

THE BUYERS NETWORK

APRIL 2009 - VOL. 19, ISSUE 4

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 Opens its Doors and Staff at its 2nd Annual OPEN HOUSE Set for June 2nd

The Purchasing Division invites state procurement officers and their staff to attend this year's **OPEN HOUSE** on Tuesday, June 2, from 10 a.m. to 2 p.m. at its office in Building 15, 2019 Washington Street, East, in Charleston. This will be the second **OPEN HOUSE** hosted by the Purchasing Division. Following the overwhelmingly positive turnout from last year's event, Purchasing Director Dave Tincher decided to make it an annual occurrence.

"Last year's **OPEN HOUSE** exceeded our expectations and the expectations of the more than 90 attendees who visited us that day. Following last year's event, it was an easy decision to determine that we would continue the **OPEN HOUSE** event," Tincher said. "We again invite all procurement officers, whether they are new to their duties or have been working with us for many years, to join us again."

There will be no set agenda for the day. Tours of the facility will be offered, but more importantly, the entire staff will be available to discuss specific purchases that are either being prepared or currently in progress. The informal gathering will allow



The Purchasing Division will host its second **OPEN HOUSE** on Tuesday, June 2. Bruce Blackhurst of the Division of Juvenile Services, center, is pictured at last year's event with Senior Buyer John Abbott and Assistant Director Karen Byrd of the Acquisitions and Contracts Administration Section.

state agency purchasing personnel to become more familiar with staff and to learn more about additional Purchasing Division programs, such as inspection services, Surplus Property, Travel Management, and Fleet Management.

Printed resource materials will be available for reference purposes regarding all aspects of the Purchasing Division. Refreshments will be served. For more details or to RSVP, contact Tony O'Leary at Tony.M.Oleary@wv.gov / 558-4213 or Chad Williamson at Chad.B.Williamson@wv.gov / 558-2315.

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2009 Fiscal Year-End Policies and Procedures Released

It is that time of year again! June 30 is right around the corner, and will be here before you know it. To facilitate a smooth transition from one fiscal year to the next, the Department of Administration, in conjunction with the State Auditor's Office, has formulated policies and procedures which include time lines for the processing of purchasing documents. These policies and procedures are scheduled to be released April 1, 2009 on the Finance Division's Web site at <http://www.wvfinance.state.wv.us>. From the main page, click *WVFIMS*, then *WVFIMS FY 2009 Year End Policies and Procedures* for complete information.

Questions regarding the Purchasing Division's time line may be directed to Dan Miller at 304-558-2314 or via e-mail at Daniel.E.Miller@wv.gov.

THE DIRECTOR'S COMMENTS

Plans Underway For Second Annual Purchasing OPEN HOUSE

By Purchasing Director Dave Tincher

Last May, in an effort to enhance our communication and customer service efforts, the Purchasing Division staff opened its doors to our customers during our **OPEN HOUSE**. More than 90 state agency purchasers attended this event.

Due to this success, the Purchasing Division has begun plans for its 2nd Annual **OPEN HOUSE**, which is scheduled for Tuesday, June 2, from 10 a.m. to 2 p.m. at 2019 Washington Street, East, in Charleston.

The purpose of our **OPEN HOUSE** is to offer you, our customers, an opportunity to come to our office to discuss specific issues which are of concern to you, to showcase our offices, highlight our programs and services, and to meet our staff. To our surprise at last year's event, many of our customers had numerous conversations by telephone

and e-mail, but had not met their assigned buyer with the Purchasing Division in person until that day.

During our busy daily routine, our staff members may not have the occasion to sit down with their assigned agency purchasers and discuss issues relating to *your* role as an agency procurement officer and how your job relates to ours.

Although the annual agency purchasing conference is an excellent networking event for such conversations, not all of your agency purchasing personnel have the opportunity to attend. With our **OPEN HOUSE** coordinated in Charleston, it offers more flexibility for agencies to send their staff members throughout the four-hour event.



As part of our **OPEN HOUSE**, you are encouraged to bring with you purchasing documents and issues which you wish to discuss with your assigned buyer, our administrative staff or directly with me.

I welcome this opportunity to "talk purchasing" with other professionals throughout the state. Our entire staff

is dedicating their schedules on that day to this event so they may assist you with your questions and needs.

Additional information will be forthcoming in this publication as well as in individual invitations to you and your staff. I encourage you to attend so that we may continue this progressive dialogue to enhance the process and communication relating to state procurement.

Purchasing Division Pleased to Welcome Attorney Afton Hutson

The Purchasing Division is pleased to welcome its newest addition, Afton Hutson, who serves as the attorney for the Purchasing Division.

Hutson is responsible for providing opinions on legal issues for the division, including protests, vendor status, procurement methods and personnel issues.

A resident of Charleston, Hutson graduated from Bridgeport High School and attended West Virginia University, where she received her B.S. in Journalism, as well as graduating from the West Virginia University College of Law.

Hutson is an employee of the General Counsel's office under the Depart-



Afton Hutson serves as the Purchasing Division's attorney.

ment of Administration, specifically assigned to assist the Purchasing Division.

She was previously an attorney at Whiteman Burdette in Fairmont, focusing on criminal/juvenile defense, domestic relations and personal injury litigation.

Drug-Free Workplace Conformance Affidavit

The Drug-Free Workplace Conformance Affidavit was created to eliminate confusion regarding the requirements for vendors to comply with the Drug-Free Workplace provisions in the **West Virginia Code §21-1D-5**. All vendors submitting bids for construction-related solicitations must complete this affidavit and submit with their bid. The affidavit is required at the time of bid submission and cannot be submitted after the designated bid opening date and time.

Acquisitions and Contract Administration Section Director Karen Byrd said agency procurement officers should be aware of this requirement and that bids will be disqualified without the affidavit. She also indicated that it is the responsibility of the Purchasing Division to ensure the affidavit is included as part of every construction bid transaction. The document may be found at <http://www.state.wv.us/admin/purchase/vrc/DrugFreeAff.pdf>.

2009 Agency Purchasing Conference

QUESTIONNAIRE



The **2009 Agency Purchasing Conference** is scheduled for September 29 - October 2 at Canaan Valley Resort in Davis, West Virginia. Your input is very important to the success of the training conferences offered by the Purchasing Division. For that reason we encourage past and future conference participants to complete our 2009 Agency Purchasing Conference Questionnaire.

Suggestions provided by the questionnaire will be reviewed to help us improve our workshops and format. Additional information on lodging and registration will be provided in future issues of the The Buyers Network. The questionnaire may be submitted electronically by visiting <http://www.state.wv.us/admin/purchase/Conference/Agency/2009/survey.htm>. Or, you may wish to fax or email this questionnaire to the attention of Training Coordinator Brian Holmes, no later than April 10, 2009, at brian.j.holmes@wv.gov or FAX (304) 558-6026.

1. Have you ever attended an Agency Purchasing Conference? Yes No

2. Which topics would you like addressed at the conference?

- | | | |
|---|--|---|
| <input type="checkbox"/> Acquisition Planning | <input type="checkbox"/> Agency Delegated Purchasing | <input type="checkbox"/> Automated Purchasing (E-Procurement) |
| <input type="checkbox"/> Beginner's Track | <input type="checkbox"/> Change Order Process | <input type="checkbox"/> Construction Purchases |
| <input type="checkbox"/> Contract Management | <input type="checkbox"/> Correctional Industries | <input type="checkbox"/> Evaluation & Award Process |
| <input type="checkbox"/> Expressions of Interest | <input type="checkbox"/> Fixed Assets (Inventory) | <input type="checkbox"/> Fleet Management |
| <input type="checkbox"/> Game Show | <input type="checkbox"/> Inspections | <input type="checkbox"/> Legal Issues |
| <input type="checkbox"/> Legislative Changes | <input type="checkbox"/> Payment Process | <input type="checkbox"/> Piggybacking Contracts |
| <input type="checkbox"/> Policies and Procedures | <input type="checkbox"/> Preventing Protests | <input type="checkbox"/> Process Checklists |
| <input type="checkbox"/> Purchasing Division Manager Q&A | <input type="checkbox"/> Purchase Order Encumbrance | <input type="checkbox"/> Request for Quotation Process (RFQ) |
| <input type="checkbox"/> Request for Proposal Process (RFP)/Mock Evaluation | <input type="checkbox"/> Statewide Contracts | <input type="checkbox"/> Sole Source Process |
| <input type="checkbox"/> State Use Program | <input type="checkbox"/> Travel Management | <input type="checkbox"/> Surplus Property Program |
| <input type="checkbox"/> Technology Contracts | | <input type="checkbox"/> Vendor Registration |
| <input type="checkbox"/> Web Site Tour | | |

3. Do you prefer workshops that are broken into small workshop groups or larger group sessions?

- Small Workshop Groups Group Sessions Combination of Both

4. Aside from a PowerPoint presentation, what training tools would you like used in a typical one-hour workshop (example: handouts, worksheets, case studies)? _____

5. If you have attended previous conferences, please share your likes and dislikes of the classes and events held. Please provide suggestions for improvements: _____

6. What other topics would you like to see addressed at this year's conference? _____

7. Would you want your agency to have a special session at our conference to discuss issues specifically related to your organization? Yes No

If yes, list the state agency and the appropriate contact information: _____

8. At the 2008 Agency Purchasing Conference, the Purchasing Division offered a Beginner's Track workshop covering the essentials of the state's purchasing rules and procedures. This series of workshops targeted individuals with two years or less procurement experience. Would you be interested in the Purchasing Division offering a series of workshops again this year? Yes No

If yes, list the state agency and the appropriate contact information: _____

9. Other comments: _____

Thank you for your cooperation with our professional development efforts!

Procurement Officer Profile... Adkins Does His Part For Environment With DEP

Jamie Adkins said that even though he does not spend time in the field, he feels that his work as procurement manager for the Department of Environmental Protection (DEP) is his own contribution to saving the environment.

"To do this work is the best of both worlds," he said. "It is the next best thing to field work."

Adkins has been with the DEP for seven years, and three years as procurement manager for the state agency in charge of ensuring enforcement of environmental regulations throughout the state. A native of Boone County with degrees in business administration and accounting, Adkins said he worked briefly in accounting following college, but generally found the work unsatisfying. "It just was not for me," he said. "It was not what I wanted to do."

Working with DEP satiated Adkins interest in environmental conservation. "So much of the environment is about conservation," he said. "It is always a question of how can we get the *most* out of the *least*."

Adkins said those questions are often posed as the DEP works throughout the state on a large variety of projects, ranging from mine reclamation to landfill closures. Adkins said a large amount of purchasing for the department is in environmental remediation, such as through the Abandoned Mine Lands and Reclamation program, where the DEP had 60 Expressions of Interest (EOI) last year.

Adkins said most purchase orders are for designs of sites for cleanup and for construction contracts. "The primary thing we do is clean these things up," he said.

To maintain organization in purchasing for the department, Adkins said anything more than \$2,500 crosses his desk unless it can be put on a purchasing card. He emphasized the importance of keeping communication open throughout with anyone involved in procurement.

"At the Department of Environmen-



Though his work does not involve going out into the field, Department of Environmental Protection Procurement Manager Jamie Adkins said he feels his contribution to conservation is felt.

tal Protection, we keep everything as centralized as possible, and ensure that all of the information comes from one source," he said. "It helps speed up the process when dealing with the Purchasing Division."

Adkins also praised the work of Chuck Bowman, the DEP's buyer in the Purchasing Division. "Chuck does

an incredible job," he said. "Anytime we need something, it happens quickly."

Additionally, Adkins praised changes made to the purchasing code in recent years. "I fully understand those changes, and they make sense," he said. "I know the changes that occur happen for a greater good of everyone involved."

Purchasing Division Training Sessions Filling Up

The Purchasing Division's in-house training sessions for 2009 continue to fill up quickly as registration for several classes in the coming months are now closed. Of the two classes scheduled this month, one has already reached its registration capacity.

The class still open for registration this month is *Fixed Assets*, which is scheduled for Thursday, April 30 from 10 a.m. to noon in the Capitol Room of the Caperton Training Center (Building 7). The *Manager Training* session scheduled for April 22, is now closed.

This *Fixed Asset* training session will discuss the basic requirements of maintaining an agency inventory on the Fixed Asset System. Adding property,

retiring property, data change requests, and annual certifications will be also discussed.

Procurement officers have been sent e-mails and will receive reminder e-mails about the workshops throughout the year. The sessions are free and open to those involved with the state procurement process. This is a first-year initiative of the Purchasing Division.

For a complete list of classes offered throughout the year with dates, times and course description, or to register for a class, go to www.state.wv.us/admin/purchase/training/inhouse.htm or contact Staff Development Specialist Brian Holmes at 304-558-7022 or by e-mail at Brian.J.Holmes@wv.gov.

Statewide Contract Spotlight...

Alpha Technologies Proudly Serving State Agencies with Data Equipment and Services

Alpha Technologies Inc. is benefiting the state of West Virginia in two vital ways.

First, the Teays Valley based company provides expertise to state agencies as a vendor on the statewide contract IPT07, which provides Internet Protocol Voice Communications equipment.

Second, the West Virginia-owned and operated company employs 24 fulltime staffers in a growing and complex business sector. Alpha Technologies corporate headquarters is located in Teays Valley, while the data center and technical office is located in Nitro, and a sales office in Charleston. Alpha Technologies has been a statewide vendor since 2007.

“Alpha Technologies is truly focused on providing equipment, technical services and support to businesses within the state of West Virginia. While many technical companies are owned and operated by out-of-state organizations,

*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.



Doug Tate, president of Alpha Technologies Inc. and Lee-Anne Kenny, office manager, are the contacts on the company's statewide contract IPT07 for Internet Protocol Voice Communications equipment.

Alpha Technologies is dedicated to servicing West Virginia, and those agencies located within the state,” said Doug Tate, owner and founder of Alpha Technologies Inc. “As company president, I personally want to see our state become a greater influence in the technology market and technology service industry. If I can continue to provide good paying jobs, an exceptional product in our support and services, as well as an avenue for new talent to grow and expand their skill set. I believe we will be able take another step forward to bringing better opportunities and resources to the state of West Virginia.”

Tate opened Alpha Technologies Inc. in April, 2000 as a small network integration company specializing in Cisco Services. In May 2006, Tate expanded Alpha Technologies to where it became one of only a few companies located in West Virginia capable of supporting advanced networking and server applications.

The hard work and focus has earned Alpha Technologies some impressive distinctions. Alpha Technologies is the only Service Disabled Veteran-Owned Company in West Virginia that has earned the Cisco Systems Premier Part-

ner Certifications with specializations in Advanced Unified Communications, Advanced Security, and Advance Wireless, as well as earning the Microsoft Gold Level Partnership.

These certifications and specializations provide validation on the technical skills that Alpha Technologies maintains in addition to exhibiting that the management at Alpha Technologies invests in the technical growth of the employees.

This asset allows Alpha Technologies to provide state agencies with various services, such as implementation and trouble shooting of networking and IT networks; design and engineering support; and supporting agencies IT staff members with ongoing projects and modifications. Tate estimates that Alpha Technologies has worked with 18 different state agencies, with the Division of Highway and Supreme Court of Appeals being two of the most recent ones. For more information, contact:

Alpha Technologies Inc.
P.O. Box 1114
Teays Valley, WV 25560
304-201-7485
www.Alpha-Tech.us

Taking a Closer Look at the Purchasing Division's Procedures Handbook

BE PREPARED: Keeping in Mind that Details are Crucial in Making Emergency Purchases

Emergency purchases are one of six types of purchases identified in the Purchasing Division Procedures Handbook. The other five, as outlined in Section 4 of the Handbook, are one-time or single purchases; term contracts; professional service contracts; lease and lease purchases; and direct purchases.

In accordance with *West Virginia Code 5A-3-15*, purchases may be necessary when unforeseen causes arise; however, emergency purchases are not used for hardship resulting from neglect, poor planning, and/or lack of organization by the spending unit.

An emergency purchase is one which can be made only with written authorization from the Purchasing Director after utilizing sound judgment and discretion. The Director would conclude in good faith and upon reasonable and sufficient grounds that some unforeseen or unexpected circumstance has suddenly created a situation requiring that commodities or services be immediately purchased by a state spending unit. A report of any such purchase, together with a record of competitive bids upon which it was based, is to be submitted to the Purchasing Director.

If the emergency purchase was \$25,000 or less, a minimum of three bids, if possible, should be obtained. Original written bids and written agency justification shall be attached



to the agency file. An **Agency Purchase Order**, WV-88, or a **TEAM generated Purchase Order**, is required if the purchase exceeds \$2,500.

For emergency purchases more than \$25,000, there are several factors to remember before proceeding. When an emergency situation occurs during normal business hours, verbal approval of the Purchasing Director or his/her designee must be obtained prior to making a purchase or execution of any work. A written explanation must be provided immediately. If an emergency occurs after business hours, on a holiday or weekend, the state agency may proceed with the emergency purchase and provide immediate written justification of the action to the Purchasing Director on the first working day following the emergency. A minimum of three bids, if possible, shall be obtained. The awarded vendor must be properly registered with the Purchasing Division. Original written bids shall be attached to the **Purchase Requisition**, and submitted to the Purchasing Division with a letter of justification or a copy of the Director's or designee's written approval along with the **Purchase Requisition** and a completed WVFIMS coversheet.

For additional information on emergency purchases, contact your agency assigned buyer in the Purchasing Division. For a list of agency assignments, visit <http://www.state.wv.us/admin/purchase/byrassign.pdf>.

Vendor Registration Forms Simplify The Information Required

Revised Vendor Registration and Disclosure Statement forms now available on the Purchasing Division Web site will only require the city and state of residence of corporate officers. The purpose of the change is to keep the registration forms in line with the *West Virginia Code §5A-3-12*, said Purchasing Division Technical Services Manager Dan Miller.

"In the past, state code required vendors to disclose the full residential address of corporate officers," Miller said. "Due to privacy concerns, this information was becoming more difficult to attain." Miller said he expected the change to speed up the vendor registration process.

In addition, the vendor classification section was changed to add limited liability companies as a business type, Miller said. The change was made to both forms, WV-1 and WV-1A.

Vendor Registration and Disclosure Statement WV-1A is used for registering sole-source vendors or vendors whose aggregate sales to state agencies are \$1,000 or less in any one year, and no fee is required to register. All other vendors should use form WV-1 and submit the annual \$125 fee.

The forms are available on the Purchasing Division Web site at <http://www.state.wv.us/admin/purchase/vrc/pforms>.

htm. Miller said older forms will still be processed to allow time for the change-over to take effect.

Miller wanted to thank all state agency personnel who made suggestions regarding the form and provided feedback at the Agency Purchasing Conference. In addition, he extends his gratitude to Joan Chapman and Shawn Carper of the Finance Division for their comments and suggestions.

For questions about the new forms, please call Vendor Registration Coordinator Jeanne Barnhart at (304) 558-2311 ext 201, or Miller at (304) 558-2314 ext 203.

Current Statewide Contract Update

(As of March 15, 2009)

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
FUELHD10	Diesel	03/10/2009	03/19/2009
FUEL10	Gasoline	03/10/2009	03/19/2009
FRMTIRE09	Farm tires and tubes	04/02/2009	04/22/2009
MVU09	Used motor vehicles	N/A	03/24/2009

New Awards

Contract	Vendor	Description	Dates
MOTL09A	Alpine Lodge - Davis	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09E	Days Inn - Martinsburg	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09L	Embassy Suites - Charleston	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09O	Holiday Inn Express -	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09U	New River Lodge - Gauley Bridge	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09AC	Sunset Terrace - Lewisburg	Hotel/motel Services	01/01/2009 to 12/31/2009

Renewals

Contract	Vendor	Description	Date
MA05SW08	Oracle Corp	Master agreement	12/01/2008 - 11/30/2009
OFFICE07	Office Max Inc.	Office supplies	03/01/2009 - 02/29/2010
DEBT07HA	NCO Financial Systems Inc.	Debt collection service	07/15/2008 - 07/14/2009
TEMP07A	WV Assoc of Rehab Facilities	Temporary services	05/01/2009 - 04/30/2010
TEMP07B	Express Services	Temporary services	05/01/2009 - 04/30/2010
TEMP07D	Saunders Staffing Inc.	Temporary services	05/01/2009 - 04/30/2010
TEMP07E	Temporary Employment	Temporary services	05/01/2009 - 04/30/2010
TEMP07F	Winans Sanitary Supply Co. Inc.	Temporary services	05/01/2009 - 04/30/2010
CLRM08	Tom Sexton & Associates	Classroom furniture	04/01/2009 - 03/31/2010
CRENTAL08	Enterprise Rent A Car	Car rental	04/01/2009 - 03/31/2010

Miscellaneous Actions

Contract	Vendor	Commodity	Description of change
DIGCOP09B	Canon USA Inc.	High & low volume digital copiers	To update contract coordinator to: Gregg Strauss
BEDDING09A	Imperial Bedding Company	Bedding (All types)	To provide an updated price list. Effective 02/05/2009
LAWN09B	Carmichael Equipment Inc.	Lawn maintenance equipment	To cancel contract. Effective 02/11/2009
LAWN09D	Crede Tractor Sales	Lawn maintenance equipment	To add to regions (2) & (4), line item # (4).
LAWN09J	S&S Sales	Lawn maintenance equipment	To add to region (1), line item # (4).

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.

APRIL

DIGCOP09	High and low volume digital copier equipment
ENTPRZ08	Microsoft Enterprise products
MOVE08	Moving services
PPHONE05	Pay telephones
RECMGT07	Records management
RSHEET07	Reflective sheeting
SUPFOOD07	Supplemental liquid food items

MAY

AEBATT07	Automotive and equipment batteries
DEBT07	Debt collection services
FILTER07	Oil, gas and air filters
LGLOVES07	Latex gloves
MA05SW19	IBM - master agreement
MOVE08	Moving services
RECMGT07	Records management
RSHEET07	Reflective sheeting
SAFETY07	Rainwear, ear protection, etc.
SANPA08	Sanitary paper supplies
SELECT07	Microsoft products
SUPFOOD07	Supplemental liquid food items

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, 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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