

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

West Virginia Purchasing Division Intranet

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Purchasing Applications
Welcome to the **West Virginia Purchasing Division's** intranet website! The information contained herein will provide you with additional resources relating to state procurement, its procedures and statutory and regulatory provisions.

Processes and Procedures
Our intranet site offers all of our required forms, procedures, system applications, the West Virginia Purchasing Bulletin, and various purchasing tools and resources.

Purchasing Forms
The Purchasing Division is organizationally structured under the Department of Administration. In addition to the Purchasing Director's office, the division has three sections: Acquisition and Contract Administration; Communication and Technical Services; and Program Services.

West Virginia Purchasing Bulletin
Acquisition and Contract Administration Section
This section is responsible for the procurement of products and services for state agencies in excess of \$25,000. It is committed to providing good customer service to agencies and vendors by buying the best quality commodities at the lowest cost to taxpayers. The procurement process is monitored through the Requisition Tracking System from the requisition receipt to the award of the purchase order. The Contract Management Unit within this section oversees the managing of all contracts and the inspection of purchasing documents to ensure compliance with state laws, regulations, and procedures. This section strives to provide quality services in the most efficient manner.

Training Center
Communication and Technical Services Section
This section is responsible for a variety of services offered to agency purchasers, the vendor community and to the general public. It focuses on technology, communication, training, vendor registration and relations, and administrative functions, including records imaging, purchase order encumbrance, bid receipt, and bid package distribution. The Communication Unit provides information related to the division as well as the individual programs which are administered by the division. The Technical Services Unit maintains the automated purchasing systems, our networking services and the division's website. In addition, this unit oversees the administrative functions outlined above. Professional development is also a vital aspect of the division. Conferences, online training modules, in-house workshop sessions, and the West Virginia Procurement Certification Program are offered throughout the year to offer guidance and opportunities to our agency procurement officers.

Awards/Recognition Programs

Tools and Resources

Contract Information

Directions

Purchasing Division Unveils Reorganized and Streamlined Intranet Site

Following in the footsteps of the 2010 renovation of the Purchasing Division's website, the division's intranet site has now been redesigned and modernized. The decision to redesign was based on both making it serve agency procurement officer needs more easily while also modernizing the site's look.

Purchasing Applications Specialist Mark Totten said the old site was not reflective of web design in the 2010s and not as well-organized as it could have been. "We wanted to create a site that state agencies can quickly access," he said. "The intranet site resembles the main Purchasing Division website, but has fewer graphics to speed navigation time and allow the user to access their desired information more quickly. We also worked to ensure that

Please see INTRANET, Page 3

Evaluation and Award Training Module Added to Purchasing Division Website

The Purchasing Division has added its ninth online training module to the agency website. The new module is Evaluation and Award and is designed for procurement agency officials to review from the convenience of their offices.

This online module focuses on the duties and guidelines of the agencies when evaluating responses to a solicitation and the steps necessary prior to and including the submission of a recommendation to award a contract.

Completion of each online module counts as one credit in a procurement official's participation in the Purchasing Division Certification Program. Instructions to receiving the Certificate of Completion are included in the training modules. Please contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov for additional information or questions.

For a direct link to the RFQ and all other online training modules, please visit <http://www.state.wv.us/admin/purchase/training/modules.html>.

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- Several Statewide Contracts Eliminated Following Survey
- Attention to Details Crucial for Agencies When Procuring Architectural and Engineering Services

Checking Debarment List Regularly a Must for State Agency Procurement Officers

By Purchasing Director Dave Tincher

The *West Virginia Code* §5A-3-33c places the responsibility on the Purchasing Director to maintain a list of vendors declared ineligible under federal law and regulations and to notify all procurement officers of the state and its subdivisions of these debarred vendors. (See related story on page 3)

As a reminder, this list is available on the Purchasing Division's website at: <http://www.state.wv.us/admin/purchase/Debar.html>.

The vendors are listed, along with the official debarment date.

To check the federal debarment and suspension lists, use the Excluded Parties List System at <https://www.epls.gov>. This site is maintained by the U.S. General Services Administration for the purpose of disseminating information on parties that are excluded from receiving federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and ben-

efits, pursuant to the federal provisions (31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment).

As you may be aware, our state statute outlines our debarment process and places the authority of administering this process on my position. Aside from my responsibility of maintaining the list of debarred vendors and notifying you, our agency procurement officer, I also work with proper authorities in investigating complaints about vendors from officials of the state regarding contracts for supplies and services.

The grounds for debarment are specific and as noted below in the *West Virginia Code*:



(1) Conviction of an offense involving fraud or a felony offense in connection with obtaining or attempting to obtain a public contract or subcontract;

(2) Conviction of any federal or state antitrust statute relating to the submission of offers;

(3) Conviction of an offense involving embezzlement, theft, forgery, bribery,

falsification or destruction of records, making false statements or receiving stolen property in connection with the performance of a contract;

(4) Conviction of a felony offense demonstrating a lack of business integrity or business honesty that affects the present responsibility of the vendor or subcontractor;

(5) Default on obligations owed to

Please see DEBARMENT, Page 6

Several Statewide Contracts Eliminated After Procurement Officer Survey

Purchasing Director Dave Tincher has announced that the statewide contracts noted to the right will be eliminated after their respective contract terms expire. Some of these contracts have already expired and will not be renewed or rebid. In the case of perpetual licenses, the contract is discontinued immediately.

The decision to discontinue these statewide contracts was determined by the results of a recent survey distributed to agency-designated procurement officers. Based on this feedback, the Purchasing Division determined there was no longer a need to renew or rebid these contracts after they expired due to a lack of use. Please note that any of these commodities may be incorporated into an agency contract should your agency realize a need.

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

Eliminated Statewide Contracts

- **ALUM** - Furnish Class II aluminum sheets and Class III pre-cut aluminum
- **APRISMA** - Provide Aprisma software and support
- **CLRM** - Provide classroom furniture and related items
- **CPIPE** - Provide corrugated pipe and bands
- **DIAPER** - Furnish incontinence care products
- **ENCRYPT** - Provide encryption solutions from Pointsec products
- **FRMTIRE** - Provide farm tires and tubes
- **ISC07084** - Establish a master agreement for Filenet Corporation products
- **LADPLAT** - Provide attachable platforms steps for ladders
- **LITTER** - Provide litter grabbers
- **MVU** - To supply used vehicles
- **PHOTO** - To supply film and miscellaneous photographic supplies
- **PPHONE** - Provide payphones
- **RSHEET** - For reflective sheeting, associated tapes, inks and films
- **SAFETY** - Provide various safety items
- **SAT** - Provide satellite transponder time for use by the W.Va. Educational Network
- **UNIFCOM** - Provide hardware, software, services and support to provide on-premise video, audio and data conferencing
- **WATERT** - Provide water treatment chemicals
- **WELD** - Welding supplies
- **XRAY** - Supply X-ray film, chemicals and dry media

Data Overload



Senior Buyer Guy Nisbet, left, and Buyer Supervisor Shelly Murray review a wall full information pertaining to a statewide contract for motor vehicles, which is under review. In order to best analyze the data of the potential vendors, the two made an extensive comparison sheet to better facilitate the process.

Checking Vendor Status with Secretary of State Office Vital in Procurement Process

The Purchasing Division reminds agency procurement officers that it is required of vendors to be licensed and in good standing with state and local laws to do business with the state of West Virginia. This requirement is noted on the terms and conditions for Requests for Quotations/Request for Proposals along with Purchase Orders/Contracts. The Purchasing Division has increased its scrutiny of this provision prior to awarding contracts to ensure this requirement is being met.

The Purchasing buying staff is verifying that agencies have performed a search on the Secretary of State's website to ensure that all vendors are properly registered with that office. If it is found that the vendor has not properly registered or obtained an exemption, our staff is working with the agency and vendor to complete this process.

To assist agencies in searching the

Secretary of State's (SOS) website, below are guidelines to follow:

1. Access the online database at the following address:

<http://apps.sos.wv.gov/business/corporations>.

2. Enter the first few letters of the vendor name. If you receive too many results, enter as much of the name as you need to get satisfactory results.

Note: The search function of the site is very sensitive and slight variations, such as spacing and punctuation, may impact the results (Example: "Jones LLC" vs. "Jones L.L.C." would yield different results. Searching for "Jones" would include both of the above names in the results list).

3. Look for the vendor name in the resulting list. If the vendor name appears, click on the name and move to step 4. If the name does not appear,

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INTRANET

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we do not duplicate information from the Internet site, so some links on the intranet site open to the Internet site if the information already there cannot be improved upon."

Totten said the renovated intranet site has information geared strictly toward procurement officers and state agency employees. Among the site's unique features is a direct link into the West Virginia Purchasing Bulletin, the weekly publication used by the Purchasing Division to advertise competitive bid opportunities expected to exceed \$25,000. In order for a registered vendor to access the West Virginia Purchasing Bulletin, a user name and log-in are required through the division's Internet site. In contrast, state agency employees may access the Purchasing Bulletin through the exclusive intranet link that requires no login.

Also available is the Daily Requisition Tracking Report, which is updated on the site every business day and allows state agency employees to view the current status of agency projects. "The report is easily one of the most heavily-visited pages we have on the site," Totten said. State agency employees may also sign up to be added to the Purchasing Division electronic mailing list to receive division publications and updates, though Totten noted that agency procurement officers are already signed up and do not need to sign up again. The secured site also includes all forms needed by procurement officers through the Purchasing Division.

And as a small bonus for those sharp-eyed visitors, the intranet title banner has in its upper left corner the Less Seal of the State, the reverse side of the West Virginia State Seal. "We wanted the use of the seal's reverse to symbolize the inner side of our transactions and how the intranet site represents the deep workings of state procurement."

To view the intranet site, users' computers must be on the state executive domain. To visit the intranet site, please go to <http://intranet.state.wv.us/admin/purchase/default.html>.

Attentions to Details Crucial for Agencies When Procuring Architectural and Engineering Services

State law dictates the circumstances which allow state agencies and political subdivisions to procure architectural and engineering services. There are two sets of standards: Projects costs estimated to be less than \$250,000 and projects estimated to cost \$250,000 or more.

If a project is anticipated to cost below the \$250,000 threshold, the agency may procure the services itself.

When such situation arises, *West Virginia Code* §5G-1-4 states that, "The agency shall conduct discussions with three or more professional firms solicited on the basis of known or submitted qualifications for the assignment prior to the awarding of any contract: *Provided*, That if a judgment is made that special circumstances exist and that seeking competition is not practical, the agency may, with the prior approval of the director of purchasing, select a firm on the basis of previous satisfactory performance and knowledge of the agency's facilities and needs. After selection, the agency and firm shall develop the scope of services required and negotiate a contract."

It is vital for procurement officers to note that \$250,000 threshold includes the project itself and the cost of architect and/or engineering services and the ensuing labor associated with the project.

"The Purchasing Division still processes the purchase orders for Expressions of Interests (EOIs) done at the agency level under *West Virginia Code* §5G-1-4. Thus, when we receive the documents from the agency to process the purchase order, we need all related paperwork, not just the anticipated price of the project,"

Expression of Interest Checklist

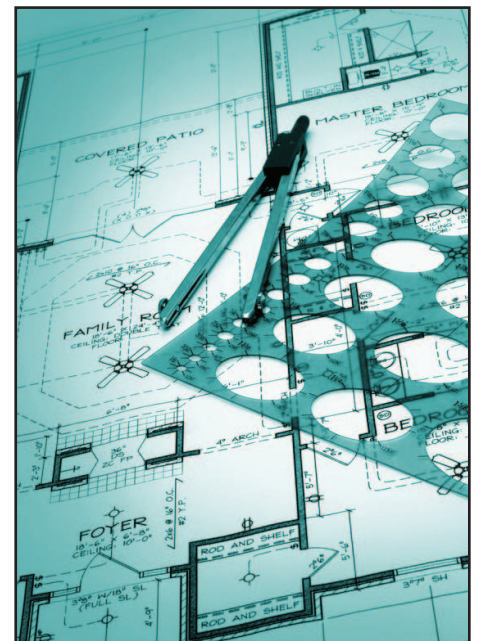
The following checklist relates to Expressions of Interest projects less than \$250,000:

- WV-35 Purchasing Requisition or RQH Screen
- WVFIMS Agency Cover Sheet (P-Doc)
- Any necessary pre-approvals
- Agency memorandum with project description, list of contacted firms in ranked order, and firm selected
- WV-48 Agreement Form or AIA Document B101-2007 with negotiated contract, applicable licenses, bonds, and certificates of insurance attached
- Vendor signed Purchasing Affidavit
- WV-96 Agreement Addendum signed by Vendor and Agency, if applicable
- Evaluation Committee signed Certificate of Non-Conflict of Interest
- BEP Default screen print

said Mike Sheets, Assistant Purchasing Director for the Acquisition and Contract Administration Section. "If we do not receive everything associated with the EOI, then the process is slowed a great deal."

Sheets cautions that if it appears an EOI project may approach the \$250,000 threshold at the outset of the process, it may be in the agency's best interest to follow the rules as defined in *West Virginia Code* §5G-1-3 which coordinates the entire process through the Purchasing Division. There is no statutory mechanism to allow the vendor to transfer the procurement from the under \$250,000 to the over \$250,000 EOI process.

For more information, visit the *Code of State Rules* at <http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=05g&art=1>.



Purchasing Division Recognizes Latest Certification Program Recipients

The Purchasing Division is pleased to recognize the latest graduates in the West Virginia Procurement Basic Certification program.

Angie Moorman and Kathy Mehauffey of the Division of Highways and Bryan Rosen of the Department of Health and Human Resources are the most recent individuals to receive certification since the program's in-

ception.

Currently, 19 have achieved Basic Certification, and there are 25 procurement officers enrolled in the program,

State agency procurement officials are encouraged to review the program's requirements and consider enrollment. To review the requirements and steps to enroll, visit <http://www.legis.state.wv.us/admin/purchase/training/Certification/>.

Procurement officials interested in this program with additional questions may 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).

Purchasing Division Begins New Buyer Orientation

The Purchasing Division has introduced a new orientation program for its new buyers within the division. The program is a six-month process with the goal of the buyer having his or her agency file assigned at the end of the six months.

The program was borne out of the importance of providing a consistent training regiment that encompassed the different purchasing methods, the system applications and associated procedures. "With the new buyers, we saw a need for a more organized methodology of orientation so that there can be a greater consistency with the new staff," said Purchasing Division Director Dave

Tincher.

During the orientation, new buyers are introduced to the various aspects of procurement and the role and responsibility of the Purchasing Division. The new buyer reviews all reference materials, observes and handles various transactions, learns how to use the TEAM automated purchasing system and Requisition Tracking (ReqTrak), and works closely with buyer supervisors who oversee their new progress. Buyers are evaluated twice by a buyer supervisor during the orientation process to ensure they are progressing satisfactorily so they will be able to handle their own agency file upon



completion.

Tincher said the orientation process should help the buyers more quickly and efficiently work with their agencies. "The quicker that a new buyer is trained, the better service and attention to detail they will be able to give to the agencies," he said. "This is part of the Purchasing Division's focus on best serving its customers."

STATUS

Continued from Page 3

then try a different variation or spelling, if appropriate. If you are unable to locate the vendor in the database, then a contract cannot be awarded until the company verifies that it has registered with the Secretary of State or proves that it is exempt from the registration requirements.

Note: *National banking association, government entities and sole proprietorships and general partnerships are not required to file with the Secretary of State.*

4. Ensure that there is no information in the Termination Date column. If there is information noted in that column, the contract cannot be awarded until the reason for termination has been remedied.

5. Check the Charter column to determine if the company is foreign or domestic. If the company is foreign, it was originally incorporated or formed in another state and issues of vendor preference should be investigated more closely. Also, review the principal office address. If that address is outside the state of West Virginia, issues of vendor preference should be investigated more closely.

6. Document that the successful vendor is in good standing by printing the SOS form showing this.

Purchasing Division Offers its In-House Training Schedule for February and March

The West Virginia Purchasing Division continues its 2012 In-House Training Program with two sessions scheduled for February and two planned for March.

Classes scheduled for February include:

- Wednesday, February 8: Contract Drafting (10:30 a.m. to 11:30 a.m.)
- Wednesday, February 22: Request for Quotations (10:30 a.m. to 11:30 a.m.)

Classes scheduled for March include:

- Wednesday, March 7: Preparing a Request for Proposals (10:30 a.m. to 11:30 a.m.)
- Wednesday, March 21: Beginner's Track [*Basic Purchasing, Vendor Registration, Statewide and Piggyback Contracts, Requests for Quotations, Evaluation and Award Process, & Purchasing Tools and Resources*]

This year's curriculum is conducted in the Purchasing Division, Building 15, 1st Floor Conference Room on select Wednesdays. **The only exception will be the Beginner's Track on March 21, which will be conducted in the Regents Room of the State Training Center (Building 7) at the State Capitol campus from 9 a.m. to 4 p.m.**

Space is limited. Registration is given on a first-come, first-served basis. For more information or to register, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html>.

For questions regarding the 2012 In-House Training Program, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov.



Connie Hill Joins Purchasing Division as Senior Buyer

The Purchasing Division is proud to announce that Connie Hill has joined the Acquisition and Contract Administration Section as a senior buyer. Hill was previously a purchasing assistant with the division.

A graduate of Nathan Hale High School in Tulsa, Okla., Hill is currently a resident of Pax. Prior to joining the Purchasing Division, she was a senior buyer for the power, oil and gas industries in Oklahoma, focusing on heavy metals procurement and production planning. She was a member of the National Association of Purchasing Managers and the American Production Inventory Control Society in Oklahoma.

Hill is engaged and has a son and a granddaughter. In her spare time, Hill enjoys the outdoors by fishing, gardening, and raising chickens.

Back issues of
The Buyers Network
are available at
[http://www.state.wv.us/
admin/purchase/BN/
bnlist.html](http://www.state.wv.us/admin/purchase/BN/bnlist.html)

DEBARMENT

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the state, including, but not limited to, obligations owed to the workers' compensation funds, as defined in article two-c of chapter twenty-three of this code, and obligations under the West Virginia Unemployment Compensation Act and West Virginia state tax and revenue laws. For purposes of this subsection, a vendor is in default when, after due notice, the vendor fails to submit a required payment, interest thereon or penalty, and has not entered into a repayment agreement with the appropriate agency of the state or has entered into a repayment agreement but does not remain in compliance with its obligations under the repayment agreement. In the case of a vendor granted protection by order of a federal bankruptcy court or a vendor granted an exemption under any rule of the bureau of employment programs or the Insurance Commission, the director may waive debarment under section thirty-three-f of this article: *Provided*, That in no event may debarment be waived with respect to any vendor who has not paid all current state obligations for at least the four most recent calendar quarters, excluding the current calendar quarter, or with respect to any vendor who is in default on a repayment agreement with an agency of the state;

(6) The vendor is not in good standing with a licensing board, in that the vendor is not licensed when licensure is required by the law of this state, or the vendor has been found to be in violation of an applicable licensing law after notice, opportunity to be heard and other due process required by law;

(7) The vendor is an active and knowing participant in dividing or planning procurements to circumvent the twenty-five thousand dollar threshold requiring a sealed bid or otherwise avoid the use of a sealed bid; or

(8) Violation of the terms of a public contract or subcontract for:

(A) Willful failure to substantially perform in accordance with

the terms of one or more public contracts;

(B) Performance in violation of standards established by law or generally accepted standards of the trade or profession amounting to intentionally deficient or grossly negligent performance on one or more public contracts;

(C) Use of substandard materials on one or more public contracts or defects in construction in one or more public construction projects amounting to intentionally deficient or grossly negligent performance, even if discovery of the defect is subsequent to acceptance of a construction project and expiration of any warranty thereunder;

(D) A repeated pattern or practice of failure to perform so serious and compelling as to justify debarment; or

(E) Any other cause of a serious and compelling nature amounting to knowing and willful misconduct of the vendor that demonstrates a wanton indifference to the interests of the public and that caused, or that had a substantial likelihood of causing, serious harm to the public.

Procedures are established to ensure that the vendors in which the state does business are approved vendors of the Purchasing Division. If a vendor is debarred, the state may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during its debarment period. The agency procurement officer may not exercise an option to renew or otherwise extend a current contract with a debarred vendor, or a contract that is being performed in any part by a debarred subcontractor, unless approved by the Purchasing Division. For additional effects of debarment, please review the *West Virginia Code* §5A-3-33f.

It is important to check this valuable website on the Purchasing Division's website prior to soliciting bids or issuing or renewing contracts to vendors.

Current Statewide Contract Update

(As of January 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
LGLOVES12	Latex gloves	No	02/16/2012
MEDSUP12	Medical supplies	No	02/01/2012

New Awards

Contract	Vendor	Description	Dates
PC12	Stephens Auto Center	Police cruisers	01/15/2012 -01/14/2013
HRDEV11	Ephiphany Consulting LLC	Human resource development tools	01/01/2012 -12/31/2012
SBUS12A	Matheny Motor Truck Company	School buses	01/01/2012 -12/31/2012
SBUS12B	Heritage Bus Sales	School buses	01/01/2012 -12/31/2012
SBUS12C	Blue Bird Bus Sales	School buses	01/01/2012 -12/31/2012

Under Evaluation

Contract	Description	Bid Opening	Under Eval
ALCOHOL12	Ethyl alcohol	01/05/2012	Yes
IP11	Computers	11/15/2011	Yes
LARMS11	Replace Enterprise and Select for Microsoft products	11/15/2011	Yes
MOTL10	Motel lodging/hotel accommodations	12/15/2009	Yes
MV12	Motor vehicles	12/13/2011	Yes
SECSVS11C	Security guard services for Region II only	01/12/2012	Yes

Renewals

Contract	Vendor	Description	Date
MOTL10CJ	Comfort Inn	Motel lodging	01/01/2012 -12/31/2012
MOTL10VA	Days Inn	Motel lodging	01/01/2012 -12/31/2012
SECSVS11A	Allied Barton	Guard and security services	01/01/2012 -12/31/2012

Contracts Extended

Contract	Vendor	Description	Date
SECSVS11B	US Security Associates	Security services	01/01/2012 -02/29/2012

Contracts Extended

Contract	Vendor	Description	Date
IP08	Hewlett Packward	Computers, laptops and peripherals	12/01/2011 -03/31/2012
SIP2008	Software Information Systems	Servers and personal computers	02/01/2012 -04/30/2012
ENTPRZ08	SHI International Corporation	Large account reseller for Microsoft Enterprise agreement	11/01/2011 -01/13/2012
ABATMNT08E	Asbestos abatement	Atlantic Plant Services Inc.	11/21/2011 -11/20/2012
DIGCOP09I	Superior Office Service Inc.	Digital copiers	01/15/2012 -06/14/2012
DIGCOP09F	REMCO Sales & Service	Digital copiers	01/15/2012 -06/14/2012
DIGCOP09A	Aarons Products Inc.	Digital copiers	01/15/2012 -06/14/2012
DIGCOP09I	RICOH Americas Corporation	Digital copiers	01/15/2012 -06/14/2012
DIGCOP09BA	Superior Office Service Inc.	Digital copiers	01/15/2012 -06/14/2012
DIGCOP09HA	Sharp Electronic Corporation	Digital copiers	01/15/2012 -06/14/2012
BEDDING09A	Imperial Bedding Company	Bedding	01/15/2012 -06/14/2012

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

IPT	Internet protocol voice communications
ITECH	Technical support
LDPHONE	Long distance phones
PPHONE	Pay telephones
SIP	Personal computers and peripherals

MARCH

FUELTT	Fuel truck transport
FUELTW	Fuel tank wagon
IPT	Internet protocol voice (VOIP) communications
LAN	Local area network hardware, software and service
SYSFURN	Modular system furniture

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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