

THE BUYERS NETWORK

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

Cost-Efficient Piggyback Contracts Become Mandatory Use With Statewide Contracts

West Virginia Code §5A-3-19 states that the Purchasing Director “may, upon the recommendation of a state spending unit, participate in, sponsor, conduct, or administer a cooperative purchasing agreement or consortium for the purchase of commodities or services with agencies of the federal government, agencies of other states, other public bodies or other state agencies, if available and financially advantageous.”

Since this provision was written in

Code, the state has seen a growth in piggyback contracts, providing additional avenues for state agencies and political subdivisions to save money. Several of

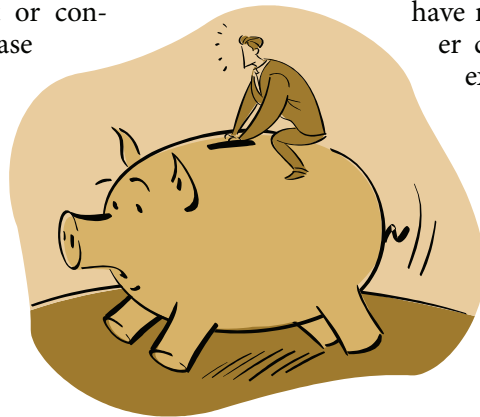
these piggyback contracts have resulted in greater cost-savings than existing statewide contracts and in these instances, the Purchasing Division has made them mandatory.

This is noted in the latest revisions to the Purchas-

ing Division Procedures Handbook (see page 3), which states in Section 8.8 that “If a piggyback contract replaces a statewide contract for that particular commodity, it is considered mandatory for use by state agencies. All contracts issued by the Purchasing Division are available on its website at www.state.wv.us/admin/purchase/contracts.html and distinguished as “mandatory” or “optional.”

To date, there are five mandatory piggyback contracts and are listed on the statewide contract site. They are: Car Rental (CRENTAL), Industrial Supplies and Equipment (INDEQP),

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State Mileage Reimbursement Rate Increases

West Virginia Department of Administration officials announced last month that the 2011 state mileage reimbursement rate will increase from 40.5 cents per mile to 42.5 cents per mile, effective January 15, 2011. The 2 cent increase correlates with the projected increase in fuel costs in West Virginia. Analysis by the Federal Energy Information Agency shows an expected increase of 5 percent in both unleaded and diesel fuel costs.



A bi-annual review of the state's mileage reimbursement rate for privately-owned vehicles is conducted in both January and July of each year by the cabinet secretary of the Department of Administration. After a recent review of the state's reimbursement rate for the use of employees' privately-owned vehicles, an increase was deemed necessary to cover the total cost of ownership for usage of the privately-owned vehicle for state business use.

The state of West Virginia is not statutorily required to follow the federal mileage reimbursement rate set by the Internal Revenue Service. This state rate will be in effect until further notice or after the next review in July 2011.

Green Purchasing Helps Save Money and the Environment

By Purchasing Director Dave Tincher

Procuring and utilizing environmentally-preferable products (EPPs) has become a vital part of public procurement in recent years due to its benefits to the environment, improved efficiencies and cost-savings results. Green purchasing is often referred to as responsible purchasing, eco-procurement, green procurement, and sustainable purchasing. It is a way of adding environmental considerations to the price and performance criteria used by public and private sector procurement officers to make purchasing decisions. Most importantly, green purchasing attempts to identify and reduce the environmental impact of an organization's activities and maximize resource efficiency.

EPPs may include, but not be limited to, items that:

- Contain recycled materials--made from sustainable resources, recycled or remanufactured materials or parts
- Minimize waste--minimal packaging that is recyclable or reusable (take-back provisions)
- Conserve energy and/or water or other natural resources
- Prevent pollution--emissions, VOCs (volatile organic compounds), etc.
- Consist of fewer toxic substances or reduce the amount of toxic substances disposed or consumed
- Protect open-space
- Encourage an environmentally positive practice (water fountains, compost bins, recycling containers, engine block heaters, etc.)
- Uses energy alternatives to fossil fuel

All of these attributes add up to increased environmental benefits. These are realized when purchasing decisions are made affecting our local environment and the health of our citizens and workers as well as the global community.

The Purchasing Division works closely with the Department of Environmental Protection in creating a Recycled Products Comprehensive Procurement Program. In accordance with the *West Virginia Code* §22-15A-21, it is the policy of the state of West Virginia is, to the maximum extent

possible, purchase recycled products used by state agencies and instrumentalities.

The following components are incorporated as part of this program :

A review, and subsequent revision, of existing procurement procedures and bid specifications to remove language that discriminates against recycled products.

The West Virginia Department of Administration, Purchasing Division is responsible for reviewing all state contracts under its jurisdiction for processing and approving to ensure that no language is included that discriminates against recycled products. Please note that the **Purchasing Division Procedures Handbook** (see page 3) includes the directive to remove discriminatory language regarding recycled products in **Section 4: Acquisition Planning** under "Other Considerations" (subsection 4.6.1.5).

A review, and subsequent revision, of existing procurement procedures and bid specifications to ensure that, to the maximum extent possible, all agencies and instrumentalities of the state purchase recycled products; Provided, that recycled paper products shall be given a price preference of ten percent. Provided, however, that priority shall be given to paper products with the highest postconsumer content.

All state agencies and instrumentalities are encouraged to purchase recycled products. Bid specifications are modified by the Purchasing Division when necessary to incorporate the price preference and to stress the priority of the highest postconsumer content. The **Purchasing Division Procedures Handbook** includes information on the use of recycled products, the related price preference of ten percent and that priority shall be given to the highest postconsumer content. This information is included in **Section 4: Acquisition Planning** under "Other Considerations" (subsection 4.6.1.5).

A plan to eliminate, to the maximum extent possible, the use of disposable and single-use products.



All state agencies and instrumentalities are encouraged to eliminate the use of disposable and single-use products. The **Purchasing Division Procedures Handbook** includes information on the use of recycled products, the related price preference of ten percent and that priority shall be given to the highest postconsumer content.

This information is included in **Section 4: Acquisition Planning** under "Other Considerations" (subsection 4.6.1.5).

A requirement that all agencies and instrumentalities of the state use compost in all land maintenance and landscaping activities: Provided, that the use of composted or deep stacked poultry litter products, certified by the Commissioner of Agriculture as being free from organism that are not found in poultry litter produced in this state, have priority unless determined to be economically unfeasible by the agency or instrumentality.

The Purchasing Division requires agencies to use compost or deep stacked poultry litter products as stated in the *Code* citation. The **Purchasing Division Procedures Handbook** includes information on the use of recycled products, the related price preference of ten percent and that priority shall be given to the highest postconsumer content. This information is included in **Section 4: Acquisition Planning** under "Other Considerations" (subsection 4.6.1.5)

Procurement managers understand the connection between broader social issues and purchasing decisions. They are increasingly integrating environmental, health, and safety concerns into their strategic sourcing and in their recognition of the fact that government's wastes, emissions, and environmental risks are often directly linked to the quantity and quality of the goods and raw materials it buys.

For clarification or more information on this state law, please visit the respective section of the *West Virginia Code* at: <http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=22&art=15A§ion=21#15A#15A>.

Purchasing Division's Procedures Handbook Updated and Available on Agency Website

The **Purchasing Division Procedures Handbook** has been given many revisions, which went into effect January 15, 2011. Many of these revisions were made to better clarify purchasing policies and procedures. Several additions and deletions were made to the **Handbook**, which is available on our website at: www.state.wv.us/admin/purchase/Handbook/default.htm. Links to archived versions of the **Handbook** are also available at this website.

The following sections and subjects contain updated language.

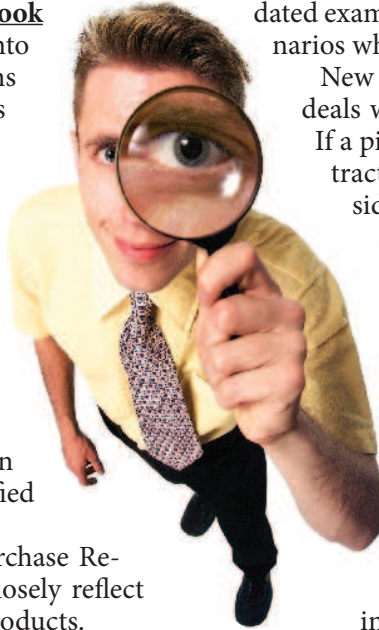
In Section 2, the revised language for an Open-End Contract now reads: A generic term used for a contract that covers a period of time in which all terms, conditions and prices are specified with the exception of quantity.

In Section 4, the standards for which to purchase Recycled Products have been changed to more closely reflect wording in **West Virginia Code** about recycled products.

Revised language in Section 4.7.1.8.2 regarding Sole Source Procurement has new wording which states: "The agency should also submit an electronic copy of the language for the sole source determination advertisement (See Appendix N)."

Information about pre-bid conferences has been expanded in 7.2.10 where it is followed with information on addenda.

The explanation of the Resident Vendor Preference (RVP) in Section 7.3 has been replaced with new language and up-



dated examples. The goal was to provide potential scenarios when RVP is applied in the bid process.

New language was added to Section 8.8 which deals with Piggybacking Contracts, which reads: If a piggyback contract replaces a statewide contract for that particular commodity, it is considered mandatory for use by state agencies.

All contracts issued by the Purchasing Division are available on its website at www.state.wv.us/admin/purchase/contracts.html and distinguished as "mandatory" or "optional."

In Section 9.8, new language notes the following: **Employee Expense Accounts and Reimbursements:** All vendor registration requirements are waived unless the employee is working as a contractor for the agency.

Appendix B, which deals with Purchasing Forms, now notes the deletion of the Agreement Questionnaire (WV-50) as it is no longer recognized by the Purchasing Division and Appendix B is updated with the addition of the Vendor Code of Conduct form.

Agency procurement officials are encouraged to contact their assigned Purchasing Division buyer with additional comments, suggestions or questions. For a complete list of buyer assignments for each agency, please visit www.state.wv.us/admin/purchase/byassign.pdf.

Registration Forms Revised to Include Privacy Notice to Vendors

The Purchasing Division has revised its Vendor Registration and Disclosure Statement forms (WV-1 and WV-1A) to incorporate a privacy notice which explains the collection and disclosure of information obtained by the Purchasing Division.

This notice states: *The Purchasing Division is required to collect certain information as stated in West Virginia Code §5A-3-12, other applicable sections of the West Virginia Code, the Vendor Registration and Disclosure Statement forms, and other documents to facilitate the state bidding and contract administration processes. This information is stored in a secure environment, but unless specifically protected under state law, any*

information provided may be inspected by or disclosed to the public.

This notice is also available on the Vendor Resource Center at <http://www.state.wv.us/admin/purchase/vrc/default.html>.

When the public wishes to review public documents, the Purchasing Division encourages individuals or entities to submit a written request detailing the documents they wish to obtain under the Freedom of Information Act. If an individual arrives in person at the Purchasing Division's office, we require his or her signature on our request to review information. This form documents the requestor, date and the files reviewed.

The Purchasing Division maintains the official file for contracts processed under its authority. The official file contains all documentation and correspondence in the possession of the Purchasing Division as it relates to the specific contract requested.

All records of the Purchasing Division are available to be reviewed at no charge and/or copied during normal business hours, Monday through Friday, 8:15 a.m. to 4:30 p.m., holidays and weekends excluded. Our normal copy fee of 50 cents per page is applicable, with a \$10 minimum charge. Or, if an electronic copy of this documentation is available, it may be obtained for our normal processing fee of \$65.

Behind the Scenes at the Purchasing Division Encumbrance Work Keeps the Wheels of Purchasing Turning

There is “behind the scenes” and then there is where Beverly Toler, Kim Henry and David Scruggs work, behind a door marked “Private.” The encumbrance section of the Purchasing Division reside in a rarely-traveled section of the building, but what is done there affects every purchase made.

“We have contact with every file and purchase order that the Purchasing Division processes,” said Support Services Supervisor Beverly Toler. That includes not just recent purchase orders, but those dating back decades, either in paper form, on microfilm, or electronic form.

Toler’s duties include ensuring every purchase order has four copies and each copy has the required signatures and forms before sending them to the Attorney General’s office for approval. When the forms are returned, Toler compares them to the West Virginia Finance Information Management System (FIMS) and then electronically sends them to the State Auditor’s office for payment. After they are electronically encumbered, Toler separates the copies, sends out required copies and enters everything in ReqTrak, the Purchasing Division’s requisition tracking system.

For Imaging Operator Kim Henry, her fingerprints are literally all over purchase orders. “I touch every piece of paper on every contract,” she said, inspecting each for required stamps or details before electronically storing copies of the contract. She assigns each a location number and each contract is then filed. Henry is also responsible for scanning in all vendor registration forms and deposits.

And helping to connect the various trails that paperwork must travel is Mail Runner David Scruggs. Scruggs’ duties include transporting contracts to and from the Attorney General’s office, picking up and delivering mail from the Capitol mail room, and transporting mail to and from the West Virginia State Agency for Surplus Property offices in Dunbar.



Beverly Toler, Kim Henry and David Scruggs of the encumbrance section of the Purchasing Division help ensure both the smooth flow of purchase orders and retention of purchasing records.

It is enough to keep anyone busy, and Henry said it always does. “We do not have downtime in this job,” she said.

Toler echoed the sentiment. “I am the type who likes to stay busy, so I love that we always have something to do,” she said.

The constant flow of work, however, does not detract from the friendliness of the work environment. “I love the people I work with,” Scruggs said. “A lot of work is the company you keep, and I have very good company.”

Website Offers Best Available Per-Diem Lodging Rates

The state of West Virginia recently become part of the Western States Contracting Alliance (WSCA) Lodging program, which is a nationwide lodging plan that contains a searchable database of almost 4,000 qualified lodging facilities that will honor GSA Per-Diem Rates for state and political subdivision employees traveling on official business.

The WSCA database can be searched by visiting, www.wscalodging.org. The WSCA Lodging program is meant to be an extension of in-state travel qualified

lodging lists. The state of West Virginia is currently securing agreements with lodging vendors on the statewide contract list to be in accordance with the WSCA program. For state employees traveling in-state and needing to review rates for lodging properties, which includes some state parks, visit www.state.wv.us/admin/purchase/travel.

Questions regarding state travel procedures may be directed to State Travel Director Catherine DeMarco at (304) 558-2613 or by e-mail at Catherine.A.DeMarco@wv.gov.

Procurement Office Profile

Responding to Disasters Just Part of the Job for Lisa Speciale

The West Virginia Division of Homeland Security and Emergency Management may be a small agency, according to Comptroller Lisa Speciale, but it helps at times of big emergencies.

"We have had 17 declarations of emergency in 10 years," she said as she sat in the agency's operations center, a room racked with enough computers and wide-screen monitors on the wall to make "NCIS" proud. "This agency has worked events throughout the state that oftentimes people in other parts of the state did not know about."

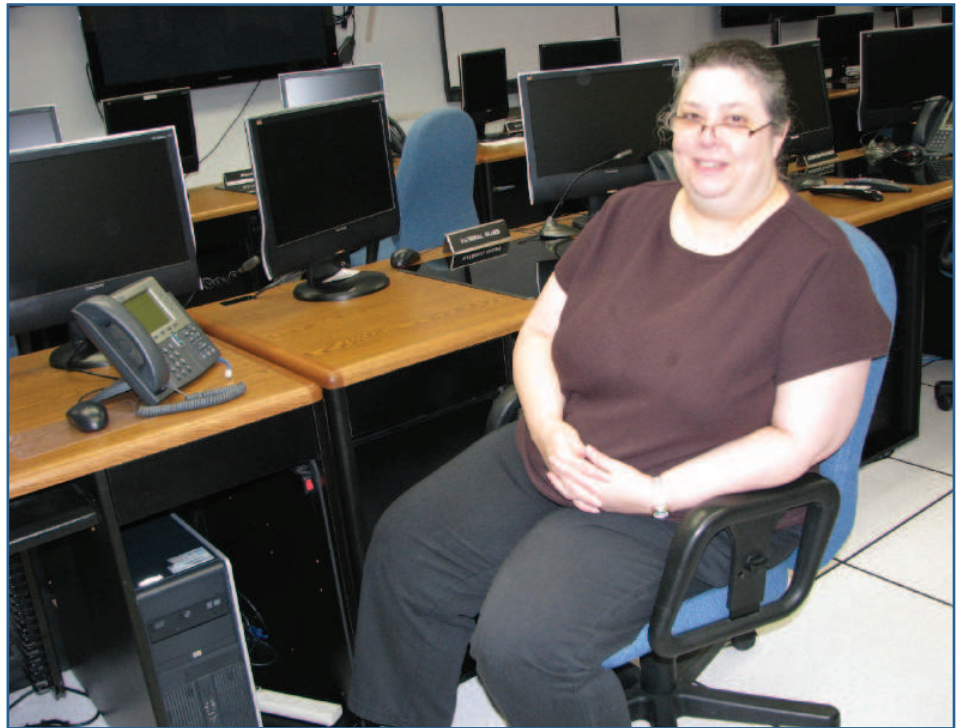
Speciale came to Homeland Security in 2001 after 11 years with the State Auditor's Office, beginning in accounting and moving into auditing following the introduction of the West Virginia Financial Information Management System (WVFIMS). It was an interesting career choice for someone who originally went to college to study nursing.

"Eventually I found nursing did not reflect who I saw myself to be," she said. "Working in finance appeals to my desire for organization, though. It takes a special kind of person to enjoy that, at the end of the day, two plus two will always equal four."

That desire for organization follows a childhood that rarely allowed an opportunity to set down roots. "I'm not from anywhere originally," she said. "I was a military brat. My father was in the U.S. Navy, and I had 31 addresses in 27 years, before setting in West Virginia."

She came to West Virginia with her husband, from Chicago, where he was studying to be in the ministry and asked to teach in West Virginia. She said she found the state to be instantly inviting and open. "We have never felt outside while living here," she said.

Working with Homeland Security has allowed Speciale to help the state in times of crisis. That includes purchases when disaster strikes. "We are always actively working with vendors of disaster purchases – bleach, mops, buckets, whatever it is that is needed at that point," she said. "Many times, our purchases do not meet the \$25,000 thresh-



Seated in the operations center for the West Virginia Division of Homeland Security and Emergency Management, Lisa Speciale said procurement for her division is specialized since it reacts to various disasters throughout the state, such as flooding.

old to go through the Purchasing Division. However, we always do our very level best to buy within the state."

As purchasing reform has changed thresholds, Speciale said the changes have been for the betterment of procurement. "Government needs to always keep up with the times," she said. "Purchasing reform was a needed change at a time when the state needed to adapt."

Revised RFP Online Training Module Available

The Purchasing Division has revised our **Best Value/Request for Proposal (RFP) Online Training Module** to compliment the new RFP Standard Format. This training module is available on the Purchasing Division's website and includes the revised RFP Standard Format and the agency instructions. For a direct link to all of our online training modules, please visit: <http://www.state.wv.us/admin/purchase/training/modules.html>.

We are pleased to offer these online training tools for you and your procurement staff. Should you have any questions,

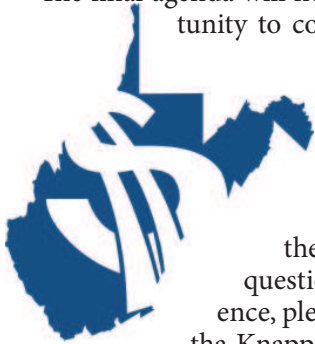
please contact our Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.

Please note that once an employee reviews this or any of the Purchasing Division's online training modules, it is important to print a **Certificate of Completion** for the specific module, which is to be signed by the employee and his or her supervisor. This Certificate must be mailed to the attention of Knapp of the Purchasing Division in order to receive credit for completing this class.

Plans Continue for the 2011 Agency Purchasing Conference in November

The Purchasing Division staff continues to prepare the classes and events to be offered at the 2011 Agency Purchasing Conference, scheduled for Tuesday, November 1, through Friday, November 4, at Stonewall Resort in Roanoke.

The final agenda will not be set until conference attendees have the opportunity to comment on what they would like to have included in this year's conference. The March issue of *The Buyers Network* will have a questionnaire for attendees to complete and return to the Purchasing Division.



Additional information such as room reservations, rates and registration will be announced in the forthcoming months. For additional information or questions relating to the 2011 Agency Purchasing Conference, please contact our Staff Development Specialist Samantha Knapp at (304) 558-7022 / (Samantha.S.Knapp@wv.gov), or Assistant Purchasing Director Diane Holley-Brown at (304) 558-0661 / (Diane.M.Holley@wv.gov).



What's Your Question?

If all vendors have to be registered with the Purchasing Division regardless of dollar amount for procurement, then how could they be in WVFIMS and not in the TEAM purchasing system?

West Virginia Code §5A-3-12 requires all vendors to register with the Purchasing Division, but there are exceptions to this requirement found elsewhere in state law. In the Code of State Rules §148-1-6, there are exceptions for travel and purchasing-card vendors up to \$25,000. Additionally, there are at least 33 other partial or total exemptions.

Immunity for the legislative and judicial branches is found in the State Constitution. A list of other exemptions is available online at www.state.wv.us/admin/purchase/PurchasingExemptions. Because of the numerous exceptions, there are many vendors in WVFIMS that are not in TEAM.

In each issue of The Buyers Network, we will share a question posed by one of our agency purchasers that will be answered so that we all may enhance our knowledge and clarifying our procedures. Send your questions to Diane Holley-Brown at Diane.M.Holley@wv.gov.

Purchasing Division Continues In-House Training Sessions in February and March

The Purchasing Division's in-house training sessions for 2011 continue through the months of February and March with three classes each month scheduled and available to state agency purchasers.

Classes scheduled for February are:

Friday, Feb. 11: Agency Delegated Purchasing (10 a.m. – 11 a.m.)

Wednesday, Feb. 16: Inspection Services (10 a.m. – 11 a.m.)

Wednesday, Feb. 23: Contracts: Piggyback and Statewide (10 a.m. – 11 a.m.)

Classes scheduled for March are:

Wednesday, March 9: Beginner's Track [*Basic Purchasing, Vendor Registration, Statewide Contracts, Requests for Quotations, Evaluation and Awards, and Documents and Approvals – recommended for those with one*

year or less of procurement experience] (9 a.m. – 4 p.m.)

Wednesday, March 16: Purchase Order Encumbrance (10 a.m. – 11 a.m.)

Wednesday, March 30: Documents and Approvals (10 a.m. – 11 a.m.)

All classes are scheduled for the Regents Room, in Building 7 (West Virginia Training Center).

The sessions are free and open to those agency purchasers who are involved with the state procurement process. For a complete list of classes offered throughout the year with dates, times and course descriptions, or to register for a class, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html> or contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.

RFP

Continued from Page 1

Mailing Equipment (MAILEQP), Office Supplies (OFFICE) and Finance (FINANCE).

For additional questions about piggyback and statewide contracts, contact your assigned Purchasing Division buyer with additional comments, suggestions or questions. For a complete list of buyer assignments for each agency, please visit www.state.wv.us/admin/

Winter Issue of Surplus Property Newsletter Available

The quarterly newsletter for the West Virginia State Agency for Surplus Property, the *Property Connection*, is now posted online at www.state.wv.us/admin/purchase/surplus/sense.html. This newsletter offers the latest information relating to the surplus program and the types of items available. Past issues of the *Property Connection* are also available at this site.

Past issues of *The Buyers Network* are available at: <http://www.state.wv.us/admin/purchase/BN/bnlist.html>

Current Statewide Contract Update

(As of January 15, 2010)

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 <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact your assigned agency buyer.

Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
IPT10	Internet protocol voice	N/A	01/05/2011
SYSFURN10	Office furniture	11/15/2010	12/14/2010
FOOD10	Food products	01/06/2011	02/09/2011

New Awards

Contract	Vendor	Description	Dates
WATERT11	CI Thornburg Company Inc	Water treatment chemicals	01/01/2011-12/31/2012
LAN10F	Sesco Electronics Div State	Local area network hardware	02/01/2011-03/31/2012
DEBT10D	Deca Financial Services	Debt collection	12/01/2010-11/30/2011
DEBT10C	EOS CCA	Debt collection	12/01/2010-11/30/2011
DEBT10A	Healthcare Financial Services	Debt collection	12/01/2010-11/30/2011
LAN10A	Advanced Technical Solutions	Local area network software	02/01/2011-01/31/2012
LAN10B	Citynet LLC	Local area network software	02/01/2011-01/31/2012
LAN10C	Ebridge Consulting LLC	Local area network software	02/01/2011-01/31/2012
LAN10D	Enterasys Networks Inc.	Local area network software	02/01/2011-01/31/2012
LAN10E	Pomeroy IT Solutions Inc.	Local area network software	02/01/2011-01/31/2012
LAN10G	Verizon Network Integration	Local area network software	02/01/2011-01/31/2012

Under Evaluation

Contract	Description	Bid Opening	Under Eval
LAN10	Local area network	N/A	YES
WATERT11	Water treatment chemicals	N/A	YES

Renewals

Contract	Vendor	Description	Date
MA05SW08A	Oracle America Inc.	System/executive software for large system	12/01/2010-11/30/2011
MPLS07	Verizon Business SCVS	Multi protocol label switching	07/01/2011-06/30/2013
MOTL10T	Super 8 Motel	Hotel accommodations	01/01/2011-12/31/2011
MOTL10X	Super 8 Motel	Hotel accommodations	01/01/2011-12/31/2011

Buyers Network

Renewals

Contract	Vendor	Description	Date
MOTL10AE	Heldreth Motel	Hotel accommodations	01/01/2011-12/31/2011
MOTL10Z	Sutton Flatwoods	Hotel accommodations	01/01/2011-12/31/2011
MOTL10AW	Inn at Snowshoe Mtn.	Hotel accommodations	01/01/2011-12/31/2011
XRAY09	Amis Systems Inc.	X-ray film	01/15/2011-01/14/2012
MOTL10NA	Sleep Inn	Hotel accommodations	01/01/2011-12/31/2011
MOTL10CC	Red Roof Inn Parkersburg	Hotel accommodations	01/01/2011-12/31/2011
MOTL10BT	Super 8 Motel	Hotel accommodations	01/01/2011-12/31/2011
MOTL10AU	Holiday Inn Express & Suites	Hotel accommodations	01/01/2011-12/31/2011
MOTL10AG	Holiday Inn Express & Suites	Hotel accommodations	01/01/2011-12/31/2011
MOTL10P	Greenbrier Motel	Hotel accommodations	01/01/2011-12/31/2011
MOTL10L	Ramada Plaza Hotel	Hotel accommodations	01/01/2011-12/31/2011
MOTL10J	Hampton Inn	Hotel accommodations	01/01/2011-12/31/2011
MOTL10C	Quality Inn	Hotel accommodations	01/01/2011-12/31/2011
MOTL10CE	Windwood Fly In Resort	Hotel accommodations	01/01/2011-12/31/2011
MOTL10BF	Wingate By Wyndham	Hotel accommodations	01/01/2011-12/31/2011
MOTL10AI	Comfort Inn	Hotel accommodations	01/01/2011-12/31/2011

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products.

FEBRUARY

HOUSE10A	Cleaners, mops, brooms, buckets, etc.
LITTER10A	Litter grabbers, etc.
RTIRE07	Retread tires and tire repair
SIP2008	Personal computers and peripherals
TEMP07	Temporary services
WVARF10	Statewide contract covering mandated services

MARCH

FRMTIRE09	Farm and backhoe tires
LIGHT10AA	Lighting bulbs

Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

Diane Holley-Brown, Assistant Director
Communication and Technical Services Section
West Virginia Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
E-Mail Address: Diane.M.Holley@wv.gov

Name _____
Organization _____
Address _____
Telephone Number _____
E-Mail Address _____
Need Information about _____

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STATE OF WEST VIRGINIA

Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Telephone: (304) 558-2306
Fax: (304) 558-4115

Earl Ray Tomblin
Governor

Robert W. Ferguson, Jr.
Cabinet Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Diane Holley-Brown
Editor

Tony O'Leary
Chad Williamson
Reporters

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