
Tools and Resources



Josh Hager, Senior Buyer
Joseph.E.Hageriii@wv.gov

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



Two Purchasing Division websites

- Internet
 - **WVPurchasing.gov**
 - Open to anyone with web access
- intranet
 - <http://intranet.state.wv.us/admin/purchase>
 - Available on state network



● West Virginia Purchasing Bulletin

○ What is the state seeking?

NEW ONLINE VENDOR SELF-SERVICE SITE



User ID: Password: [Sign In](#) [Sign Up](#) [Need an Account?](#) [Forgot Password?](#)

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

Solicitations

1 - 20 of 20+ Records

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status	Published On	Amended On	Bid Opening Date	Action
Addendum 1 Building Materials 1 NCRJ	DIVISION OF CORRECTIONS AND REHABILITATION Beverly L Ruppert	ARFQ-0608-DCR2100000064-2 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-DDT2100000022-3 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 click on 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 wOASIS 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_AGR2100000006

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

CRFQ: 0310_DNR2100000001

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

CRFQ: 0803_DOT2100000056

There were no responses to this solicitation

CRFQ: 0212_SWC2100000008

- [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

TRANSPARENCY

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

Transparency

COVID-19 UPDATES
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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 at wvOASIS.gov

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Request an RFQ

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Bids Received

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

TECHNICAL SERVICES UNIT

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

Notice of Centralized Award Report

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 process where amounts are expected to exceed \$25,000 in value.

The *Notice of Award Report* does not constitute an official purchase order. Vendors should not act until they receive a signed, encumbered award document executed by the State of West Virginia. On an individual *Notice of Centralized Award Report*, in the "Actual Amount" column, a value of \$0.00 dollars denotes an open-end contract.

Since the implementation of the wvOASIS system number for a given transaction. As a result, the order or contract number later generated with the *Notice of Award Report*.

Below please see a key to the abbreviations:

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.GSD210000011,3	CPO,0211.GSD210000016,1	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

Daily Requisition Status Report

- Intranet only

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

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

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 Nbr:	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 Nbr:	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		

PO Mailed: 12/08/2020 Bid Dates: Elapsed Days: 22

Status: MAILED Closed Date: 12/08/2020

09-Dec-2020 Purchasing Division - Requisition Tracking System ADJUTANT GEN - Page 3

Electronic Archive

West Virginia Purchasing Division

Purchasing Applications

Intranet

WV.gov | Administration | Purchasing | Purchas

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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.

Requisition Tracking

It is important for agency leadership to have the most recent status of their requisitions. This page provides a link to the Requisition Tracking Intranet page where you can view the status of your requisitions.

If you have any questions regarding requisitions, please contact your agency leadership.

Electronic Archive

For state agency procurement notifications that have been archived, please visit the Electronic Archive page.

WV OASIS Tips for State Agencies

This page contains information regarding the OASIS procurement module. Each page contains information regarding the OASIS Network to promote more efficient collection of state procure

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 Proced
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 Deadlin
April 28	Office Paper Recycling Program Contract Now Av
April 12	An Invitation to the Purchasing Division's 2017 Op
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 Consideratio
March 2	March 2017 Expiring-Contract Report
February 22	Purchasing Division Procedures Handbook - Revis
February 17	Upcoming Changes to Purchasing Division Proced
February 2	Statewide Contract Pricing Viewing Instructions (B
February 1	February 2017 Expiring-Contract Report
January 18	New Statewide Contract for Small Package Servic
January 18	Changes Made to Cancellation Section (#19) of Pu
January 13	WVARE Proposed Price Increase for Consideratio

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

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.

Processes and Procedures

Intranet

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

Processes and Procedures

Intranet

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

Processes and Procedures

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- 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.

West Virginia Purchasing Division

Purchasing Applications

Intranet

WV.gov | Administration | Purchasing | Purchasing Intranet | Purchasing Applications

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Requisition Tracking Report

It is important for agency procurement the most recent status of the purchase share this information with other agency leadership.

If you have any questions about a buyer assignment list to view the

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For state agency procurement notifications that have been sent

wvOASIS Tips for State Agency Employees

This page contains information for procurement module. Each of the Network to promote more efficient collection of state procurement-

West Virginia Purchasing Division

Processes and Procedures

Intranet

WV.gov | Administration | Purchasing | Purchasing Intranet | Processes and Procedures | wvOASIS Tips

wvOASIS Tips for State Agency Employees

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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 ARQM](#)

wvOASIS Tips for State Agency Employees

- Complete collection of tips archived on intranet for reference

Updated: August 2015



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 CONTRACTS

WV.gov | Administration | Purchasing | Contracts | Statewide Contracts

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

- 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*

Search: Go 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 Resource Center

- 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.

The screenshot displays the Vendor Resource Center website. At the top, there is a navigation bar with links for 'WV.gov', 'Administration', and 'Purchasing'. Below this, a welcome message states: '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.' A red banner highlights an update: 'Attention Vendors: the Vendor Self-Service Portal is upgrading November 9th!'. Below this, a message states: '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 are mentioned as well. The 'wvOASIS Procurement' logo is visible. A section titled 'State Agency Procurement Officer Contact Listing' is shown, with a list of agencies under the letter 'A'. The 'Accountancy, Board of' is listed with contact information: 405 Capitol Street, Suite 908, Charleston, WV 25301-1744. Primary Contact: Stefani Young (304) 558-3557, Fax: (304) 558-1325, E-mail: stefani.d.young@wv.gov. Backup Contact: Christine Fletcher (304) 558-3557, Fax: (304) 558-1325, E-mail: christine.m.fletcher@wv.gov. Another entry for 'Acupuncture, Board of' is partially visible. A large graphic at the bottom right features the text: 'STATE OF WEST VIRGINIA DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION DOING BUSINESS WITH THE STATE OF WEST VIRGINIA A VENDOR PROCUREMENT GUIDE WVPURCHASING.GOV'.

Agency Resources

- Bid Opening Index
 - www.state.wv.us/admin/purchase/Bids/default.html
- Daily Requisition Tracking Report
 - <http://intranet.state.wv.us/admin/purchase/tracking/RSReport.pdf>
- Specification Index
 - www.state.wv.us/admin/purchase/specs/default.html
- Additional Resources

The screenshot shows the Agency Resource Center website. At the top, it says "AGENCY RESOURCE CENTER" with a logo on the right. Below the header, there are navigation links: "WV.gov | Administration | Purchasing | Agency Resource Center". There are also accessibility options like "A++ | A | A-" and a "Translate" button. The main content area has a welcome message: "Welcome to the Agency Resource Center (ARC). To assist our agency procurement officers, the Purchasing Division has assembled a collection of reference material which may prove useful to you. Click on the information you would like to view:"

Below this, there is a list of 10 items:

1. [Forms](#): Here you will find a collection of our most commonly used forms, including the Vendor Registration and Disclosure (Form WV-1).
2. [Annual Report](#): A detailed summary of the West Virginia Purchasing Division's highlights, program accomplishments, financial recognition awards and legislative changes for each fiscal year.
3. [Emergency Purchasing Procedures](#): Review the procedures and forms for emergency purchases.
4. [Purchasing Training Center](#): Resources for purchasing officials.
5. [Purchasing Division Procedures](#): Review the procedures and forms for purchasing.
6. [Buyers Network](#): Connect with other purchasing professionals.
7. [West Virginia State Agency for Purchasing](#): Information about the state agency for purchasing.
8. [List of Buyer Assignments](#): View the current list of buyer assignments.
9. [Statewide Contract Information](#): View information about statewide contracts.
10. [Internal Sources](#): View information about internal sources.

At the bottom of the list, there is a blue banner that says "BID OPENING INDEX". Below the banner, there is a search box for "Enter RFQ number:" and a "Bids Received" section. The search box has a "Google" logo and an "Example: COR61329".

The screenshot shows the "State Agency Procurement Officer Contact Listing" page. It has a header with navigation links: "WV.gov | Administration | Purchasing | Vendor Resource Center | Procurement Officer Listing". Below the header, it says "State Agency Procurement Officer Contact Listing". There is a "TRANSLATE" button. Below that, there is a disclaimer: "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." Below the disclaimer, there is an alphabet listing: "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". Below the listing, there is a section for "Accountancy, Board of" with contact information: "405 Capitol Street, Suite 908, Charleston, WV 25301-1744, Primary Contact: Stefani Young (204) 558-3557, Fax: (204) 558-1195".

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

Enter RFQ number: 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

Purchasing Division Procedures Handbook

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
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- 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

APPENDICES

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Appendix K.....	Change Order Language
Appendix L.....	Pre-Bid Conference Sign-In Sheet
Appendix M.....	Agency Process Checklists
Appendix N.....	Instructions for Use of Agreement Addendum (WV-96)
Appendix O.....	NIGP Code of Ethics
Appendix P.....	Vendor Code of Conduct
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

Other Purchasing Publications

- *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



Find solicitation/bid opportunities
new view published

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 made changes to its processes and procedures, all while keeping customer service a top priority. To gauge these changes and all progress over the year, the Division recently conducted its annual survey. The survey provides gain feedback from its agency customers and helps the Division plan for 2021. As the Purchasing Division plans for 2021, it will use the survey results 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 modification was necessary
- 83% said issuing guidance for Purchasing was necessary
- 83% said issuing guidance for Purchasing was necessary

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

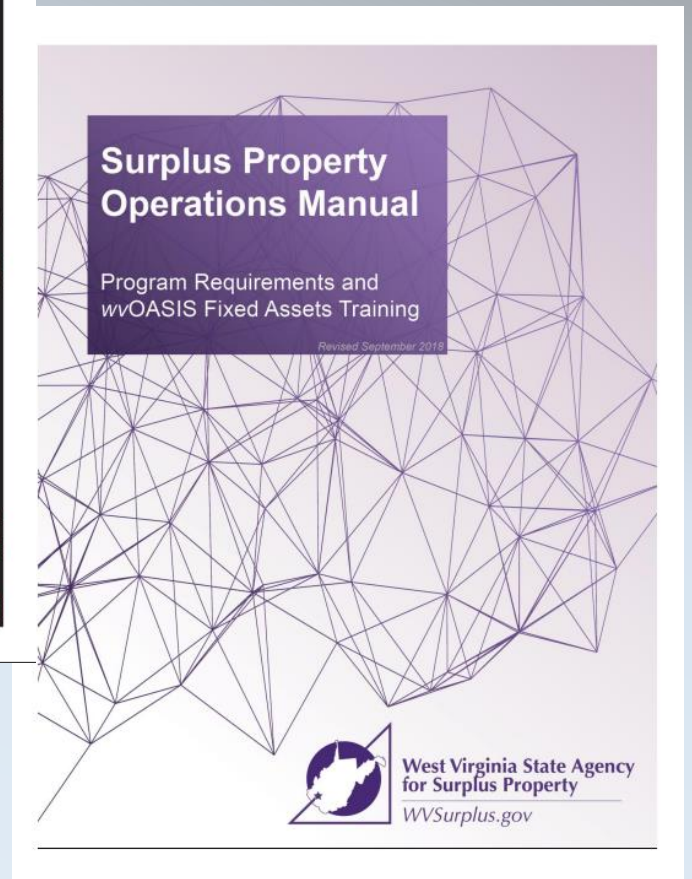
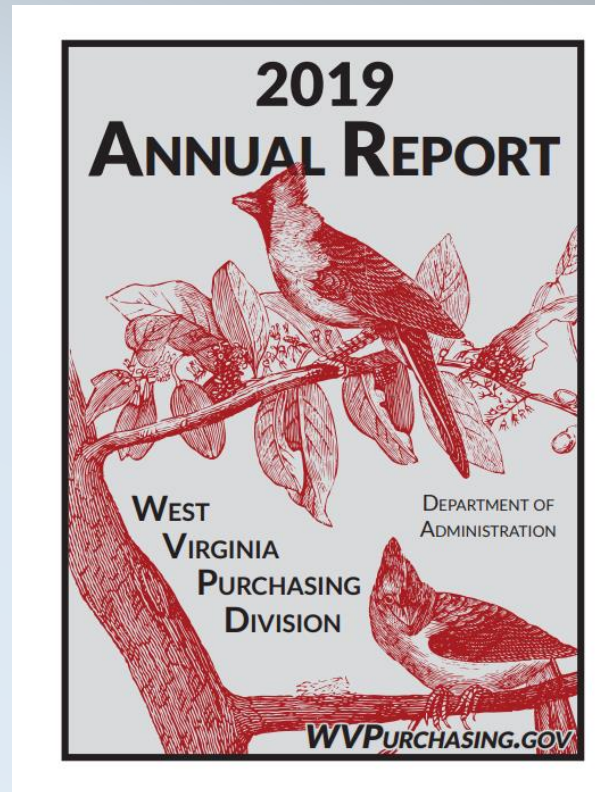
Ten-Up Ministries Utilizes WV Surplus for its Variety of Programs

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



wvOASIS Basics

How to log in

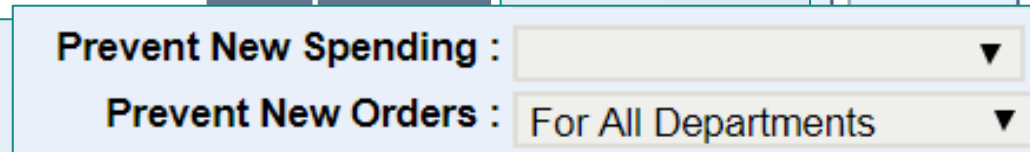
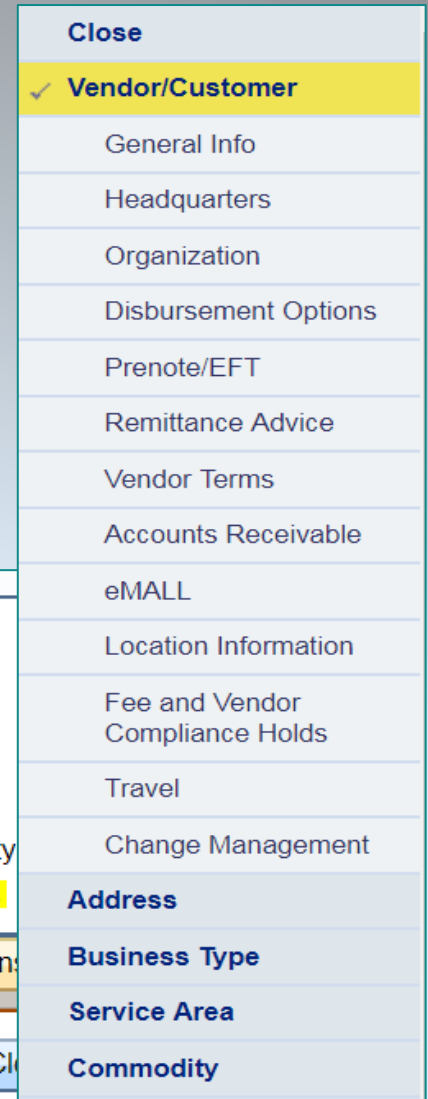
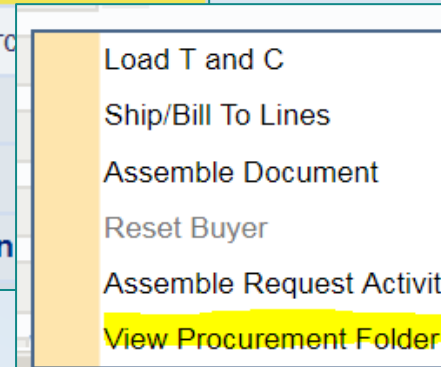
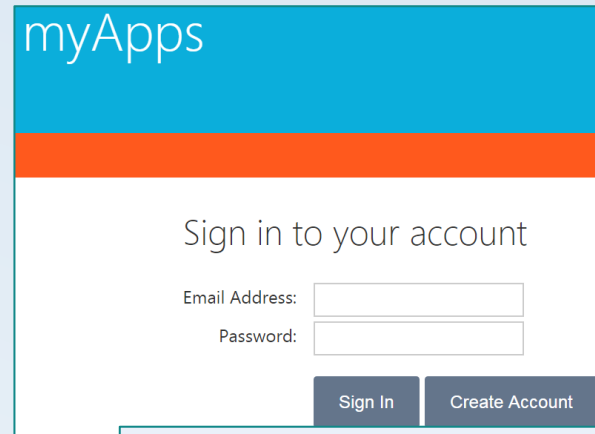
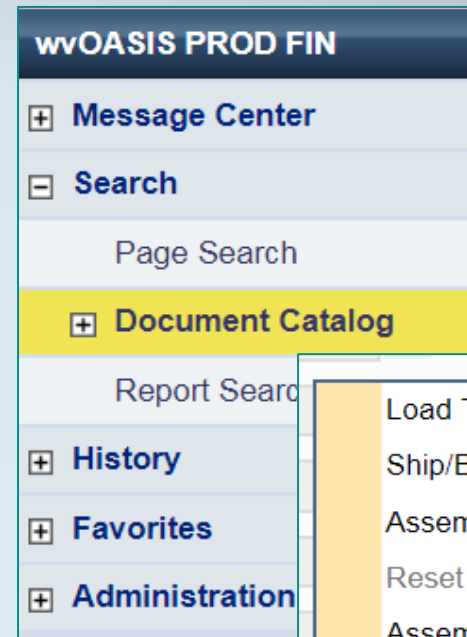
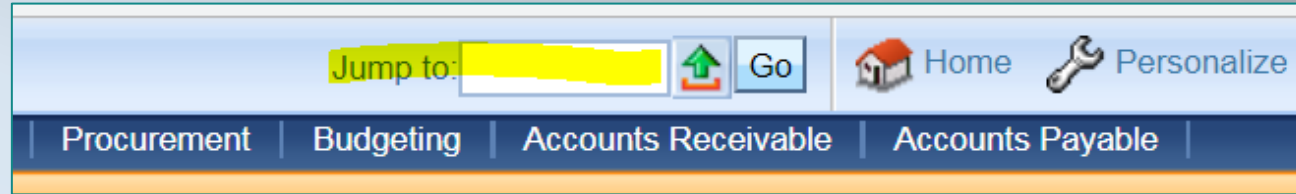
JumpTo field (list of codes)

Search documents/procurement folders

VCUST/Headquarters account

Vendor holds

Batch job reminder (runs on half-hour)



CONTACT US

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