

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

2010 Agency Purchasing Conference

Registration Opens Later Next Month for Annual Event

The 2010 Agency Purchasing Conference is scheduled for Sept. 14-17, at Canaan Valley Resort and Conference Center in Davis, West Virginia. As class schedules are being finalized, Staff Development Specialist Brian Holmes said many classes will be returning this year, and new classes have been added to the agenda.

“We will be adding classes on writing specifications, purchasing ethics, and on eProcurement,” Holmes said. “Specifications writing and ethics were the classes most often requested in our recent survey, and the class on eProcurement will help procurement officers on the exciting changes that this new technology will offer the purchasing process.

“In addition, we have several individuals from outside the Purchasing Division who will be returning to lead classes,” Holmes said. “We have representatives from the Office of the State Auditor, the Attorney General’s Office and the State ADA Office.” Also, a representative of Correctional Industries will be assisting in a discussion on the programs and



Sue Chapman of the General Services Division competes in “Wheel of Misfortune,” the educational yet fun game show offered at the 2009 Agency Purchasing Conference.

Please see CONFERENCE, Page 6

Purchasing Division’s Open House Set for May 4

Agency procurement officials and their staff are invited to the third annual Purchasing Division **Open House**, which is Tuesday, May 4, from 10 a.m. to 2 p.m. in Building 15 at 2019 Washington Street, East, in Charleston.

This year, the Purchasing Division is offering those procurement officials who attend a chance to win a complimentary registration to the 2010 Agency Purchasing Conference at Canaan Valley Resort and Conference Center. One name will be drawn from all **Open House** attendees to



receive the complimentary registration.

Agency purchasing officers are welcome to attend any time during the **Open House**. Printed resource materials will be available for reference purposes regarding all aspects of the Purchasing Division. Refreshments will be served.

For more information about the **Open House**, contact Chad Williamson at 304-558-2315 / Chad.B.Williamson@wv.gov or Tony O’Leary at 304-558-4213 / Tony.M.Oleary@wv.gov.

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THE DIRECTOR'S COMMENTS

Annual Event Opens Purchasing Division's Doors to Agencies

By Purchasing Director Dave Tincher

Although the Purchasing Division has only conducted our Open House event for three years, it seems like a tradition of much longer. This idea stemmed from wanting to express our appreciation to our agency purchasers for their cooperation to our agency and their dedication to public procurement.

Another purpose behind this event is to provide our agency purchasers an opportunity to not only network with our staff, but to bring documentation or issues that they would like to discuss. Our staff clears our schedule to dedicate our time to working individually with you to discuss and hopefully resolve any issues which you may have.

This year's Open House is set for Tuesday, May 4, from 10 a.m. to 2 p.m. at the Purchasing Division's office at 2019 Washington Street, East, in Charleston, WV. Refreshments will be served. And remember that at this year's event, the Purchasing Division will be conducting a drawing for free registration at our 2010 Agency Purchasing Conference, which is scheduled at Canaan Valley Resort on September 14-17.

For directions to our offices, please visit: <http://www.state.wv.us/admin/purchase/Directions.htm>.

In the past, many of our agency purchasers have expressed their pleasure



of meeting their dedicated agency buyer within the Purchasing Division face-to-face. That's our goal...to put a personality to the Purchasing Division.

Our jobs often deal with the specifics, which basically resorts to documentation, procedures, justification and forms.

By opening our doors to our division, it allows us to explain in an informal setting why these *specifics* are required.

My staff and I hope that you have already marked your calendars for the Purchasing Division's Third Annual Open House on May 4. *We hope to see you here!*

In-House Training Sessions Set for Remainder of 2010

The Purchasing Division has finalized the in-house training sessions for the remainder of 2010. Those interested may register for any upcoming class throughout 2010.

In-house training sessions for May have been set, with three classes scheduled and available to state agency purchasers.

Classes scheduled for May include:
Pre-Bid Conferences (10 a.m. – 11 a.m.) - Wednesday, May 5, Bldg 7, Capitol Room
Beginner's Track (9 a.m. – 4 p.m.) – Thursday, May 20, Bldg 7, Capitol Room
Manager Training (2 p.m. – 3 p.m.) – Monday, May 24, Bldg 15, 1st Floor Conference Room

Most in-house training classes will now be held in the Gaston Caperton Training Center, located in Building 7. The center has been extensively renovated to include new wall-mounted monitors, ceiling mounted projectors, teleconferencing capabilities and wireless Internet access.

Staff Training Specialist Brian Holmes said the renovations to the center will help expand the educational opportunities available to attendees.

The sessions are free and open to those agency purchasers who are involved with the state procurement process. For a com-

plete 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.in-house.htm or contact Brian Holmes at 304-558-7022 or by e-mail at Brian.J.Holmes@wv.gov.

State Treasurer Approval Necessary for Banking Goods and Services

State Treasurer John Perdue recently distributed a memorandum reminding all state spending units that his office must approve any kind of banking goods and/or service, in accordance with *West Virginia Code* §12-1-7 and 12-3A-6. Banking services include accepting payments and receiving funds via electronic commerce.

This approval must be received prior to issuing any solicitation or entering into any contract with another entity for banking goods and services. Questions regarding this approval may be directed to General Counsel to the State Treasurer Diana Stout at (304) 341-7081.

Approved Bills from Legislative Session Affect Purchasing

The West Virginia State Legislature passed two bills during its 2010 Regular Session which affects the Purchasing Division.

House Bill 4582 created reciprocity standards for West Virginia small, women and minority-owned businesses which receive such preferences in other states. Part of the bill also included the removal of outdated language and provisions which were no longer relevant in *West Virginia Code*. Legislative rules are being prepared which will need to be promulgated by the State Legislature.

The Legislature also passed **Senate Bill 219**, which allows the Secretary of Administration to establish a central fleet management office within the Department of Administration and it is responsible for the storage, maintenance, and repairs of all state vehicles and aircraft assigned to this central office.

Keep Change Orders a Seamless Process by Ensuring Proper Procedures Always Followed

Once a contract has completed the bid process and awarded, the possibility for changes always exist. There are four primary reasons for changes to an existing contract: to amend or clarify a purchase order/contract; to renew or extend a purchase order/contract; to cancel a purchase order/contract for "cause;" or, to cancel and reissue a purchase order/contract due to a vendor's name change.

West Virginia purchasing law and guidelines allow flexibility to do this, but it is the responsibility of the agency to be diligent in submitting the change orders.

"The best way to be certain change orders are done correctly is to use the change order checklist available on the Purchasing Division Web site. Agency procurement officers should attach the checklist to the top of their requisition submission so they know that everything is included in their documentation to process the change order," said Senior Buyer Shelly Murray. "I use it for every change order that comes across my desk. It helps ensure a seamless process of the request for change."

The checklist for changes orders can be located at: <http://www.state.wv.us/admin/purchase/handbook/2007R9/>

Checklists/CL_ChangeOrder.pdf

"A common mistake is not including a backdate justification. Utilizing the change order checklist would help eliminate this common mistake," Murray said. "It is important too that the agency's justification and the vendor's justification for a change correlate."

It is important to remember that all changes must be approved by the Purchasing Division and the Attorney General's Office, as to form, prior to commencement of any work. Violations may result in penalties.

Other important aspects to remember when amending or clarifying a purchase order/contract are that change orders cannot be issued when the change would have had an effect on the award. In addition, it cannot be issued after an award because a vendor omitted something in the bid or in an attempt to fix a problem with a bid.

When issuing a change order to re-

new or extend a contract, specific language should be used in the original specifications if the intention is to renew for multiple years. Generally, contracts cannot be extended if the original specifications do not contain a specific renewal clause.

A written justification must also be provided with a change order when canceling for cause. The justification must detail the vendor's failure to meet the required specifications along with any written response from the vendor.

It is important to note that any change order in excess of a 10 percent increase is discouraged, but will be reviewed and considered on a case-by-case basis.

Procurement officials should contact their assigned Purchasing Division buyer with additional comments or questions. For a list of buyer assignments, please visit: <http://www.state.wv.us/admin/purchase/byrassign.pdf>.



Assistant Director Ron Price Retires After 35 Years of Service



RON PRICE

The West Virginia Purchasing Division bids a fond farewell to Ron Price who retired from state government on April 30 after more than 35 years.

Price most recently served as the Assistant Director for the Acquisition and Contract Ad-

ministration (ACA) Section. He was selected for this position in July, 2009 and, prior to this assignment, served as buyer supervisor in the ACA Section. Price arrived at the Purchasing Division in August of 1990 as a senior buyer.

Prior to joining the Purchasing Division, Price was employed for 13 years at the Revolving Fund Division of the Department of Administration, for which he served as its director. He began his state government career in 1975

with two years of service in the Family Planning Program with the Department of Health.

Also departing the Purchasing Division is attorney Afton Hutson, who has accepted the Assistant General Counsel position for the Department of Administration, effective May 1. Hutson joined the Purchasing Division in March, 2009.

The Purchasing Division wishes both individuals the very best in their future endeavors.

Interested in reading previous issues of *The Buyers Network*? We have electronic issues available on the Purchasing Division's Web site. Just visit our site at: <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

Fiscal Year-End Purchasing Procedures Outlined

To facilitate a smooth transition for encumbrance document processing between fiscal year 2010 and 2011, the Department of Administration, in conjunction with the Finance Division and the State Auditor's Office, has formulated the following plan for the fiscal year-end processing of encumbrance documents.

The following time line will provide guidelines for each agency related to the Purchasing Division:

Expiring Accounts

Appropriated General / Special / Federal Revenue

These accounts follow a year-end time line that allows for a 31-day close out period for payment of transactions, but purchase orders must be encumbered by June 30, 2010. These accounts will be closed out on July 31, 2010.

Purchasing Division Time Line

May 1: Last day requisitions (WV-35) for bid referencing expiring funds may be submitted to the Purchasing Division's Acquisition and Contract Administration Section for processing. All pre-approvals (Office of Technology, Attorney General, etc., if applicable) must be obtained prior to submitting the expiring fund requisitions to the Purchasing Division. Large or complex projects may require additional time to process and may need to be submitted prior to the May 1 deadline.

June 4: Last day that non-bid requisitions (eg. change orders, emergency purchase orders, and/or equipment contract orders) referencing expiring funds may be submitted to the Purchasing Division's Acquisition and Contract Administration Section for processing. After June 7, 2010, agencies may walk through expiring requisitions up to 1 p.m. by June 30, 2010. Please note that the Attorney General's approval may be required for processing. After the Purchasing Division has executed the purchase order, the agency is responsible for obtaining all necessary signatures and having all paperwork in order and returned to the Purchasing Division by 3 p.m. for encumbrance to occur by June 30, 2010. Agencies must deliver all paperwork to the Auditor's Office by 4 p.m. in order to complete the transaction by close of business.

June 1: First day fiscal year 2011 encumbrance documents may be entered into WVFIMS. These transactions can only be approved to the Purchasing Division, Org. 0200. The Purchasing Division may not be able to electronically approve these transactions to the State Auditor's Office until July 1, 2010.

July 1: First day the Purchasing Division will be able to encumber and electronically approve fiscal year 2011 encumbrance documents to the State Auditor's Office.

Non-Expiring Accounts

Non-appropriated Special Revenue / Reappropriated Accounts

These accounts follow a June 30, 2010, year-end time line for close out. These accounts will no longer be valid after June 30, 2010, for process fiscal year 2010. After this date, non-

appropriated special revenue account transactions with a fiscal year of 2010 on the split screen will not be accepted. Non-appropriated special revenue accounts will have to be processed with a fiscal year of 2010 on the split screen after this date. If the account has been re-appropriated to fiscal year 2011, prior fiscal years will be accepted on the split screen for process fiscal year 2011.

Purchasing Division Time Line - Non-Expiring Accounts

June 4: Last day to submit fiscal year 2010 encumbrance (purchase order) documents to the Purchasing Division for non-appropriated special revenue and/or re-appropriated special revenue accounts. Any document not processed in fiscal year 2010 will be processed in fiscal year 2011.

June 30: All encumbrance transactions (WVFIMS purchase orders and purchase order adjustments) unable to be processed by the Purchasing Division by this date will be rejected to the agency of origin.

July 1: Agencies may modify any encumbrance document that was rejected to their agency due to yearend processing to reflect the correct fiscal year on the split screen. Agencies may also begin approving fiscal year 2011 transactions.

Procurements with Start Dates of July 1, 2010

Any encumbrance document (purchase order) processed that contains a start date of July 1, 2010 clause will be held by the Purchasing Division until the funds associated with the contract can be encumbered on WVFIMS for fiscal year 2010. The scheduled date for encumbrance of these funds is July 1, 2010.

Walk Through of Transactions

The Purchasing Division will permit walkthroughs of expiring fund requisitions after June 4, 2010. The Auditor's Office will permit transactions to be walked through the system after June 11, 2010.

Summary of Procedures

For the complete procedures for fiscal year-end, please visit the Division of Finance's Web site at: <http://www.wvfinance.state.wv.us> (click WVFIMS, then WVFIMS FY 2009 Year End Policies and Procedures).

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

Statewide Contract Spotlight...

State Agencies Find "IT" Takes Backbone Security to Handle Their Computer Needs

How successful can a small business be with just four full-time employees and a college intern?

If done properly, the answer is quite successful.

The Backbone Security company in Fairmont will celebrate this year its third consecutive year of earning the Governor's Commendation for International Market Entry award for international sales. Backbone Security has also received an Export Achievement Certificate from the U.S. Commercial Service, the trade promotion branch of the U.S. Department of Commerce's International Trade Administration. Not bad for its small business staff.

"Our philosophy is, the job is not finished until the customer is satisfied," said Jim Wingate, Backbone Security vice president.

The modest, but effective, mantra serves the state of West Virginia as well. Backbone Security is a vendor on the statewide contract, **ITECH 10**, which provides temporary staffing with computer technical expertise and provides technical services for projects. Backbone Security has been doing business with the state with previous similar IT contracts since the company was founded in 2000.

"We can help fill many supplemental staffing positions, including web programming, computer system analysis, network security, database management, LAN/WAN support and more," Wingate said. "Some of the project-based services we provide include electronic government, electronic commerce security development, electronic commerce web development, technology advisory services, and project quality assurance review and services."



Backbone Security has received the Governor's Commendation for International Market Entry for the last three years. Pictured here accepting the honor from Gov. Joe Manchin are, from left, Jim Wingate, Vice President; Gov. Manchin; Chad Davis, Senior Computer Security Engineer; and Rob Lipscomb, Computer Security Engineer.

Backbone Security works closely with the Department of Health and Human Resources (DHHR).

"We were performing a vulnerability assessment for DHHR in the Diamond Building in Charleston on the day of the September 11 attacks," Wingate said, adding that Backbone Security is a Payment Card Industry Data Security Standard (PCI DSS) Approved Scanning Vendor, one of a very few located in West Virginia.

Backbone Security is one of more than 40 statewide vendors on the **ITECH 10** contract. To review these companies, please visit: <http://www.state.wv.us/admin/purchase/SWC/default.htm>. Awards for **ITECH 10** orders are conducted through a secondary bid process through the West Virginia Office of Technology.

For more information about Backbone Security, contact:

Jim Wingate, Vice President
jwingate@backbonesecurity.com
www.backbonesecurity.com
304-366-9161

*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.

A Little History Lesson: The Creation of the West Virginia Purchasing Division



Nearly 77 years ago, the Purchasing Division came into existence. The agency's original mission remains virtually the same today, but the manner in which the agency was created and molded has taken several noteworthy turns along the way.

In 1932, Gov. Herman G. Kump wanted to establish a central state purchasing agency but the Legislature was not as enthusiastic and a bill to create such an agency failed to pass during the 1932 regular session. Thus, by executive order, Gov. Kump created West Virginia's first-ever Department of Purchases one year later.

The intent of the new agency made quite an impression.

Robert G. Kelly, the state Democratic Party chairman in 1933, declared that the creation of the West Virginia Department of Purchases was "one of the most far-reaching reforms the state has experienced. It enables the state to buy efficiently, economically and honestly."

A Charleston Gazette article dated August 6, 1933, stated, "A central state purchasing agency, supplanting the numerous small buying units in state government, was created yesterday by Governor Kump. ... All existing positions having to do with purchases 'excepting offices established by the constitution or by statute'



A history of the Purchasing Division and a time line of Purchasing Division directors hangs in the Purchasing Division office.

were abolished by the order." Shortly thereafter, the Legislature did pass legislation to create the Department of Purchases by statute.

The first mission statement of the Department of Purchases stated, "To effect, through a system of centralized purchasing, every possible economy in the purchase of commodities, printing and contractual services for all state departments, schools and institutions."

Throughout the years, the agency changed in name and structure.

In 1957, the Legislature placed Department of Purchases into the newly created Department of Finance and Administration which was a unit of the Department of Administration.

The Purchasing Division became its own agency within the Department of Administration following legislative changes made in 1990, which reorganized state government. Included in these changes was the addition of the State Agency for Surplus Property, the State Travel Office and the Fleet Management Office to the Purchasing Division.

Today, the Purchasing Division remains committed to its original charge. The agency's mission statement now reads,

"The mission of the West Virginia Purchasing Division is to provide valued services to our customers by making sound and effective decisions in accordance with state law. As a customer-driven organization, we strive to exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible price; to continually improve the services we offer to maximize the efficiency of state government; and to provide leadership and guidance to our customers – state agencies, vendors, legislators and the general public – while building lasting business relationships."

CONFERENCE

Continued from Page 1

services offered by the agency.

Holmes said a new game show has been chosen for this year's conference, but details are being currently kept under wraps. Holmes said the game shows introduce another education opportunity into the conference while also being fun.

"We think conference attendees will

definitely enjoy what we have in store with this year's game show," Holmes said. Earlier game shows offered at the conference have included "Wheel of Misfortune," "Purchasing Jeopardy," "Agency Feud," "Purchasing Squares," and "Who Wants to be a Millionaire?"

Registration for the conference is scheduled to begin in mid-June. Infor-

mation on lodging, classes and events will appear in an upcoming *Buyers Network*.

For additional information or suggestions on this year's conference, please contact Brian Holmes at 558-7022 (Brian.J.Holmes@wv.gov), or Diane Holley-Brown at 558-0661 (Diane.M.Holley@wv.gov).

Current Statewide Contract Update

(As of April 15, 2010)

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 |
|----------|---------------------|-----------------|-------------|
| CABLE10 | Computer data cable | N/A | 05/18/2010 |

New Awards

| Contract | Vendor | Description | Dates |
|-----------|-------------------------------|------------------------------|-----------------------|
| MOTL10CJ | Comfort Inn | Hotel rooms | 04/01/2010-12/31/2010 |
| MEDSUP10 | Gulf South Medical Supply Co. | Medical supplies | 04/15/2010-04/14/2011 |
| ITECH10AR | Backbone Security | IT staffing and project mngt | 03/01/2010-02/28/2011 |
| ITECH10AE | Planet Technologies Inc. | IT staffing and project mngt | 03/01/2010-02/28/2011 |

Under Evaluation

| Contract | Description | Bid Opening | Under Eval |
|-----------|--------------------------|-------------|------------|
| LITTER10A | Litter Grabbers | 04/14/2010 | YES |
| LIGHT10A | Lamps, ballasts, etc. | 04/06/2010 | YES |
| HOUSE10A | Housekeeping commodities | 03/04/2010 | YES |

Renewals

| Contract | Vendor | Description | Date |
|-----------|---------------------------|-----------------|-----------------------|
| TRAVEL09 | National Travel Serv Inc. | Travel services | 07/01/2010-06/30/2011 |
| CEREAL08B | US Foodservice WV | Cereal | 04/01/2010-03/31/2011 |

Contracts Extended

| Contract | Vendor | Description | Date |
|----------|------------------------------|--|-----------------------|
| TEMP07A | WV Assoc of Rehab Facilities | Temporary employee service | 05/01/2010-04/30/2011 |
| WVARF04 | WV Assoc of Rehab Facilities | Supply items: linen, bottled water, condiment kits | 04/01/2010-06/30/2010 |
| RTIRE07 | Kings Tire Service | Recapped tires | 05/01/2010-04/30/2011 |
| CABLE07 | Sesco Electronics | Cable accessories | 06/01/2010-06/30/2010 |
| | Div State EI | | |

Miscellaneous Actions

| Contract | Vendor | Commodity | Description of Change |
|----------|---------------------|------------|-----------------------|
| LAWN09D | Crede Tractor Sales | Lawn equip | Replace line item |

Miscellaneous Actions

| Contract | Vendor | Commodity | Description of Change |
|------------|------------------------|--------------------------------|--|
| CPHONE07DA | Verizon Wireless | Cell phones | Add contract upgrades |
| ITECH10AF | Pomeroy IT Solutions | Software support | Updated list of award categories |
| IP08 | Hewlett Packard | Various computers and monitors | Add/change upgrade equip to Windows 7 |
| MV10B | Stephens Auto | Cars | Provide correct Class 3 spec sheet |
| DIGCOP09B | Canon USA Inc. | Copiers | spec sheet CXL contract reissue as DIGCOP09BA |
| DIGCOP09BA | Canon USA Inc. | Copiers | Reissue due to address change |
| MA05SW08 | Oracle Corp. | Master agreement | Cancel due to name change |
| MA05SW08A | Oracle Corp. | Master agreement | Re-award due to name change |
| SELECT07 | SHI International | Software | Price list |
| NTIRES08 | Goodyear Tire & Rubber | Tires | Update price |
| ENTPRZ08 | SHT International | Software | Update price list |
| MPLS07 | Verizon | Business svcs | Port charges reduced rate pip dedicated port charges |
| SYSFURN07H | Krueger Intl. | Office furniture | Updated contract information |

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.

MAY

LABSUP08 Lab supplies

JUNE

DCBATT10 Dry cell batteries
 FASTEN08 Fasteners and accessories
 RSHEET09 Reflective sheeting

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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