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# Inspection Services *and* Contract Management



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# Inspection Services and Contract Management Unit

- Shane Hall, Contract Manager
- Mitzie Howard, Inspector
- Jason Thompson, Inspector
- Samantha Chaney, Inspector



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# Objectives

- The Inspection Process
- Identify Issues and Findings
- Corrective Action Plan Request
- Contract Management (Changes of the Forms)
- Better understanding of the inspection process, procedures, requirements, and the need for documentation



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# Agency Delegated Authority

*West Virginia Code §5A-3-10, §5A-3-4, §5A-3-11*  
*Code of State Rules 148-1-7.2*

- In accordance with West Virginia Code and the Code of State Rules, state agencies may make purchases in the amount of \$50,000 or less for certain commodities and services.
- Agencies may request additional agency delegated authority of \$100,000 and must be approved by the Purchasing Director.



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# Inspection Services

## *Code of State Rules Section 4.14*

- The Director shall appoint inspectors to review and audit spending unit requests, purchases, and other transactions and performance that fall under the authority of the division
- Inspectors may also provide relevant training for agency personnel
- Inspectors shall have access at any and all times to personnel, records, reports, and other documents as needed
- We inspect one year in arrears. However, we can inspect any 12-month period



# Inspection Process

First

- An inspector is assigned to an agency.

Next

- The agency receives a letter from the Purchasing Division advising of their assigned inspector and the date of the impending inspection.

Then

- The inspector will review any potential findings with the agency at the end of the inspection.

When Needed

- If there is a case of stringing, a draft report will be prepared and forwarded to the inspected agency for their review and comments.

Lastly

- The agency is given a two week notice to respond to the report.

Finally

- The agency response will become part of the final report. A corrective action request will follow the final report.



MARK D. SCOTT  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

W. MICHAEL SHEETS  
DIRECTOR

March 21, 2022

Mr. W. Michael Sheets, Director  
Purchasing Division  
2019 Washington St. East  
P.O. Box 50130  
Charleston, West Virginia 25305

Dear Mr. Sheets:

Pursuant to requirements found in the *West Virginia Code*, §5A-3-3(9), and the Code of State Rules, 148CSR, the Purchasing Division is required to review certain aspects related to the governmental purchasing function. Specifically, the Purchasing Division is required to:

- determine whether commodities delivered or services performed conform to contractual requirements (§5A-3-9); and,
- review and audit spending unit requests and purchases and other transactions and performance that fall under the authority of the division (CSR §148-1-4.14).

Accordingly, please be advised that a purchasing inspection of your agency is scheduled to begin **April 4, 2022**. We plan to review agency purchases, inspect the delivery of equipment and services, and verify that all purchasing laws, rules and procedures were followed. Upon completion of the inspection, we will review potential findings with a member of your staff and, subsequently, provide a written summary of our findings and recommendations. Should you have any questions, we will be happy to discuss any of the issues relating to the inspection and, if necessary, provide training to assist you and your staff. **Jason Thompson** has been assigned to this review.

In order to minimize time on site, please have ready all records, bids, purchase orders, documentation and correspondence for the transactions listed on the attached pages by **April 4, 2022**.

Should you have any questions or require further clarification, please contact me at (304) 558-5780. Your cooperation is greatly appreciated.

Respectfully,

Greg Clay  
State Purchasing Contracts Manager

Enclosure

cc: Jennifer Fields, Administrative Secretary, Purchasing Division

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WVPurchasing.gov

# NOTIFICATION LETTER

- I. Addressed to the Director
- I. Lists the Inspection Date
- I. Lists your Inspector
- I. Date the documents are to be received by the Inspection Service Unit

# List of Transactions for Review

Purchasing - 0213			
Fiscal year 2020 - July 1, 2019 through June 30, 2020			
DOCUMENT	RCVD. DATE	VENDOR NAME	AMOUNT
1 PRCC,0213,PC20016991	8/12/2019	4MPRINT	498.30
2 PRCC,0213,PC20148101	6/4/2020	ADOBE 800-833-6687	407.88
3 PRCC,0213,PC20002852	7/12/2019	AMZN MKTP US MH80Q4D01	291.29
4 PRCC,0213,PC20032402	8/22/2019	AMZN MKTP US M03TH4T91	455.12
5 PRCC,0213,PC20128602	4/13/2020	CAPITOL BUSINESS INTERIOR	8,497.66
6 PRC,0213,2000037667	5/27/2020	DELL MARKETING LP	2,118.00
7 PRCC,0213,PC20016991	8/6/2019	ELECTRONIC SPECIALTY COMP	263.00
8 TRER,0213,2000000082	8/29/2019	GALE, STEPHANIE L	334.99
9 PRCC,0213,PC20032402	9/13/2019	N CHARLESTON BLUEPRINTS	126.00
10 TRER,0213,2000000141	9/20/2019	NGRAHAM, BRITTANY E	293.08
11 PRCC,0213,PC20032402	9/6/2019	KOENIG ART EMPORIUM	331.61
12 PRCC,0213,PC20049778	9/16/2019	KOMAX BUSINESS SYSTEMS	1,059.46
13 PRCC,0213,PC21000479	5/20/2020	LIBERTY DISTRIBUTORS INC	332.00
14 PRCC,0213,PC20050430	10/2/2019	LOWES #00675	359.96
15 PRCC,0213,PC20032402	8/15/2019	MARCO PROMOTIONAL PRODUC	1,735.09
16 PRCC,0213,PC20139519	5/12/2020	MOUNTAINEER GLASS	252.05
17 PRCC,0213,PC20148102	6/17/2020	NA SPO	1,200.00
18 PRCC,0213,PC21004180	6/22/2020	NATIONAL INSITUTE OF GOVE	1,000.00
19 PRCC,0213,PC21004180	6/30/2020	NATIONAL PROCUREMENT INST	400.00
20 PRCC,0213,PC21004180	6/30/2020	OFFICEMAX/OFFICEDEPT#6877	433.41
21 PRCC,0213,PC20016991	8/6/2019	PAYPAL MADIMAGESIN	36.85

- I. Document ID
- I. Received Date
- I. Name of Vendor
- I. Amount of Transaction





# Inspector Review: *Most Common Findings*

- 1 Use of Statewide Contracts (review non-mandatory contracts)
- 2 Failure to Bid at Delegated Level
- 3 Vendor Registration
- 4 Verification Searches (SOS, State Debarment)
- 5 w/OASIS Award Document (APO, ACT, AMA)

# Inspector Review:

## *Most Common Findings*

6

Asset Tags (if applicable)

7

Certification of Non-Conflict of Interest

8

Misc. (OT approval, not following emergency procedures or statewide contract ordering instructions, no documentation)

9

Stringing

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# Internal Sources

- Once your agency has determined a need, you should check internal sources first. W.V. Code §25-7-5
  - Sheltered Workshops
  - Correctional Industries
  - Surplus Property



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# I Statewide or Agency Contracts

- If the needed commodity or service is not available from an internal source, **you must** then check availability through statewide or agency contracts **unless they are listed as (Non-Mandatory)**.
- Mandatory for use
- Commonly used commodities and/or services
- Lowest price possible for best quality
- Saves time having to bid out contracts for similar commodities or services



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# I Statewide or Agency Contracts

- Agencies may request a waiver from a statewide contract if:
  - The vendor is unable to deliver by the required deliver date, assuming that the spending unit is not imposing an unreasonable delivery deadline;
  - The vendor is unresponsive to ordering requests;
  - The price of the goods or service can be found from a different source at a substantially lower cost for the exact item, with the quality and all other specifications being equal; or
  - The vendor has refused to perform.

*Note: Any waiver granted must be retained in the agency file for the transaction to which the waiver applies.*



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# Mandatory Statewide Contracts

- Most Statewide Contracts are mandatory.
- State agencies that are statutorily required to follow the guidelines established by the Purchasing Division must use these contracts.



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# Mandatory Statewide Contracts

- Airfare AIRFARE
- Asbestos Abatement Services ABATMNT
- Auto Parts MVPARTS
- Batteries (Auto & Equipment) AEBATTERY
- Box Truck Rentals COMTRKRN
- Cleaning Supplies (Household) HOUSE
- Commercial Copiers (Purchase & Lease) DIGCOP
- Computers IP
- Credit Card (P-Card) Provider PCARD
- Debt Collection Services DEBT
- Digital Data Circuits/Transport DATATRNSP
- Fasteners & Accessories FASTEN
- Fingerprinting Equip./Services FNGRPRNT
- Food Items FOOD
- Fuel (Gasoline, Diesel, Heating, Kerosene, etc.) FUEL
- Geographic Info. System (GIS) Software ESRI
- Google G-Suite Software as a Service GSUITE
- Lease/Finance Contract FINANCE
- Light Bulbs and Ballasts LIGHT
- Microsoft Software LAR
- Office Furniture SYSFURN
- Oils, Lubricants, and Grease OIL
- Paint and Painting Supplies PAINT
- Pest Control PESTCTR
- Record Storage (Physical) RECMGT
- School Buses SBUS
- Security Guard Personnel SECSVS
- Telephone Service (Voice Over Internet Protocol VOIP) VOIP
- Telephone Service, Local (When VOIP Unavailable) CENTREX
- Telephone Service, Long Distance (When VOIP Unavailable) LDPHONE
- Temporary Employees (Various Categories) TEMP
- Timeclocks TIMECLOCK
- Tires (New) NTIRES
- Toilet Paper, Paper Towels, & Related Products SANPAPE
- Trash Bags CANLINE
- Travel Agent/Management TRAVEL
- Website Management EPORTAL



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# Non-Mandatory Statewide Contracts

- Several Statewide Contracts are not mandatory.
- Keep in mind if these commodities or services are not purchased from the Statewide Contract, the purchase must mirror central procurement procedures applicable to the relevant spending threshold.





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# Non-Mandatory Statewide Contracts

## Effective July 1, 2022

- Automatic External Defibrillators DEFIB
- Electronic Monitoring of Offenders (Equipment and Services) ELECMON
- Equipment Rental Services EQRENT
- Industrial Supplies (Maintenance, Repair, and Operation Supplies) INDEQP
- Office Supplies OFFICE
- Rental Cars CRENTAL
- Small Package Delivery Services PKGSVS

## Effective June 15, 2022

- Building Supplies BLDSUPPLY

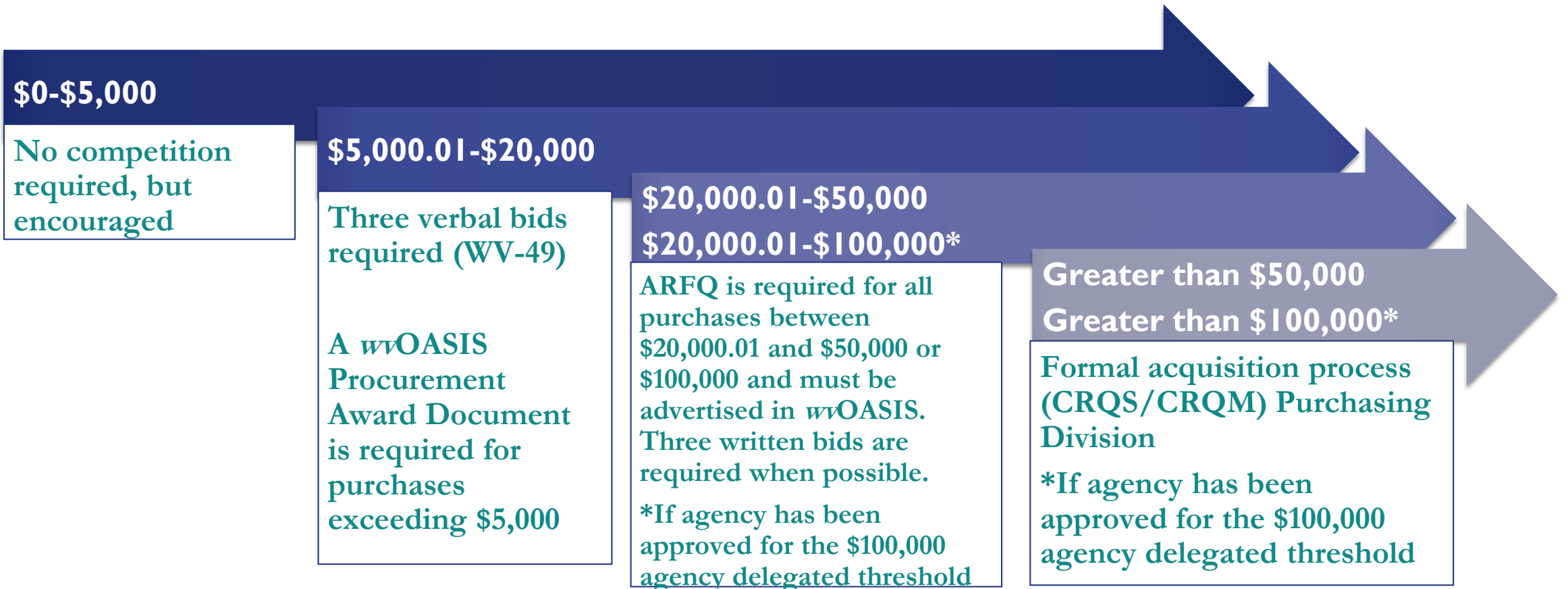
## Effective April 1, 2022

- WVARF – Commodities and Services WVARF
- WVARF – Janitorial Services WVRFJAN



## 2 Failure to Bid at Delegated Level

- Documentation must be on file at the agency location or in wvOASIS



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### 3

## Vendor Registration – Verification

### ***CSR 148-1-6. Registration, Bidding, and Award***

- All vendors must be registered with the Purchasing Division, unless:
  - Using a P-card for travel-related services
  - Using a P-card for payments less than \$25,000 yearly from a spending unit
- Vendors may register through the Vendor Self-Service or by completing the vendor registration and disclosure statement provided by the Purchasing Division.



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# Section 9 Purchases

- In accordance with West Virginia Code §5A-3-1(a)1, §5A-3-3(2) and the West Virginia Code of State Rules §148-1-4.1, the Director has determined that it is not possible to obtain certain commodities and services through the competitive bidding process
- The Director has identified those commodities and services in the Impossible to Bid List of Commodities and Services
- Vendor registration and all other requirements for the dollar amount of the purchase are mandatory for contracts for these commodities and services; however, the annual vendor registration fee is waived
- Spending units purchasing from vendors under the Impossible to Bid List must continue to observe the standard purchasing procedure associated with a normal competitive purchase of the same dollar amount



# Transactional Exemption Process


- VNREGEX table in wvOASIS
- \$2,500 threshold related to \$125 vendor registration fee
- Vendor registration fee exemption for specific transactions


Vendor Registration Exemption

Department	Unit	Vendor Registration Exemption Code	Vendor Registration Exemption Description
0213	0213PC		CSR 148-1-6 Pcard Less Than \$25,000
✓ 0213	0213SMALL		CSR 148-1-6.c.3 PO Less Than \$2,500.01

First Prev Next Last

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

\*Department :  

Unit :  

\*Vendor Registration Exemption Code :

Vendor Registration Exemption Description :

# Transactional Exemption Process

- Additional Handbook-related transactional exemption codes to vendor registration deployed to all departments
- Code usage reviewed by Purchasing Division Inspection Unit

Vendor Registration Exemption			
Department	Unit	Vendor Registration Exemption Code	Vendor Registration Exemption Description
✓ 0213		0213ADVERTISING	Advertising pursuant to the Purchasing Procedures Handbook Section 9.1 at WVPurchasing.gov
0213		0213ATTORNEY	Attorneys and law firms pursuant to the Purchasing Procedures Handbook Section 9.3 at WVPurchasing.gov
0213		0213AVIATIONFUEL	Aviation fuel pursuant to the Purchasing Procedures Handbook Section 9.4 at WVPurchasing.gov
0213		0213COURTORDER	Court-ordered payments pursuant to the Purchasing Procedures Handbook Section 9.20 at WVPurchasing.gov
0213		0213COURTPLACEMENT	Court-ordered placements pursuant to the Purchasing Procedures Handbook Section 9.6 at WVPurchasing.gov
0213		0213DUES	Professional association dues pursuant to the Purchasing Procedures Handbook Section 9.12 at WVPurchasing.gov
0213		0213EMERGENCY SVCS	Emergency services, non-construction, non-architectural, non-engineering pursuant to the Purchasing Procedures Handbook Section 9.11 at WVPurchasing.gov
0213		0213ENTERTAINER	Entertainers pursuant to the Purchasing Procedures Handbook Section 9.7 at WVPurchasing.gov
0213		0213HISTORICAL	Artwork and historical items pursuant to the Purchasing Procedures Handbook Section 9.2 at WVPurchasing.gov
0213		0213HOSPITALITY	Hospitality pursuant to the Purchasing Procedures Handbook Section 9.8 at WVPurchasing.gov

# Transactional Exemption Process

- Code input into the “Vendor Registration Exemption” field within the Header portion of the wvOASIS award document under the General Information tab

The screenshot displays the wvOASIS interface for an Agency Delivery Order (ADO). The 'General Information' tab is active, showing various document details. A red box highlights the 'Vendor Registration Exemption' field, which is currently empty. A red arrow points from a text box labeled 'Transactional Code from VNREGEX' to this field. Another red arrow points from the 'General Information' tab to the overall form area.

Document Name: Purchasing Division Bldg. 15 desktop PC order Fall 2015

Record Date: 10/26/2015

Budget FY: 2016

Fiscal Year: 2016

Period: 4

Document Description: Purchasing Division Bldg. 15 desktop PC order, Fall 2015

Actual Amount: \$4,040.00

Closed Amount: \$4,040.00

Closed Date: 12/10/2015

PCard ID: [ ]

PCard Exp: [ ]

Accounting Profile: [ ]

Procurement Folder: 151742

Procurement Type: Agency Delivery Order

Procurement Type ID: 12

**Vendor Registration Exemption: [ ]**

Cited Authority: [ ]

Confirmation Order:

Blanket Agreement:

**Transactional Code from VNREGEX**


# 4

## Vendor Verification Searches

Under the Vendor/Customer component, view the Fee and Vendor Compliance Holds tab.

- A blank box means there are no holds, and the vendor is in compliance with that government entity
- At this point in time, it is our understanding that state debarment and Secretary of State are the only verifications that must occur outside of the system

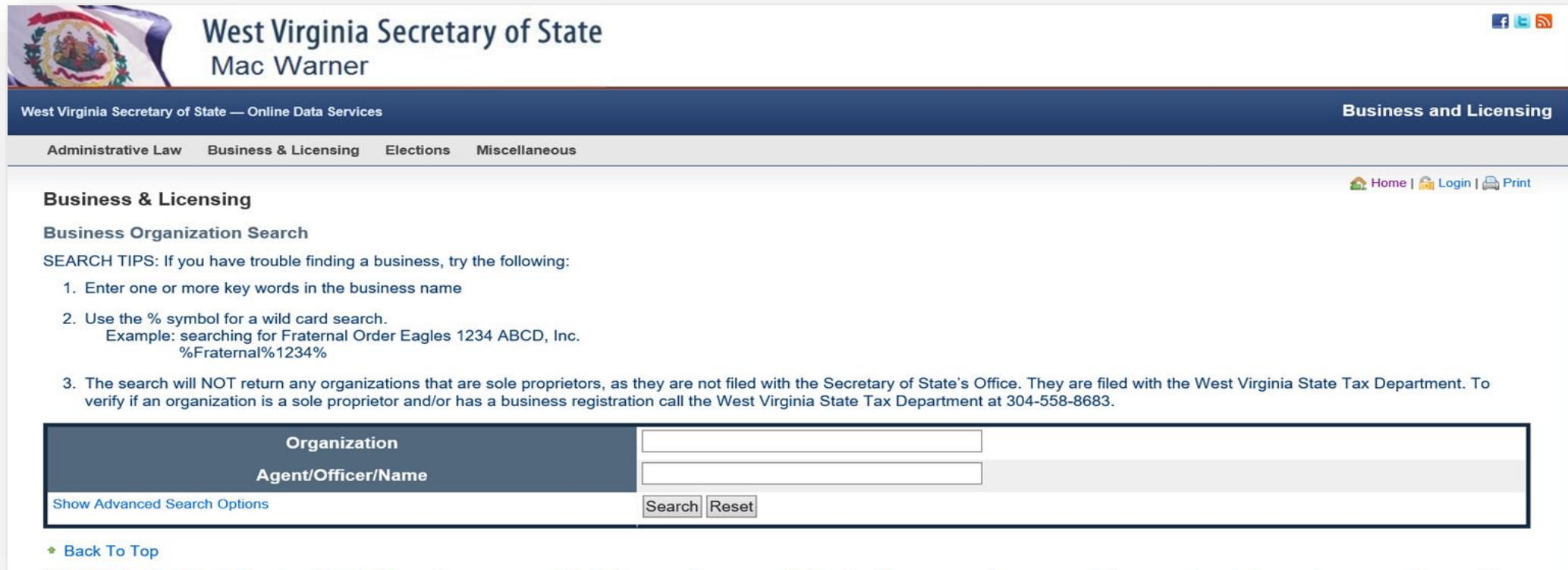
▼ Fee and Vendor Compliance Holds

Registration Application Date :	01/07/2019		Tax Clearance :	<input type="checkbox"/>
Registration Effective Date :	01/18/2019		Unemployment Insurance :	<input type="checkbox"/>
Registration Expiration Date :	01/18/2020		Worker's Compensation :	<input type="checkbox"/>
Pre-Registration Code :			Secretary of State Registration :	<input type="checkbox"/>
			Federal Debarred :	<input type="checkbox"/>



# Secretary of State Verification Search

*<http://apps.sos.wv.gov/business/corporations/>*



The screenshot shows the website for the West Virginia Secretary of State, Mac Warner. The page is titled "Business Organization Search" and provides search tips and a search form. The search form has two input fields: "Organization" and "Agent/Officer/Name". There are "Search" and "Reset" buttons. A link for "Show Advanced Search Options" is also present. The page includes a navigation menu with "Administrative Law", "Business & Licensing", "Elections", and "Miscellaneous". The "Business & Licensing" section is active. There are also links for "Home", "Login", and "Print".

West Virginia Secretary of State  
Mac Warner

West Virginia Secretary of State — Online Data Services

Business and Licensing

Administrative Law Business & Licensing Elections Miscellaneous

Home | Login | Print

## Business & Licensing

### Business Organization Search

SEARCH TIPS: If you have trouble finding a business, try the following:

1. Enter one or more key words in the business name
2. Use the % symbol for a wild card search.  
Example: searching for Fraternal Order Eagles 1234 ABCD, Inc.  
%Fraternal%1234%
3. The search will NOT return any organizations that are sole proprietors, as they are not filed with the Secretary of State's Office. They are filed with the West Virginia State Tax Department. To verify if an organization is a sole proprietor and/or has a business registration call the West Virginia State Tax Department at 304-558-8683.

Organization	<input type="text"/>
Agent/Officer/Name	<input type="text"/>

Show Advanced Search Options

Search Reset

[Back To Top](#)

# DEBARRED AND SUSPENDED VENDORS



## Debarred Vendor List

Pursuant to **West Virginia Code** §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period.

Below is a list of vendors who are currently debarred from doing business with the State of West Virginia.

## The Official U.S. Government System for:

### Contract Opportunities

(was fbo.gov)

### Contract Data

(Reports ONLY from fpds.gov)

### Wage Determinations

(was wdol.gov)

### Federal Hierarchy

Departments and Subtiers

### Assistance Listings

(was cfd.gov)

### Entity Information

Entities, Disaster Response Registry,  
Exclusions, and Responsibility/  
Qualification (was fapiis.gov) **NEW**

### Entity Reporting

SCR and Bio-Preferred Reporting

## Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)



[Check Entity Status](#)

## Already know what you want to find?

Select Domain... ▼

e.g. 1606N020Q02



# WV-50A Manual Vendor Compliance Search Verification Form

<p>WV-50A Rev. 1/20/2023</p> <p style="text-align: center;"><b>Award Recommendation and Manual Vendor Compliance Search Verification Form (Agency Delegated Purchases)</b></p> <p>DATE: <span style="background-color: yellow;">[insert date]</span></p> <p>TO: Memo to File</p> <p>SUBJECT: Recommendation for Award</p> <p>Solicitation Number: _____ <u>Procurement</u> Folder Number: _____</p> <p>Solicitation Description: _____</p> <p><b>Bid Information:</b></p> <p style="background-color: yellow;">[List Vendor # 1 Name - TOTAL BID AMOUNT] [List Vendor # 2 Name - TOTAL BID AMOUNT] [List Vendor # 3 Name - TOTAL BID AMOUNT] [List Vendor # 4 Name - TOTAL BID AMOUNT]</p> <p><b>Award Recommendation: Check the appropriate box below.</b></p> <p><input type="checkbox"/> <b>Lowest Bid:</b> By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications.</p> <p><input type="checkbox"/> <b>Other Than Lowest Bid:</b> By signing below, the procurement officer certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:</p> <p style="margin-left: 40px;">List Vendor # <u>    </u> Name - _____ Reason for Disqualification/Missed specification: _____</p> <p style="margin-left: 40px;">List Vendor # <u>    </u> Name - _____ Reason for Disqualification/Missed specification: _____</p>	<p>WV-50A Rev. 1/20/2023</p> <p><b>Manual Search Verifications:</b> By signing below the procurement officer certifies that he or she has verified that:</p> <p><input type="checkbox"/> <b>Vendor is in compliance</b> with the Secretary of State requirements for business registration (or is not required to register with that office or has obtained the necessary exemption), that the vendor is not identified as a debarred vendor within the Federal SAM system, and that the vendor is not listed on the West Virginia Purchasing Division's list of debarred vendors.</p> <p><input type="checkbox"/> <b>Vendor is not in compliance</b> with the Secretary of State requirements for business registration and this will need to be remedied before contract award.</p> <p>Procurement Officer Signature _____ Date _____</p> <p>Procurement Officer Printed Name _____</p>
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5

# wvOASIS Procurement Award Document

Required for all purchases in excess of \$5,000, regardless of payment method (warrant or P-card)



wvOASIS Procurement Award Document  
(APO, ACT, or AMA)



**APO - Agency Purchase Order-One Time Purchase not to exceed \$50,000**

**ACT - Agency Contract for a fixed amount with renewal years not to exceed \$50,000 per 12-month period**

**AMA – Agency Master Agreement, open-end contract that covers a period of time in which all terms, conditions and prices are specified except for quantity. (not to exceed \$50,000 in a 12-month period)**

# 6

## Asset Tags



### *What is reportable inventory?*

- An asset that costs \$1,000 or more and has a useful life of one (1) year or more
- All computers (including laptops and central processing units [CPU]) with an acquisition cost of \$500 or more
- All firearms regardless of the cost

# 7

# Certification of Non-Conflict



STATE OF WEST VIRGINIA  
Purchasing Division

**CERTIFICATION OF NON-CONFLICT OF INTEREST**

West Virginia Code § 5A-3-31: "It shall be unlawful for any person to corruptly combine, collude or conspire with one or more other persons with respect to the purchasing or supplying of commodities or printing to the state under the provisions of this article if the purpose or effect of such combination, collusion or conspiracy is either to (1) lessen competition among prospective vendors, or (2) cause the state to pay a higher price for such commodities or printing than would be or would have been paid in the absence of such combination, collusion or conspiracy, or (3) cause one prospective vendor or vendors to be preferred over one or more other prospective vendor or vendors. Any person who violates any provision of this section shall be guilty of a felony, and, upon conviction thereof, shall be confined in the penitentiary not less than one nor more than five years, and be fined not exceeding five thousand dollars."

West Virginia Code § 6B-2-5(b)(1): "A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person."

West Virginia Code § 6B-2-5(d)(1): "[N]o elected or appointed public official or public employee or member of his or her immediate family or business with which he or she is associated may be a party to or have an interest in the profits or benefits of a contract which the official or employee may have direct authority to enter into, or over which he or she may have control . . . ."

The individual(s) listed below have been charged to evaluate or serve as members or advisors of an evaluation committee for the solicitation as specified [\_\_\_\_\_]

By signing this form, each individual acknowledges that: (1) his or her service on the evaluation committee is not in violation of West Virginia Code § 5A-3-31, § 6B-2-5, or any other relevant code section; (2) his or her service on the evaluation committee does not create a conflict of interest with any of the participating vendors; and (3) he or she has not had or will not have contact relating to the solicitation identified above with any participating vendors between the time of the bid opening and the award recommendation without prior approval of the Purchasing Division.

Name/Title	Agency	Signature	Date

Revised February 8, 2016

- Form used by members or advisors of an evaluation committee to certify they have no conflict of interest with any of the participating vendors
- This form is required for agency delegated purchases exceeding \$5,000. Agencies may adopt this policy at their discretion for purchases \$5,000 or less
- This form is required for a **single purchase** or a contract when the amount exceeds \$5,000

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## 8

# Miscellaneous Findings

## *– No WVOT Approval*

- CTO Requisition Review is required by West Virginia State Code to review all proposed IT acquisitions unless:
  - Under \$2,500 for
    - HARDWARE
    - ROUTERS
    - Adobe DC PDF and Nuance PDF Software
    - Removable Media (*Check with your Agency Privacy Officer, State Privacy Office, and OT Security Office when applicable.*)





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# Misc. Findings

## *– Not Following Emergency Procedures*

- **Emergency**

- *A purchase made when unforeseen circumstances arise, including delays by contractors, delays in transportation and unanticipated volume of work. A report of any such purchase, together with a record of competitive bids upon which it was based, is to be submitted to the Purchasing Director. Emergency purchases are not used for hardship resulting from neglect, poor planning or lack of organization by the spending unit. Failure to plan does not make it an emergency.*

### **Emergency Purchases of \$50,000 or Less**

- 3 Bids if possible
- Agency written justification
- Agency wvOASIS award document
- Agency Master Terms and Conditions
- Documentation for the dollar threshold

### **Emergency Purchases Exceeding \$50,000**

- 3 Bids if possible
- Written justification to Purchasing Director for approval
- Requisition forward to Purchasing Division for processing
- Purchasing Master Terms and Conditions
- Documentation for the dollar threshold



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# Misc. Findings

## *– Not Following Statewide Contract Instructions*

- Ordering Instructions

- *Agencies should always refer to the ordering instructions, if present, on all open-end or statewide contracts for proper direction prior to attempting to issue a delivery order.*



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# Misc. Findings

## – *Third-Party Booking*

- Travel

- *Section 6.2 of the State Travel Policy states: “Travelers shall not book lodging through a Third Party Booking vendor. Third party vendors are unable to provide an itemized invoice or folio for reimbursement.”*



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# Misc. Findings

– *No Documents Provided During Inspection*

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## 9 Stringing

### *Purchasing Division Procedures Handbook, Section 5.1:*

- “No agency is permitted to issue a series of requisitions to circumvent the \$50,000 threshold or any established delegated threshold. Violation of the \$50,000 threshold is commonly referred to as ‘stringing,’ and is prohibited by law. Instances of stringing must be reported to the Legislature.”



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# Stringing

## *Purchasing Division Procedures Handbook, Section 5.1:*

- Amounts spent with vendors are viewed comprehensively
- State agencies should continuously monitor their expenditures with vendors to ensure that the total amount spent with a given vendor, within any 12-month period, does not exceed an applicable bid threshold without the proper level of documentation and bidding
- Any amount spent through competitive bidding with the Purchasing Division does not count toward the aggregate spend.



# Stringing

## *Purchasing Division Procedures Handbook, Section 5.1:*

### SIMILAR MATERIAL OR SERVICE EXAMPLE

PRCC, 0433,PC22000001	7/9/2021	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	8/9/2021	HEINERS BAKERY	4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	9/09/2021	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	10/09/2021	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	11/09/2021	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	12/09/2021	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	1/09/2022	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	2/09/2022	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	3/09/2022	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	4/09/2022	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	
PRCC, 0433,PC22000022	5/09/2022	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	\$51,700.00
PRCC, 0433,PC22000022	6/09/2022	HEINERS BAKERY	\$4,700.00	BAKERY ITEMS	

**TOTAL TRANSACTIONS--\$56,400.00**

# Corrective Action Plan

## Corrective Action Plan

In response to the final report issued **August 16, 2022**

Agency Name: **AGENCY NAME**  
Agency Address: **AGENCY ADDRESS**  
Agency Contact: **XXXXXXXXXX**

Inspection Date(s): **XXXXXXX**  
Phone: (304)- **XXXXXXX**  
Email: **@wv.gov**

### Issue # 1 - (1 Instance)

**(HEINERS BAKERY)**

**Finding: Stringing** – The Pattern of transactions and amount spent with this vendor during fiscal year could be construed as stringing. During the period under review, the agency spent a total of \$56,400.00 in 12 transactions with this vendor which exceeds the agency delegated bid limit of \$50,000.00.

**Corrective Action:** (Must include: Steps to correct the specific concerns identified by reviewers; steps to identify and correct similar issues which may be present within the agency but not specifically identified by the inspectors.)

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**Quality Assurance and Monitoring:** (Must include steps to monitor status and prevent recurrence of similar problems in the future. Each corrective action step must have corresponding quality assurance/monitoring activity.)

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Name and Title of Responsible Person:

Signature:

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**Target Date for Completion:** (Must be completed within 60 days of the final report date)

**October 15, 2022**



# Contract Management

## *Purchasing Division Procedures Handbook Section 6.5.2*

- Is for contracts of commodities and services exceeding \$1million (except construction contracts)
- Post Award Conference
  - Ensures a clear and mutual understanding of all contract terms and conditions and the responsibilities of all parties. This form includes the detailed agenda of the conference, list of people in attendance, and additional information discussed.
- 2<sup>nd</sup> form is the Status and Activity Report
  - Measures outcomes, monitor compliance with contract requirements, assess contractor performance and activity reporting.

# Quiz

1. Certification of Non-Conflict of Interest is required at what dollar amount?
  - A. Exceeding \$2,500.00
  - B. Exceeding \$5,000.00
  - C. \$10,000.01
  - D. \$20,000.01
  - E. \$50,000.00
1. A wvOASIS award document is required at what dollar amount?
1. An Agency Award Document (APO) can not exceed what dollar amount?

**Agency makes two payments of  
\$5,000.01 to a single vendor  
within a 12-month period.**

*Stringing or Not Stringing?*

**Agency makes a one-time payment of \$50,000.01 or more to a single vendor within a 12-month period.**

*Stringing or Not Stringing?*

**Agency makes multiple payments to multiple vendors for the same commodity or service that aggregate to \$50,000.01 or more within a 12-month period.**

*Stringing or Not Stringing?*

**Agency makes a payment of \$30,000 in June one calendar year and makes a second payment of \$30,000 to the same vendor in July of the following calendar year.**

*Stringing or Not Stringing?*

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# Informational Resources

- Purchasing Division Procedures Handbook
  - [www.state.wv.us/admin/purchase/handbook](http://www.state.wv.us/admin/purchase/handbook)
- Purchasing Division Website
  - [WVPurchasing.gov](http://WVPurchasing.gov)
- Inspection Services Unit
  - [www.state.wv.us/admin/purchase/Inspection](http://www.state.wv.us/admin/purchase/Inspection)
- Inspection Report Index
  - [www.state.wv.us/admin/purchase/inspection/inspectReports.html](http://www.state.wv.us/admin/purchase/inspection/inspectReports.html)



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***[purchasing.help@wv.gov](mailto:purchasing.help@wv.gov)***

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