

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

Purchasing Division's State Certification Program Progresses with Candidates Moving Forward

Fourteen months after the Purchasing Division announced its newly-developed Agency Purchasing Certification Program initiative, two state agency procurement officials are close to becoming the first graduates.

Bob Kilpatrick of the General Services Division and Travis Walls of the Welch Community Hospital are progressing in the West Virginia Procurement Basic Certification (WVP-BC) designation from the Purchasing Division.

The two procurement officials are close to completing the criteria to



Technical Services Unit Manager Dan Miller talks to Bob Kilpatrick of the General Services Division and Travis Walls of the Welch Community Hospital. Both Kilpatrick and Walls are close to completing the criteria to earn the West Virginia Procurement Basic Certification designation.

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2011 Agency Purchasing Conference Scheduled

As we get ready for the new year, let us start looking forward to the 2011 Agency Purchasing Conference!

The 2011 Agency Purchasing Conference is scheduled for Tuesday, November 1, through Friday, November 4, at Stonewall Resort, in Roanoke, West Virginia.

Information on room reservations, classes and events will be announced in upcoming months. The annual purchasing conference offers state agency procurement officers and their respective staff the opportunity to learn and discuss information relating to the **West Virginia Code**, the **Code of State Rules** and procedures as it relates to state purchasing requirements.

In the February issue of *The Buyers Network*, the Purchasing Division will include a questionnaire about this annual conference to solicit your comments and suggestions. We encourage your valuable input! 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)



Procurement Professionalism Ties into Certification

By Purchasing Director Dave Tincher

Definition of Professionalism: *The standing, practice, or methods of a professional, as distinguished from an amateur.*

The importance of professionalism in the public procurement field is becoming more apparent each and every day. There are many factors that affect the level of professionalism, including integrity, dedication, experience and knowledge.

These attributes are what transforms an *amateur* to a *professional* purchasing official: a strong dedication to abide by the law, a genuine respect to the needs of the requestor and supplier, and the ability to understand the procedures in place and why those procedures were established. These factors assist the public purchaser in making the oftentimes tough decisions that are required of them.

At our 2009 Agency Purchasing Conference, the Purchasing Division announced that we were developing an Agency Purchasing Certification Program. This program officially kicked off in the beginning of 2010. We currently have more than 20 participants.

The theme of professionalism runs through this program, as two of our candidates, General Services Division's Bob Kilpatrick and Welch Community Hospital's Travis Walls, recently completed the third step of this process, a two-day visit at the Purchasing Division to participate in performing the tasks and responsibilities of our agency. (See page 1 for a related story on this certification visit.)

During their visit, our staff presented issues that arise on a day-to-day basis within the Purchasing Division. We solicited their input on decisions that needed to be made and they played an active role in shaping decisions made for various purchasing transactions.

One of the outcomes of this visit was a learning experience among the purchasing professionals of the agency and of our division. It was evident that we all learned from this experience, especially how this process is dependent upon both the agency and the Purchasing Division in performing their specific roles.



In addition to our Agency Certification Program, two individuals in state government, Purchasing Division's Roberta Wagner and Department of Health and Human Resources' Susie Teel, were recently notified by the Universal Public Purchasing Certification Council that they earned the designation of Certified Professional

Public Buyer, a national purchasing certification.

The dedication of all of these individuals to seek official purchasing recognition on a state and/or national level demonstrates how the professional bar continues to be raised by our agency purchasers and Purchasing Division buying staff. Expectations of our professional development are increasingly high in the public procurement field in West Virginia. The Purchasing Division is pleased to play a part in that growth.

"No man ever reached to excellence in any one art or profession without having passed through the slow and painful process of study and preparation."

Horace, ancient Roman poet

Purchasing Division Posts New Vendor Code of Conduct

The West Virginia Purchasing Division has always encouraged its buying staff as well as the procurement officers at the agency level to abide by the Code of Ethics created by the National Institute of Governmental Purchasing (NIGP). In fact, this Code is incorporated in the **Purchasing Division Procedures Handbook** as part of the appendix found online at: <http://www.state.wv.us/admin/purchase/handbook/2007R10/handF.htm>.

The West Virginia Purchasing Division is a strong proponent of ethical conduct throughout the state procurement process. Similarly, the same level of conduct is expected of the vendors who do business with the state of West Virginia.

Beginning on January 1, 2011, the

Vendor Registration and Disclosure Statements will be revised to include language encouraging our vendor community to abide by a Vendor Code of Conduct when doing business with the state of West Virginia. This Code is listed below:

A vendor doing business with the state of West Virginia shall:

- Submit a bid or proposal that is competitive, consistent and appropriate to the bid specifications offered by the West Virginia Purchasing Division;
- Refrain from employing any agency procurement officer in the business of the vendor or professional activity in which the vendor is involved with the state of West Virginia;

- Believes in the dignity and worth of services rendered by your organization and the social responsibilities assumed as a supplier of goods and services to the state of West Virginia; Refuse to cause or influence, or attempt to cause or influence, agency procurement officers in their official capacity to impair the objectivity or independence of judgment of a purchasing transaction;
- Avoid any appearance of unethical or compromising practices in relationship, actions and communications;
- Identifies and eliminates participation of any individual in procure-

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Surplus Property Office Furniture Giveaway Considered Success in Spite of Harsh Winter

Though harsh winter weather may not have cooperated, the office furniture giveaway for the West Virginia State Agency for Surplus Property (WVSASP) was still a success in helping meet the needs of nearly 40 different organizations.

“We consider this project very successful,” said WVSASP Manager Ken Frye. “The weather did inhibit part of the giveaway, but I feel that we were certainly able to meet some of our goals.” The furniture giveaway, held Dec. 6-17, was an effort by WVSASP to clear excess furniture the agency has received recently.

Office furniture, ranging from office chairs and desks to bookshelves and shelving units, was available to any eligible organization or state agency free of charge; the organization or agency only had to come to the WVSASP Dunbar warehouse to pick up the furniture.

Frye said 39 different entities participated in the furniture giveaway, including 17 nonprofit organizations. “The nonprofit organizations were the largest of any of the groups taking advantage of this offer,” Frye said. “That is extremely appropriate since those organizations tend to be among the neediest.” Also participating were:

- seven schools,
- six state agencies,
- four municipalities,
- three public service districts,
- one fire department, and
- one sheriff’s department.

More than 450 pieces of furniture were given away, Frye said, with more than half of the furniture being chairs. “This was helpful since chairs



While the weather may not have cooperated, the office furniture giveaway by the West Virginia State Agency for Surplus Property (WVSASP) was still a success on several fronts, said Manager Ken Frye.

were the items we had the most of in storage,” Frye said. Also given away were:

- 65 file cabinets,
- 33 tables,
- 29 desks, and
- The balance in stools, shelving, coat racks and storage cabinets.

Based on WVSASP prices, Frye said the furniture’s given value was approximately \$13,000. “However, had similar furniture been purchased new, the price would have been at least 10 times that amount,” Frye said. “These organizations took a sizeable load of furniture, but obviously there was a need for it or the effort would not have been put forth to come and get the furniture.”

While WVSASP was able to help numerous eligible organizations, Frye said the giveaway also offered the opportunity to become reacquainted with organizations that may not have visited WVSASP recently.

portunity to become reacquainted with organizations that may not have visited WVSASP recently.

“We had organizations from both the northern panhandle and the eastern panhandle areas, many of which we have not seen in a long time,” Frye said. “Those organizations traveled quite a distance, and we certainly hope they will think of Surplus Property when they have furniture needs in the future.”

And while the snow might have kept some organizations from taking advantage of the giveaway, Frye said overall he was satisfied with the result. “It did help us out in the areas that we hoped it would,” he said. “And we hope organizations throughout the state will remember Surplus Property for their property needs.”

Vehicle Requests Require New Fleet Management Office Approval

State agency fleet coordinators are reminded that all release orders for vehicles through the statewide contract for motor vehicles (MV11) must be first sent to the newly created Fleet Management Office for approval. Once the request is approved, it will then be sent

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to the Purchasing Division for processing. Agency requests must be submitted with a Purchasing Requisition (WV-35), form with the completed vehicle order form attached for each different type of vehicle ordered.

The 2010 West Virginia Legislature

created the State Fleet Management Office which consolidated the state’s entire fleet under the Department of Administration. Clay Chandler was appointed executive director and began his duties on October 4. To contact the Fleet Management Office, call (304) 558-2106.

Behind the Scenes at the Purchasing Division DeMarco Brings Unique Perspective to Travel Management Unit

Travel has been a way of life for Catherine DeMarco for nearly all of her professional career.

Since 1997, DeMarco has served as the State Travel Manager for the state of West Virginia's Travel Management Unit, which is under the Purchasing Division umbrella. DeMarco's primary duties include the planning, organizing and coordinating of all aspects of business travel for state employees. Prior to accepting the State Travel Manager position, DeMarco spent 25 years specializing in corporate travel in her home state of New Jersey.

"Though I am no longer traveling in this position, I have been able to bring

my many years of prior experience in the business travel industry to this job and I think that has assisted me a great deal," she said. "I have always enjoyed everything about travel and this position has allowed me to stay in the business."

DeMarco oversees the state travel rules, regulations and procedures and develops new procedures when necessary to facilitate a more efficient and economical travel program. She also administers all aspects of the State Travel Management program, which includes the statewide contracts for rental cars, travel management and travel credit card. She performs quality assurance

checks and audits on the contracts and processes.

Though there is a great deal to the paperwork side of the Travel Management Unit, DeMarco said her position is very much people-orientated.

"I enjoy meeting and working with all the people I constantly come in contact with through this office," she said. "It is good to keep in constant touch with those who travel or serve as their agency's travel coordinator. It gives me a sense of what issues that may need more attention."

In her spare time, DeMarco enjoys quilting, gardening and, of course, traveling.

HAPPY NEW YEAR!



**The West Virginia Purchasing
Division Staff Wishes All of our
Agency Purchasers a Happy
and Prosperous 2011!**

PROGRAM

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earn the WVPBC title. The most recent fulfillment completed by Kilpatrick and Walls was spending two consecutive days with Purchasing Division officials at the agency's office. The next and final step is completing and passing the WVPBC final exam.

This program was created to strengthen the education and training of those involved in the state procurement process.

"There was a great deal of enthusiasm about the Certification Program once we announced it from agency procurement officials and from our staff. We are now beginning to see the first substantial results of this program with Bob and Travis," said Purchasing Director Dave Tincher. "Just as noteworthy is we have more than a dozen more agency procurement officials ready to complete WVPBC training in the next few months. These individuals are demonstrating an enhanced dedication to the state procurement process and for individual professional development."

For a complete list of the program's requirements, visit <http://www.state.wv.us/admin/purchase/training/Certification/>. Procurement officials interested in this program, should contact our training staff: Samantha Knapp, Training Development Specialist, at (304) 558-7022 (Samantha.S.Knapp@wv.gov), or Diane Holley-Brown, Assistant Purchasing Director, (304) 558-0661 (Diane.M.Holley@wv.gov).

Statewide Contract Spotlight...

W.W. Grainger's Value to State Evident in New Statewide Contract on Industrial Supplies

The value W.W. Grainger, Inc. offers West Virginia state agencies and its political subdivisions has become more apparent in recent years.

Though the company has been doing business with state agencies for more than 70 years, in 2007, W.W. Grainger received a piggyback agreement with the state for its products and services. The arrangement became so cost efficient for the state that in November of 2010, the Purchasing Division advanced its arrangement with W.W. Grainger to make its agreement a mandatory statewide contract. W.W. Grainger is now the sole vendor on the statewide contract INDEQP, which is to supply industrial supplies and equipment.

W.W. Grainger is a broadline distributor of maintenance, repair, and operating supplies. Primary products provided to the state of West Virginia are hand and power tools; welding supplies; plumbing and electrical materials; motors; test instruments, shelving and storage; and general hardware to



W.W. Grainger, Inc., is one of the newest vendors on the mandatory statewide contract list. Ready to serve state agencies are W.W. Grainger employees in Charleston, Tammy Pauley, government sales associate, and Joe Gacek, government account manager.

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information about the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for, by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.

name a few.

As part of its statewide contract, W.W. Grainger has additional value-added services available to state agencies.

With more than 3,000 suppliers and access to more than 900,000 products, one would be hard-pressed to not find a needed product through W.W. Grainger, whether it is through its catalog or through its online e-commerce option.

“Grainger’s philosophy is to help customers reduce their overall cost of procuring maintenance, repair, and operating supplies,” said Joe Gacek, government account manager for W.W. Grainger. “We have 12 full-time employees in our Charleston branch and more than 50 employees throughout West Virginia, which includes our Huntington, Parkersburg and Morgantown branches who are ready to serve the state. Nationally, Grainger operates more than 400 branches with more

than 15,000 employees.”

Gacek said W.W. Grainger has worked with many state agencies and that hand and power tools, along with welding supplies and motors, are among the most frequently purchased items from state agencies. The Division of Highways and General Services Division are two agencies he noted as being a frequent customer.

For more information about INDEQP and other mandatory statewide contracts, visit <http://www.state.wv.us/admin/purchase/swc/default.html>. To learn more about W.W. Grainger, Inc., contact:

- Tammy Pauley, Government Sales Associate — (304) 746-4264 / tammy.pauley@grainger.com
- Joe Gacek, Government Account Manager — (304) 744-1383 / joseph.gacek@grainer.com or
- Doug West, Government Account Manager — (304) 428-6579 / douglas.west@grainger.com

Cooper's Customer Service Skills Earns Him Honor

ANTHONY COOPER, the warehouse supervisor at the State Agency for Surplus Property, an agency under the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for January.

A state government employee for more than 11 years, Cooper is responsible for receiving retired property from state agencies, cataloging it for inventory purposes and preparing it for resale. He is also in charge of scheduling pick up

of surplus property with state agencies. Cooper supervises Surplus Property auctions and assists with the agency's transactions with *GovDeals.com* auctions.

"Anthony is the first to open the gates in the morning and usually the last to lock the gates every evening," said one co-worker. "He greets all his customers with a handshake and calls them by their first name. He is always willing to assist and answer questions."

Said another co-worker,

"Our agency is always receiving compliments about Anthony from our customers. They like how he always gives them his undivided attention when dealing with Surplus Property."

In his spare time, Cooper likes to fish and spend time with his family. He will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on January 6 at 11:15 a.m. at the Surplus Property office in Dunbar.



ANTHONY COOPER
January Employee of the Month

Purchasing Division Announces its 2011 Schedule for In-House Training Sessions

The 2011 In-House Training Program is set to offer 30 classes this year, including the six-class series for individuals new to the state purchasing process, the Beginner's Track; Writing Specifications; and Basic Purchasing, just to name a few.

To meet the growing needs of agency staff, the Purchasing Division incorporated two new classes into this year's program: Special Purchasing Processes, which combines the processes for sole source and emergency purchases; and Purchasing Tools and Resources, which provides information on the daily Requisition Tracking report, the West Virginia Purchasing Bulletin, and the many features on the Purchasing Division's website.

"We are excited about this year's In-House Training Program. Now that we have a fully staffed team of buyers, we're bringing our newer senior buyers into the teaching realm to offer the full scale of purchasing-related workshops," says Purchasing Director Dave Tincher.

New Staff Development Specialist Samantha Knapp looks forward to seeing how all the classes embody the full purchasing process. "I hope agency purchasing officers take full advantage of the classes that we offer, because the information is so helpful whether you work in procurement every day or

just touch on it on various levels," she said.

All classes are free to agency purchasers and will be conducted in the Regents Room of the Gaston Caperton Training Center, Building 7, of the Capitol Complex.

The registration form can be accessed on the Purchasing Division website at www.state.wv.us/admin/purchase/training/inhouse.html. Space is provided on a first-come, first-served basis, so register now.

In-house training sessions scheduled for January are:

- Wednesday, Jan. 12: Best Value Procurement / Request for Proposal Process (10 a.m. – 11 a.m.)
- Wednesday, Jan. 19: Special Purchasing Processes: Emergency and Sole Source Purchases (10 a.m. – 11 a.m.)

In-house training sessions 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.)

For more information, contact Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.

CONDUCT

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- ment situations where a conflict of interest may be involved;
- Understands that agency purchasers of the state shall at no time or under any circumstances, accept directly or indirectly, gifts, favor, service, gratuities or other items of value from your organization;
- Adhere to all state laws, regulations and procedures in place by the West Virginia Legislature and the West Virginia Purchasing Division to ensure the integrity of the state procurement process;
- Perform or render the goods or services in accordance with the agreed upon specifications for which the vendor has contracted with the state of West Virginia;
- Constantly strive for the highest standards of ethical behavior, trust, respect, fairness, integrity and credibility.

The Vendor Code of Conduct is available online at <http://www.state.wv.us/admin/purchase/vrc/vendorconduct.html>.

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 December 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 Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at Jo.A.Adkins@wv.gov.

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
SBUS11A	Blue Bird Bus Sales of Pitt	School bus chassis	12/01/2010-11/30/2011
SBUS11B	Matheny Motor Bus Company	School bus chassis	12/01/2010-11/30/2011
SBUS11CA	Heritage Bus Sales Inc.	School bus chassis	12/01/2010-11/30/2011
MVU11	Cole Chevrolet Cadillac GMC	Used cars	12/15/2010-12/14/2011
MV11J	Greenbrier Motor Co.	2011 motor vehicles	11/15/2010-11/14/2011
SECSVS11A	Allied Barton Security Service	Security guards	01/01/2011-12/31/2011
SECSVS11B	US Security Associates	Security guards	01/01/2011-12/31/2011

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
DIGCOP09J	WV Business Products	Copiers	12/15/2010-06/14/2011
DIGCOP09G	Ricoh Americas Corp.	Copiers	12/15/2010-06/14/2011
FUELTT011A	Harris Oil Co.	Fuels	12/15/2010-06/14/2011
FUELTT011B	James River Solutions	Fuels	12/15/2010-06/14/2011
FUELTT11C	Tri State Petroleum	Fuels	12/15/2010-06/14/2011
FUELTT011D	Guttman Oil Co.	Fuels	12/15/2010-06/14/2011
FUELTT11F	RT Rogers Oil Co Solutions	Fuels	12/15/2010-06/14/2011
FUELTT011E	Tri State Petroleum	Fuels	12/15/2010-06/14/2011
FUELTT011D	Bruceon Petroleum	Fuels	12/15/2010-06/14/2011

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Renewals

Contract	Vendor	Description	Date
FUELTT011C	J L Brannon Inc.	Fuels	12/15/2010-06/14/2011
FUELTT011B	Harris Oil Co. Inc.	Fuels	12/15/2010-06/14/2011
FUELTT011A	Guttman Oil Co.	Fuels	12/15/2010-06/14/2011
FUELTT011E	Mansfield Oil Co.	Fuels	12/15/2010-06/14/2011
ALCOHOL09	Aaper Alcohol and Chemical Co.	Ethyl alcohol	02/01/2011-01/31/2012
DATA09	Frontier Communications of WV	Data circuits	02/01/2011-01/31/2012
DIGCOP09A	Aarons Products Inc.	Digital copiers	12/15/2010-06/14/2011
DIGCOP09K	Xerox Corp. Inc.	Digital copiers	12/15/2010-06/14/2011
LDPHONE8	Method One Communcation	Long distant phone	02/01/2011-01/31/2012
MA05SW20	Environmental Systems Research	Master software agreement	10/22/2010-10/21/2012

Contracts Extended

Contract	Vendor	Description	Date
PBKINDEQPA	Grainger Div W.W. Grainger Inc.	Tools varieties	12/01/2010-02/28/2011

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.

JANUARY

CEREAL08	Cold breakfast cereals
CLRM08	Classroom furniture
DFS08	Disposable foods products
ERCYCL07	Recycling of electronic equipment
MEDSUP10	Medical supplies
WAN08	Wide area network hardware and software

FEBRUARY

HOUSE10A	Cleaners, mops, brooms, buckets, etc.
LITTER10A	Litter grabbers, etc.
RTIRE07	Retread tires and tire repair
SIP2008	Personal computers and peripherals
TEMPO7	Temporary services
WVWARF10	Statewide contract covering mandated services

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
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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 _____
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E-Mail Address _____
Need Information about _____

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STATE OF WEST VIRGINIA

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