

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

More than 250 in Attendance...

2009 Agency Purchasing Conference a Success

With the attendance of agency purchasing agents edging 260, in addition to about 30 staff and guest presenters, the 2009 Agency Purchasing Conference at Canaan Valley Resort and Conference Center was one of the best attended conferences in Purchasing Division history.

Next month's *The Buyers Network* will spotlight all of the conference highlights, including the annual awards recognition and the conference game show, "Wheel of Misfortune."

More Conference Details in Next Month's *Buyers Network*!



Elizabeth Perdue, chief financial officer of the Purchasing Division, delivers a presentation on Fixed Assets at the Agency Purchasing Conference at Canaan Valley Resort and Conference Center. More than 250 attendees participated in the annual conference, which was held September 29 - October 3.

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FY09 Annual Report Now Available Online

The Purchasing Division's Annual Report for fiscal year 2009 is now available on our Web site at: www.state.wv.us/admin/purchase/Annualreport/Annual09.pdf.

This report includes highlights of the accomplishments of the Purchasing Division. In addition, the report offers a summary of new purchase orders for the 2009 fiscal year, provides a contact list, and recognizes our agency award winners.

For a complete list of past annual reports for the Purchasing Division, visit: <http://www.state.wv.us/admin/purchase/Annualreport/default.htm>

Certification Program Introduced to Agency Purchasers

By Purchasing Director Dave Tincher

At the 2009 Agency Purchasing Conference, I was pleased to introduce an exciting initiative related to agency purchasing certification. The **West Virginia Purchasing Division Certification Program** will promote education, knowledge and hands-on experience of public procurement within state government.

As part of this program, there will be two levels of achievement: West Virginia Procurement Basic Certification (WVPBC) and the West Virginia Procurement Advanced Certification (WVPAC).

The requirements for the West Virginia Procurement Basic Certification include four steps:

1. Attend at least one recent Purchasing Conference (beginning with 2009) AND complete 15 different classes or learning sessions. No class or learning session shall be repeated in any one year, regardless of format. Learning sessions may include:

- In-House Training
- Online Modules (Develop self-certifying completion form)
- Special *Purchasing Certified Events* (e-Procurement demonstration, special agency training, etc.) – *Purchasing Certified Events are pre-approved by the Purchasing Division*

2. Achieve one (1) year of experience in public procurement (beginning January 1, 2009) and receive certification by immediate supervisor and agency head that the scope of work for a consecutive year (beginning January 1, 2009) involves a level of 75% or greater of public procurement responsibilities.

• Public procurement responsibilities consist of vendor registration, bidding, award of contracts/purchase orders, evaluation of bids and receipt of goods and services).

3. Complete one consecutive two-day session with the Purchasing Division Buyer at the Purchasing Division offices.

4. Successfully complete *Basic Level*

test.

The requirements for the West Virginia Procurement Advanced Certification (WVPAC) include the following steps:

1. Successfully complete *Basic Level* certification:

- Attend at least three (3) different Purchasing Conferences (beginning with 2009) AND complete 30 different classes or learning sessions. No class or learning session shall be repeated in any one year, regardless of format. Learning sessions may include:

- In-House Training
- Online Modules (Develop self-certifying completion form)
- Special *Purchasing Certified Events* (e-Procurement demonstration, special agency training, etc.) – *Purchasing Certified Events are pre-approved by the Purchasing Division*

2. Achieve three (3) years of experience in public procurement (beginning January 1, 2009) and receive certification by immediate supervisor and agency head that the scope of work for the consecutive three years (beginning January 1, 2009) involves a level of 75% or greater of public procurement responsibilities.

3. Public procurement responsibilities consist of vendor registration, bidding, award of contracts/purchase orders, evaluation of bids and receipt of goods and services).



4. Complete a one-day session with the Purchasing Division at the agency location to demonstrate various public procurement responsibilities (as defined above).

5. Perform training at the agency level on procurement-related issues. Prior approval required. Candidate is encouraged to work with the

Purchasing Division to develop course content and targeted audience.

6. Successfully complete Advanced Level test.

The requirements for re-certification have not been determined at this time.

I strongly encourage all agency procurement officers to look into this certification program, which only a very few other states offer. We hope to work with the Division of Personnel in the future to determine how this certification may be associated with its hiring requirements.

The most important aspect of this certification program is the enhancement it offers to the value and professionalism of public procurement officers in general.

Questions regarding this program should be directed to Assistant Director Diane Holley-Brown (Diane.M.Holley@wv.gov or 304-558-0661) or Staff Development Specialist Brian Holmes (Brian.J.Holmes@wv.gov or 304-558-7022).

Two More Auctions Scheduled for Surplus Property

The West Virginia State Agency for Surplus Property (WVSASP) will conduct two more absolute auctions to close out 2009. The first is scheduled for Saturday, Oct. 31, and the second for Saturday, Dec. 5.

Both auctions are scheduled at the WVSASP location at 2700 Charles Avenue in Dunbar. Gates open at 9 a.m., with the auctions beginning at 10 a.m. each day.

For additional information and a list of merchandise to be sold, please contact WVSASP at (304) 766-2626 or toll-free at 1-800-576-7587, or visit the WVSASP Web site at <http://www.state.wv.us/admin/purchase/surplus/>. There are no minimum bids at the auction.

Piggyback Contract List Continues to Grow

It has been two years since the Purchasing Division first posted a Piggybacking Contracts link on its Web site. What began as a modest list has grown exponentially since.

The Legislature passed reforms several years ago that allowed the Purchasing Division to use more innovative ways to procure products and services on behalf of state agencies. One provision was the use of piggybacking, which allowed agencies to utilize existing open-end contracts for commodities and services – whether it is the federal government, agencies of other states, other public bodies or other West Virginia state agencies – even if the requesting agency was not an original party.



“The list of available piggyback contracts has definitely increased,” said Buyer Supervisor Jo Ann Adkins. “And many new contracts have been added from state agencies. When we first started attracting vendors for Piggyback Contracts, the Purchasing Division was the agency bringing them into the fold. We’re now seeing state agencies including piggyback language in their RFQs and awards, thus allowing other state agencies and political subdivisions the option to utilize their contracts.”

West Virginia Code §5A-3-19 states, in part, that piggybacking may occur “at the discretion of the Purchasing Director, and bids may be solicited to determine whether participation in such a cooperative purchasing agreement or consortium is financially advantageous.”

The **Code of Rules** 148CSR1-7.9, also addresses piggybacking purchases, noting that spending units must prove that their requests to use such them:

(a) Do not conflict with existing State of West Virginia contracts unless the prices on the contracts issued by other public agencies and entities are substantially lower than the state contract based on an equal comparison. No price comparison may be based on differing Piggybacking Contracts specifications as determined by the Director;

(b) Will not cause a West Virginia ven-

dor that offers like products and services to lose substantial business, unless the Director determines, based on submitted documentation from the spending unit, that the difference in price is so great that the state’s best interest is served by using the contracts issued by other public agencies and entities; and,

(c) Does not cause extensive hardship to any spending unit offered preference under the **West Virginia Code**.

All requests to piggyback contracts must be submitted in advance to the Purchasing Division with necessary evidence and documentation. The Purchasing Director shall approve only those requests submitted with evidence that justifies the use of such contracts. Any request that is not supportable shall be returned to the spending unit.

Agency purchasers who are interested in possibly piggybacking an existing contract should notify their respective agency buyer within the Purchasing Division.

To review Piggyback Contracts, visit:
<http://www.state.wv.us/admin/purchase/piggyback/default.htm>

Per Diem Rate Increases in WV

On October 1, the per diem rate for lodging and meals and incidental expenses (M&IE) set by the U.S. General Services Administration for West Virginia changed, effective through September 30, 2010.

Charleston and Shepherdstown increased the per diem for both lodging and M&IE, while Charleston and Wheeling’s per diem for lodging increased. If neither the city nor the county is listed for a rate change, the location is a standard destination with a rate of \$70 for lodging and \$46 for M&IE. For more information on these changes, visit the Travel Management site at <http://www.state.wv.us/admin/purchase/Travel/default.htm>.

The rates change is the first significant change for West Virginia in four years, said State Travel Manager Catherine DeMarco. Questions may be directed to DeMarco at (304) 558-2613 or Catherine.A.DeMarco@wv.gov.

Surplus Property to Return to Online Auctions

The West Virginia State Agency for Surplus Property (WVSASP) will soon be re-entering the world of online retail. Beginning in mid-October, WVSASP will be selling items through www.GovDeals.com, an online auction site specializing in selling surplus government property.



Similar to eBay, the popular online auction site, **GovDeals.com** allows users to browse its site based on item category, auction closing time and state. However, the site is designed specifically for government sellers, and Surplus Property Manager Ken Frye said the differences allow greater accountability for WVSASP, which previously sold items through eBay.

According to **GovDeals.com**, more than 1.1 million bidders can access surplus items that are bid on the site, either through Govdeals.com or via links on its sister sites, www.govliquidation.com and www.liquidation.com. GovDeals has more than 2,550 government clients of all sizes and has worked with 12 state-level governments.

Procurement Officer Profile...

Donna Smith Continues to Learn With State Tax Department

Donna Smith, procurement officer for the West Virginia State Tax Department, came to work in state government when her children began school and she got her feet planted again in the United States.

A native of Hernshaw, Smith moved to Hurricane when she was 17 and attended Marshall University for three years until she married. It was then when her husband, a member of the U.S. Air Force, was assigned to a base outside Frankfurt, Germany. It was a culture shift for Smith, one she enjoyed greatly. "I just loved the experience," she said of the three years she spent in Germany. It was during that time that both of her children were born.

She returned to the United States in 1976 and was a stay-at-home mother until 1987, when she began a temporary position for the Department of Health and Human Resources (DHHR). After a year, she was hired into a permanent position with DHHR's Office of Financial Services as a clerk, eventually moving into auditing. "I began dabbling in purchasing around this time," she said. "I was with DHHR until 1998, when a position opened up with the Treasurer's Office."

An accounting assistant at the Treasurer's Office for three years, Smith then returned to procurement with DHHR for a year, moving internally to the department's Office of Lab Services for more than seven years. It was an education for Smith. "All of the purchases with the Office of Lab Services were, obviously, lab-oriented," she said. "But it was not just lab supplies, but a lot of special contracts and services."

When the procurement position with the State Tax Department opened, Smith said she was open to the new challenge. She said among the surprises with the State Tax Department has been the high number of print jobs for the department, ranging from advertising for tax services to income tax booklets and soft drink stamps. While Smith supervises three other workers, with procurement card holders at regional tax officer, Smith oversees any purchases that come through the Purchasing Division.



Donna Smith came to the State Tax Department following several years in procurement with the Department of Health and Human Resources.

An advocate of purchasing reform in recent years, Smith said procurement has become simplified. She said she also sees, through her time in various agencies,

how each may operate uniquely. "Coming from one agency to another, we do it differently, even though we are all abiding by the rules," she said.

Jo Ann Adkins Named Buyer Supervisor

The Purchasing Division is pleased to announce that Jo Ann Adkins has been selected as Buyer Supervisor in the agency's Acquisition and Contract Administration Section (ACA), replacing Ron Price who is now serving as assistant director over this section. She previously served as Senior Buyer.

In this new position, Adkins will take on additional responsibilities, such as providing guidance and assistance to the senior buying staff, increasing signature authority, and reviewing and approving transactions when required. Adkins will retain her current duties as the manager for statewide contracts. She joined the Purchasing Division in October of 2006 and has been responsible for statewide contracts since January of 2008.

Earlier this year, Senior Buyers Chuck Bowman, Krista Ferrell and Roberta Wagner were re-allocated to Buyer Supervisor status as well.

"By increasing the number of our buyer supervisors, our agency is able to provide more depth and assistance to all our agencies. This balance ensures that the Purchasing Division remains at a consistent, professional level when staff members are out of the office," said Ron Price, Assistant Director for the ACA.

For more information about the ACA section, contact Price at 304-558-4317 or e-mail at Ron.N.Price@wv.gov. For a Purchasing Division telephone directory, please visit <http://www.state.wv.us/admin/purchase/phone.htm>.

Statewide Contract Spotlight...

Central Van and Storage Making Moving a Positive Experience for State Agencies

Relocating from one building to another got a little easier for state agencies and political subdivisions in July of 1988 when the statewide contract **MOVE08** was created to provide moving services.

Central Van and Storage is one of the vendors on **MOVE08** and the company's name is a bit of a misnomer. Central Van and Storage provides moving services to every corner of the state.

The company headquarters is located in Poca but Central Van also has warehouse locations near Clarksburg, Parkersburg, and Pittsburgh, making Central Van approved to serve any of the four regions of the state outlined in **MOVE08**.

"We have approximately 120 full-time employees and operate more than 50 moving vans of various sizes," said Gene Papa, Central Van president who opened the company 1996. "Central Van provides services for agencies that are moving to a new location or renovating an existing one, getting new equipment and/or retiring old furni-

ture and equipment to the state Agency for Surplus Property. We have worked a great deal with the Real Estate Division, the General Services Division and the Department of Health and Human Resources."

Central Van has been providing services for the state of West Virginia since 1997 and the company's work with the Department of Health and Human Resources beginning in 2001 helped provide some of the elements included in **MOVE08**.

"We are the largest household and commercial moving and storage company in West Virginia. We also provide new product delivery and distribution for companies such as General Electric, Ricoh/Lanier and Home Depot. We are a proud service provider to both WVU and Marshall Athletics," Papa said, adding that Central Van currently transports all the football equipment to West Virginia University away and bowl games.

The key to the company's success is customer service.

"Central Van and Storage strives to

employ quality individuals at every level of our company. We provide our employees with training and the best information and knowledge to do their job," Papa said. "However, having someone who is nice, respectful, and courteous and can still have a smile after moving furniture for 10 hours cannot be taught."

As an agent for Allied Van Lines, Papa states that Central Van has received an "excellent" rating for customer service and claims since 2006.

Central Van unveiled its new Web site, www.centralvan.com, on October 1. Other vendors on **MOVE08** statewide contract are DeMary Brothers Transfer, Inc.; Evans Transfer and Movers, Inc.; Lambert Transfer Co.; Nationwide Moving and Storage and Myers Transfer and Storage System.

For more information, contact:
Gene Papa, President
Central Van and Storage
304-755-1898
www.centralvan.com

*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.



Central Van and Storage is ready to serve state agencies and political subdivisions for all their moving needs with assistance from employees, from left, Johnny Keaton-mover, Gene Papa-president, Charlie Lanham-supervisor and James Williams-driver.

Protest Percentage for Contracts is Minimal for Fiscal Year 2009

In accordance with the recent Annual Report prepared by the Purchasing Division, a total of 29 protests were filed during fiscal year 2009 against awards issued or specifications written, which were processed by the Purchasing Division.

Of the 1,274 purchase orders issued during this fiscal year, 2.28 percent resulted in a protest, which is a small number in comparison to the amount of purchase orders/contracts processed.

There were no protests filed on any direct purchases, special equipment contract orders (ECO), piggyback release, expression of interest, cancel/re-award or emergency purchases during this time frame.

"Our staff continually strives to be as efficient as possible in communicating state law, rules and procedures which guide the competitive bid process within state government. This percentage is quite minimal when you consider the volume of purchase orders issued by the Purchasing Division," said Purchasing Director Dave Tincher.

The protest procedures are outlined in the Purchasing Division's *Code of State Rules* (148 CSR 1). This rule provides participating vendors with the right to protest specifications and purchase order awards. A protest of specification must be filed no less than five days prior to the bid opening date and must contain the name

and address of the protestor; the requisition number; a statement of the grounds for the protest, and the resolution or relief sought by the vendor.

A protest of award is an award thought to be unfair or inaccurate. It must be filed by the vendor no more than five business days after the award. The vendor is responsible for knowing the award date, which is the day that the purchase order is encumbered and mailed. The time frame begins the day after the vendor receives a faxed unsuccessful vendor letter.

A protest of award must contain the name and address of the protestor; purchase order number; statement of the grounds for the protest; supporting documentation (if necessary); resolution or relief that the vendor is seeking; and a request for an administrative hearing (if applicable).

Should you have any questions relating to the protests procedures or how your agency can prevent protests against the specifications or awards of your agency's purchase orders, please refer to the Purchasing Division's "Preventing Protest" PowerPoint online at www.state.wv.us/admin/purchase/training/2008files/PreventingProtests.pdf or visit Section 7 (Formal Acquisition Procedures) of the Purchasing Division's Procedures Handbook at: www.state.wv.us/admin/purchase/handbook/2007R7/default.htm.

In-House Purchasing Training Sessions Continue

The Purchasing Division's in-house training sessions for 2009 continue through the months of October and November with the three classes scheduled and available to state agency purchasers.

The *Best Value Procurement* class is scheduled for 10 a.m.-11 a.m., on Thursday, October 15, in Building 15, 1st Floor Conference Room. This workshop is only for individuals requiring Request for Proposal evaluation committee training. The class will be again on Thursday, November 5, at the same time and location.

The *Statewide Contracts* class is set for 10 a.m.-noon, on Thursday, November 5, in the Regents Room of the Gaston Caperton Training Center (Building 7).

The *Acquisitions Planning* training will be conducted at 10 a.m.-noon, on Wednesday, November 18, in the Regents Room of the Gaston Caperton Training Center (Building 7).

The sessions are free and open to agency purchasers. 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 descriptions, or to register for a class, visit 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.

Used Vehicles Latest Product Added to Statewide Contract List

Later this month, bids will be opened for the statewide contract for used motor vehicles (**MVU10**), which is to provide model year 2007 and 2008 used motor vehicles for all state agencies, political subdivisions and government entities.

This the second time used vehicles have been put out for bid as this statewide contract went into effect for the first time ever in April. **MVU09** was first awarded to Chrysler Financial Services on a six-month basis. The next award will be for one year, said Buyer Supervisor Jo Ann Adkins who oversees all statewide contracts.

Adkins said the timing of the new award is to coincide with the traditional end of the model year for automobile manufacturers. The bid opening is scheduled for October 14 with a target date of October 31 for the contract to be awarded.

Aside from the model year, the biggest differences between the **MVU10** contract and the new vehicle contracts, **MV10**, are terms of the warranty, number of classifications of vehicles, and vehicle condition.

"The used vehicle contract gives the state a timely opportunity to realize substantial savings," said Purchasing Division Director Dave Tincher. "The used vehicle bid is written with many specifics to ensure the state receives quality vehicles. This is another example of being innovative in ways to save the state's money while, providing our agencies and political subdivisions an excellent product."

To review the new and used vehicle statewide contracts and all statewide contracts, visit www.state.wv.us/admin/purchase/SWC/. For more information about statewide contracts, contact Adkins at 304-558-8802 or Jo.A.Adkins@wv.gov.

Previous issues of *The Buyers Network* are available at <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

Current Statewide Contract Update

(As of September 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
MV10	2010 motor vehicles	08/26/2009	09/22/2009
MVU10	Used motor vehicles		10/14/2009
SBUS10	School buses	09/28/2009	10/15/2009
HOUSE10	Various cleaning materials		10/15/2009
PC10	Police cruisers		10/07/2009
FUEL11	Gasoline	10/06/2009	10/20/2009
FUELHD11	Diesel and heating fuel	10/06/2009	10/20/2009

New Awards

Contract	Vendor	Description	Dates
MOTL09AT	Quality Inn	Motel/hotel	01/01/2009 - 12/31/2009
RSHEET09	3M TCM	Retro-reflective sheeting	09/01/2009 - 08/31/2010
DCBATT10	Graybar Electric Co. Inc.	Dry cell batteries	09/15/2009 - 09/14/2010
CPHONE07DA	Verizon Wireless	Cellular telephone service	08/17/2009 - 10/31/2009

Contracts Extended

Contract	Vendor	Description	Date
PPHONE05	Embarq	Pay phones	07/01/2009 - 09/30/2009
FLRCOV07	Family Carpets Inc.	Carpet & rugs	09/01/2009 - 09/30/2009
WVARF04	WV Assoc. of Rehab	Workshops	09/01/2009 - 10/31/2009

Miscellaneous Actions

Contract	Vendor	Commodity	Description of change
CPHONE07D	Alltel	Cellular telephone service	To cancel contract due to name change.
ENTPRZ08	SHI International Corp.	Microsoft Enterprise Agreement	To provide September 2009 pricing.
SELECT07	SHI International Corp.	Microsoft Select Agreement	To provide September 2009 pricing.

Miscellaneous Actions

Contract	Vendor	Commodity	Description of change
ITECH06A	Access Systems	Technical support	To add travel cost & per diem rate reimbursement
ITECH06BA	AC Coy Co LP	Technical support	To add travel cost & per diem rate reimbursement
ITECH06C	Advanced Solutions	Technical support	To add travel cost & per diem rate reimbursement
ITECH06D	Arnett & Foster PLLC	Technical support	To add travel cost & per diem rate reimbursement

Under Evaluation

Contract	Description	Bid Opening	Under Eval
FLRCOV09	Floor Covering	08/19/2009	Yes

Renewals

Contract	Vendor	Description	Date
LAUNDRY09A	Ecolab Inc.	Laundry materials	10/01/2009 - 09/30/2010
DWASH08	Ecolab Inc.	Solvents, cleaners	10/01/2009 - 09/30/2010

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.

OCTOBER

IPT08	Internet Protocol Voice Communications
LITTER07	Litter grabbers, etc.
PAINT07	Paint and paint supplies
SYMC07	Symantec software
TCARD06	Credit card services for travel-related purchases
X-RAY09	X-ray film and supplies

NOVEMBER

ALCOHOL09	Ethyl alcohol
DATA09	Provide data circuits
HRDEV09	Internet-based human resources tools
LIGHT07	Lighting bulbs
NTIRES08	New tires
PAPER09	Various papers
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.

Diane Holley-Brown, Assistant Director
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2019 Washington Street, East
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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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