

5th Annual Purchasing Division Open House Tuesday, May 15 / 10 a.m. - 2 p.m.

THE BUYERS NETWORK

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West Virginia Purchasing Division

Statewide Contracts

WV.gov | Administration | Purchasing | Contracts | Statewide Contracts

**Statewide Contract Index
(Mandatory Contracts)**

[Click here for a summary of recent updates, change orders, cancellations, etc.](#)

Search: Example: furniture

Description	Contract
Alcohol, Ethyl	ALCOHOL
Asbestos Abatement	ABATMNT
Audit Services, Single	AUDIT
Batteries, Automotive and Equipment	AERATT
Batteries, Dry Cell	DCBATT
Bedding	BEDDING
Cable, Coaxial	CABLE
Can Liners, Trash	CANLINE
Computers (including Desktop and Laptop) and Monitors	IP
Copiers, Digital	DIGGOP
Data Circuits	DATA
Debt Collection Services	DEBT
Dishwashing Dispensing Equipment and Detergent	DWASH
...	...

Modifications to Purchasing's Website Simplifies Navigating through Statewide Contracts

The Purchasing Division is pleased to unveil its updated Statewide Contracts page on its website which was revised to make it more user-friendly for procurement officers.

"The changes made to the Statewide Contracts page was based primarily on suggestions from those who attended the 2011 Agency Purchasing Conference. Their feedback provided the momentum for the new features to make this web page more straightforward to navigate," said Diane Holley-Brown, Assistant Purchasing Director.

Holley-Brown explained that the Statewide Contracts page previously listed the contracts in alphabetical order by their abbreviated contract number. The revised Statewide Contracts page now lists the description of commodities and services in alphabetical order.

Please see **STATEWIDE CONTRACTS, Page 2**

Last Call to RSVP for Open House Event

The Purchasing Division is making its final preparations for its 5th annual Open House on Tuesday, May 15th from 10 a.m. - 2 p.m. at its office at 2019 Washington Street East (Building 15).

This event allows procurement to informally meet with Purchasing Division staff to discuss topics of interest. There are four scheduled 30-minute information sessions



Procurement officers can meet with Purchasing Division staff during the 5th Annual Open House on Tuesday, May 15.

Please see **OPEN, Page 7**

INSIDE...

- **Director's Comments:**
Changes in Legislation Brings Modifications to Purchasing Requirements
- Adhering to Blackout Period is Vital During Bid Evaluation
- Purchasing Division Salutes First Graduates of Agency's Advanced Certification Program

Legislative Changes Passed this Session Result in Modifications in Purchasing Requirements

By Purchasing Director Dave Tincher

This issue of *The Buyers Network* includes an overview of legislation passed during the Regular Session of the State Legislature. It is extremely important for agency purchasers to keep updated on procurement-related changes that affect your responsibilities.

Some of these changes will be incorporated into the contractual terms and conditions, such as the requirement to disclose subcontractors within two hours of the close of bids for public contracts and the Green Buildings Act, which includes design and construction requirements for new facility projects of public agencies and projects receiving state funds.

Other legislation will be addressed using other mechanisms. As with the certification of small, women, and minority-owned (SWAM) businesses and the preference for non-resident SWAM businesses, a legislative rule has been filed with the Secretary of State's Office and will be effective on July 1, 2012. The Vendor Registration and Disclosure

Statement forms (WV-1 and WV-1A) will be modified once the rule is effective to reflect the information necessary for certification. These revised forms will be shared with agency procurement officers soon, along with additional information on this program and the agency reporting requirements.

As a result of House Bill 4263, the Purchasing Division will be working with labor organizations in creating a "Buy American Task Force" to study the use of American made construction materials and goods. A report will be presented to the State Legislature by December 31, 2012 with the task force's recommendations.

A change to the State Property Program of the West Virginia State Agency for Surplus Property affects the retirement of information technol-



ogy equipment. Beginning on June 8, 2012, Surplus Property will no longer be legally able to accept information technology equipment as a result of House Bill 563. The Office of Technology will be statutorily required to handle the retirement of these types of equipment. For additional information on the new procedures, please contact the Office of Technology.

This legislative session was a busy time for the Purchasing Division as several bills were related directly or indirectly to the procurement process. We worked closely with the staff from the various legislative committees as well as our department's legislative liaison to ensure that we provided valuable information on specific procedures and forecasted the fiscal impact of proposed legislation. We will continue to assist our agency designated procurement officers with questions they may have regarding these legislative changes.

STATEWIDE CONTRACTS

Continued from Page 1

"The new listings make it easier to find the commodities and services on statewide contracts. For example, computers are listed under the statewide contract 'IP.' Those new to state purchasing may not know to readily look under 'IP.' By making the commodity and service more readily easy to find, we think it will be much easier to find the accompanying link to the statewide contract," said Holley-Brown. "In addition, based on a usage survey from procurement officers, we removed the statewide contracts which were deemed unnecessary and this made navigation of the Statewide Contracts page cleaner and easier."

The search box on the Statewide Contracts page allows users to type in key words to more readily find the

statewide contract link they need.

"Procurement officers should find the 'search' function very useful. If the commodity or service is not found on the new page, then this search function will assist procurement officers find what they are looking for in a very timely manner," said Holley-Brown. "The Purchasing Division is currently in the process of updating the secondary contract pages to provide more searchable words to assist in locating the appropriate statewide contract."

Procurement officers can research statewide contracts at <http://www.state.wv.us/admin/purchase/swc/default.html>. Also located on this page is a link to the latest updates on statewide contracts and a link to Purchasing Division buyer assignments.

Adhering to Blackout Period Vital During Bid Evaluation

One essential element to maintaining a solid level of professionalism during the procurement process is a quality working relationship between the Purchasing Division, state agencies and vendors.

Good communication between all parties helps ensure that the state procurement process is followed in accordance with the state law, legislative rule and Purchasing Division guidelines.

It is important, though, to adhere to the Blackout Period as addressed in Section 4.7.9 of the **Purchasing Division Procedures Handbook** that deals with the evaluation period. When bids are opened and the evaluation period is underway, there is to be no contact between those with vested interests relating to that particular solicitation.

Please see BID, Page 5

Purchasing Division Recognizes its First Advanced Certification Program Recipients

The Purchasing Division's Certification program reached a milestone in late March when two procurement officers became the first graduates of the agency's Advanced Certification program.

Krista Ferrell and Roberta Wagner, buyer supervisors at the Purchasing Division, received their Advanced Certification upon successfully completing a rigorous program designed to provide professional development and recognition to procurement officers whose job duties fall primarily under the authority of *West Virginia Code §5A-3*.

To receive Advanced Certification, individuals must complete the Basic Certification program in addition to the following requirements:

- Attend at least three different Purchasing Conferences (2009 - present) and complete 30 different classes or learning sessions. No class or learning session shall be repeated in any one year, regardless of format.
- Achieve three years of experience in



**KRISTA
FERRELL**



**ROBERTA
WAGNER**

public procurement (from January 1, 2009 - present) and receive verification by immediate supervisor and agency head that the scope of work involves a level of 75% or greater of public procurement responsibilities for the respective agency in a professional, not support-level, role.

- Perform training at the agency level on procurement-related topics (i.e. Purchasing cards, Requests for Quotations and/or Proposals, etc.). The Purchasing Division must approve the training content and target au-

dience prior to the scheduled training. The candidate is responsible for planning the logistics.

- Successfully complete an advanced-level examination.

"This is a noteworthy achievement as it demonstrates the willingness of our procurement officials to continually improve their efficiencies in state procurement practices," said Purchasing Director Dave Tincher. "We are continuously adding and upgrading our professional development and our participation numbers are growing. This shows our commitment to sound purchasing practices which earns the trust of all of those with whom we do business and represent, particularly the taxpayers."

There are 10 procurement officers currently enrolled in the Advanced Certification program. To learn more about the Purchasing Certification program, please visit <http://www.state.wv.us/admin/purchase/training/Certification/>.

HCA's Paula Marshall Achieves Procurement Basic Certification

The Purchasing Division is pleased to recognize the latest graduate in the West Virginia Procurement Basic Certification program.

Paula Marshall of the Health Care Authority is the most recent individual to receive certification since the program's inception. Currently, there are approximately 25 procurement officers enrolled in the program, with 22 having achieved Basic Certification.

State agency procurement officials are encouraged to review the program's requirements and consider enrollment. To review the requirements and steps to enroll, visit <http://www.state.wv.us/admin/purchase/training/Certification/>. Procurement officials interested in this program with additional questions may contact our training staff: Samantha Knapp, Training Development Specialist, at (304) 558-7022 (Samantha.S.Knapp@wv.gov), or Diane Holley-Brown, Assistant Purchasing Director, (304) 558-0661 (Diane.M.Holley@wv.gov).



Attention, Attention ... Read All About It!

The Purchasing Division has added a new banner to its website home page titled, "News, Events and Job Opportunities." This banner links visitors to the website to the latest Purchasing Division information. Visit the Purchasing Division website at <http://www.state.wv.us/admin/purchase/>.

**SAVE THE DATE! 2012 Agency
Purchasing Conference ...
Nov. 13-16, 2012 at Stonewall Resort.
Check *The Buyers Network* each
month for more new details!**

Procurement Office Profile

Belinda Burdette Finds Satisfaction in a Job Well Done

When you think of procurement for the Alcohol Beverage Control Administration (ABCA), of course you would think of bulletproof vests and evidence bags, right?

Probably not, said Belinda Burdette, procurement officer for the ABCA. However, bulletproof vests are among the items Burdette said she finds herself purchasing.

Since West Virginia is considered a “control state,” where the state houses all of the liquor, and stores and bars purchase the alcohol from the state, the ABCA has an enforcement division. The enforcement agents take care of liquor licenses and inspect bars and restaurants to ensure they are following the law.

“Some of those bars can be dangerous, however,” Burdette said. “Often-times, the enforcement officers do wear bulletproof vests to protect themselves. They will also utilize evidence bags if anything has to be confiscated and held until a hearing.”

Since the agents work from their homes, that means Burdette is responsible for making sure they have everything they need, from computers and printers to cars and office supplies. This is in addition to working with the ABCA’s 180,000 square foot warehouse in Nitro.

Burdette handles all of the procurement for the department with the help of Brian Wilkinson, a purchasing assistant. They agree that it can be a demanding job.

“It is about managing your time well,” he said. “You just have to realize what has to be done first.”

Burdette began in state government in 1987 with the Division of Natural Resources, where she worked in disbursements for five years before moving to South Carolina. Once she returned to West Virginia, she joined the ABCA in 1997 in licensing, eventually moving into procurement.

Her hard work was recognized at the 2011 Agency Purchasing Conference when she was named Procurement Of-



Alcohol Beverage Control Administration Procurement Officer Belinda Burdette and Purchasing Assistant Brian Wilkinson agree that the variety of purchases is among the best parts of their jobs.

ficer of the Year. She said she was surprised when her name was called. “When Purchasing Director Dave Tincher was describing the winner, I thought to myself, ‘That person sounds like me.’ But I was shocked and honored, and it is nice to see that my work is noticed.”

At the end of the day, however, Burdette said the ultimate recognition comes in her sense of accomplishment. “It feels good to know you have taken care of people,” she said. “Brian and I often joke that we are the tires that move the vehicle.”

New Online Training Module Discusses Vendor Complaints and Remedies to Problems

What should a state procurement officer do when a vendor protests a contract?

What are the types of protests that can be brought on by a vendor?

Are there reasons why a vendor protest may be necessary?

These are some of the questions discussed in “Vendor Remedies,” the latest online training module posted to the Purchasing Division website. This is the 10th online training module which is designed for procurement agency officials to review from the convenience of their offices. This module discusses the circumstances which can lead to vendor complaints and protests and the best practices procurement officials should take to address and minimize the chance for them.

The Purchasing Division continues to add these online training modules to its website and the completion of each online module counts as one credit in a procurement officer’s participation in the Purchasing Division Certification Pro-

Please see MODULE, Page 7

Pre-Bid Conferences Serve as Useful Tools When Reviewing Critical Aspects of Projects with Bidders

A pre-bid conference is the tool used to allow vendors and agency purchasing personnel to review critical aspects of a complex, oftentimes high-dollar solicitation. It can be an important part of the solicitation process in letting vendors offer input while also clarifying issues and eliminating misunderstandings.

“A pre-bid conference lets both the vendor and the agency communicate directly before the purchasing process, so that all parties understand fully the process, the expectations and the desired outcome,” said Krista Ferrell, a buyer supervisor with the Purchasing Division.

A member of the Purchasing Division may participate in pre-bid conferences depending on the need or desire of the agency. “The designated purchasing contact for an agency is responsible for facilitating a pre-bid conference, but if an agency has a huge need, it needs to let us know early so we can be of assistance,” Ferrell said.

During the pre-bid conference, the project is identified by its Request for Quotations (RFQ) or Request for Proposal (RFP) number and a generic scope of work. The opportunity is also given to introduce the user agency representative.

“This could include a consultant also, depending on how specialized the project is, like an architect or engineer on a construction project,” Ferrell said. “For a RFP pre-bid, it is a more formalized event, where we may have several people speak, including the Purchasing Division buyer, the designated procurement officer, and

Sign-In Sheet Important Component of the Pre-Bid Conference Requirements

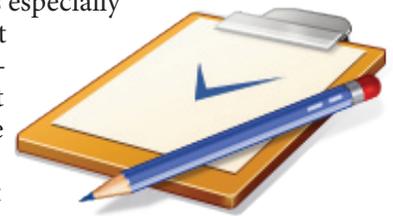
While it could seem like little more than a taking of attendance, the sign-in sheet for a pre-bid conference is extremely valuable, said Krista Ferrell, a buyer supervisor for the Purchasing Division.

“The sign-in sheet is what we use to issue addendums to vendors,” Ferrell said. “This sign-up sheet is especially important concerning the vendor. We cannot always depend on the existing vendor registration information because oftentimes contact information can change, so being able to have the most recent information is important.”

Ferrell said the sign-in sheet should be sent around first thing in a pre-bid conference so that there is an opportunity to ensure it has been filled out completely and everything is legible. “I encourage my agencies to request a business card from everyone who attends a pre-bid conference, in case there is unclear information on the sign-in sheet.”

This ensures that vendors receive any last-minute addendums or changes to the bid opening, Ferrell said.

For additional information on pre-bid conferences, visit Section 7.2.10 of Section 7 of the **Purchasing Division Procedures Handbook** at <http://www.state.wv.us/admin/purchase/Handbook/default.html>.



the agency director. For something like a construction project, it is much more informal, where the vendors will walk around the site and take notes on the needs and scope of the project.”

General information is covered during the meeting, such as questions from the vendors, vendor registration, oral presentations, the bid proposal submission process, a time schedule and bonding requirements. The agency representative will open tech-

nical specifications for discussion by item, and items that parties agree need amended are recorded by the agency.

“This way, the addendum to the solicitation can be amended to fit these new requirements,” Ferrell said.

Formal information concerning the pre-bid process can be found in Section 7.2.10 of the **Purchasing Division Procedures Handbook** at <http://www.state.wv.us/admin/purchase/default.htm>.

BID

Continued from Page 2

“If the blackout period is not respected, then the possibility of a vendor protest increases. It is important to maintain the integrity of the bid process by staying true to the blackout period,” said Tara Lyle, senior buyer. “If you receive a call or a visit from a potential vendor inquiring about the award, refer the vendor to the Purchasing Division buyer.”

As stated in the handbook about the Blackout Period:

Buyers Network

“Information regarding the contract award, such as the name of the potential vendor and the amount, may only be released **after** an official award is complete. An award is considered complete only if the contract has been signed by the Purchasing Division, approved as to form by the Attorney General’s Office, encumbered and placed in the U.S. mail. When contract award information is released *prior* to a contract award, that information may be incor-

rect, premature or erroneous and cause work to begin or vendors to protest.

“Delays may occur due to a number of factors, such as agency evaluation of bids, bond and insurance requests, Office of Technology / IS&C review/approval, etc.

“No person should contact any bidding vendor with regard to the solicitation at hand prior to the award of the contract, without approval of the Purchasing Division.”

Our Newest Members of the Purchasing Division

The Purchasing Division is pleased to welcome Evelyn Melton and Crystal Rink to its staff as purchasing assistants in the **Acquisition and Contract Administration Section** of the Purchasing Division.

A resident of Saint Albans, Melton is a graduate of Holy Spirit Academy in the Philippines and has a Bachelor of Science degree in civil engineering from Saint Louis College, also in the Philippines. She has previously been a construction engineer, an office manager and a medical records specialist. She enjoys playing the guitar and ukulele, cooking, and spending time with her daughter and friends.

Rink is a resident of Chapmanville and a graduate of Harts High School. She has a Bachelor of Arts degree in psychology from Marshall University.

Their duties include assisting in the purchasing activities within the Purchasing Division. This includes reviewing purchasing requisitions and determining if the required commodity is on contract or if bids must be solicited; checking purchase orders for accuracy, completeness and clarity; and composing purchasing orders and other purchasing forms.

Welcome Evelyn and Crystal to the Purchasing Division family!



Evelyn Melton and Crystal Rink have joined the Purchasing Division staff as purchasing assistants in the Acquisition and Contract Administration section.

Legislature Enacts New Laws Related to Purchasing

Several new laws which affect the state procurement process were passed during the 2012 Regular Session of the Legislature. The bills which were passed and the changes they will bring are as follows:

HOUSE BILLS

HB4142: Authorizes the Department of Administration to promulgate legislative rule relating to certification for small, women, and minority-owned (SWAM) businesses. This states that non-resident SWAM certified vendors may be provided the same preference made to any resident vendor. In the event that no preference is made available to a resident vendor in a particular solicitation, the non-resident SWAM business will not receive a preference. Any preference granted to a non-resident SWAM business shall not be applied between or among West Virginia resident vendors and non-resident SWAM businesses.

HB4263: Creates a "Buy American Task Force" to study the use of American made construction materials and goods. This requires the Purchasing Division and labor organizations to convene a task force to study the use of

American made construction materials and goods; setting forth the membership of the task force; specifying areas of study; and requiring a report to the Legislature by December 31, 2012.

SENATE BILLS

SB36: Requires the disclosure of subcontractors within two hours of the close of bids for public contracts. Language has been drafted for inclusion in the new terms and conditions to address this requirement. The bill provides that if this disclosure is not made, the bid will be disqualified. The bill also requires that if no subcontractors are to be used, their non-use will be noted. Additionally, the bill prohibits the substitution of a contractor unless it is to the owner's advantage.

SB76: This "Green Buildings Act" requires new facility projects of public agencies and projects receiving state funds, to be designed and constructed complying with the International Code Council 2009 International Energy Conservation Code and the ANSI/ASHRAE/IESNA Standard 90.1-2007. Language has been drafted for inclusion in the new terms and conditions to

address this requirement.

SB563: Clarifies that the Office of Technology is responsible for the retirement or transfer of information technology equipment that may contain confidential or privileged electronic data. The West Virginia State Agency for Surplus Property will no longer accept state property that is considered information technology equipment. The retirement of this type of commodity will be handled by the Office of Technology.

SB564: Rewrites the current section on funds for travel management. The bill creates the Aviation Fund and the Fleet Management Office Fund. The bill provides that the moneys in these funds do not expire and are to be used for aviation and fleet management purposes, respectively. The bill requires costs and expenses to be borne by the agency or department using the aviation and fleet services.

SB659: Requires vendors, contractors, subcontractors and their employees to submit to a criminal background check if they will be at a state facility or have access to sensitive or critical information. Language has been drafted for inclusion in the new terms and conditions to address this requirement.

Current Statewide Contract Update

(As of April 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?
BEDDING12	Bedding and pillows for all agencies	05/02/2012	No
CABLE13	Data cable and fittings	05/10/2012	No
LABSUP12	Laboratory supplies	05/10/2012	No

Under Evaluation

Contract	Description	Bid Opening	Under Eval
DFS12	Disposable food service	04/19/2012	Yes
LARMS11	Replace ENTPRZ and select for Microsoft products	11/15/2011	Yes
LGLOVES12	Exam gloves	03/13/2012	Yes
MEDSUP12	Medical supplies	02/14/2012	Yes
MOTL10AF	Motel lodging/hotel accommodations	12/15/2009	Yes

Contracts Renewals

Contract	Vendor	Description	Date
MOTL10VE	Cacapon Resort State Park	Hotel accommodations	01/01/2012 -12/31/2012

Contracts Renewals

Contract	Vendor	Description	Date
SYSFURN10A	Allsteel	Modular furniture	02/01/2012 -01/31/2013
SYSFURN10D	Franklin Interiors	Modular furniture	02/01/2012 -01/31/2013
TEMP11A	WV Assoc of Rehab Facilities	Temporary staffing services	05/01/2012 -04/30/2013
TEMP11B	Adecco USA Inc.	Temporary staffing services	05/01/2012 -04/30/2013
TEMP11C	Choice Staffing	Temporary staffing services	05/01/2012 -04/30/2013
TEMP11D	Saunders Staffing	Temporary staffing services	05/01/2012 -04/30/2013
TEMP11F	Winans Sanitary Supply Co. Inc.	Temporary staffing services	05/01/2012 -04/30/2013

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.

DIGCOP09	Digital copiers
FRMTIRE	Farm tires and tubes
PARTS	Automobiles, parts and equipment

OPEN

Continued from Page 1

designed to give procurement officers a chance to more formally interact with Purchasing Division staff.

There will also be several 10-minute sessions to better familiarize procurement officers with the inner workings of the agency, including information about the Purchasing Division website, training programs and the State Agency for Surplus Property program.

Refreshments will be available throughout the event. To RSVP or for questions, please contact Tony O'Leary at Tony.M.Oleary@wv.gov / (304) 558-4213 or Chad Williamson at Chad.B.Williamson@wv.gov / (304) 558-2315.

We hope to see you on May 15th!

Buyers Network

The Workshop Sessions includes:

- 10:30 a.m. – 11 a.m.: High Level Overview of Purchasing**
 Presented by Purchasing Director Dave Tincher
Targeted Audience: Agency managers and directors
- 11:15 a.m. – 11:45 a.m.: Inspection Services: Notes from the Field**
 Presented by Contract Manager Don Arrick and Inspectors Junior Blount and Shane Hall
Targeted Audience: Procurement officers
- Noon – 12:30 p.m.: I'm New to Procurement, Where do I Start?**
 Offered by Tony O'Leary and Casey Hill
Targeted Audience: Procurement officers with two years or less experience
- 12:45 – 1:30 p.m.: Process Checklists**
 Presented by Senior Buyers Tara Lyle and Alan Cummings
Targeted Audience: Procurement Officers

MODULE

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gram. Instructions to receiving the Certificate of Completion are included in the training modules. Please contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or by e-mail at Samantha.S.Knapp@wv.gov for additional information or questions.

For a direct link to the Vendor Remedies and all other online training modules, please visit <http://www.state.wv.us/admin/purchase/training/modules.html>.

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

Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Telephone: (304) 558-2306
Fax: (304) 558-4115

Earl Ray Tomblin
Governor

Ross Taylor
Acting Cabinet Secretary
Department of Administration

David Tincher
Director, Purchasing Division

Diane Holley-Brown
Editor

Tony O'Leary
Chad Williamson
Reporters

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