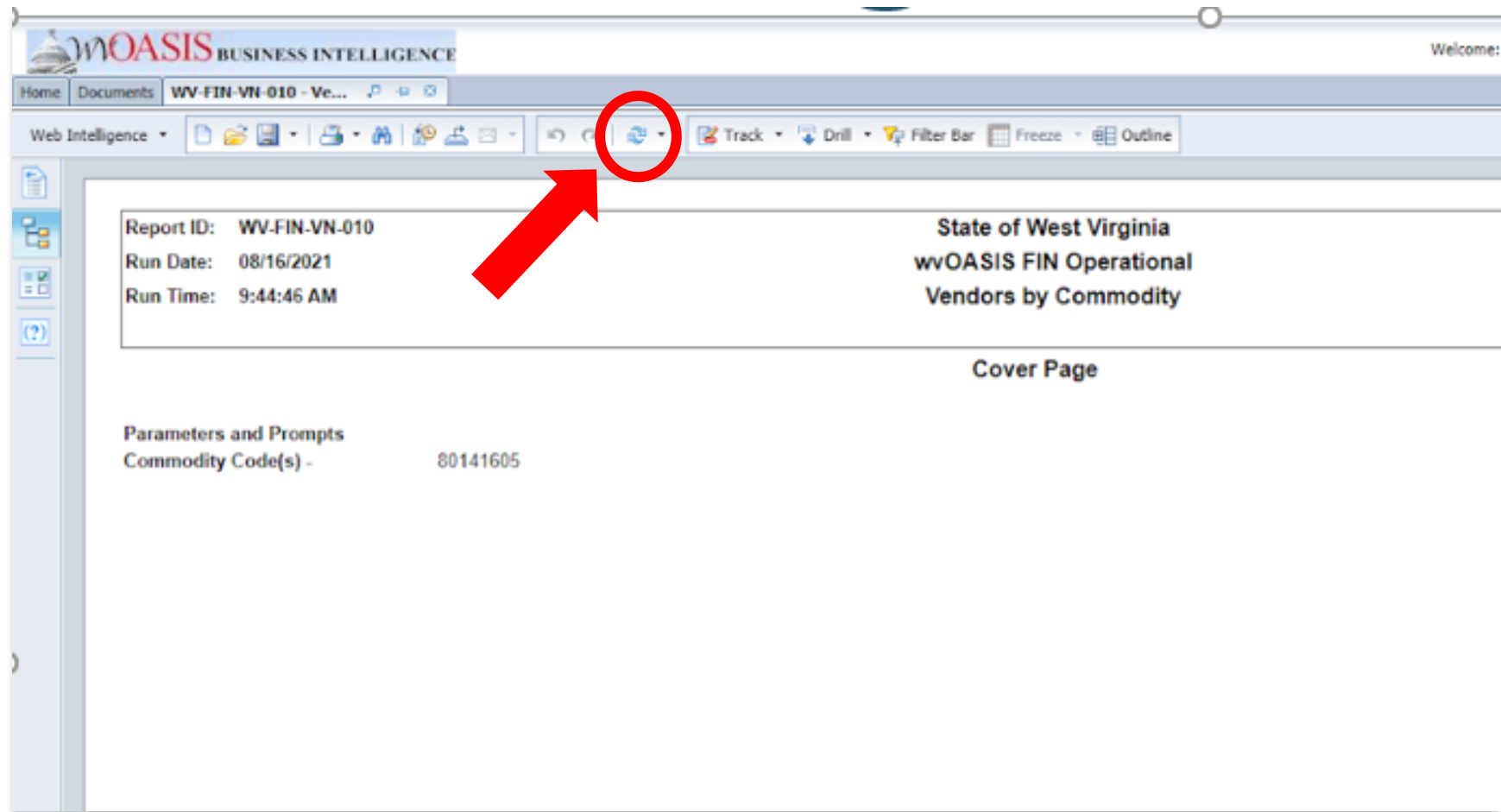
My Documents

Folders

- Public Folders
- BI Platform Auditing
- CGI InfoAdvantage R3111 Financial Reports
- woOASIS
  - Advantage Financial
  - Accounts Payable
  - Accounts Receivable
  - Budgetary Control
  - CAFR
  - Cash Balance Analysis
  - Cash Management
  - COA Elements
  - DEP
  - Document Control
  - Finance Team
  - Fixed Asset
  - General Accounting
  - Grants Management
  - Inventory
  - Payroll
  - Procurement
  - Legislative Auditor

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

**MOASIS BUSINESS INTELLIGENCE**

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

**Prompts**

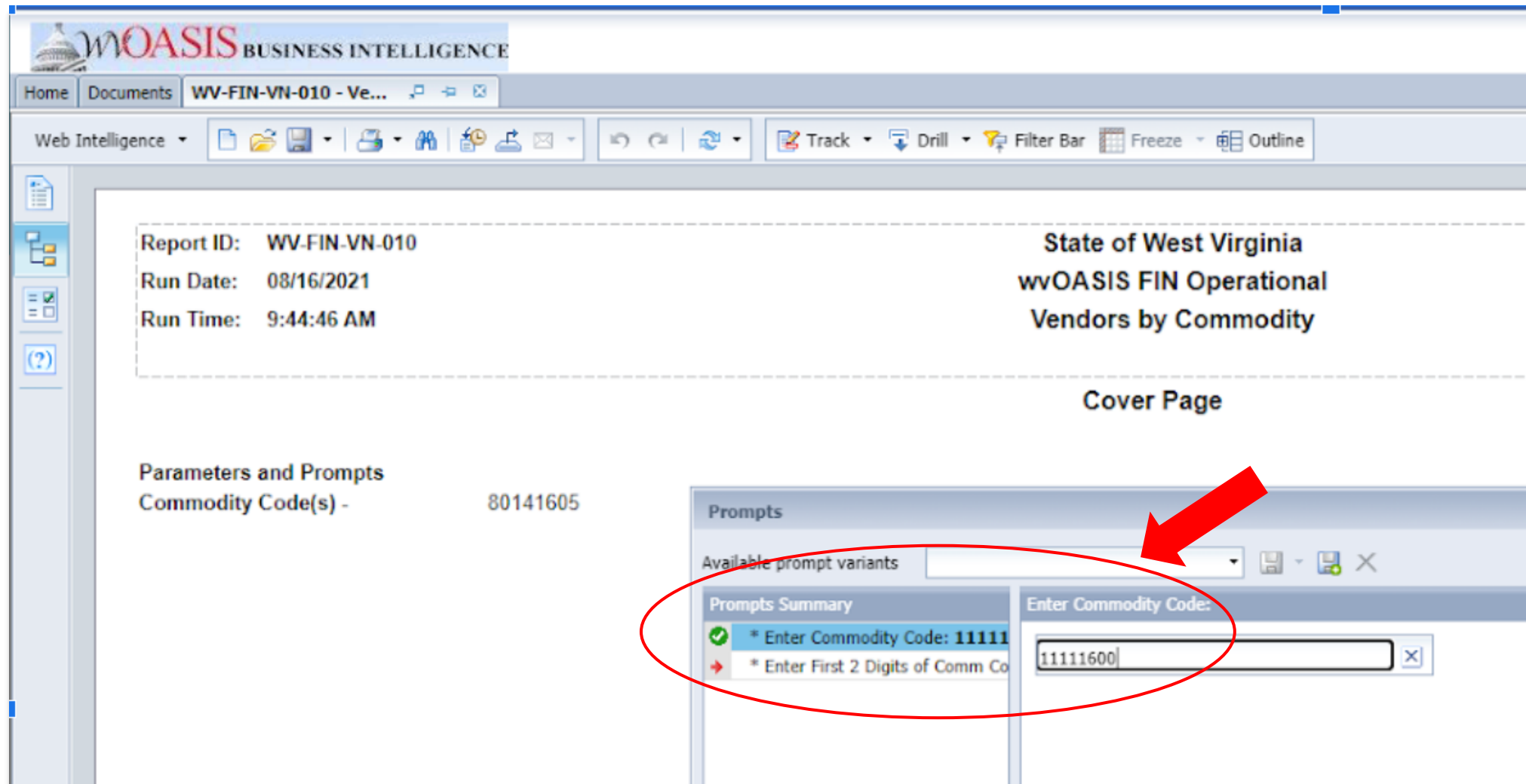
Available prompt variants

**Prompts Summary**

- \* Enter Commodity Code: 11111
- \* Enter First 2 Digits of Comm Co

**Enter Commodity Code:**

11111600



# Business 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

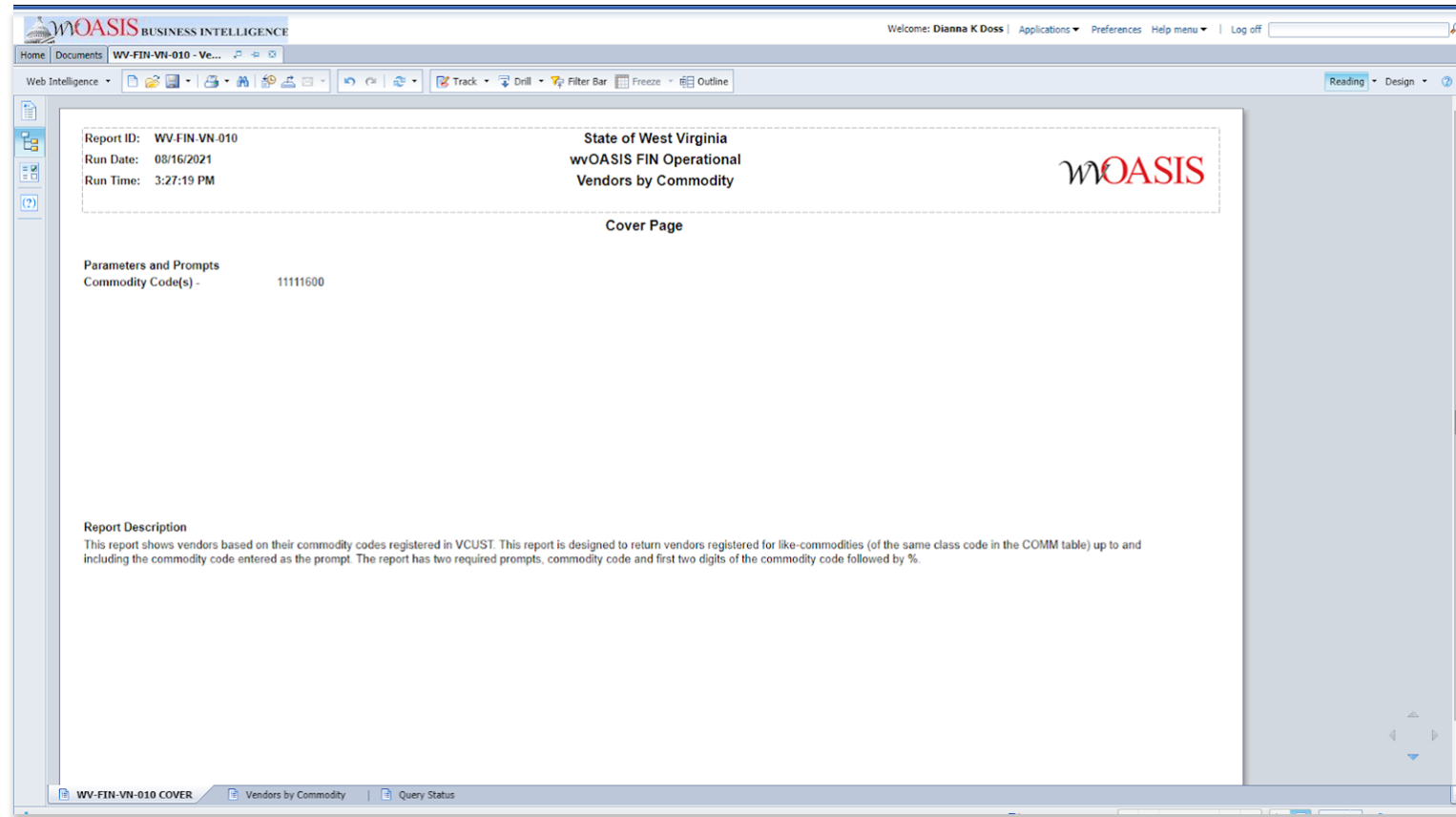
Prompts Summary

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

Enter First 2 Digits of Commodity Code Followed By %

11%

# Business Intelligence





# 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
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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

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# 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.



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# Agency Delegated Purchasing

## WV State Auditor's Office

- Payment by EFT or State Purchasing Card
- Payment Method Has NO IMPACT ON PROCUREMENT REQUIREMENTS
  - Agencies must continue to comply with Purchasing Division policy







**THANK  
YOU**

**BILLIE HANCOCK**

**PROCUREMENT  
SUPERVISOR,  
BPH**

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