

THE BUYERS NETWORK

APRIL 2014

VOL. 24, ISSUE 4

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

Governor Earl Ray Tomblin Signs Legislation into Law Affecting West Virginia State Procurement



With the signing of Senate Bill 356 into law, this legislation makes some clarifications and additions to the current statutory authority relating to state procurement in West Virginia. This legislation provides several purposeful changes to how state agency procurement officers do their jobs and also addresses penalties for those individuals who do not follow the intent of state contracting.

One clarification now noted throughout *West Virginia Code* §5A-3 is the addition of the word 'services.' With this change, it is clear that the procurement procedures and requirements include both commodities and services procured on behalf of the state. Additionally, there were several additions and modifications to definitions in *West Virginia Code* §5A-1-1, such as services, grants, public funds, spending unit and vendor.

Below is a high-level listing of other changes made as part of this legislation, which becomes effective on June 6. In some cases, procedures may also require the promulgation of rules.

General Procurement Provisions for State Spending Units (*West Virginia Code* §5A-1-10)

- Requires all spending units, when possible, to base purchases upon competition and utilize statewide contracts.



Senate Bill 356

The legislation provides several purposeful changes to how state agency procurement officers do their jobs and also addresses penalties for those individuals who do not follow the intent of state contracting.

Please see **LEGISLATION**, Page 7

INSIDE...

- **Director's Comments:** *Change...Something We All Can Count On*
- **Multi-Class Training Sessions Receive Positive Feedback**
- **Procurement Officer Profile:** Sherri Reed's Career Path Found Service Working With Veterans Nursing Facility

Open House Provides Procurement Officers Early Opportunity to Learn about Forthcoming Changes

Change is on the horizon in the state procurement process, and the Purchasing Division's annual Open House will be one of the first opportunities for procurement officers to learn more about what to prepare for later this year and into fiscal year 2015.

This year's Open House is Tuesday, May 6, marking the seventh consecutive year for this event. The Open House gives procurement officers the opportunity to visit the Purchasing Division and informally meet with staff to discuss general or specific state procurement issues. Two new factors affecting state purchasing is the passage of Senate Bill 356 during the 2014 Regular Session of the Legislature and the implementation of Phase C of the state Enterprise Resource Planning system (ERP) – known

Open House

The annual event is set for Tuesday, May 6, from 10 a.m. - 2 p.m. at the Purchasing Division office at 2019 Washington Street East.

Please see **OPEN HOUSE**, Page 6

There's Only One Thing You Can Count on ...and That's the Inevitability of Change

By Purchasing Director Dave Tincher

In the next several months, there will be a great amount of change that will affect state purchasing and those who perform these responsibilities within each organization. With the passage of Senate Bill 356 that incorporates and clarifies new procedures in our purchasing processes and the implementation of a new computer system that will allow all facets of government – accounting, procurement, asset management, human resources, etc. – to electronically communicate with each other, times are definitely changing.

To provide an overview of the Senate Bill 356 highlights, we distributed a memorandum to all of our agency delegated procurement officers on March 25 that offered a quick glance at what this legislation entailed. This informa-

tion is also included on page 1 of the issue of this newsletter.

It was our goal to educate those individuals who have the responsibility of processing procurements for their agency as soon as Gov. Earl Ray Tomblin signed the bill into law. We will be keeping our agency purchasers updated on the legislative rule process that will need to take place in accordance with this law.

The Purchasing Division works diligently to share information with our agency and vendor partners as quickly as possible. In this month's issue of *The Buyers Network*, we are showcasing our *wvOASIS* Procurement webpage



that we developed with assistance from the ERP Board to assist our vendor community. Since you work just as closely with vendors as the Purchasing Division staff, this page will be a great benefit to you in helping to explain this new system and how vendors may be affected by this implementation.

The key to change is to prepare and inform. The Purchasing Division strives to keep the lines of communication open to ensure that information is shared effectively. Keep watch on our website at WVPurchasing.gov and in upcoming issues of *The Buyers Network* for more information.

wvOASIS Completes User Acceptance Testing for Phase C

By Traci Phillips of ERP Board

wvOASIS User Acceptance Testing (UAT) recently concluded on March 28. Testing was held on the campus of West Virginia State University in Ferrell Hall.

Testing was conducted by a select group of recognized state Subject Matter Experts on all Phase C functionalities. These fields included finance, treasury and procurement to assure the wvOASIS system performs the tasks it has been designed and configured to perform. wvOASIS Phase C go-live is scheduled for July 2014.

Please contact the wvOASIS Enterprise Readiness Team at EnterpriseReadiness@wvOASIS.gov for additional information.

Melissa Pettrey Named as Buyer for ACA Section; Other Buying Staff Transitions to New Positions

The Purchasing Division is pleased to announce that Melissa Pettrey has been named as our newest addition to the buying staff in the Acquisition and Contract Administration section. Pettrey previously served the division as a purchasing assistant.

A graduate of Princeton High School, Pettrey currently resides in Charleston and she has a grown daughter. Pettrey enjoys reading, gardening, crafts and listening to music.

In other organizational news within the ACA section ... Three of our buying staff, Evelyn Melton, Crystal Rink and Dean Wingerd, have recently transitioned from buyers into senior buyer positions



Melissa Pettrey has been named as a buyer in the Acquisition and Contract Administration section. She was previously a purchasing assistant for the division.

due to their additional hands-on experience on the job.

Congratulations to our staff members on their new duties and responsibilities!

Multi-Class Training Sessions Receive Positive Feedback

In-House Training

For more details on our in-house training program, please visit: www.state.wv.us/admin/purchase/training/inhouse.html.

The Purchasing Division's 2014 In-House Training schedule included an increase in the number of multi-hour training sessions as a response to participant feedback.

"When someone is new to purchasing, they are spending a majority of their time learning new processes," said Staff Development Specialist Samantha Knapp. "The half-day training sessions offer a more cohesive experience since it allows participants to learn the complete process from beginning to end."

And response regarding the multi-class sessions has been overwhelmingly positive, Knapp said, adding that the extended time for the sessions has been cited as favorable in many evaluations.

"When we began the in-house training sessions, the classes were typically only an hour, and those who attended said an hour was not sufficient time to handle complex topics, compounded with travel time to and from the classes," she said.

By making sessions longer and grouping several topics together, there is also additional time for procurement officers to network and share their experiences with purchasing. "We want participants to get the best value from attending our training sessions," she said.

For more on the In-House Training Program, please visit: www.state.wv.us/admin/purchase/training/inhouse.html.

MULTI-CLASS FORMAT

Staff Development Specialist Samantha Knapp cited evaluation feedback from many of our agency participants as a reason for the multi-hour class format that is incorporated heavily in the 2014 In-House Training Schedule. An example is Christopher Martin, a procurement officer for the West Virginia Conservation Agency, who attended a recent three-hour session on Best Value Procurements presented by Buyer Supervisor Frank Whittaker and Senior Buyer Bob Kilpatrick:

"...Good energy, good examples and valid analogies. It really helps me when someone breaks difficult processes into small pieces and puts it in a language that is easier to digest. You took a tough subject and made it knowledgeable and gave me an opportunity to take something from this class."

Other comments recently received from the Best Value Procurements and other multi-class training sessions include:

- Very good class, much better with three (3) hours
- The instructors worked well together to thoroughly explain why/what to do for RFPs/RFQs/EOIs.
- Great learning environment and staff.
- Everything was well explained from amounts, types of documents and the overall process
- Loved the multiple speakers
- Thank you for having multiple classes in one day

Online Sole Source Request for Consideration Form Modified

The template for the online Sole Source Request for Consideration (WV-65) form has been modified to allow a greater ease of use for the procurement officers and the Purchasing Division, which receives and reviews the completed form.

The WV-65 contains three boxes for procurement officers to provide written

responses to questions regarding justification for the Sole Source request. The change made to the form directs the procurement officer to a text box on the second page of the form if more room is needed for the written response. Prior to this change, a procurement officer had the option to continue typing in the same box even if the text exceeded the

existing allocated space. When this occurred, a printed WV-65 only showed text contained within the original box size. Any text beyond the text box space – though visible when viewing online – did not appear when printed.

The Purchasing Division forms are located on the state intranet site at: intranet.state.wv.us/form/.

Interested in past issues of *The Buyers Network*? Be sure to check them out on the Purchasing Division's website at: www.state.wv.us/admin/purchase/BN/bnlist.html

Procurement Officer Profile

Sherri Reed's Career Path Found Service Helping Veterans

As the assistant administrator for the West Virginia Veterans Nursing Facility in Clarksburg, Sherri Reed oversees procurement for the facility serving more than 100 resident veterans. It is a job she does with pride, though she admits she also has an additional interest in helping veterans.

"I am already a proud military mother, with two of my three children serving in the National Guard," she said.

A Weston native and graduate of Lewis County High School, Reed was a student at Fairmont State College (now University), pursuing a bachelor's degree in criminal justice, when she started working as a food service worker at William R. Sharpe Hospital. "I originally wanted to go into law enforcement," she said. However, Reed continued working at the hospital, eventually becoming an office assistant and then a purchasing assistant. It was in the latter role, she said, that she found a perfect fit.

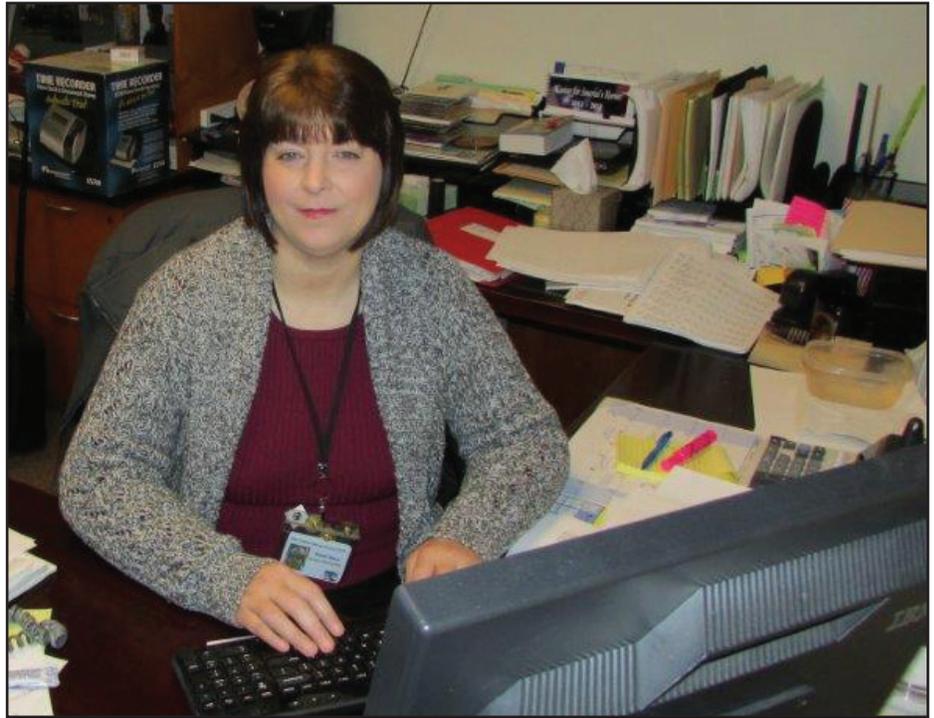
"When I got into the purchasing role, I loved it," she said. "I loved the interaction with individuals and with vendors. Every day was new and different." Reed continued to further her education and eventually earned a master's in public administration from Walden University.

Reed became the supervisor for central receiving at the hospital. She transitioned to the Veterans Nursing Facility in 2010 as its business manager.

The 120-bed facility is a skilled nursing facility attached to the Louis A. Johnson Veterans Administration Medical Center. Reed said procurements tend to be a variety of medical equipment, ranging from wheelchairs and walkers to incontinence supplies. The facility also has its own pharmacy and an on-site physician.

"We also do an open-end agency contract for nurse staffing," she said. "It is meant to ensure we have adequate staffing."

Procurement structure for the facility requires an internal purchasing re-



quest be filled out for each purchase. "Any employee can fill it out," she said. "It then goes through a signature process, from the employee's supervisor to the facility administrator to me and finally the business manager." This creates a complete process log for each procurement.

And while her career might have taken her from her original goal, Reed said she still gets to put her degree in criminal justice to good use. "I do volunteer work with the Lewis County Sheriff's Department," she said. "I attend mental hygiene hearings and help transport people to hospitals for treatment. I get to have my cake and eat it, too."

Though her bachelor's degree is in criminal justice, Sherri Reed found herself working in state government and eventually working for the West Virginia Veterans Nursing Facility.

Notice Needed to Postpone Pre-Bid Meetings

Agency procurement officers are encouraged to give sufficient notice when choosing to postpone a pre-bid meeting. Recent inclement weather conditions led to sudden requests to postpone several pre-bid meetings.

"Pre-bid meetings must be advertised in the West Virginia Purchasing Bulletin," said Senior Buyer Tara Lyle. "We do not encourage cancellation or postponement of pre-bid meetings. However, if a pre-bid must be cancelled, we recommend at least

a two-day notice, to allow us enough time to issue an addendum and re-schedule the meeting."

Lyle said to keep in mind the location for pre-bid meetings, which could factor into cancellation issues due to weather or other mitigating issues.

To learn more about the requirements and recommendations of a pre-bid conference, please refer to Section 7.2.10 of the **Purchasing Division Procedures Handbook** at: www.state.wv.us/admin/purchase/Handbook.

Statewide Contracts Provide Quick, Efficient Means to Procure Items and Services

There are several noteworthy benefits to utilizing statewide contracts. They are readily available for use; provide substantial cost savings; available to all state agencies regardless of their physical location; and prevent stringing, which is a violation of *West Virginia Code* and *Code of State Rule*.

Though it may initially seem easier to readily purchase a commodity at a local business than utilizing a statewide contract, it is important to remember that these mandatory contracts are in place and based on volume pricing.

“Procurement officers have asked our buying staff why they can’t forego the statewide contracts for a purchase that they think can be made quicker if done locally. It is important to remember the statewide contracts as a whole are saving tax dollars since they leverage the entire state’s spend for a given commodity or service. And most importantly, the use of statewide contracts is mandated by law by all state agencies under the Purchasing Division’s authority,” said Assistant Director Mike Sheets. “Likewise, utilizing statewide contracts, on the whole, is a quicker and more efficient process. Even for a small, one-time purchase, we cannot interrupt that process.”

Sheets said exemptions can be made but procurement officers must receive prior written approval from the Purchasing Director. Sheets noted the Purchasing Division is continually evaluating and awarding statewide contracts based



on their usefulness which is determined by state agency procurement officer feedback. This dictates whether a statewide contract is canceled or continued. Sheets added that Purchasing Master Terms and Conditions require vendors to submit reports entailing quantities purchased

from the specific contract, agencies utilizing the contract, and total contract expenditures by agency. The Purchasing Division calls on procurement officers to obtain feedback on statewide contracts, particularly several months in advance of their scheduled renewals.

“Procurement officers play just as important of a role as our staff in determining which statewide contracts are beneficial and which ones are not useful,” Sheets said. “We have canceled statewide contracts in the past when we determined they were not providing their intended benefit. We are always open to considering new statewide contracts if the interest and demand justifies it.”

To learn more about statewide contracts, their usage and requirements, please refer to *West Virginia Code* §5A-3-5; 6; 8; *Code of State Rules* – 148, Section 4.4; Section 6.5.2 and Section 7; and the **Purchasing Division Procedures Handbook**, Section 4.6.2. To review statewide contracts, please visit www.state.wv.us/admin/purchase/swc.



In-House Training: April - May 2014

April

- Wednesday, April 9: Surplus Property & Fixed Assets - 10 – 11:30 a.m.
- Wednesday, April 30: Travel Management - 10 – 11 a.m.

May

- Wednesday, May 7: Inspection Services & Contract Management - 10 a.m. – 11:30 a.m. Webinar

There will be no sessions offered in June and July due to the implementation of wvOASIS

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. First-come, first-served basis.

For more information

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

Surplus Property Extends Hours on First Monday of Summer Months

West Virginia State Agency for Surplus Property will extend its business hours to 7 p.m. on the first Monday of each month through August beginning Monday, April 7, subject to change based on public interest. These longer operating hours will give working West Virginians an opportunity to stop by after their work day is complete to check out the savings on a variety of surplus items.

The West Virginia State Agency for Buyers Network

Surplus Property (WVSASP) is located at 2700 Charles Avenue in Dunbar. WVSASP’s normal business hours are from 8:30 a.m. to 4:30 p.m.

“Because many of our customers work the same hours as we do, WVSASP wanted to give everyone the same opportunity to enjoy the bargains that can be realized through our state agency,” said WVSASP Manager Elizabeth Perdue. “Our offices will be open from 8:30 a.m. to 7 p.m. on

April 7, May 5, June 2, July 7 and August 4 for the convenience of our existing and new customers.”

Payment methods accepted include certified check or money order, Discover, Visa, or MasterCard. All merchandise is sold in “as is, where is” condition. For more information, contact the West Virginia State Agency for Surplus Property at (304) 766-2626 or toll-free at (800) 576-7587, or visit WVSurplus.gov.

Are You Aware of the Revisions Recently Made to the Purchasing Division Procedures Handbook?

Procedures Handbook

The Purchasing Division Procedures Handbook can be reviewed in its entirety at: www.state.wv.us/admin/purchase/Handbook.

The **Purchasing Division Procedures Handbook** has undergone revisions which went into effect on March 17. These modifications, which have been distributed to agency designated procurement officers, were made to better clarify existing purchasing procedures. The Handbook can be reviewed in its entirety at: www.state.wv.us/admin/purchase/Handbook.

Some of the sections which contain new or updated language include Section 3 (Purchasing Levels of Authority). It is now noted that “all purchasing transactions, including emergency and sole source procurements, should be conveyed to the Purchasing Division through the primary state agency designated procurement officer.”

Additionally, language was added in the Handbook which emphasized that correspondence to the Purchasing Division should be conducted through the agency’s “primary” designated procurement officer also when it involves matters related to vendor performance.

The freight terminology was revised in Section 6.3.3 (Agency Delegated Acquisition Procedures). In Section 7, (Formal Acquisition Proce-



dures) with regards to request for proposals and bid submissions, language was clarified to note that the Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms by e-mail transmission. Acceptable delivery methods include hand-delivery, delivery by courier or delivered by facsimile.

New language was added in Section 8 (Special Acquisitions) regarding architectural and engineering projects estimated to cost \$250,000 or less to remind agency purchasers to include the Purchasing Master Terms and Conditions form with the negotiated contract that is submitted to the Purchasing Division.

This way, all vendors are aware of the requirements of the potential contract.

Agency procurement officials are encouraged to periodically review the **Purchasing Division Procedures Handbook** and contact their assigned Purchasing Division buyer with additional comments, suggestions or questions.

Remember that a pdf of this most recent version of the Purchasing Division Procedures Handbook is available at the bottom of the webpage at: www.state.wv.us/admin/purchase/handbook/.

OPEN HOUSE

Continued from Page 1

as *wvOASIS*. The go-live date for the procurement portion of *wvOASIS* is scheduled for July. Look for a detailed breakdown of Senate Bill 356 that becomes effective on June 6, 2014, on page 1 of this issue of *The Buyers Network*.

Representatives from *wvOASIS* will be present at the Open House to discuss Phase C, which includes procurement and the Vendor Self-Service portal which will affect how vendors register and conduct business with the state.

Purchasing staff will conduct three 40-minute informational sessions. The topics are as follows:

- **I'm New to Purchasing ... Where do I Begin?**
- **Know the Rules ... They're Changing**
- **What to Expect When You're Inspected**

Procurement officers are invited to visit as their schedule allows from 10 a.m. – 2 p.m. and bring any related materials to discuss matters with your buyer. Purchasing staff will be present throughout the day to answer questions. Refreshments will also be available.

Please RSVP to Tony O'Leary (304-558-4213/tony.m.oleary@wv.gov) or Chad Williamson (304-558-2315/chad.b.williamson@wv.gov)



The annual Purchasing Division Open House gives procurement officers an opportunity to meet face to face with Purchasing Division staff and discuss agency specific issues.

LEGISLATION

Continued from Page 1

- Provides the cabinet secretary of administration authority to issue notice to cease and desist to any spending unit when the secretary has credible evidence that the spending unit has failed to purchase on competitive basis or use statewide contracts.

Purchasing Division Creation and Purpose (*West Virginia Code* §5A-3-1)

- Codified existing practices relating to the division's purpose and policies.

Powers and Duties of Director of Purchasing (*West Virginia Code* §5A-3-3)

- Provides authority to director to issue notice to cease and desist to a spending unit when director has credible evidence that spending unit has violated competitive bidding or other requirements established in this provision and rules promulgated.

Reverse Auctions (*West Virginia Code* §5A-3-10d)

- Provides the division with the authority to initiate reverse auctions to procure commodities and establishes a definition for a reverse auction.

Requires promulgation of rules.

Master Contracts; Direct Ordering Process (*West Virginia Code* §5A-3-10e)

- Gives director the authority to permit spending units to procure commodities directly from a pre-approved vendor through a master contract and subsequent direct ordering bid process, if fair, economical and in the best interest of the state.
- Requires promulgation of rules.

Purchasing in the Open Market on Competitive Bids; Grant Exemption, etc. (*West Virginia Code* §5A-3-11)

- Language states that a grant that is awarded by the state is exempt from competitive bidding requirement, unless the grant is used to procure commodities and

services that directly benefit a spending unit.

Purchases or Contracts Violating Article Void; Personal Liability (*West Virginia Code* §5A-3-17)

- Addition of language as to who could be personally charged with responsibility for the purchase or contract contrary to the provision of this article or rules made thereunder.
- In addition to the spending officer of a spending unit, language now includes any other individual charged with responsibility for the purchase or contract.
- Notes that the state must establish evidence that the individual acted knowingly and willfully.

Statement of Purpose; Obtaining Money and Property under False Pretenses or by Fraud from the State (*West Virginia Code* §5A-3-30)

- Increased penalty of those guilty of a felony, upon conviction, from being fined not exceeding \$10,000 (from \$1,000).

Corrupt Action, Combinations, Collusions or Conspiracies Prohibited; Penalties (*West Virginia Code* §5A-3-31)

- Included language to note that it is unlawful for any person to corruptly act alone, along with combine, collude or conspire with one or more other persons with respect to the purchasing or supplying of services, commodities or printing to the state.

Annual Purchasing Training (*West Virginia Code* §5A-3-60)

- Added requirement for all executive department leaders as defined to attend two hours of training on purchasing procedures and purchasing cards annually.
- This training will be offered in concert with the State Auditor.

These highlights were shared with all agency designated procurement officers by Purchasing Director Dave Tincher on March 25, 2014.



What's Your Question?

Why do you modify the [Purchasing Division] Procedures Handbook so often?

Answer: For many years, the Purchasing Division printed and mailed the Purchasing Division Procedures Handbook to each agency purchaser. Changes or updates to the handbook were rare. As a result, information was not always timely, complete or accurate. There were costs and logistics in making changes and in sharing information.

With today's technology, we are able to ensure that agency purchasers have the most up-to-date information and, if language in the handbook is not clear, we can easily clarify that particular section so it is more understandable. Although changes are consolidated to approximately two to three times a year, the flexibility of providing agency purchasers with accurate information in just a few keystrokes is a positive business practice.

The most current version of the handbook is available at www.state.wv.us/admin/purchase/Handbook/ with archive versions available at the bottom of that webpage. Having the archive versions available electronically is beneficial should your agency need to know the specific procedure in place at a particular time.

Purchasing Division Creates Webpage for wvOASIS Information

The West Virginia Purchasing Division website has a new page dedicated to information related to the procurement aspect of the Enterprise Resource Planning (ERP) system, referred to as wvOASIS. Phase C, which includes the procurement module, is scheduled for go-live in July. This wvOASIS Procurement site provides details about what procurement officers and vendors need to know in advance.

To access the page, visit www.state.wv.us/admin/purchase/oasis.html.

Current Statewide Contract Update

(As of March 15, 2014)

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. For more information, please contact your assigned agency buyer.

New Contracts

| Contract | Vendor | Description | Dates |
|-----------|-----------|-------------------------------------|---------------------------|
| MSMENTPRZ | Microsoft | Microsoft master services agreement | 03/13/2014 -03/12/2015 |

Contract Renewals

| Contract | Vendor | Description | Dates |
|------------|---------------------------------|---|---------------------------|
| ABATMNT12A | Astar Abatement | Asbestos abatement | 02/07/2014 -02/06/2015 |
| DWASH10 | Ecolab Inc. | Canned and cereal staples | 01/12/2014 -01/11/2015 |
| FOOD12B | U.S. Foods | Dishwashing materials | 03/02/2014 -09/30/2014 |
| SECSVS11C | Security guard services | G4S Secure Solutions USA | 03/01/2014 -04/30/2014 |
| TEMP11A | WV Assoc of Rehab Facilities | Temporary employment services | 03/01/2014 -04/30/2014 |
| TEMP11B | Adecco USA Inc. | Temporary employment services | 03/01/2014 -04/30/2014 |
| TEMP11C | Choice Staffing Inc. | Temporary employment services | 03/01/2014 -04/30/2014 |
| TEMP11D | Saunders Staffing Inc. | Temporary employment services | 03/01/2014 -04/30/2014 |
| TEMP11F | Winans Sanitary Supply Co. Inc. | Temporary employment services | 03/01/2014 -04/30/2014 |
| WVARF10 | WV Assoc of Rehab Facilities | State use approved commodities and services | 03/01/2014 -04/30/2014 |
| WVRFJAN12 | WV Assoc of Rehab Facilities | Janitorial services | 03/01/2014 -06/30/2014 |

Miscellaneous Actions

| Contract | Vendor | Commodity | Description of Change |
|-----------|----------------------------|--|---|
| DIGCOP12 | Komax Business Systems LLC | Digital copiers | Replace two discontinued models under original contract |
| LARMS11 | SHI International | Microsoft Enterprise and select software | To add and publish updated pricing information |
| RECMGT11A | Pierce Leahy Inc. | Record management services | Re-issue due to vendor name change |

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.

| | |
|-----------|-----------------------------|
| CEREAL12A | Breakfast cereal |
| LARMS11 | Microsoft products |
| SECSVS11 | Guard and security services |
| TEMP11 | Temporary employee services |

FOR MORE INFORMATION

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

| FILE | BUYER | EMAIL | PHONE |
|------|-----------------|----------------------------|----------|
| 21 | Guy Nisbet | Guy.L.Nisbet@wv.gov | 558-2596 |
| 22 | Bob Kilpatrick | Robert.P.Kilpatrick@wv.gov | 558-0067 |
| 23 | Frank Whittaker | Frank.M.Whittaker@wv.gov | 558-2316 |
| 31 | Shelly Murray | Shelly.L.Murray@wv.gov | ** |
| 32 | Tara Lyle | Tara.L.Lyle@wv.gov | 558-2544 |
| 33 | Crystal Rink | Crystal.G.Rink@wv.gov | 558-2402 |
| 41 | Dean Wingerd | Dean.C.Wingerd@wv.gov | 558-0468 |
| 52 | Evelyn Melton | Evelyn.P.Melton@wv.gov | 558-7023 |
| 53 | Beth Collins | Beth.A.Collins@wv.gov | 558-2157 |
| * | Melissa Pettrey | Melissa.Pettrey@wv.gov | 558-0094 |

* File not assigned yet

** Temporarily assigned to the ERP Project