

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

2008 Agency Purchasing Conference Offers Benefits to Beginners and Veteran Purchasers

With the attendance of agency purchasing agents edging 260, in addition to about 30 staff and guest presenters, the 2008 Agency Purchasing Conference at Canaan Valley Resort and Conference Center was one of the best attended conferences in Purchasing Division history.

One of the most successful aspects of the conference was the introduction of the "Beginners Track," a series of classes especially designed for individuals with two years or less of procurement experience. The six classes focused on the



2008 Agency Purchasing Conference attendees had a choice of more than 25 different workshops to attend, as well as an awards banquet and the conference's annual game show.

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bare-bone basics of purchasing, allowing those in attendance to have stronger footing not just for future classes, but also for their daily jobs in state government. More than 70 first-time attendees were present at this year's conference.

In total, this year's conference offered 27 different workshop topics from which attendees could choose. In addition, all presentation material will soon be made available on the Purchasing Division Web site at <http://www.state.wv.us/admin/purchase/training>.

The various workshop topics included: Agency Delegated Purchasing; Acquisition Planning; Basic Purchasing; Change Order Process; Construction Purchases; Fleet Management; Inspection Services; Piggybacking Contracts;

Purchase Order Encumbrance; Process Checklist; Purchasing Web site; Request for Quotations; Sole Source Process; Statewide Contracts; Surplus Property; Travel Management; and Vendor Registration.

This year's conference also introduced several new workshop topics, including Expressions of Interest; Evaluation and Award Process; Preventing Protests; and a Request for Proposal mock evaluation.

Special presenters for this year included Lisa Comer of the State Auditor's Office (Process Payment); Penney Hall of the Department of Administration (State Use Program); Guy Perry of

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THE DIRECTOR'S COMMENTS

Purchasing Carefully Reviews Change Orders

By Purchasing Director Dave Tincher

Specific laws and legislative rules govern the process used in awarding contracts. However, there are no state laws or rules which specifically address changes to those contracts, which we refer to as 'change orders.'

Change orders do not have the public visibility and scrutiny at the time of negotiation or approval as purchase orders and contracts. For example, for purchase orders and contracts, the Purchasing Division receives and open bids in a public forum, which are immediately scanned and available on the Purchasing Division's Web site so that any interested party may review.

At the time of award, the Purchasing Division notifies the successful bidder as well as those unsuccessful as to the outcome of the award. If a bidder believes the state acted improperly, he or she has the opportunity to protest the contract award.

After the award, all information, including the purchase order and rejection reasoning, is made part of the public record for open review. Since the entire transaction is public record as it progresses until completion, there is high visibility to the process.

Unsuccessful vendors are often our best auditors, as the transaction progresses. The Purchasing Division enjoys the benefit of their involvement as well as their industry knowledge. We view their participation in a positive manner. When the Purchasing Division approves a contract, we have a strong sense that the award has been publicly competed and reviewed by many interested parties, giving us a sense of openness and comfort that the right thing has been done.

Should a contract be renewed or modified in any way, a change order is issued. During the development of a change order, unlike the award of a new contract, there is no public process as the agency and vendor negotiate the changes. At the time of the change order approval, there is no public notification to any party, except the approved change order to the existing vendor.

Since there is no public notification or other bidders involved, there are no unsuccessful vendors who can challenge the transaction should something appear to be out of order, such as the pricing is too high, incorrect items being added, etc. When we fi-



nalize and approve a change order, often the Purchasing Division is the only non-participating body that has seen the changes. We are the only protection the state has to ensure the proper action is being taken.

As a result, unlike the processing of purchase orders, the Purchasing Division does not have the same

sense of comfort that other knowledgeable parties have reviewed the state's actions. In a worst case scenario, a state agency and vendor could determine that an unreasonable sum was needed to complete a project, when perhaps this may not have been necessary. If the Purchasing Division does not challenge this decision, the wrong course of action could be taken and the state's taxpayers would bear the financial burden of this mistake.

The Purchasing Division may not have specific industry experience in all commodities and services that we procure on behalf of state agencies; however, our division is the only protection the state has when processing change orders to existing contracts and purchase orders to ensure that proper practices are being followed and state taxpayers' dollars are being spent efficiently.

Contestants Get To Spin 'Wheel of Misfortune'

Attendees at the 2008 Agency Purchasing Conference had the chance to spin the wheel on this year's game show, "Wheel of Misfortune."

The game show, an annual event of the conference to allow those in attendance a chance to test their knowledge in a fun way, was modeled this year after the popular "Wheel of Fortune," following last year's "Agency Feud." Senior Buyer Chuck Bowman returned for an encore performance as host at the conference luncheon.

Spinning a wheel where the dollar thresholds matched amounts relating to the purchasing process, contestants guessed at letters to complete word puzzles. There were also game pieces that resulted in a "free prize," "bankrupt," "lose a turn" and "free spin."



"Wheel of Misfortune" host Chuck Bowman watches a contestant give the wheel a spin during the 2008 Agency Purchasing Conference.

The winner of each round continued playing while two new contestants were brought on stage to challenge the winner.

Bowman kept the game moving, with the assistance of his co-hosts, "Vanna and Hannah White" (Purchas-

ing Division's Diane Holley and Debbie Watkins).

Ultimately, the game show spotlighted not only Bowman's quick wit, but the level of knowledge of the contestants to solve puzzles related to state procurement.

CONFERENCE

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Correctional Industries (Correctional Industries); Barbara Ratliff of the State Auditor's Office (Travel Management); Dave Shingleton and Helen Wilson of the Office of Technology (Technical Contracts); and Dawn Warfield of the Attorney General's Office (Legal Issues).

The conference gave the Purchasing Division staff and procurement individuals an opportunity to connect outside of the realm of work and office, while also using time between sessions to discuss work-related issues. "Accessibility of our staff is not limited to the workshop session but throughout the conference," Purchasing Director Dave Tincher told those in attendance during the opening session. Tincher also took the time to spotlight various Purchasing Division training initiatives, including developing a comprehensive training program for procurement officers and agency staff; online training modules; and in-house/on-site overview of purchasing training sessions.

This year's highly anticipated game



Conference participants received copies of the workshop presentations, along with other helpful information, during registration for the 2008 Agency Purchasing Conference.

show event was the "Wheel of Misfortune," again hosted by Senior Buyer Chuck Bowman (See page 2).

The conference planning committee will begin its process of coordinating the logistics for next year's event. Once a site is selected and plans are underway, additional information will be reported

in *The Buyers Network* newsletter.

The Purchasing Division extends its gratitude to the agency representatives who attended this training event as well as our guest speakers and staff members who worked hard to make this year's Agency Purchasing Conference a great success.

Changes Made Affecting Statewide Contracts for Fuel

The Purchasing Division issued two new statewide contracts for fuel, which went into effect on October 1, 2008.

Recently, notification was distributed to all agency procurement officers providing clarification as to the usage and requirements of these contracts.

Statewide Contract (**FUEL09**) provides for the purchase of 87 octane unleaded gasoline only based on tanker wagon and tanker truck deliveries.

Vendors awarded contracts for tanker wagon deliveries are as follows:

- Guttman Oil: Districts 1, 4, 7 and 8
- R T Rogers: Districts 2, 3, 5, 9 and 10
- Tri-State Petroleum: District 1 and 6

Vendors awarded contracts for tanker truck deliveries are as follows:

- R T Rogers: Districts 2, 3, 4, 5, 7, 8, 9 and 10
- Tri-State Petroleum: District 1 and 6

Statewide Contract (**FUELHD09**) provides for the purchase of diesel and

heating fuels based on tanker wagon and tanker truck deliveries.

Vendors awarded contracts for tanker wagon deliveries are as follows:

- Guttman Oil: Districts 4, 7 and 8
- R T Rogers: Districts 1, 2, 3, 5, 9 and 10
- Tri-State Petroleum: District 6

Vendors awarded contracts for tanker truck deliveries are as follows:

- R T Rogers: Districts 2, 3, 4, 5, 7, 8, 9 and 10
 - Tri-State Petroleum: Districts 1 and 6
- Both contracts are six-month contracts with options to renew for two additional six-month periods.

The Division of Highways is no longer responsible for placing orders for other state agencies. State agencies are required to place their own orders under the appropriate contract(s).

Because all orders were placed by the Division of Highways, DOH was respon-

sible for verifying product source pricing at the time of order. DOH utilizes the Oil Price Information Service (OPIS) publication, a nationally recognized petroleum pricing source. OPIS pricing is available on the Internet but does require a license in order to access pricing information. Information for OPIS licenses may be obtained by calling (800) 929-4824.

All contracts inclusive of specification requirements and ordering instructions may be found on the Purchasing Division's Web site at: <http://www.state.wv.us/admin/purchase/SWC/default.htm>.

Questions may be directed to:

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Four State Employees Honored During Presentation at Agency Conference

This year, the Purchasing Division continued its tradition with the announcement of the "Procurement Officer of the Year" and "Partner in Purchasing" awards, but added a new "Friend of Purchasing" award.

Due to the quality agency partners which exist in state government, Purchasing Director Dave Tincher stated during a special presentation at the 2008 Agency Purchasing Conference that two individuals were selected as the "Agency Procurement Officer of the Year." Pam Hodges of the West Virginia Regional Jail Authority and Angie Moorman of the Division of Highways.

Hodges has worked in the public purchasing field for nearly 10 years. In her nomination, she was described as the "epitome of professionalism" with a remarkable core knowledge of the purchasing arena. Hodges leads in the training of purchasing related issues for all Regional Jail Authority staff, and ensures that all purchasing rules and regulations are followed by the agency's staff and takes the time to explain the proper procedures to her superiors and subordinates.

Moorman has been an employee of state public procurement in West Virginia for more than 32 years and has been recognized for going beyond the call of duty for the betterment of the agency and the state of West Virginia. She was described in her nomination as very knowledgeable of all aspects of purchasing and has trained others in the agency on proper procedures, as well as being confident and having the respect of agency co-workers, vendors, fellow agency procurement officers and the staff

of the Purchasing Division.

The criteria used in making the selection for this award are tenure, performance, communication skills, internal training efforts, cooperation with agency and purchasing staff, positive image, and good purchasing practices. Focusing on the value of expertise and cooperation of those individuals at the state level who handle their daily purchasing operations, this Award has had many prestigious winners in the past, including:

Both honorees received an engraved clock; a certificate of recognition signed by Gov. Joe Manchin III, Cabinet Secretary of Administration Robert W. Ferguson Jr. and Purchasing Director Dave Tincher; and free lodging and registration to the 2009 Agency Purchasing Conference

In addition, John Lopez of the West Virginia Regional Jail Authority was named the "2008 Partner in Purchasing". Lopez works closely with the Purchasing Division on two different programs which it administers, Surplus Property and Fleet Management.

He is described as a leader with a "can do" attitude who is eager to learn, lead or follow. Lopez manages nearly 70 vehicles in the agency's fleet, and has more collateral duties than any staff member of the agency, according to the nomination form which was submitted.

Lopez received an engraved clock; a certificate of recognition signed by Gov. Joe Manchin III, Cabinet Secretary of Administration Robert W. Ferguson Jr. and Purchasing Director Dave Tincher; and free

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Purchasing Director Dave Tincher, Agency Procurement Officer of the Year Pam Hodges of the West Virginia Regional Jail Authority, Regional Jail Authority Executive Director Terry Miller and Deputy Executive Director Cedric Greene.



DOH Finance Director Fred Thomas, DOH Business Manager Danny Ellis, Agency Procurement Officer of the Year Angie Moorman of the Division of Highways and Purchasing Director Dave Tincher.



Purchasing Director Dave Tincher, Partner in Purchasing John Lopez of the West Virginia Regional Jail Authority, Regional Jail Authority Executive Director Terry Miller and Deputy Executive Director Cedric Greene.

Procurement Officer Profile...

Steve Chapman Accepts Challenges With Good Sense of Humor

For most of us, the much-ballyhooed digital television switch coming in February 2009 means having to buy a converter box to switch from analog to digital signals if we currently use antennas for reception. If we get reception without the use of an antenna, the switch has no affect at all on us.

But for Steve Chapman, the purchasing administrator for the Educational Public Broadcasting Authority, it has meant delving into where technology changes almost daily, with a rapidly approaching deadline.

And when he describes the challenges involved, he says it all with a smile.

It becomes obvious that Chapman enjoys his job, one that began in 1973 when he began working part time at WMUL TV, which eventually became WPBY. "I went right into production," he said. "For me, working in public broadcasting was a way to improve the quality of life in West Virginia."

Chapman's first experience with procurement came



Steve Chapman, purchasing administrator for the Educational Broadcasting Authority, said the changes in broadcast technology have offered challenges in recent years.

in 1980 when he became the production and facility manager. When public broadcasting in West Virginia consolidated in 1997, Chapman was the first director of production for the new West Virginia Public Broadcasting, in charge of WPBY, WVWP, WNPB, West Virginia Public Broadcasting and the Educational Broadcasting Authority.

"I was always an equip-

ment person," Chapman said. "I liked looking at how do we do what needs done with the equipment we have or need."

But the digital conversion has been both especially challenging and involving for Chapman, requiring the change of seven television transmitters and 10 antennas for public broadcasting, as well as the ever-evolving technology. "Think about

what it was like going into a store and seeing the first plasma-screen televisions," he said. "That is what we are seeing every day."

In addition, there is regular maintenance required to keep West Virginia public radio on the air, with the ongoing replacement of nine radio transmitters and nine antennas. While maintaining the technology has been difficult, he said it took many different sources to move the different projects along, due to the expense of the equipment.

"Without federal, state and local grants, we could not have done this," he said.

Chapman said value and costs are something that he keeps aware of constantly, and works to find the best value for every dollar entrusted to him in public broadcasting. "I always looked at the viewers as customers," he said. "It is my mom and dad's tax money. It is my tax money. It is your tax money. Working in the purchasing section is a consequence in a way of using their tax money in the best way possible."

AWARDS

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lodging and registration to the 2009 Agency Purchasing Conference.

The Purchasing Division's first "Friend of Purchasing" honor was given to Helen Wilson of the Office of Technology. Although this recognition has no defined criteria, Purchasing Director Dave Tincher called this honor a "recognition of someone who we feel is part of us." Wilson, who works closely with the Purchasing Division staff on technol-

ogy-related acquisitions and served as a frequent presenter at the Agency Purchasing Conferences, retired on October 31st, following more than 30 years with her agency. She received a special certificate of recognition and a floral arrangement.

Congratulations to all of our distinguished recipients for their dedicated work toward the betterment of the state purchasing process in West Virginia.



Purchasing Director Dave Tincher gives Helen Wilson of the Office of Technology the "Friend of Purchasing" honor during the conference.

The Selection of an Evaluation Committee is Required When Utilizing the RFP Method

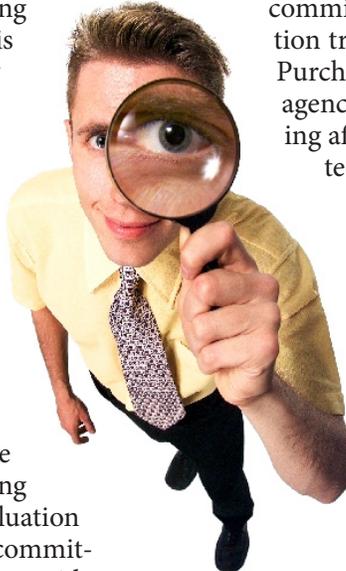
One of the primary stipulations of agencies using the Request for Proposal (RFP) process is that it is required to form an evaluation committee to review all proposals. There are several procedures to follow when this occurs.

The Purchasing Division requires a committee of at least three (3) members and recommends no more than five (5) individuals knowledgeable of the service to be acquired. The agency will identify and justify the evaluation committee members to the Purchasing Division prior to the release of the RFP and the agency must receive approval from the Purchasing Division to request more than five members to this committee.

The agency procurement officer or a member of the agency procurement staff, who is skilled in purchasing techniques and procedures, shall be present at evaluation committee meetings and serve on the evaluation committee as a full voting member unless the agency can provide written justification detailing the reason(s) why this requirement cannot be met. Such request must be approved by the Purchasing Division prior to performing any evaluation. The Purchasing Division reserves the right to accept or reject agency appointed committee members and to appoint committee members directly to provide proper representation. A non-state employee shall not serve as voting member of the evaluation committee.

The Purchasing Division buyer will, on a pilot basis, observe the committee evaluation and answer procedural issues and provide general process oversight.

The Purchasing Division has created an internal RFP Evaluation Committee to review all agency evaluation committee recommendations prior to making the award. All evaluation



committee members must receive RFP evaluation training prior to evaluating proposals. The Purchasing Division buyer will meet with the agency committee at the first evaluation meeting after the bid opening and provide committee training and general review of the proposals.

After the training, members will review all proposals independently and later meet to evaluate and assign points to each proposal. A Purchasing Division representative or agency procurement officer, at the discretion of the Purchasing Director, shall be present to observe and ensure that proper procedures are followed in the final evaluation and assignment of scores.

The committee will meet and deduct points based on the criteria and prepare a consensus recommendation signed by all members which is submitted to the Purchasing Division for approval. The Purchasing Director reserves the right to appoint a new member(s) or excuse existing members, if it is determined to be in the best interest of the state.

If the committee's recommendation is acceptable to the Purchasing Division, the contract award will be processed. Any exception to these procedures must be approved by the Purchasing Director.

For more information on this issue and other Purchasing topics, consult the Purchasing Division's Procedures Handbook at <http://www.state.wv.us/admin/purchase/Handbook/default.htm>.

Purchasing's Ferrell Earns Recognition for Work Ethic



KRISTA FERRELL
November Employee
of the Month

Krista Ferrell, a Senior Buyer in the Acquisition and Contract Administration section of the Purchasing Division, has been selected as the Department of Administration's *Employee of the Month* for November.

A state government employee for more than two years, Ferrell is the Purchasing Division's buyer for the Department of Administration and the Department of Agriculture, performing the technical work needed to purchase goods and services by state agencies for

contracts valued at \$25,000 or more. She is also the Purchasing Division's representative on the Administration team that is writing and assembling a Continuity of Operations Plan.

"Krista has a really good work ethic and takes great pride in the work she performs," said one co-worker. "She goes the extra mile to help her agencies in the procurement process and does it while maintaining an excellent professional attitude."

Said another co-worker, "Krista takes to the time to work every

detail, whether it is a large or small, with the buyers she works with on a daily basis. Around the office, she always has a cheerful attitude and gets a long great with her co-workers."

In her spare time, Ferrell is an avid reader, a movie buff, enjoys the outdoors and loves to cook.

Ferrell will be joined by her friends and co-workers at a special ceremony presented by Cabinet Secretary Robert Ferguson on November 6 at 11 a.m. at the Purchasing Division office.

Current Statewide Contract Update

(As of October 15, 2008)

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.

Contracts Out For Bid:

Contract	Description	Pre-Bid Meeting	Bid Opening
X-RAY09	X-ray film, chemicals and dry media	N/A	09/04/2008
DIGCOP09	Digital Copiers	9/15/2008	11/12/2008
SBUS09	School Buses	10/09/2008	10/22/2008

New Awards:

Contract	Description	Vendor	Dates
FASTEN08	Fasteners	Grayson Industries Inc.	09/15/2008 to 09/14/2009
LAWN09A	Lawn maintenance equipment	BET LTD	10/01/2008 to 09/30/2009
LAWN09B	Lawn maintenance equipment	Carmichael Equipment Inc.	10/01/2008 to 09/30/2009
LAWN09C	Lawn maintenance equipment	Convenient True Value	10/01/2008 to 09/30/2009
LAWN09D	Lawn maintenance equipment	Crede Tractor Sales	10/01/2008 to 09/30/2009
LAWN09E	Lawn maintenance equipment	Gravelly Tractor & Lawn	10/01/2008 to 09/30/2009
LAWN09F	Lawn maintenance equipment	Mill Creek Saw Shop Inc.	10/01/2008 to 09/30/2009
LAWN09G	Lawn maintenance equipment	Moores Tractor Sales & Service	10/01/2008 to 09/30/2009
LAWN09H	Lawn maintenance equipment	Mountain View Equipment Sales	10/01/2008 to 09/30/2009
LAWN09I	Lawn maintenance equipment	Rope Incorporated	10/01/2008 to 09/30/2009
LAWN09J	Lawn maintenance equipment	S&S Sales	10/01/2008 to 09/30/2009
FUEL09A	Gasoline	Guttman Oil Co.	10/01/2009 to 04/30/2009
FUEL09B	Gasoline	R T Rogers Oil Co. Inc.	10/01/2009 to 04/30/2009
FUEL09C	Gasoline	Tri State Petroleum Corporation	10/01/2009 to 04/30/2009
FUELHD09A	Diesel & Kerosene	Guttman Oil Co.	10/01/2009 to 04/30/2009
FUELHD09B	Diesel & Kerosene	R T Rogers Oil Co. Inc.	10/01/2009 to 04/30/2009

Contract	Description	Vendor	Dates
FUELHD09C	Diesel & Kerosene	Tri State Petroleum Corporation	10/01/2009 to 04/30/2009
OIL09	Motor, hydraulic oils, transmission fluids, diesel & multi-purpose oils	Apollo Oil	10/01/2008 to 09/30/2009
LAUNDRY09	Laundry materials	Diamond Chemical Co. Inc.	10/01/2008 to 09/30/2009
IPO8	Various computers and monitors	Hewlett Packard Co.	10/10/2008 to 10/09/2009
BEDDING09A	Mattresses and pillows	Imperial Bedding Co.	10/15/2008 to 10/14/2009
BEDDING09B	Mattresses and pillows	Sealy Bedding Co.	10/15/2008 to 10/14/2009
MV09A	Automotive vehicles	Stephens Auto Center	10/15/2008 to 10/14/2009
MV09B	Automotive vehicles	Matheny Motor Truck Company	10/15/2008 to 10/14/2009
MV09C	Automotive vehicles	General Truck Sales	10/15/2008 to 10/14/2009
MV09D	Automotive vehicles	Country Club Chrysler Dodge	10/15/2008 to 10/14/2009
MV09E	Automotive vehicles	Whiteside Chevrolet Cadillac	10/15/2008 to 10/14/2009
MV09F	Automotive vehicles	Glen Dale Motor Co.	10/15/2008 to 10/14/2009
MV09G	Automotive vehicles	Cole Chevrolet Cadillac GMC	10/15/2008 to 10/14/2009

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.

DECEMBER

ALCOHOL06	Ethyl alcohol
ENCRYPT08	Recycling of electronic equipment
HRDEV09	Human resources related personnel assessment tools
ITECH07	Technical services
LDPHONES	Long distance phone service
LIGHT07	Light bulbs
MA01SW03	MSRI master agreement
OFFICE07	Office supplies
PHOTO07	Photo and film supplies

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.

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

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