

THE BUYERS NETWORK

JANUARY 2021

VOL. 31, ISSUE 1

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

Procurement Officers Reminded to Review Commodity Email Push Section Before Finalizing Document

by Lisa Comer, wvOASIS

Staff members at wvOASIS have been experiencing a large volume of calls to the HelpDesk due to some agency procurement officers adding commodity codes to the Commodity Email Push section that are not relevant to the commodity codes in the Commodity section. As a result, vendors are calling the HelpDesk due to receiving an overwhelming number of erroneous notifications. So far, the documents the staff have received calls about are Agency Requests for Quotations (ARFQs).

In the Vendor Self Service (VSS) portal of wvOASIS, vendors can add commodity codes for which they would like to receive email alerts for bid opportunities. The alerts are then generated from the Commodity Email Push section of solicitation documents.

The Commodity Email Push section populates automatically with the commodity codes

entered in the Commodity section of the solicitation document, as well as the commodity codes above that code in the hierarchy based on the UNSPSC codes. Additional commodity codes can be added manually as desired, and commodity codes can be deleted from the Commodity Email Push section by right-clicking on the applicable line and selecting Delete Line.

Procurement officers should especially use caution when using the Copy feature to create new solicitation documents, ensuring the appropriate and desired commodity codes are in the Commodity Email Push section. Once the solicitation document is Final, notifications are sent to various emails associated with the vendor accounts that have signed up for the commodity codes contained in the Commodity Email Push section. Also, notifications are sent at this time to vendors added to the Vendor List section, as well as those added to the Free Form Vendor section.



INSIDE...

- **Director's Comments:**
Looking Back at 2020 and Looking Forward to 2021
- **Travel Card Information Must Be Kept Current at Auditor's Office and at Rental Companies**
- **New Statewide Contracts for Cell Phone Services Awarded**
- **Purchasing Employees Serving in New Roles**

Purchasing Division Annual Report for FY20 Now Available

The Purchasing Division is pleased to announce it has published its Annual Report for Fiscal Year 2020. This report provides information on the division's accomplishments and statistical data for work completed from July 1, 2019, to June 30, 2020.

"While the end of Fiscal Year 2020 saw many operational changes for the Purchasing Division, our staff worked hard to continue providing services to the State of West Virginia," shared Purchasing Director Mike Sheets. "I hope this annual report can be used by members of the Legislature and the public to better understand the Purchasing Division's critical role within state government."

Some of the accomplishments highlighted in this publication include:

- received the 24th Annual Achievement of Excellence in Procurement from the National Procurement Institute for the seventh consecutive year;
- oversaw more than 35,000 procurements which included 51 statewide contracts, 38 central emergency purchases and 733 central master agreements;

Please see **ANNUAL REPORT**, page 5

Looking Back at 2020 and Looking Forward to 2021

Welcome to the new year. Those words have never sounded so good. If you are like most of us, we are all looking forward to putting 2020 behind us. But not everything about this past year elicits feelings of morose, sadness, even indifference. For many, this pandemic will be the pivotal moment of their lives, both personally and professionally. And while the services offered by state government, small businesses, and even school systems have in many ways not changed, the way they deliver those services has.

Reliable technology has become the cornerstone of this pandemic. We have had to adapt, and quickly. We have had to maintain flexibility, build stronger plans of operation, and find other ways to stay connected. Luckily, for many of us, with our access to technology and our organizational goals in mind, we have continued to successfully perform one of the most important functions of state government: procurement.

For the Purchasing Division, we continue to focus on offering tools and resources to our state agency partners to make their jobs just a little bit easier. Last month, we issued new statewide contracts for cell phones and food (see page 5). We know that having access to statewide contracts not only saves the agencies time, but it saves the state of West Virginia money, and in the current environment, stretching our budgets and making them work for us is an important task.

To see some of the contracts issued last year, as well as other successes, check out our Fiscal Year 2020 Annual Report. The report, which can be accessed online at www.state.wv.us/admin/purchase/Annualreport/Annual20.pdf, showcases the many achievements of the Purchasing Division during the last fiscal year, including but not limited to the development

of a new *wvOASIS* Business Intelligence report to identify vendors based on commodity code, the success of our first-ever multi-agency vendor open house event, many of the unique purchases processed by our buying staff, and the many ways in which we have educated and assisted our procurement officers and vendors virtually during the pandemic.



Looking forward, we have some projects planned that we hope will bring even more efficiency to the process. Over the last several years, we have heard from many of you that our statewide contracts webpage is not intuitive, and that searching contracts for the commodities and services needed can be a challenge. In the coming months, our staff will be focusing on improving our site to make it easier to find what you need. We'll be sharing our proposed changes with select agencies to garner feedback. If you wish to participate in this early preview group, please email Purchasing.Division@wv.gov with the name of the individual and agency that will be participating, as well as an email address.

As always, if there is anything we can do to assist you, please don't hesitate to reach out to my staff. Your ideas, suggestions, and insight is always greatly appreciated.

Procurement Officials Share Their 2021 Goals

Happy New Year from the Purchasing Division!

In the December issue of *The Buyers Network*, we asked readers to share their professional procurement goals for the new year. The Purchasing Division is committed to helping you reach your goals in 2021 and hopes you will take advantage of the many resources available to you. Below are some of the responses received on your procurement goals.

- Get organized and continually move forward in everything I'm working on.
- I want to improve my communication and presentation skills to further develop working relationships.
- Continue to grow my skills. I would like to interpret CSR, laws, and procedures in order to become more efficient. Continue learning through NIGP and NASPO courses.
- Attend more webinar trainings to stay current on all purchasing subjects to better help others.
- To improve processes, lead times, and limit rejections

and reworking times. I would like to work on standard checklists for the various types of procurement documents.

- Cross train staff within our office to ensure all transactions are processed without flaw which would ultimately improve the agency audit score.
- To better understand and implement correct purchasing procedures and policies pursuant to statute and Purchasing Division guidelines.
- To accomplish my hours of training in a timely manner before end of March 2021.
- Earn my *Basic Certification*.
- Raise my agency's inspection grade.

If you have a goal you would like to complete in 2021 and aren't sure how to begin, contact Purchasing.Division@wv.gov or your agency's designated buyer to see how we can help.

What Do They Do? The Legal Office Keeps Purchasing Division, Agencies in Compliance

The Purchasing Division's legal unit may be a one-man operation, but the size doesn't reflect the amount of work that is produced or its impact on the state purchasing process.

The Legal Office, which consists of General Counsel Jimmy Meadows, plays an important role in state procurement. Among his duties, Meadows assists the Purchasing Division staff with ongoing legal and legislative issues, including the drafting of proposed legislation, addressing privacy issues, developing risk management solutions, overseeing all agency and central-level protests, monitoring and managing all terms and conditions, establishing templates and forms, and more.

Of these, drafting proposed legislation is an ongoing project. Meadows maintains a list of proposals that can be presented during any legislative session, as necessary. All proposed legislation must be submitted to the Governor's Office several months in advance for approval, but before that can happen, there are sometimes weeks of work required by Meadows and the Purchasing Division staff to prepare.

"Some bills, like Senate Bill 283, are a pretty comprehensive effort," Meadows said. "Purchasing staff all had a hand in developing the ideas, and then we discussed those potential ideas with agencies during our strategic sourcing meetings. We had a large body of support for that legislation.

"I am part of the group that develops the idea, but then once the idea is there, I put it into words in the form of a statute that agencies can rely on and utilize to make that idea work. Senate Bill 283 took several months of thought and drafting and changing and discussion," he continued. "But a simple bill, with a very small change, can take 10 minutes."

Managing risk and measuring potential liabilities to the state

are another important aspect of the Legal Office.

"We have developed templates, general terms and conditions, and various tools in an effort to manage risk," Meadows shared. "We developed a risk assessment tool to ensure that our contracts comply with the state constitution as it relates to liability limits. We have worked with the Board of Risk and Insurance Management to make sure that the insurance we are mandating in our contracts is appropriate, and we offer a risk-based workshop as part of our training program."

The Legal Office also handles protests, including those for procurements at both the formal and agency-delegated levels.

"My role is to review all protests received, the solicitations on which they are based, and the bids received by the Purchasing Division to formulate a response," said Meadows. "Protests are considered an administrative adjudication under the Administrative Procedures Act. Having legal expertise to help to walk through that decidedly legal process provides a benefit to all parties involved and is a big part of what I've done the last 10 years."

One of the goals of the Purchasing Division is to have as few



**James Meadows,
General Counsel
WV Purchasing Division**

Please see LEGAL UNIT, page 4

Travel Card Information Must Be Kept Current at Auditor's Office and at Rental Companies

To ensure that vendors receive proper and timely payment for services, state employees utilizing the statewide vehicle rental contracts should keep their payment information with those entities current. While some travel arrangements can be made using the *wvOASIS* Online Booking Tool, travel reservations can still be made manually. When booking manually with Enterprise, a GAR number is required. Each GAR number has a corresponding P-card on file with the Auditor's Office. Agencies should keep their payment information that corresponds to GAR numbers current with the Auditor's Office. Updates will be needed if P-card holders change and when new cards are issued with new expiration dates.

The Travel Management Office (TMO) frequently receives decline messages from Enterprise, and because the TMO does not manage Purchasing Card information, any updates must come directly from the agency cardholder. Cardholders needing to update their P-card information with the State Auditor's Office

may do so by contacting Nathan Ellis at 304.558.2261 ext. 2108 or Nathan.Ellis@wvsao.gov. The updated information should not be emailed for security reasons.

For agencies utilizing the Hertz contract, the payee should submit the Guaranteed Credit Card Applicant Program Letter of Agreement following the instructions located at www.state.wv.us/admin/purchase/travel/GCCAPPLICATIONincludingupdatingexisting.pdf. The Letter of Agreement and its required information must be prepared on agency letterhead. Upon completion and submission of the Letter of Agreement to Hertz, the agency will be provided with a new billing number as well as a discount number. The discount number, while not related to billing, may be used by Hertz to bring up the contract rates for West Virginia.

If you are not sure whether you have current information on file, please follow up with the appropriate entities to verify your agency's information.

WVSASP Announces Program for Veteran-Owned Small Businesses

The U.S. federal government enacted the Veterans Small Business Enhancement Act of 2018 on January 3, 2019. The National Association for State Agencies for Surplus Property (NASASP), which represents all SASPS throughout the country, has been working with the U.S. Small Business Administration and U.S. General Services Administration to finalize program operations and requirements. While this program has not yet been made available to veteran-owned small businesses, progress has been made and the West Virginia State Agency for Surplus Property (WVSASP) is pleased to start sharing information on this project.

The Veterans Small Business Enhancement Act of 2018 provides access to and oversees the management of excess or surplus property to veteran-owned businesses. This act is only open to veteran-owned small businesses that are registered with and verified through the U.S. Department of Veterans Affairs. Veterans are able to register online with their DUNS Number at <https://vip.vetbiz.va.gov/dunssearch> or call 866.584.2344 for assistance.

"While the WVSASP has overseen the distribution of federal property to state agencies and registered eligible organizations for many years, we are excited to be able to partner with veteran-owned small businesses," shared WVSASP Manager Elizabeth Cooper. "We have been working hard over the last year to develop guidelines and procedures to make this partnership possible."

Eligible veterans will need to contact the WVSASP to obtain a unique user ID and password for the U.S. General Services Administration's surplus website, <https://gsaccess.gov>. A guide for using this website is available on the WVSASP website. Upon logging in, vendors may search for property using a variety of factors, including the type of property, the state in which the property resides, keywords, and more. Once a veteran has identified property he or she is interested in, the veteran must contact the WVSASP to secure the property. Like state agencies, veterans will be subject to an administration fee of up to 10% to cover the administrative expenses required to secure the property, as well as transportation and warehousing costs when applicable.

For more information on this program, please visit WVSurplus.gov and select "Veterans Program" from the menu. Questions regarding this program should be directed to Doug Elkins at Doug.J.Elkins@wv.gov or 304.356.2428.

Training Dates to Remember

For more information, contact Purchasing.Training@wv.gov or visit WVPurchasing.gov and click "Training".

To register, visit onlinelearning.wv.gov.

Public Procurement Basics, Tools & Resources (*PUR112W*)
Jan. 13 | 9 a.m. - 11 a.m.

Electronic Business with West Virginia (*PUR105W*)
Jan. 27 | 10 a.m. - 11:30 a.m.

Statewide Contracts and Inspection Services (*PUR114W*)
February 3 | 9 a.m. - 11 a.m.

Developing Specifications/Contracting (*PUR113W*)
February 10 | 9 a.m. - 11 a.m.

LEGAL UNIT

Continued from Page 3

legitimate protests as possible. A big part of achieving that goal is supporting agency procurement officers. The multitude of forms, templates, and examples are intended to provide that support.

Meadows said having forms and templates creates uniformity in the procurement process and reduces the need for agencies to have in-depth legal and even general expertise in contract law, formation, negotiation, interpretation, etc. This is particularly helpful for new procurement officers. For example, if an agency requires an HVAC maintenance contract, the Purchasing Division has a template that has already been vetted by numerous parties there and ready to go.

"We also created a Request for Proposals (RFP) packet that streamlined the RFP process," he said. "If it is more uniform, it is easier to learn, easier to understand, and better for everybody involved."

Meadows said the biggest component of his job, though, is providing general legal advice to the director.

"The Director, as the head of a State agency overseeing a sizable staff and the procurement function of a large portion of state government, always has novel issues and questions that I am asked to weigh in on."

According to Meadows, the variety is the best part of the job.

"On any given day I don't know what I'm going to be doing, what issue is going to come up, what I am going to have to be looking at, or what advice I'm going to be asked to give," he said. "For example, I never thought I'd be involved with helping the West Virginia State Agency for Surplus Property with the sale of a water buffalo. Never in my wildest dreams did I think that would be part of the job."

New Statewide Contracts for Cell Phone Services Awarded

The West Virginia Purchasing Division recently awarded three new statewide contracts for cell phone services to Verizon Wireless, AT&T, and T-Mobile. The new contracts include wireless voice and data services as well as cell phone accessories. The CPHONE20B contract (Verizon Wireless) became effective November 1, 2020. The CPHONE20A (AT&T Corp) and CPHONE20C (T Mobile USA) contracts both became effective December 1, 2020.

Senior Buyer Mark Atkins worked with the National Association of State Procurement Officials to enter into cooperative agreements with the state of Utah for all three contracts.

Questions relating to each of these specific statewide contracts may be directed to the respective vendor representatives listed below:

Verizon

Kevin P., Gov. Account Manager
kevin.mckenzie@verizonwireless.com
304.807.0429

AT&T

Beth Spradlin
ef8030@att.com
304.690.0140

T-Mobile

Shannon Hewitt-Tapp
Shannon.hewitt-tapp@t-mobile.com
(Direct) 916.568.4495 | (Mobile) 916.275.3146

To view the statewide contracts, visit www.state.wv.us/admin/purchase/swc/CPHONE.htm. Should you have any questions regarding these statewide contracts or others, please contact Atkins at Mark.A.Atkins@wv.gov.

ANNUAL REPORT

Continued from Page 1

- received more than 10 million visits to WVPurchasing.gov with more than 190,000 being unique visitors;
- offered eight in-house training sessions and 14 webinars for a total of 43.5 hours of training offered,
- educated more than 260 agency purchases at the 2019 Agency Purchasing Conference; and,
- received only 16 protests for the fiscal year with the Purchasing Division's award prevailing in 99.63% of all the transactions.

To view this annual report, visit www.state.wv.us/admin/purchase/Annualreport/Annual20.pdf. Previously published annual reports can also be viewed by visiting www.state.wv.us/admin/purchase/annual.

THE BUYERS NETWORK

Purchasing Division
State Capitol Complex
2019 Washington St., East
Charleston, WV 25305-0130

Telephone: 304.558.2306
8:15 a.m. to 4:30 p.m. (M-F)

Jim Justice
Governor

Mike Sheets
Director
Purchasing Division

Editor
Samantha Knapp

Contributing Reporters
Jessica Chambers
Courtney Johnson

Reminder of Amazon Use Requirements, Admin. Privileges

Last year, the Purchasing Division entered into a terms' agreement with Amazon Business Prime on behalf of all state agencies. The agreement allows agencies to make purchases more quickly when appropriate with Amazon because the terms and conditions have already been negotiated. In most cases, the state's account is strictly used for small dollar purchases that never exceed \$2,500.00 in a 12-month period. However, agencies are reminded that aggregate spend applies across the spending unit, and agencies should track that spend to ensure they are following the correct bidding requirements for the spending threshold, seeking verbal or written bids when required.

The designated administrator for each group within the state of West Virginia's account has access to pull spend reports for his or her specific agency. To do this, the administrator should hover over his or her name in the upper, right-hand corner of the screen once logged in and then select Business Analytics. From there, the administrator can scroll to the Reports section. Report types include reconciliation, orders, refunds, and more.

Administrators can also add and remove requisitioners (i.e. buyers) for his or her spending unit as needed. From the same column in the upper, right-hand corner, the administrator simply needs to click Business Settings, then scroll down to the Members section and click on the People link. From here, new requisitioners can be added by selecting the yellow Add People tab or removed by selecting the Remove from Group option.

For assistance using your account features, contact Jennifer Kelleher at jenkel@amazon.com.

Current Statewide Contract Update

(As of December 14, 2020)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at www.state.wv.us/admin/purchase/swc. For more information, please contact the buyer assigned to statewide contracts.

New Contracts

Contract	Vendor	Commodity	Effective Date
CPHONE20B	Verizon	Cellular vehicles	11/01/20 -08/11/24
SANPAP21	Liberty Distributors	Paper Products	12/01/20 -11/30/21
SWCSBUS21A	Blue Bird	Busses	01/01/20 -12/31/21
SWCSBUS21B	Matheny Motor Truck Co	Busses	01/01/20 -12/31/21

SWCSBUS21C	Worldwide Equip. of WV Inc	Busses	01/01/20 -12/31/21
SWCSBUS21D	Rohrer Enterprises	Busses	01/01/20 -12/31/21

Contract Renewals

Contract	Vendor	Commodity	Effective Date
ELECMON14	Attenti Us Inc	Electronic/ Comm Measuring	01/01/21 -12/31/21

Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
NTIRE18	Goodyear	Tires	To publish pricing list
PKGSVS17	FedEx	Delivery service	To publish new guide

Purchasing Employees Serving in New Roles

The Purchasing Division is pleased to announce that Courtney Johnson is now serving as the Administrative Services Manager I and Krista Chadband is the new Office Assistant III in the Communication and Training Section.

Johnson had previously served as a Public Information Specialist II since starting with the Purchasing Division in August 2016. She is a graduate of Marshall University and has worked for the state for 10 years.

"I'm very excited to take on this new challenge," said Johnson. "Our staff is dedicated to helping and training agency procurement officers on best practices and state purchasing procedures, and I'm proud to be a part of it."



Courtney Johnson
Purchasing Division

Chadband has worked for the Purchasing Division for nearly a year as an Office Assistant II in the Support Services Unit. Prior to that, she worked for the Office of the Insurance Commissioner for five years.

"I'm looking forward to new responsibilities and working more closely with the agency procurement officers," Chadband said.



Krista Chadband
Purchasing Division

FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

BUYER	E-MAIL	PHONE
<i>Supervisors</i>		
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Linda Harper	Linda.B.Harper@wv.gov	558-0468
<i>Senior Buyers</i>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Jessica Chambers	Jessica.S.Chambers@wv.gov	558-0246
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
Crystal Hustead	Crystal.G.Hustead@wv.gov	558-2402
Melissa Pettrey	Melissa.K.Pettrey@wv.gov	558-0094
David Pauline	David.H.Pauline@wv.gov	558-0067
<i>Buyers</i>		
Dusty Smith	Dusty.J.Smith@wv.gov	558-2063
John Estep	John.W.Estep@wv.gov	558-2566