

# 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 Ventures Into Cyberspace to Continue its Expansion on Training Efforts



The Purchasing Division ventured into cyberspace to enhance its in-house training programs by successfully performing its first-ever statewide webinar in April.

Purchasing officials were able to reach more than 35 procurement officials from all corners of the state via the webinar. Buyer Supervisor Chuck Bowman conducted training on Request for Quotations while Staff Development Specialist Samantha Knapp organized the webinar and Purchasing Applications Specialist Mark Totten handled its logistics. Attendees of the webinar were able to follow an online presentation while listening to Bowman present it live via

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Buyer Supervisor Chuck Bowman conducts a training on Request for Quotations via webinar while Staff Development Specialist Samantha Knapp assists.

## INSIDE...

- **Director's Comments:** Federal Stimulus Funded Projects in High Gear
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- Meet the Newest Members to Purchasing Staff

## Registration to Open in August for 2011 Agency Purchasing Conference

Registration is set for August for the 2011 Agency Purchasing Conference, scheduled for Nov. 1-4, at Stonewall Resort State Park in Roanoke, West Virginia. **A tentative conference schedule is available on page 3 of this issue of *The Buyers Network*.**

This year's conference marks a return to Stonewall Resort, following three years at Canaan Valley Resort. To preview this year's conference, a "trailer" highlighting activities of previous conferences and spotlighting Stonewall Resort's facilities has been made. It may be viewed at <http://www.state.wv.us/admin/purchase/Conference/Agency/2011/default.html>.

"With new facilities for this year's conference from past years, we wanted to



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# Federal Stimulus Funded Projects Move Into High Gear

By Purchasing Director Dave Tincher

As projects utilizing SEP/ARRA Federal Stimulus funds continue to progress, I would like to remind our agency purchasers of a special process for these specific projects.

In a letter to all agency purchasers last August, I authorized the suspension of standard purchasing procedures for projects utilizing Federal Stimulus funds and invoked the emergency purchasing procedures as set forth in the *West Virginia Code* §5A-3-15, the *Code of State Rules* §148-1-7.6 and Section 8.6 of the **Purchasing Division Procedures Handbook**.

Emergency purchasing procedures allow state agencies, after receiving approval from this office, to seek and obtain bids for the work as well as all other necessary approvals and then submit that information to the Purchasing Division for award of the contract.

The premise for this action was that this emergency declaration will permit state agencies to use SEP/ARRA Federal Stimulus funds in the most expeditious manner to obtain maximum benefit for the state of West Virginia.

However, in order to utilize this special expedited process, there are general guidelines that must be followed in processing an emergency purchase using SEP/ARRA funds, **if the agency believes that time will not allow for these purchases to move through the normal purchasing process:**

Submit a written request to the Purchasing Division via e-mail at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov) to attain emergency approval for your purchase. To identify that the solicitation is for an emergency stimulus project, please note in the subject line of the e-mail the following: "Stimulus Project."

This request must include the timelines imposed on the use of the funds – preferably through original documentation from the granting authority. Additionally, the request must provide the following information: agency name, project title, project description, anticipated bid opening date, contact person, email address, and telephone number. Please note the Purchasing Division will confirm the bid opening date with the agency once emergency approval has been granted.

Once approval has been granted from the Purchasing Division to process the purchase as an emergency, the agency may solicit bids for the project.

The Purchasing Division will publicly post the project on a web page, [www.state.wv.us/admin/purchase/stimulus.html](http://www.state.wv.us/admin/purchase/stimulus.html), that has been established for these time-sensitive stimulus projects. This web page is accessible to all vendors, regardless of their vendor registration status. These solicitations must be advertised on this web page for a minimum of two weeks prior to the bid opening to give ample time for prospective vendors to respond.

It is important to consider conducting a pre-bid conference if you believe the project warrants this step. Pre-bid conferences are typically used with construction projects.

After receiving the bids for your project, the agency is to select the lowest bidder meeting specifications as the apparent successful vendor for the contract.

Necessary insurance, licenses, bond documents, and other required verifications and certifications should be requested from the apparent successful vendor. Many of the forms can be found at: [www.state.wv.us/admin/purchase/vrc/pforms.htm](http://www.state.wv.us/admin/purchase/vrc/pforms.htm).

Following the receipt of all necessary documentation, this information is to be forwarded to the Purchasing Division for processing and final approval. The documentation to be forwarded to the Purchasing Division includes all bids, insurance, licenses, bonds, other verification and certifications, and a letter of recommendation for award noting the apparent successful vendor.



Again, this process is to be used for projects utilizing SEP/ARRA Federal Stimulus funds for which an imminent deadline is approaching. If time is not an issue, these procurements should be handled through the normal purchasing process.

If you have any questions, please contact your assigned buyer with any questions or for clarification.

## Purchasing Division Appreciates Agency Contact Response

The Purchasing Division extends its gratitude to agencies for completing the required forms for the designated purchasing contact(s) within each agency's office for fiscal year 2012.

In accordance with the *Code of State Rules* 148 1, each agency is required to designate a purchasing liaison to be on file with the Purchasing Division. Agencies may also submit back up contact names to Purchasing.

This year, the Purchasing Division requested agencies to distinguish a 'primary' contact, and if necessary, a 'back up' contact.

For additional information regarding the agency purchasing designations, please contact Assistant Purchasing Director Diane Holley-Brown at (304) 558-4213 or [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov).

# 2011 Agency Purchasing Conference

## TRAINING INTINERARY

<i>Conference Grid</i>	<b>Ballroom 1</b>	<b>Ballroom 2</b>	<b>Birch</b>	<b>Pecan</b>	<b>Maple</b>
<b>Tuesday, November 1</b>					
Conference Registration 1:00pm - 6:00pm	Registration will be held in main lobby				
Evening Social 6:00pm - 7:30pm	This event will be held in Stonewall Ballroom				
<b>Wednesday, November 2</b>					
Breakfast on your own					
Conference Registration 7:30am - 8:30am	Registration will be held in front of Stonewall Ballroom				
Commencement 8:30am - 9:30am	This event will be held in Stonewall Ballroom <b>Beginner's Track</b>				
Workshops 9:45am - 10:45am	<i>Acquisition Planning</i> Paul Reynolds/Shelly Murray	<i>Basic Purchasing</i> Tara Lyle/Frank Whittaker	<i>Request for Quotations</i> Jean Jones/Roberta Wagner	<i>Pre-Bid Conferences</i> Chuck Bowman	<i>Surplus Property</i> Elizabeth Perdue/Ken Frye
Workshops 11:00am - 12:00pm	<i>EOIs</i> Chuck Bowman/Tara Lyle	<i>Vendor Registration</i> Mark Totten	<i>Inspection Services</i> Kristy James & Inspectors	<i>Preparing an RFP</i> Krista Ferrell	<i>State Use Program</i> Cedric Greene
Group Lunch 12:00pm - 1:15pm	This event will be held in Stonewall Ballroom				
Group Presentation 1:30pm - 2:15pm	This event will be held in Stonewall Ballroom <b>Advanced Track</b>				
Workshops 2:30pm - 3:30pm	<i>Role of Procurement Officer</i> Dave Tincer	<i>Statewides and Piggybacks</i> Jean Jones/Paul Reynolds	<i>Tools &amp; Resources</i> CTS Staff	<i>Agency Delegated Purchasing</i> Frank Whittaker	<i>Change Orders &amp; Addenda</i> Tara Lyle/Chuck Bowman
Workshops 3:45pm - 4:45pm	<i>Contract Drafting</i> Jimmy Meadows	<i>Writing Specifications</i> Shelly Murray	<i>RFP Evaluation</i> Krista Ferrell/Frank Whittake	<i>Fixed Assets</i> Elizabeth Perdue/Ken Frye	<i>Purchasing Card Program</i> Amy Lewis/Jim Smith
Banquet & Game Show 6:30pm - 8:30pm	This event will be held in Stonewall Ballroom				
<b>Thursday, November 3</b>					
Breakfast on your own					
Workshops 8:45am - 9:45am	<i>Speed Roundtables</i> TBD	<i>Request for Quotations</i> Jean Jones/Roberta Wagner	<i>Basic Purchasing</i> Tara Lyle/Frank Whittaker	<i>Travel Management</i> Catherine DeMarco/Barb Ratliff	<i>AG's Role in Purchasing</i> Dawn Warfield
Workshops 10:00am - 11:00am	<i>Protest Process</i> Jimmy Meadows	<i>Evaluation and Award Process</i> Krista Ferrell	<i>ERP</i> Dan Miller/Roberta Wagner	<i>Emergency &amp; Sole Source</i> Shelly Murray	<i>Fixed Assets</i> Elizabeth Perdue/Ken Frye
Group Lunch & Awards 11:15am - 12:45pm	This event will be held in Stonewall Ballroom				
Workshops 1:00pm - 2:00pm	<i>Acquisition Planning</i> Paul Reynolds/Shelly Murray	<i>Change Orders &amp; Addenda</i> Tara Lyle/Chuck Bowman	<i>Payment Process</i> Lisa Comer	<i>Request for Quotations</i> Jean Jones/Roberta Wagner	<i>Tools &amp; Resources</i> CTS Staff
Workshops 2:15pm - 3:15pm	<i>Agency Delegated Purchasing</i> Frank Whittaker	<i>Purchasing Card Program</i> Amy Lewis/Jim Smith	<i>AG's Role in Purchasing</i> Dawn Warfield	<i>ERP</i> Dan Miller/Roberta Wagner	<i>Correctional Industries</i> Guy Perry
Workshops 3:30pm - 4:30pm	<i>Emergency &amp; Sole Source</i> Shelly Murray	<i>Evaluation and Award</i> Krista Ferrell	<i>Statewides &amp; Piggybacks</i> Jean Jones/Paul Reynolds	<i>Vendor Registration</i> Mark Totten	<i>State Use Program</i> Cedric Greene
<b>Friday, November 4</b>					
Group Breakfast 7:00am - 8:30am	This event will be held outside Stonewall Ballroom				
Workshops 8:45am - 9:45am	<i>Preparing an RFP</i> Krista Ferrell	<i>Inspection Services</i> Kristy James & Inspectors	<i>Statewide &amp; Piggyback</i> Jean Jones/Paul Reynolds	<i>Surplus Property</i> Elizabeth Perdue/Ken Frye	<i>Pre-Bid Conferences</i> Chuck Bowman
Workshops 10:00am - 11:00am	<i>Payment Process</i> Lisa Comer	<i>Writing Specifications</i> Shelly Murray	<i>Protest Process</i> Jimmy Meadows	<i>Travel Management</i> Catherine DeMarco/Barb Ratliff	<i>Correctional Industries</i> Guy Perry

Revised: 05/25/2011

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## Purchasing Division's Open House Continues as an Interactive Event for All in Attendance

Procurement officials from all areas of the state attended the fourth annual Purchasing Division **Open House** on May 10 to informally meet with Purchasing Division staff and participate in informational sessions. For one procurement official in particular from McDowell County, the trip paid dividends in a unique way.

John Brandt of Welch Community Hospital won complimentary registration to the 2011 Agency Purchasing Conference at Stonewall Resort when his name was selected at random from among the approximate 60 **Open House** attendees.

This is the second consecutive year an **Open House** attendee received complimentary registration to the annual conference.

This year marked the first time informational sessions on select topics were offered and those present could earn one credit toward their certification in the Purchasing Certification Program. The four sessions – Question and Answer with Director Dave Tincher; Certification Program; Purchasing Legal Issues; and Inspection – enjoyed capacity turnouts.



Purchasing Applications Specialist Mark Totten demonstrates the Purchasing Division's website to John Brandt of Welch Community Hospital during the Open House.

In addition to the informational sessions, visitors were able to interact with Purchasing Division staff, particularly the buyers, inspectors, training representatives, and technical services personnel.

"It was rewarding to have another

busy **Open House**. The informational sessions were certainly a boost to this year's event as all four sessions contained excellent dialogue between our

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### CYBER

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MeetingPlace, a web-based teleconference software program offered through the Office of Technology. Participants could submit questions online during the webinar or ask them by conference call at designated times.

"For this to be our first attempt in offering a webinar, we were very pleased with the results. We have received a great deal of positive feedback from the participants and are ready to go forward with a second webinar scheduled later this summer," said Purchasing Director Dave Tincher. "We will make slight modifications based on feedback from participants, but envision this to be another useful training component from our agency in the future."

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### Purchasing Division's Next Webinar

The next scheduled webinar is Wednesday, August 31, from 10 – 11:15 a.m. and the topic covered will be Statewide and Piggyback Contracts. More information will be in the next issue of **Buyers Network**.

During the last several years, the Purchasing Division has greatly increased its training by offering programs year-round in addition to its annual statewide Agency Purchasing Conference.

In September 2009, the Purchasing Division announced the creation of its Procurement Certification Program. To allow procurement officials greater

flexibility in earning credits toward certification, Purchasing has placed six online training modules on its website in addition to monthly in-house training sessions at the Capitol, and now webinars.

For more information about the Purchasing Division training programs, contact Knapp at (304) 558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## AlliedBarton Keeps our West Virginia State Agencies Safe Through New Security Contract

One of the Purchasing Division's newest statewide contracts is **SECSVS11**, which provides security guard services to state agencies and political subdivisions. Yet, a familiar name serves as a vendor on this contract.

AlliedBarton has been doing business with the state of West Virginia for several years now, previously contracting with agencies on the piggyback contract **GUARDS**. The national company has its West Virginia headquarters in Dunbar and it employs approximately 300 people statewide.

Chris Hart, the Business Development Manager for AlliedBarton, said the company has worked with more than six state agencies since **SECSVS11** went into effect January 1, 2011, including the West Virginia Veterans Nursing Home and various Air National Guard locales.

"Our core purpose is to serve and secure the people, homes and businesses of our communities," Hart said. "We pride ourselves on being a security

*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.**



AlliedBarton, located in Dunbar, provides security services on the statewide contract **SECSVS11**. Two individuals who supervise and place the security personnel for AlliedBarton are, left, Ricky Taylor, operations manager, and Tim Melton, district man-

partner and an expert resource for our clients. At the core of our success is a quality-oriented 'Dare to be Great' approach and a focus on local response supported by national resources."

Hart added such managerial philosophy is woven nationally throughout the company, which was founded in 1957 and has approximately 50,000 employees, serving 3,300 companies. The Dunbar branch of AlliedBarton serves all of West Virginia, southern Ohio and eastern Kentucky.

"We continue to keep growing here in West Virginia. It is fortunate to be working with a company that leads the industry in award-winning programs," Hart said.

The **SECSVS11** contract divides the state into four regions and AlliedBarton is a vendor to serve agencies in three of those regions. U.S. Security Associates, based in South Charleston, is the other vendor on this statewide contract.

To learn more about this and other statewide contracts, please visit <http://www.state.wv.us/admin/purchase/swc/default.html>.

For more information about AlliedBarton, contact,

Chris Hart, Business Development Manager

[chris.hart@alliedbarton.com](mailto:chris.hart@alliedbarton.com)  
<http://www.alliedbarton.com>  
(304) 768-1064

### OPEN

Continued from Page 4

staff and procurement officials," said Director Dave Tincher. "The additions we made to our **Open House** this year went over quite well because everyone brings an eagerness to become better acquainted with the procurement process. I think the lines of communica-

tion between our agency and those we deal with in procurement are as good as ever."

Tincher added that new elements may be incorporated into next year's **Open House**, which is held in May of each year.

## Purchasing Welcomes Guy Nisbet As Newest Member of Buying Staff

The Purchasing Division is pleased to welcome Guy Nisbet who joins the staff as a senior buyer in the Acquisition and Contract Administration Section.

Nisbet currently resides in Dunbar, having grown up in Spring Hill and Winfield and graduated from Winfield High School. He earned an associate's degree from West Virginia State College and has a bachelor's degree in organizational management and a master's degree in management from Mountain State University. Prior to joining the Purchasing Division, Nisbet worked for Bayer Crop-Science.

Nisbet is married with three children and two grandchildren. He enjoys genealogy, biking,



**Guy Nesbit**

American Civil War history and classic muscle cars in his spare time. Welcome to Purchasing!

### CONFERENCE

Continued from Page 1

create a sense of excitement," said Staff Training Development Specialist Samantha Knapp. "The trailer gives you a sense of what to expect when staying at Stonewall Resort while also reminding you of what has made previous conferences great."

In addition to a new location, several new classes will be offered this year including the Purchasing Card Program, the Enterprise Resource Planning (ERP) Program, and the Commission on Special Investigations. There will also be two separate sessions on Preparing an RFP and RFP Evaluation.

Also, to complement the Beginner's Track, which is a six-class series for agency purchasers with two years or less purchasing experience, the 2011 Agency Purchasing Conference will introduce the Advanced Track, which will highlight the role of the agency purchaser, contract drafting, and the protest process.

A fourth session in the Advanced Track will give agency purchasers the opportunity to brainstorm solutions and improvements on important pur-

chasing-related issues via a roundtable format.

The Beginner's Track is for agency purchasers with two years or less purchasing experience and the Advanced Track is for the primary agency-designated procurement officers only. Registrants for the Beginners Track will be automatically registered for all six classes, spanning two days of the conference.

This year's registration fee has been lowered to \$50 per participant, which includes all group meals and training materials.

Lodging reservations may be made by calling Stonewall Resort toll-free at 888-278-8150. Please indicate that you are attending our conference to ensure you receive the special rate of \$89 per night. Reservations must be made by Oct. 1. A list of alternate lodging options will also be available on the conference registration page.

Questions may be directed to Samantha Knapp at (304) 558-7022 ([Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov)) or Diane Holley-Brown at (304) 558-0661 ([Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)).



Breana Crites is finishing her bachelor's in marketing at West Virginia Wesleyan. She will be an intern with the Purchasing Division through the summer.

### Crites Joins Purchasing Division with Governor's Internship Program

Breana Crites, a student at West Virginia Wesleyan College, has joined the Purchasing Division as a summer intern through the Governor's Summer Internship Program. She will be working in the Communication and Technical Services Section, assisting with communication and marketing projects. This is Crites' second summer as an intern at the Capitol.

Crites recently completed her senior year at Wesleyan, working to complete a bachelor's degree in marketing and will continue in the fall for a fifth year to finish her Masters in Business Administration degree. Her expected graduation is next May with a marketing major and communication minor. A resident of Elkview, she graduated from Capital High School in 2007.

The Purchasing Division has been active in the Governor's Internship Program since its inception in 1989, which pairs high-achieving college students and their career interests with state agencies seeking to host them.

# Current Statewide Contract Update

(As of May 15, 2011)

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
RTIRE11	Retread tires	Yes	05/12/2011
TEMP11	Temp services for state agencies	Yes	05/17/2011
LABSUP11	Lab equipment	No	05/26/2011
MOVE11	Moving services	Yes	05/25/2011

## New Awards

Contract	Vendor	Description	Dates
MA11SW01	Executive Information Systems	SAS software licensing annual maint. installation service	04/27/2011 -12/14/2014
PBKINDEQ11	Grainger Div WW Grainger inc	Tools all varieties ind. equip./supplies	03/01/2011- 02/28/2014
TEMP11A	Wv Assoc. Of	Temp services	05/01/2011- 04/30/2012
TEMP11B	Adecco USA Inc.	Temp services	05/01/2011- 04/30/2012
TEMP11C	Choice Staffing	Temp services	05/01/2011- 04/30/2012
TEMP11D	Saunders Staffing	Temp services	05/01/2011- 04/30/2012
TEMP11E	Temporary Employment Services	Temp services	05/01/2011- 04/30/2012
TEMP11F	Winans Sanitary Supply Co Inc.	Temp services	05/01/2011- 04/30/2012

## Under Evaluation

Contract	Description	Bid Opening	Under Eval
NTIRES11	New tires	02/17/2011	Yes
WAN11	Installation and support wide area network	03/22/2011	Yes
TEMP11	Temp employee services	03/16/2011	Yes

## Renewals

Contract	Vendor	Description	Date
LIGHT10	WV Electric Supply Comp.	Lights lamps and Bulbs	06/01/2011- 05/31/2012
WVARF10	WV Assoc of Rehab Facilities	Absorbency Products	05/01/2011- 04/30/2012

## Misc. Actions on Statewide Contracts

Contract	Vendor	Commodity	Description of Change
SELECT10	Dell Marketing LP	License for software	Updated price list

## Misc. Actions on Statewide Contracts

Contract	Vendor	Commodity	Description of Change
CPHONE07DA	Verizon Wireless	Cell phones	Add new data and wireless minute plans
CPHONE07B	ATT Mobility	Cell phones	Add equipment for iPhone

## Contracts Reviewed

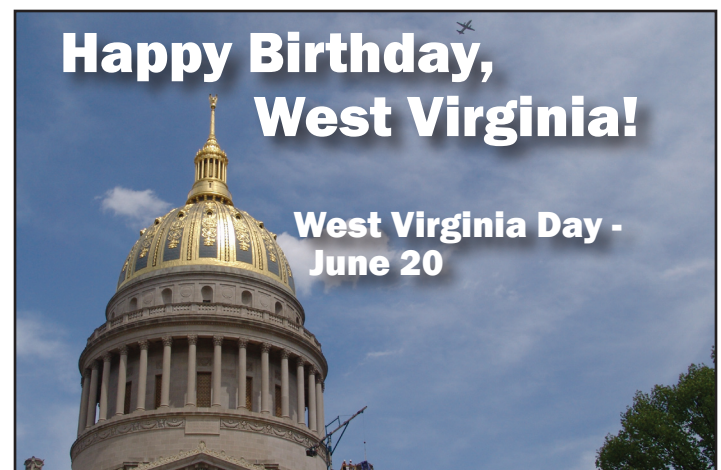
Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products.

### JUNE

CLRM	Classroom furniture
ENTPRZ	Microsoft Enterprise products
ERCYCL	Electronic equipment recycling
HRDEV	Human resources related personnel devopment tools
LAWN	Lawn maintenance equipment
RECMGT	Records management
SANPAP	Sanitary paper supplies

### JULY

CLRM	Classroom furniture
ENTPRZ	Microsoft Enterprise products
ERCYCL	Electronic equipment recycling
HRDEV	Human resources related personnel devopment tools
LAWN	Lawn maintenance equipment
RECMGT	Records management
SANPAP	Sanitary paper supplies
SIP	Personal computers and peripherals



# 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](mailto:Diane.M.Holley@wv.gov)

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E-Mail Address \_\_\_\_\_  
Need Information about \_\_\_\_\_  
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### STATE OF WEST VIRGINIA

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