

# THE BUYERS NETWORK

JULY 2013 - VOL. 23, ISSUE 7

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

## Surplus Property's Customer Appreciation Day Set for July 25 With Hours Extended to 7:30 p.m.



The West Virginia State Agency for Surplus Property will offer its second annual Customer Appreciation Day on July 25, with hours extended to 7:30 p.m.

It is almost here! The West Virginia State Agency for Surplus Property (WVSASP) will offer its second annual Customer Appreciation Day on Thursday, July 25. WVSASP will be open 8:30 a.m.-7:30 p.m., three hours past its typical closing time.

The extended hours are intended to give additional time and opportunities for individuals to shop and visit WVSASP's warehouses in Dunbar. The event is a follow-up to last year's, which Manager Elizabeth Perdue said was an unequivocal success.

"The turnout was so remarkable last year, with plenty of new faces, as well as coverage throughout the news media," she said. "We hope for a repeat this year and more folks having the chance to see what we have to offer."

Perdue said the full inventory will be

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- Agencies Reminded of Reporting Procedures Required for Contract Management
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## Registration for 2013 Agency Purchasing Conference Kicks Off on July 18<sup>th</sup>

Join us as we kick off registration for the Agency Purchasing Conference. This year's program will include a Newcomer's Orientation, an update on the procurement phase of *wvOASIS*, and several general sessions for all attendees.

Registration opens July 18, offering agency purchasers a choice to attend October 22-24 at Pipestem Resort State Park or October 30 - November 1 at Stonewall

**2013 Agency Purchasing Conference**

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Resort State Park. The conference provides participants with an excellent peer networking opportunity amongst approximately 150 at each location.

Feedback from last year's conference supported the decision to include more general sessions this year, including the opportunity for all guests to participate

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# Agency Purchasing Conference Provides Wealth of Educational Opportunities in a Historical Year

*By Purchasing Director Dave Tinch*

For many agency procurement officers, 2013 may seem like just another year. But for the West Virginia Purchasing Division, this year is something special.

This year marks the 80th anniversary of our agency's existence. We are pleased to commemorate these many years of dedicated service to our customers: state government agencies, vendors and the general public.

In 1933, Gov. Herman G. Kump appointed James A. Tierney as the first director of the West Virginia Department of Purchases, now known as the Purchasing Division. Legislation passed in 1935 to create this agency in statute. At that time, it was noted that the creation of this office was "one of the most far-reaching reforms the state has experienced. It enables the state to buy efficiently, economically and

honestly."

Today, our mission remains consistent with this original intent of our agency. We continue to value our responsibility in establishing and adhering to clear and concise purchasing procedures, in accordance with *West Virginia Code* and the *West Virginia Code of State Rules*.

As a proved way to educate our agency procurement officers on the laws, rules and procedures guiding our agency, the Purchasing Division is opening registration later this month to our Agency Purchasing Conference, which will be offered in two locations (Pipestem Resort State Park on Octo-



ber 22-24 and Stonewall Resort State Park on October 30 – November 1) to provide more convenience to those we serve.

I hope that you join us this year to learn more about your profession and about the statutory requirements and procedures that we must follow. Our staff works hard to offer exemplary training for you and your pro-

urement staff.

Questions about our training programs, including our upcoming conference, please contact our Staff Development Specialist Samantha Knapp at (304) 558-7022 or at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov). I look forward to seeing you in October!

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## Agencies Reminded of Reporting Procedures for Contract Management

Purchasing Director Dave Tinch recently sent agency designated procurement officers a reminder on certain contract management procedures and reports required in accordance with *West Virginia Code* 5A-3-4, *West Virginia Code of State Rules* 148-1-7.13 and the **Purchasing Division Procedures Handbook**.

When a contract is greater than \$1 million and is not construction-related, the *Code of State Rules* 148-1.7.13 requires a three-step contract management reporting procedure to ensure that contract requirements are met.

Contract Manager Don Arrick said the requirements are in place to help ensure the focus of the contract is met. "Contract Management is to ensure the contract requirements are satisfied and the financial interests of the state agency are protected," he said.

Prior to the start of work, the agency administrator shall hold a post-award conference with the contractor to ensure a clear and mutual understanding of all contract terms and conditions,

and the respective responsibilities of the parties. During this conference, key personnel should be introduced, as well as the scope of the contract, the terms and conditions, the technical requirements, the administration procedures, the rights and obligations of both parties, an explanation of the evaluation process, potential problem areas and solutions, invoicing requirements and payment procedures and an explanation of the limits of authority of both agency and contractor personnel.

"This allows both the contractor and the agency to interact, to ask questions concerning the project, to define exactly what is expected of each party," Arrick said. These nine points must be documented at the conclusion of the meeting and submitted to the Purchasing Division no later than one week after the post-award conference.

Agencies are also required to submit status reports on the progress of the work, as well as activity reports on all activity on the project. These reports must be sub-

mitted to the Purchasing Division at least every other month and within two weeks of contract closeout and final acceptance.

"At this point the agency can determine if the milestones within the contract have been achieved in a timely fashion, if the quality of the work by the contractor is acceptable and if the contractor is in compliance," Arrick said.

And finally, the agency must submit a final report, which measures outcome, monitors compliance with contract requirements, and assesses contractor performance. These three areas must be documented, assessing the contractor performance. These areas must be documented and submitted to the Purchasing Division at least every other month and within two weeks of contract closeout and final acceptance. Arrick said depending on how the contract was drafted, the payment on the contract may be based on milestones achieved by the contractor.

For more information, contact Arrick at (304) 558-5780 or [Don.F.Arrick@wv.gov](mailto:Don.F.Arrick@wv.gov).

# 2013 Agency Purchasing Conference

## One Conference - Two Locations

Conference Grid	Room TBD	Room TBD	Room TBD
<b>Day 1</b>			
Newcomers' Orientation 11:00 am - 11:30 am	General Information for First-Time Conference Attendees		
Conf. Registration 10:00 am - 1:00 pm			
Commencement 1:00 pm - 1:30 pm	Welcoming Remarks		
General Session 1:30 pm - 2:00 pm	What's New in wvOASIS		
Workshops 2:15 pm - 3:15 pm	Purchasing Card Program	Emergency and Sole Source	Basic Purchasing
Workshops 3:30 pm - 4:30 pm	Travel Management	Vendor Registration	Surplus Property / Fixed Assets
Group Banquet 6:00 pm - 7:30 pm	All Conference Attendees and Participants		
<b>Day 2</b>			
Group Breakfast 7:00 am - 8:45 am	Hot Breakfast Buffet		
Workshops 8:45 am - 9:45 am	Writing Specifications	Requests for Quotation	Surplus Property/Fixed Assets
Workshops 10:00 am - 11:00 am	Vendor Remedies	Evaluation and Award	Requests for Proposal
Workshops 11:15 am - 12:15 pm	Expressions of Interest	Statewide Contracts	Inspection Services
Group Lunch & Awards 12:30 pm - 1:30 pm	Networking Lunch		
General Session 1:45 pm - 2:45 pm	Discussion Groups		
General Session 3:00 pm - 4:00 pm	Question and Answer Session with Purchasing Division Staff		
Dinner on your own			
<b>Day 3</b>			
Group Breakfast 7:00 am - 8:30 am	Hot Breakfast Buffet		
Workshops 8:30 am - 9:30 am	Vendor Registration	Writing Specifications	Emergency and Sole Source
Workshops 9:45 am - 10:45 am	Requests for Quotation	Statewide Contracts	Evaluation and Award
Workshops 11:00 am - 12:00 pm	Legal Principles of Contracting	Requests for Proposal	Inspection Services
General Session 12:15 pm - 12:30 pm	Closing Remarks		

Revised 6/25/2013

## Procurement Officer Profile

### Education a Valuable Tool for Rehabilitation Services' Miller

Getting a degree in education might not seem like the most natural component for a successful career in procurement, but Charlyn Miller with the Division of Rehabilitation Services (DRS) said it offered her a preparation she might not have expected.

Not that Miller ever expected to work in procurement for state government. A native of Five Points, Ohio, Miller attended Wright State University with plans to be a reading specialist for kindergarten through 12th grade. Miller said she mostly found herself as a substitute teacher until she moved to West Virginia with her husband in 1992. Here, she found the educational job market even more difficult, and eventually applied for and got a job with the Purchasing Division as an Office Assistant I.

"I started in that position and moved up to eventually being a Senior Buyer after 11 years," Miller said. Among the agencies Miller purchased for included DRS, which helped her when she became the division's procurement officer in 2004. Miller said her years with the Purchasing Division gave her a solid background of experience when she moved to DRS, though the change did come with its own set of challenges.

Miller said her educational background serves her well with procurement. "One of the skills you develop with education is reading and analyzing," she said. "I was not expected to be an expert on the commodities being purchased, so I placed the emphasis on knowing the procurement process and in looking for consistency and precision in language in a Request for Quotation, for example."

Education is a definite keystone for Miller, who has completed both the Basic and Advanced levels for the West Virginia Purchasing Certification program. Miller said she works hard to ensure DRS employees understand the importance of following Purchasing Division procedure. "When you understand proper procedure, the process is much simpler and there is a lessened likelihood of errors," she said. "It is easier to fix a problem up front than afterwards, once the damage is done."



**Charlyn Miller's initial background was in education, but she came into procurement after working for the Purchasing Division.**

## Purchasing Division Recognizes Latest Certification Program Recipient

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

Donna McCormick of the Department of Health and Human Resources and Evelyn Smith of the Division of Rehabilitation Services are the most recent individual to receive her certification since the program's inception. Currently, 29 procurement officers have achieved the 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 [www.state.wv.us/admin/purchase/training/Certification/](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, Staff Development Specialist, at (304) 558-7022 ([Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov)), or Diane Holley-Brown, Assistant Purchasing Director, (304) 558-0661. ([Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)).

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# Purchasing Division Assists with Keeping Canaan Resort Renovations on Track

Canaan Valley Resort is a familiar site to public procurement officials as the Tucker County state park has been the site of many of the Purchasing Division's past statewide Agency Purchasing Conferences.

Soon, though, those who visit Canaan Valley Resort will have to do a double-take as approximately \$25 million worth of renovations continue there.

"I have been able to go inside to see the new rooms as they are being built and I think they are luxurious," said the park's assistant superintendent Stan Beafore. "It is great to see the rooms getting such a makeover. The rooms we had were 40 years old. It was time for a makeover. The new rooms should be ready by the end of August and the new main lobby area is scheduled to be completed by October. People are not going to recognize Canaan Valley Resort."

The Purchasing Division had its hand in the process which presented its own challenges. The money for the major renovations was made available through the West Virginia Economic Development Authority which had authorized a bond issue for several major projects throughout the state. A common thread with bond issues is the need to keep to a strict timeline before the allocated funds expire. In addition, the Purchasing Division was busy pre-



**Canaan Valley Resort will soon have a brand new look to greet visitors. The Purchasing Division worked closely with the Division of Natural Resources on this \$25 million renovation project which is expected to be completed later this fall.**

paring solicitations for more than \$8 million earmarked funds for the park's ski resort.

"We did have to give this project some extra attention," said Purchasing Division Senior Buyer Frank Whittaker who handled the state Division of Natural Resources file when this proj-

ect began. "Because it was bond dollars and there were time-sensitive issues to be aware of, we had to bid out the concrete and steel while the design and building phase was still ongoing."

Whittaker said preparing the solici-

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## AGENCY

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in group discussions on various topics as well as a question and answer session with Purchasing Director Dave Tincer and other members of our staff.

Attendees will also be able to individualize their agenda by selecting from a wide range of workshops tailored to fit their needs. There are 14 different workshop topics, with eight offered twice throughout the week. All workshops are conducted by subject matter experts. Additionally, newcomers have the option of attending a 30-minute orientation which takes place during registration hours on the first day. **See the conference schedule on Page 3.**

Buyers Network

Be prepared to register for the conference workshops beginning July 18. On the same day, lodging will be open for reservations at Pipestem and Stonewall Resorts. To make reservations for Pipestem, participants should call (304) 269-7400, and for reservations at Stonewall, participants should call the in-house reservations office at (304) 466-1800.

The \$75 conference registration fee covers all conference materials, two hot breakfasts, a buffet lunch, and our banquet dinner. Payment is accepted online at the time of registration. The preferred method of payment is the State Purchasing Card. The State Trav-

el Card is also accepted. For additional payment methods, please contact Debbie Watkins at (304) 558-3568 or [Debbie.A.Watkins@wv.gov](mailto:Debbie.A.Watkins@wv.gov).

Any procurement officer who received his or her basic certification prior to November of 2011 is required to attend this year's conference if that individual did not attend both of the two most recent conferences. Please see the re-certification requirements on the Purchasing Division's website at [www.state.wv.us/admin/purchase/trainingcertification](http://www.state.wv.us/admin/purchase/trainingcertification) or contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).



Dan Miller, Procurement and Logistics Team Lead at the Enterprise Resource Planning Board, speaks during a meeting for state procurement officers conducted on June 25 at West Virginia State University.



## In-House Training: July and August

### July

- Wednesday, July 10: Expressions of Interest – 10-11 a.m.

### August

- Wednesday, August 7: wvOASIS/Commodity Codes – 10-11 a.m.;
- Wednesday, August 14: Pre-Bid Conferences – 10-11 a.m.

### Location

Purchasing Division's first floor conference room.

### Registration

For more information or to register, visit [www.state.wv.us/admin/purchase/training/inhouse.html](http://www.state.wv.us/admin/purchase/training/inhouse.html). First-come, first-served basis.

### For more information

Staff Development Specialist  
Samantha Knapp at (304) 558-7022  
or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## WVSASP

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available that day, ranging from office furniture and television to cars and trucks. Payment will be accepted in cash, personal checks, and Visa, Discover and MasterCard credit cards that day, Perdue said.

In addition, refreshments will be served throughout the day. Perdue said that while the gates at WVSASP will not close until 7:30 p.m., invoicing will end at 7 p.m.

WVSASP is located at 2700 Charles Avenue, Dunbar. For more information, please call (304) 766-2626 or go to [WVSurplus.gov](http://WVSurplus.gov).

## Countdown to "Go Live" Date for wvOASIS Only One Year

The countdown to the go-live date for Phase C: Finance and Procurement of wvOASIS is now just one year away.

Dan Miller, the Procurement and Logistics Team Lead at the Enterprise Resource Planning Board, the agency responsible for implementing wvOASIS, said the Enterprise Resource Planning (ERP) system is quickly coming together.

"We have completed the envision stage for finance and procurement elements of the wvOASIS system and now we are moving toward the build stage," he said. "During the envision stage, we did a fit-gap analysis to determine how the new software served our needs and where the gaps were and how to fill in the need for those gaps. As we move into the build stage, we will configure the systems to make the procurement functions operational for our state's needs. We have been, and will continue

to test the conversions to ensure they work so we will not have any surprises when we go live."

A meeting for state procurement officers was held June 25 at West Virginia State University to provide updates on wvOASIS, which will replace more than 100 business applications that are at risk because they have unsustainable technology.

"The purpose of the meeting was to let to people know where we are with wvOASIS and where we are going. We explained the conversions that are going to take place and how we are going to merge new features with the existing ones that will remain," Miller said. "There is going to be a lot of new terminology and we want to bring the procurement officers in the field up to speed as best as possible."

For more information on wvOASIS, please visit [www.wvOASIS.gov](http://www.wvOASIS.gov).

**For Past Issues  
of The Buyers Network, Visit:**  
[http://www.state.wv.us/admin/  
purchase/BN/bnlist.html](http://www.state.wv.us/admin/purchase/BN/bnlist.html)

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# Reminder! Deadline to Submit Annual Agency Inventory Certification is Approaching on July 15

Two very important deadlines are on the horizon for state agencies. First, the deadline for state agencies to submit its annual **Inventory Certification Cover Sheet** to the Purchasing Division is quickly approaching. Agencies are to submit this inventory form by July 15 of every year which identifies a true and accurate statement from the department head or designee verifying:

- The date the last physical inventory was last taken of all equipment under the department's head jurisdiction (**A physical inventory is required once every three years**);
- All assets under the department head's jurisdiction as of June 30, with an acquisition cost of \$1,000 or more, computer equipment with an acquisition cost of \$500 or more and all weapons, regardless of acquisition cost, were entered in the WVFIMS Fixed Assets System for the current fiscal year;
- All obsolete assets under the department head's jurisdiction that were retired in accordance with policy, procedures and guidelines; and
- All real property under the department head's jurisdictions has been properly entered into the WV FIMS Fixed Asset System per *West Virginia Code* §5A-3-35.

Secondly, in an effort to ensure that a complete and accurate inventory is confirmed prior to the implementation of the Enterprise Resource Planning (ERP) system, *wvOASIS*, all state agencies must conduct and complete a physical inventory between July 1, 2013 and September 30, 2013.

Items that cannot be located during the physical inventory may be retired as "lost" in the Fixed Asset System. Requests to approve the retirement of an item as lost must contain written documentation of all attempts to locate the property, which may include, but is not limited to, interviewing the employee(s) responsible for the property, if available, to determine what happened to the property.

The agency's inventory coordinator must submit this documentation to the West Virginia State Agency for Surplus Property (WVSASP) with the Fixed Assets Reconciliation Approval Statement signed by the department head or

designee and approved by the Cabinet Secretary which certifies that they have reviewed the list of items declared as lost; considered all efforts made to locate these items; and agreed to have the items removed from the agency's inventory. The documentation and statement must be submitted to the WVSASP no later than October 31, 2013.

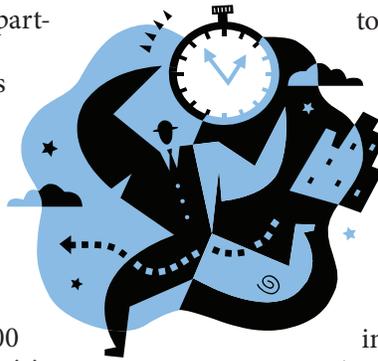
Additionally, items that are currently in the Fixed Asset System that are not required to be in the system including those items that do not meet the dollar threshold for entry may be removed at this time with a data change request. Please note that property valued at \$1,000 or more, with the exception of computers [\$500 threshold] and firearms [no limit], are required to be entered into the system. Written documentation detailing why the property is to be removed must accompany the date change request to the WVSASP.

The WVSASP will review the documentation submitted and will either approve the data change or retirement request or return the request to the agency for additional investigation, clarification, or documentation. It is important to note that this shall be the only opportunity given to agencies to correct their inventory in advance of the ERP implementation.

This physical inventory in preparation for the implementation of the ERP is in addition to the inventory of all real and personal property and all equipment, supplies and commodities in the agency's possession as of the close of the last fiscal year that is required to be submitted to the Purchasing Director's office on or before July 15<sup>th</sup>.

A meeting will be conducted regarding this matter at the West Virginia State University Ferrell Hall Auditorium on Wednesday, July 17 from 1 – 3 p.m. **Please mark your calendars to attend this important meeting.**

For additional information regarding the WVFIMS Fixed Asset system, inventory policy and procedures, visit [www.state.wv.us/admin/purchase/surplus/InventoryMgt](http://www.state.wv.us/admin/purchase/surplus/InventoryMgt). Please contact Elizabeth Perdue, Assistant Purchasing Director and WVSASP Manager, for questions about Fixed Asset Reconciliation at (304) 766-2626 or [Elizabeth.J.Perdue@wv.gov](mailto:Elizabeth.J.Perdue@wv.gov).



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## RESORT

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tation was a "fairly standard construction project" but he and Buyer Supervisor Krista Ferrell and Staff Attorney James Meadows attended the project's pre-bid meetings to ensure all questions were addressed.

"We do not normally attend pre-bid meetings unless requested but we thought it was important to attend this

pre-bid meeting to make certain everyone was on the same page," said Whitaker. "This was such a high-dollar contract and it was time-sensitive, we had to move it along quickly. We wanted to be there to show our support of the project and to assist in any way possible."

Beafore said the new four-story lodges will have interior walkways to

the conference center and main lobby. Previously guests had to exit the conference center building outside and walk to their rooms. The new rooms will be of many variations and some will include Jacuzzis and fireplaces with all rooms having balconies. The indoor pool, recreation room, restaurant and conference center are also undergoing renovations.

# Current Statewide Contract Update

(As of June 15, 2013)

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 [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc). For more information, please contact your assigned agency buyer.

## Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Pre-bid?</u>
LDPHONE13	Traditional, interstate and international phone services	07/09/2013	No

## New Awards

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
CPHONE13B	Verizon Wireless	Cooperative statewide contract for wireless communication services, accessories and equipment	04/10/2013 -04/09/2014
FLRCOV09A	Family Carpets	Floor covering	05/01/2013 -10/31/2013

## Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Eval.</u>
ERCYCL12F	Recycling of used electronic equipment	08/09/2012	Yes
HOUSE13	Housekeeping products	05/21/2013	Yes
LABSUP13	Laboratory supplies	03/07/2013	Yes
NTIRE13A	New tires	05/02/2013	Yes
TRAVEL13	Travel management services	06/13/2013	Yes
VOIP13	Voice-over-Internet-protocol solutions	01/23/2013	Yes

## Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
BEDDING12	Imperial Bedding	Bedding	07/15/2013 -07/14/2014
DFS12	A.F. Wendling Inc.	Disposable food service products	05/01/2013 -04/30/2014

## 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.

AEBATT12 ..... Automotive and equipment storage batteries  
LABSUP12 ..... Laboratory supplies  
SANPAP12 ..... Sanitary paper products and dispensers

## FOR MORE INFORMATION

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

<u>FILE</u>	<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
21	Krista Ferrell	Krista.S.Ferrell@wv.gov	558-2596
22	Roberta Wagner	Roberta.A.Wagner@wv.gov	558-0067
23	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
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	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-8802
51	Connie Oswald	Connie.S.Oswald@wv.gov	558-2157

## Fiscal Year-End Policies Now Posted

The Purchasing Division, in conjunction with the Finance Division and the State Auditor's Office, has formulated policies and procedures for the processing of purchasing documents at the end of the state's fiscal year (June 30). Agency procurement officers are reminded that purchases made through June 30 of this year must be processed by July 31.

These policies, which include timelines, are now posted on the Finance Division's website at [www.wvfinance.state.wv.us/wvfimsmain.htm](http://www.wvfinance.state.wv.us/wvfimsmain.htm). Questions regarding the Purchasing Division's timeline may be directed to Bev Toler at (304) 558-2336 or e-mail at [Beverly.A.Toler@wv.gov](mailto:Beverly.A.Toler@wv.gov).