

THE BUYERS NETWORK

AUGUST 2012 - VOL. 22, ISSUE 8

THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

Online Registration for the 2012 Agency Purchasing Conference Opens August 15

The Purchasing Division is pleased to announce that registration will open on August 15 for the 2012 Agency Purchasing Conference, scheduled for November 13-16, at Stonewall Resort. A tentative conference schedule and workshop synopses will be available online at <http://www.state.wv.us/admin/purchase/Conference/Agency/2012>.

The registration fee is \$100 per participant, which includes materials, group meals, administrative costs, and attendance to all workshop sessions. Invoices will be provided to participants upon check-in for payment following the conference.

The Purchasing Division is pleased to offer several new sessions this year, including Cost Sheet Overview, Vendor Performance/Relations, Enterprise Resource Planning (ERP) Implementation, and Meet the Buyer/Purchasing Division Staff. Also, for the second year in a row, the Purchasing



Agency procurement officers join together each year to discuss statutory and regulatory requirements related to procuring goods and services on behalf of their agencies.

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INSIDE...

- **Director's Comments:** Positive Results Realized From Expansion of Purchasing Division Training Initiatives
- Check Out the 2012 Agency Purchasing Conference Grid!
- Unique Purchases Just Part of the Job for our Purchasing Division Buying Staff

SWAM Information Available on Website

Vendors certified by the Purchasing Division as a small, women-, and minority-owned business are now being posted on the division's website. As reported previously, beginning July 1, 2012, the West Virginia Purchasing Division incorporated the Small, Women-, and Minority-Owned Businesses (SWAM) Certification Application as part of the *Vendor Registration and Disclosure Statement*, in accordance with *West Virginia Code* 5A-3-9 and *Code of State Rule* 148-2-1.

Once the Purchasing Division receives and approves those vendors seeking SWAM status, these approved

SWAM vendors are posted at:

<http://www.state.wv.us/admin/purchase/VendorReg.html>

Access to information on approved SWAM vendors is easy to find on this web page. Simply look for the green button noting "Current SWAM Vendor List." State agencies should utilize this site to determine certified SWAM vendors and their effective date of certification.

Please note that the *Vendor Preference Certificate* was also revised to include a new preference for non-resident

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Positive Results Realized From the Expansion of the Purchasing Division Training Initiatives

By Purchasing Director Dave Tincher

For many of you who attended the 2009 Agency Purchasing Conference, you may remember that I stressed that the Purchasing Division would be focusing greatly on expanding its training program. Within three short years, not only has our division benefited from the results of this initiative, but so have agency purchasers statewide.

The results of this expansion are plentiful. With varying methods of training available, agency purchasers now have more accessible and convenient ways to learn. This accessible training has led to a better overall understanding of the procurement procedures, law and rules among agency purchasers, ultimately leading to fewer incidences of purchasing violations.

Agency purchasers have also gained the confidence needed to complete purchasing tasks for their agency by participating in the Purchasing Division's Certification Program, which validates their knowledge and experience in pub-

lic procurement. Finally, purchasing-related information is shared more universally throughout state agencies, allowing for a myriad of expertise in the state purchasing process.

In this issue of *The Buyers Network*, registration information is included for the 2012 Agency Purchasing Conference, scheduled for November 13-16 at Stonewall Resort. The Purchasing Division has offered annual conferences for more than 40 years as a way to collectively discuss current purchasing procedures and related issues with the individuals responsible for procuring commodities and services on behalf of state agencies. Even with the other training components that are available today, including online training modules, in-house training workshops, webinars and the certification program, the value of the Agency Purchasing



Conference is still integral to the learning process. While class attendance is important, equally essential is the networking opportunity, which allows state purchasers to discuss similar problems, concerns and situations in order to determine workable solutions.

Our agency designated purchasing liaisons are expected to attend this annual training conference since they have been selected by their agency leaders to coordinate all purchasing transactions for the organization. Each year, we modify our conference agenda and activities based on evaluations received the previous year. After our purchasing conference, I hope that each of you share the information you learned with others in your agency to provide a better understanding of the requirements of public purchasing in our state government. My staff and I look forward to another successful conference this year!

WVSASP Customer Appreciation Day Deemed a Success

An abundance of happy customers were present at the Customer Appreciation Day offered by the West Virginia State Agency for Surplus Property (WVSASP). The July 26 event offered extended hours up to 7:30 p.m. at the WVSASP's Dunbar warehouse, allowing customers extra time to find those items of interest.

"We were extremely happy with the outcome of this event," said Assistant Purchasing Director and WVSASP Manager Elizabeth Perdue. "We were fortunate to see a lot of new faces in addition to some of the familiar ones. We believe this gave everyone a chance to find out just how much WVSASP has to offer."

Kanawha County resident Frank Kelley



Customer Appreciation Day at the West Virginia State Agency for Surplus Property (WVSASP) gave customers extra time to visit the agency's Dunbar warehouse and discover how much WVSASP has to offer.

Please see **WVSASP, Page 5**

2012 Agency Purchasing Conference

<i>Conference Grid</i>	Room TBD	Room TBD	Room TBD	Room TBD	Room TBD
Tuesday, November 13					
Conference Registration 1:00pm - 6:00pm	Registration will be held in main lobby				
Agency Meetings 1:00pm - 5:00pm	Agencies who request to conduct an agency meeting prior to the conference will utilize this time slot and be designated a meeting space				
Evening Social 7:00pm - 8:00pm	This event will be held in Stonewall Ballroom Light appetizers and beverages will be available				
Wednesday, November 14					
Breakfast on your own					
Conference Registration 7:30am - 8:30am	Registration will be held in Ballroom Foyer				
Commencement 8:30am - 9:30am	This event will be held in Stonewall Ballroom <i>Beginner's Track</i>				
Workshops 9:45am - 10:45am	<i>Agency Delegated Purchasing</i>	<i>Basic Purchasing</i>	<i>Surplus Property/Fixed Assets</i>	<i>Statewide Contracts</i>	<i>Evaluation and Award Process</i>
Workshops 11:00am - 12:00pm	<i>Vendor Performance</i>	<i>Vendor Registration</i>	<i>Vendor Remedies</i>	<i>State Use Program</i>	<i>Preparing an RFP</i>
Group Lunch 12:15pm - 1:30pm	This event will be held in Stonewall Ballroom				
Meet Purchasing Buyer/Staff 1:30pm - 2:15pm	This event will be held in Stonewall Ballroom as a roundtables session <i>Advanced Track</i>				
Workshops 2:30pm - 3:30pm	<i>Guiding Values in Procurement</i>	<i>Request for Quotations</i>	<i>Emergency and Sole Source Purchases</i>	<i>Cost Sheet Overview</i>	<i>ERP Implementation</i>
Workshops 3:45pm - 4:45pm	<i>Contract Drafting</i>	<i>Evaluation and Award Process</i>	<i>Purchasing Card Program</i>	<i>Inspection Services</i>	<i>Correctional Industries</i>
Banquet & Entertainment 6:00pm - 8:00pm	This event will be held in Stonewall Ballroom				
Thursday, November 15					
Breakfast on your own					
Workshops 8:45am - 9:45am	<i>Speed Roundtables</i>	<i>Statewides and Piggybacks</i>	<i>Travel Management</i>	<i>Basic Purchasing</i>	<i>Pre-Bid Conferences</i>
Workshops 10:00am - 11:00am	<i>Q & A Session</i>	<i>Tools and Resources</i>	<i>AG's Role in Purchasing</i>	<i>Payment Process</i>	<i>Change Orders and Addenda</i>
Group Presentation 11:15am - 11:30am	Deputy Attorney General Charlene Vaughan, Business Associate Addendum				
Group Lunch & Awards 11:30am - 12:45pm	This event will be held in Stonewall Ballroom				
Workshops 1:00pm - 2:00pm	<i>Purchasing Card Program</i>	<i>PO Encumbrance</i>	<i>Request for Quotations</i>	<i>AG's Role in Purchasing</i>	<i>State Use Program</i>
Workshops 2:15pm - 3:15pm	<i>Change Orders and Addenda</i>	<i>Evaluating an RFP</i>	<i>ERP Implementation</i>	<i>Cost Sheet Overview</i>	<i>Vendor Remedies</i>
Workshops 3:30pm - 4:30pm	<i>Surplus Property/Fixed Assets</i>	<i>EOIs</i>	<i>Statewide Contracts</i>	<i>Agency Delegated Purchasing</i>	<i>Pre-Bid Conferences</i>
Friday, November 16					
Breakfast on your own					
Workshops 8:45am - 9:45am	<i>Inspection Services</i>	<i>Contract Drafting</i>	<i>Emergency and Sole Source Purchases</i>	<i>Correctional Industries</i>	<i>Vendor Registration</i>

Procurement Officer Profile

Fast Pace Keeps Linda Harper Busy with Technology

With advances in technology coming quicker and quicker as time passes, keeping up with those changes could be overwhelming. Yet it is those very changes that help drive Linda Harper as the procurement officer for the Office of Technology (OT). “In this job, you see the technological changes almost daily, and that means you get to stay busy,” she said. Thankfully, she adds with a smile, “There is nothing worse than a boring job.”

Born in Florida but raised in South Charleston, Harper came to OT in 2006 after working in technological fields, including an office equipment servicing company and a telecommunications business. But it was the fiscal side of things that drew Harper and not the shine and buzz of technology. “I have always been a business-minded person,” she said.

Harper began in OT with telecom billing, eventually picked up Purchasing Card purchases, and moved into accounting. When she became the agency’s procurement officer in 2010, she said she had a lot to learn. “I took advantage of all of the in-house training classes offered by the Purchasing Division. I tried to take at least one class a month until I earned my Basic Certification in the Purchasing Division Certification Program,” she said.

Harper said all purchases for OT, including P-card purchases, begin with an employee completing a Purchasing Request 1 (PR-1), an OT-created internal document that the employee uses to request and justify the purchase. The form is signed by the employee’s manager and then sent to the chief financial officer (CFO) to confirm the funding for the purchase.

This process is also used with the secondary bid process for statewide contracts, working with multiple vendors. “With this, everything has to go through CFO approval,” she said. “If it is an agency-delegated purchase, then the chief technology officer must also sign the purchase order.”

Maintaining an updated knowledge



Linda Harper said she finds the fast pace and the everchanging face of technology a good fit for her as the procurement officer for the West Virginia Office of Technology.

about state purchasing rules and code offer Harper an advantage in a technical-heavy field. “I understand the paperwork part of the purchasing process, but I rely on the technical expertise of the OT staff for the specifics,” she said. “Someone in the department works up the specifications, and my job is to make sure everything is in the proper format and meets all of the guidelines.”

The fast pace of technological growth and the ever-changing needs of the state’s technological infrastructure fits Harper just fine. “There is always something going on,” she said. “I never like to be bored, and that is never a problem here.”

Agencies Responsible for Ensuring Vendors Registered with WVFIMS

Agencies should note that it is the responsibility of the agency to ensure that vendors are registered in the West Virginia Financial Information Management System (WVFIMS).

“It is the responsibility of the Purchasing Division to make sure that vendors are registered in the TEAM automated purchasing system,” said Assistant Purchasing Director Mike Sheets. “WVFIMS, on the other hand, is a payment function outside of the Purchasing Division, and we do not have the ability to register vendors in that system.”

Sheets said that whenever a Request for Taxpayer Identification Number and Certification form (W-9) is submitted to the Purchasing Division, it is forwarded to the Finance Division. However, the form goes into a Pending folder until the agency contacts the Finance Division to ensure the vendor has been registered with WVFIMS.

“By making sure the vendor is registered in WVFIMS, the agency helps to speed along the payment process,” Sheets said.

Dog Food and Coal for Trains Just Some of the Unique Purchases for Purchasing Buyers

Among the various commodities and services processed through the Purchasing Division, there are those occasional purchases that are a little unusual. One such contract involves man's best friend. The Purchasing Division plays a role in the administration of a contract for the purchase of dog food for the West Virginia State Police K-9 Unit.

"One doesn't immediately think of dog food as an item the State may purchase, but this is one of those unique purchases that the Purchasing Division does oversee," said Senior Buyer Tara Lyle.

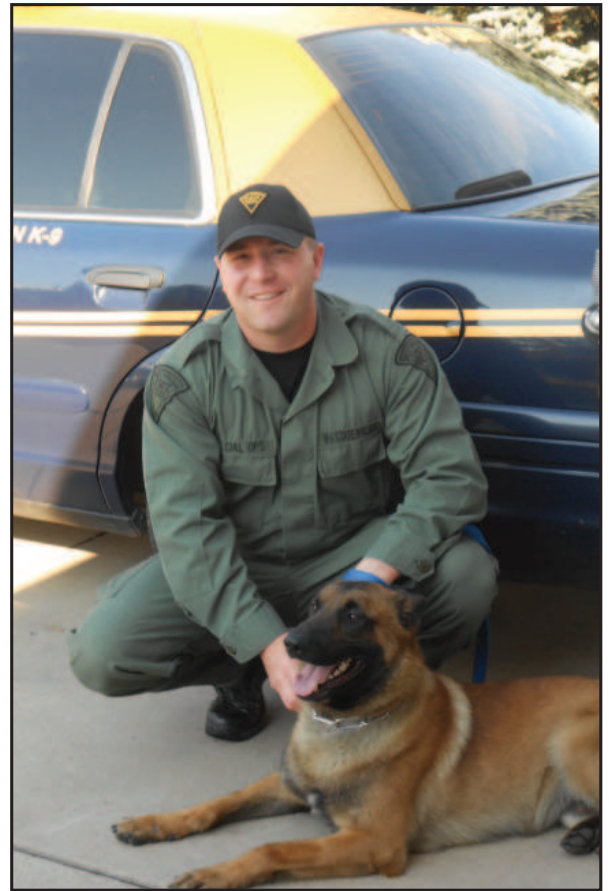
Lyle noted that not just any type of food is acceptable for this purchase. A notable specification for the contract regards the particular type of dog food desired. The food must contain minimum percentages of protein, fat, fiber, and vitamins. Certainly, dogs whose duties range from routine patrol to high-risk detection must receive healthy diets.

Lyle also compared the dog food solicitation to other contracts. Even though this is a unique purchase, it is fairly straight forward in its execution. "No matter how simple or complex a contract is, the process is the same, even if we are purchasing dog food," she said.

Another interesting solicitation, which is still in the bid process, entails supplying coal to the Division of Natural Resources for use by the historic Cass Scenic Railroad State Park. Cass offers mountainous train excursions in steam-powered locomotives and the Purchasing Division assists with the acquisition of coal to power these trains.

As original trains are still utilized at Cass, a special type of coal is necessary. The Request for Quotation lists specifications for the coal including size and moisture and volatility content. The estimated quantity for this contract is 1,200 tons. During operational months, from April to November, Cass uses about 50 to 75 tons of coal weekly!

While the process for bidding unique purchases is not different, finding vendors who can meet the specifications can be tricky. "We rely on the agency for suggested vendors because they are the expert," said Senior Buyer Frank Whitaker. "Of course coal isn't bid every day, but the agency knows the vendor market."



State Police Cpl. Joe Finnicum and his K-9 partner Diego are part of the occasionally unique purchases that pass through the Purchasing Division. K-9 officers, such as Diego, are the focus of a contract to provide dog food for the West Virginia State Police K-9 Unit.

WVSASP

Continued from Page 2

said he has been coming to WVSASP since the 1970s and loved the extended hours. "I think it is great to open up the warehouse with these extended hours since it makes it easy for people to come after work and see what is offered," he said.

Event hours were 8:30 a.m. to 7:30 p.m. Refreshments were available, in addition to the full merchandise of the warehouses.

A special commercial was made by the Purchasing Division staff to assist in promoting the event. If you missed it, it can still be viewed at <http://www.youtube.com/watch?v=cFFyb8fRRBA&feature=gu>pl.

Senior Buyers Offer Training on Basic Purchasing

As part of the Purchasing Division 2012 In-House Training Program, a class was offered on July 11 relating to *Basic Purchasing*, which was presented by Senior Buyers Alan Cummings and Tara Lyle.

Cummings and Lyle first overviewed the organization of the Purchasing Division and then detailed each step of the Purchasing Decision Path, discussing the importance of advancing through all of the steps correctly and thoroughly. The buyers also noted the **Purchasing Division Procedures Handbook** as a great source of information and reminded procurement officials to document the purchasing process.

Particularly beneficial to the In-House Training Program is the small class setting. This convenience provided *Basic Purchasing* attendees and presenters the opportunity for more individualized discussion and to answer questions, acquire more information, and gain advice resulting from others' experiences.

The In-House Training Program often utilizes engaging resources as part of the training. During the *Basic Purchasing* in-house session, Cummings and Lyle offered a pop quiz at the end of the class to test attendees on what the participants had learned.

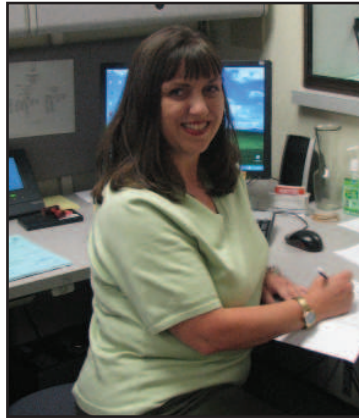
Please see TRAINING, Page 7

Gail Montantez Joins Purchasing Division

The Purchasing Division is pleased to welcome Gail Montantez to its staff as the front office receptionist.

Originally from Florida, Montantez moved to the area last fall. She has previously worked as a supervisor for the AAA Auto Club South Membership Accounting Department and also as a hairdresser.

Montantez's duties include greeting and directing Purchasing Division visitors, answering the telephones, collecting mail and inputting requisition information. In her free time, Montantez likes to spend time with her children. Welcome, Gail, to the Purchasing Division!



GAIL MONTANTEZ

Important Reminder on Piggyback Contract Usage

As noted in last month's issue of *The Buyers Network*, as of July 1, 2012, the Purchasing Division's optional piggyback contract page was temporarily suspended while the division re-evaluates the various piggyback contracts.

Please be reminded that if a state agency desires to utilize an existing contract through the piggyback process, that agency should contact their agency procurement officer. For a list of agency procurement officers, please visit www.state.wv.us/admin/purchase/vrc/agencyli.html.

The agency procurement officer will work directly with their assigned Purchasing Division buyer to determine if the request may be processed as a piggyback contract and, if so, the Purchasing Division will require the agency to

complete the necessary documentation, including the *Cooperative Purchasing Request, Justification and Approval* form (WV-40) or the subsequent *Cooperative Purchasing Request, Confirmation and Approval* form (WV-40A). For procedures in utilizing piggyback contracts, please visit Section 8.8 of the *Purchasing Division Procedures Handbook* at www.state.wv.us/admin/purchase/Handbook/

Also, agencies should note that any invoices based on piggyback contracts that were issued prior to July 1, 2012, will be paid by the State Auditor's Office; however, for those invoices after this date that do not have the proper documentation (WV-40 or WV-40A), the State Auditor's Office will not process payment.

Award Recommendation Submission Process

When submitting the recommendation for award to the Purchasing Division, agencies should include that the recommended vendor meets all mandatory requirements as a way to verify the evaluation has been completed, among other details, to assist in the purchasing process.

Buyer Supervisor Krista Ferrell said evaluation committees should review Section 7.2.19 of the *Purchasing Division Procedures Handbook* regarding the evaluation and award process when submitting the recommendation for award.

"Agencies should include any valid points in the evaluation. For example, if a vendor is disqualified, what did they miss?" she said. "Agencies should also include the amount of the awarded bid."

Ferrell said that if resident vendor preference and SWAM preference is used and affects the outcome, the agency should include how it was used.

By including these details, agencies are assuring that each step in the evaluation process has been followed, Ferrell said. "Doing so helps expedite the procurement process," she said.

CONFERENCE

Continued from Page 1

Division is pleased to offer a four-class series titled the Advanced Track. Previously offered only to primary designated procurement officers, the agency backup designees will now have the opportunity to attend. The Advanced Track sessions will cover Guiding Values and Principles of Public Procurement, Contract Drafting, Speed Roundtables, and a Question-and-Answer Session with the Purchasing Director.

Participants are responsible for making their own lodging arrangements. Information regarding the host-site and other area hotels can be found on our website. *Please indicate that you are attending the 2012 Agency Purchasing Conference to receive the contracted room rate for each hotel.*

Questions on the 2012 Agency Purchasing Conference may be directed to our Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov.

SWAM

Continued from Page 1

SWAM vendors. Application may be made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*. This Certificate is available on the Purchasing Division's forms page at:

<http://www.state.wv.us/admin/purchase/forms.html>

In addition, agency procurement officers are reminded that state agencies are required to submit annual progress reports on small, women and minority-owned business procurement to the Department of Administration, in accordance with *West Virginia Code* 5A-3-59(b). The Purchasing Division has created a reporting document that must be complete by each spending unit and submitted to our office at the end of each fiscal year. This reporting tool may be found on the Purchasing Division's intranet site under Processes and Procedures at:

<http://intranet.state.wv.us/admin/purchase/procedures.html>

Current Statewide Contract Update

(As of July 15, 2012)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact your assigned agency buyer.

Out for Bid

Contract	Description	Bid Opening	Pre-bid?
DIGCOP12	Digital copiers	07/26/2012	No
ERCYCL12	Recycling of electronic equipment	08//01/2012	No
IP12	Statewide contract for desktops, laptops, netbooks and tablets without integrated cell	08/07/2012	No

Under Evaluation

Contract	Description	Bid Opening	Under Eval
AEBATT12	Storage and automotive batteries	06/28/2012	Yes
CABLE13	Deta cable and fittings	05/10/2012	Yes
LABSUP12	Lab supplies	05/24/2012	Yes
LGLOVES12	Exam gloves	04/10/2012	Yes
SANPAP	Sanitary paper and bathroom supplies	06/28/2012	Yes

Contracts Renewals

Contract	Vendor	Description	Date
FUELTT12A	Harris Oil Co.	Fuel	09/19/2012 -03/18/2013
FUELTT12B	J.B. Brannon Inc.	Fuel	09/19/2012 -03/18/2013
FUELTT12C	Bruceton Petroleum Co.	Fuel	09/19/2012 -03/18/2013
FUELTT12D	Guttman Oil Co.	Fuel	09/19/2012 -03/18/2013
FUELTT12E	Tri State Petroleum Corp.	Fuel	09/19/2012 -03/18/2013

TRAINING

Continued from Page 4

Training will continue through the summer with the *Purchasing Tools and Resources* in-house training session on Wednesday, August 15 in the Regents Room of the State Training Center, Building 7 from 10:30 to 11:30 a.m.

For further information or to register for training, visit <http://www.state.wv.us/admin/purchase/training/inhouse.html>. For additional questions regarding the Purchasing Division's 2012 Training Program please contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or via e-mail at Samantha.S.Knapp@wv.gov.

Buyers Network

Contracts Renewals

Contract	Vendor	Description	Date
FUELTT12F	RT Rogers Oil Co.	Fuel	09/19/2012 -03/18/2013
FUELTT12A	J.B. Brannon Inc.	Fuel	09/19/2012 -03/18/2013
FUELTT12B	Harris Oil Co.	Fuel	09/19/2012 -03/18/2013
FUELTT12C	Tri State Petroleum Corp.	Fuel	09/19/2012 -03/18/2013
FUELTT12D	Mansfield Oil Co.	Fuel	09/19/2012 -03/18/2013
FUELTT12E	RT Rogers Oil Co.	Fuel	09/19/2012 -03/18/2013
NTIRES11B	Kings Tire Service Tires		06/01/2012 -05/31/2012
TRAVEL09	National Travel Service Inc.	Fuel	07/01/2012 -06/30/2012

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this month, the following statewide contracts for which their expiration dates are approaching will be examined.

FUEL Fuel
SIP Computer hardware, servers and storage

FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

FILE	BUYER	EMAIL	PHONE
21	Krista Ferrell	Krista.S.Ferrell@wv.gov	558-2596
22	Roberta Wagner	Roberta.A.Wagner@wv.gov	558-0067
23	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
31	Shelly Murray	Shelly.L.Murray@wv.gov	558-8801
32	Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
33	Alan Cummings	Alan.W.Cummings@wv.gov	558-2402
43	Paul Reynolds	Paul.Reynolds@wv.gov	558-0468
44	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
51	Connie Hill	Connie.S.Hill@wv.gov	558-2157

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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STATE OF WEST VIRGINIA

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