





OFFICE OF PROCREMENT &
GENRERAL SERVICES



OPGS DIRECTORS



John Sweat
Deputy Director-General Services



Kimberly Boehme
Director, OP GS



Jasmine Gordon
Deputy Director-Procurement

Office of Procurement & General Services

Kimberly Boehme
 Director Procurement &
 General Services
 02199

Jasmine Gordon
 Deputy Director
 Procurement
 EP232

Danielle Blackwell
 Sr. IT Procurement Officer
 Procurement Officer III
 AD044

Vacant
 Agency Mgmt. Analyst Sr.
 Policy & Planning Spec I
 AD046

John Sweat
 Deputy Director General
 Services
 07644

Delores Kear
 Agency Procurement
 Spec. Sr.
 Procurement Officer II
 07934

Kaneik Ferguson
 Procurement Manager
 Procurement Manager II
 04218

Kimberly Salter
 Agency Procurement
 Spec. Sr.
 Procurement Officer II
 AD015

Antwan Meekins
 General Svcs
 Technician
 Store & Warehouse
 Spec III AD047

Oscar Aderholdt
 Mailroom Coordinator
 Admin & Office Spec
 III AD026

Benjamin Canary
 Fleet Administrator
 General Admin Sup I
 / Cord I
 AD048

Sharon Fields
 Program Support
 Technician
 Admin & Office Spec III
 AD043

Bernard Barr
 Buyer Sr.
 Procurement Officer I
 EM022

Jarrad Chapman
 Admin Staff Spec.
 EMX42

David Thomas
 Agency Procurement
 Spec
 Procurement Officer I
 FH146

Cindy Palmore
 Agency Procurement Spec
 Sr.
 Procurement Officer II
 AD016

Karen Altman
 Agency Procurement
 Spec Sr.
 Procurement Officer II
 AD017

Vacant
 Agency Procurement Spec
 Sr.
 Procurement Officer II
 07536

VACANT
 General Services
 Technician
 Store & Warehouse
 Spec III
 AD052

Executive Leadership

Management

Staff

Wage

Vacant

Contractor



GENERAL SERVICES

GENERAL SERVICES – TEAM MEMBERS

- Oscar Aderholdt: Shipping and Receiving
- Sharon Fields: Badging & Parking
- Jared Chapman: Resource Coordinator
- Antwan Meekins: Surplus Specialist, and General Services Technician
- Benjamin Canary: Fleet Administrator
- John Sweat: 804-864-8243, John.Sweat@vdh.virginia.gov, Deputy Director, Agency Transportation Officer, Risk Manager, Real-Estate Lease Manager for non-CHS leases, Director of Facilities

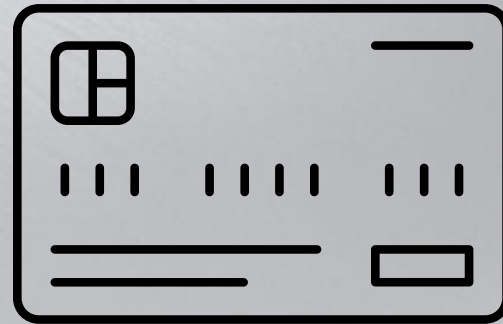
ROLES & RESPONSIBILITIES

- Sharon Fields: POC for Access, and Parking, General Information
- Antwan Meekins: POC General Services, Maintenance, and Surplus
- Oscar Aderholdt: Mail Room Coordinator responsible for Shipping and Receiving solutions
- Jared Chapman: Supports Access, Parking, General Services, Surplus, and Mail Room operations.
- John Sweat: Facility Manager, Building Emergency Warden, Risk Manager

FLEET ROLES & RESPONSIBILITIES

- Fleet Administrator- Central Office Concierge Elite Fleet transportation solutions
- Ben Canary: Primary POC
- Sharon Fields, Antwan Meekins, and Jared Chapman provide additional support.
- John Sweat: Agency Transportation Officer
- Ben Canary assists with responsibilities.

COMMON ISSUES CONCERNING VEHICLES

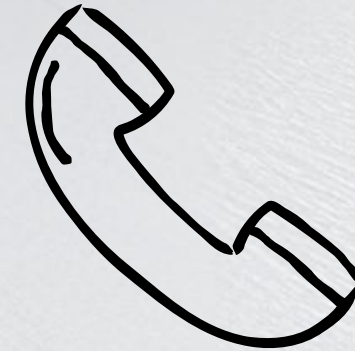


VOYAGER CARD

- How to use the card
- Where to use the card
- When to use the card



- Who Can Drive a State Vehicle
- Who Can Ride in a State Vehicle



Who Do You Call When the Vehicle Breaks Down, In an Accident, or needs Service?



Driving your Personal Vehicle, What's the risk?

A decorative border consisting of three parallel black lines forming a frame. The top-left and bottom-left corners are marked with black stars. The top-right corner also has a black star, while the bottom-right corner is empty.

PROCUREMENT

PROCUREMENT TEAM MEMBERS



Danielle Blackwell: Supports Agency IT procurements and OIM

Kaneik Ferguson: Supports OEHS, OHE, OEPI

Delores Kear: Supports LHDs, OCHS

Kimberly Salter: SPCC Program Administrator

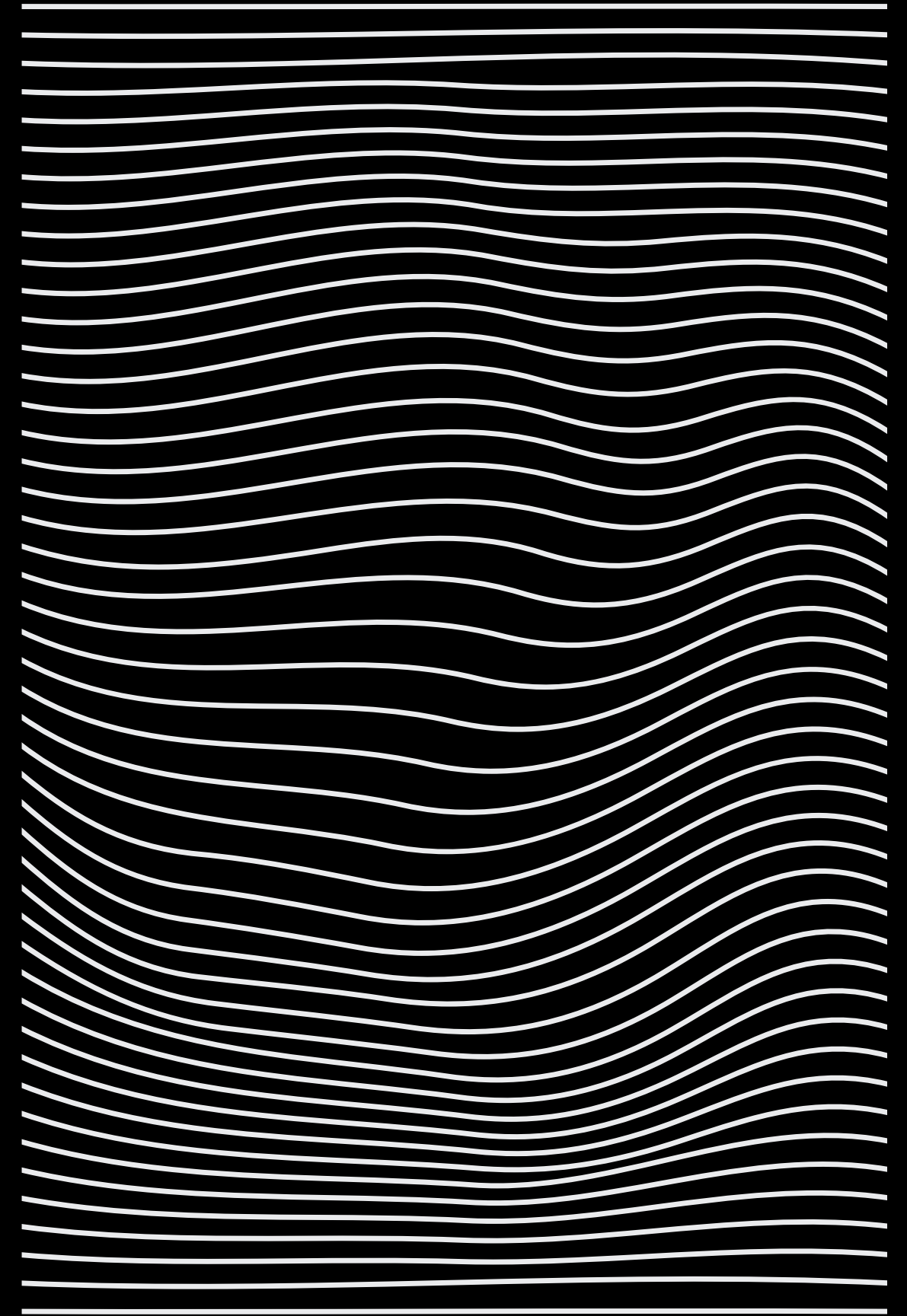
Karen Altman: Supports OFHS, EPR (OEP)

Cindy Palmore: Supports ODW, OEMS, OVR

David Thomas: Supports Central Administrative Offices efforts

Bernard Barr: SPCC Program Administrator Support

Jasmine Gordon: Supports OCOM, COMO, OGA, [OCME, ORH, OHR, Budget] &
Complex procurements

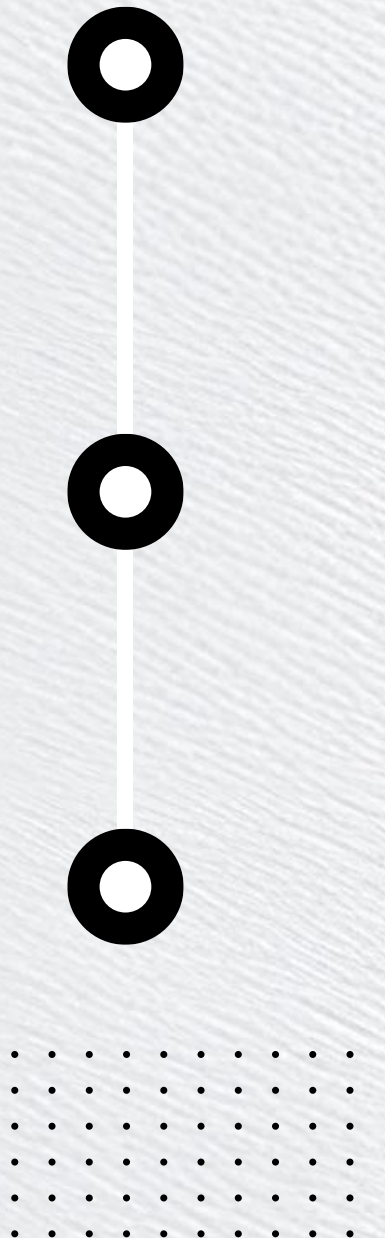


WHAT WE PROCURE & THE TOOLS WE USE

Goods and services including IT, consulting, equipment, staffing, and construction

eVA : the Commonwealth's official procurement and purchasing system

Employee Center: Request-to-Spend workflow and intake system



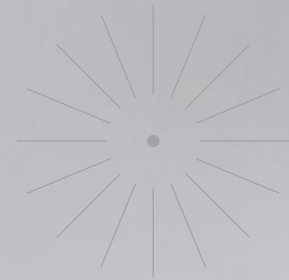
HOW TO ENGAGE PROCUREMENT

Submit requests through the Employee Center
Request-to-Spend form

Engage Procurement early for complex projects

Collaboration helps prevent delays

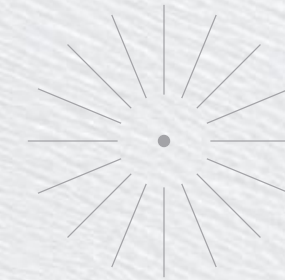
COMPLIANCE ESSENTIALS



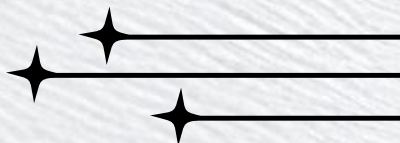
Vendors cannot perform work without a contract and required insurance on file



Purchases above procurement thresholds require a documented procurement method

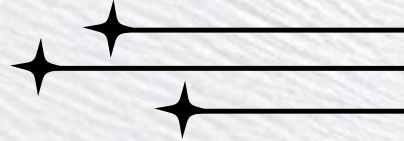


Order splitting is prohibited





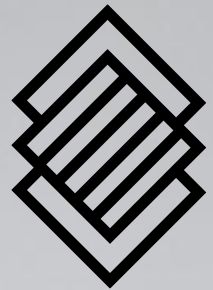
MODERNIZATION & SUPPORT

- Employee Center for centralized procurement intake
 - Procurement office hours and training opportunities
 - Continued improvements to workflow and communication
- 

SUPPLIER DIVERSITY

- Encourage participation of SWaM vendors
- Partner with DSBSD to identify qualified suppliers
- Support agency and statewide supplier diversity goals

COMMON COMPLIANCE PITFALLS



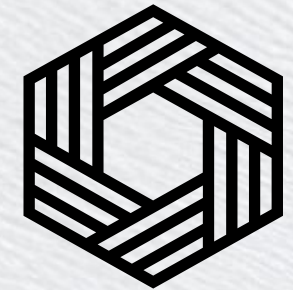
"The vendor already started the work..."



"We just needed it quickly so we paid for it"



"We split the order to stay under the limit"



"They were already on site so we added the work"

PROCUREMENT AT A GLANCE

- Request submitted through the Employee Center/ServiceNow
- Procurement review and determination of procurement method (if applicable)
- Solicitation or contract utilization
- Award and eVA purchase order issuance
- Vendor begins work after “kick-off” meeting
- Receive the order in eVA once good/service has been fully rendered

WITH ADDITIONAL TIPS

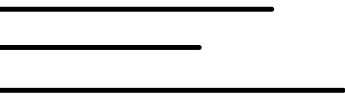

- Early engagement helps identify existing contracts
 - Clear scope and funding prevent delays during review
- Procurement guidance prevents compliance issues that can stop projects later

AGENCY COLLABORATION

- Encourage early procurement engagement
- Provide clear scope, funding source, and timelines
- Support staff participation in procurement training

QUESTIONS?





THANK YOU

