

# THE BUYERS NETWORK

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

## DNR Stocks Up with Fish Distribution Tanks



Distribution tanks recently purchased by the Division of Natural Resources are used by the Spring Run Trout Hatchery in Petersburg. The tanks facilitate the stocking of streams and lakes throughout the area.

When the Division of Natural Resources (DNR) “stocks up,” it takes on a different context from what you might expect. DNR recently purchased a pair of aluminum distribution tanks to be used to stock trout in lakes and streams. The tanks are located at the Spring Run Trout Hatchery in Petersburg.

Purchasing and Inventory Manager Angela Negley said the tanks are specially designed and custom-built. “When the companies bid on this contract, they had to build according to our specifications,” she said. “The specifications were written by employees at the state hatcheries to meet the needs of transporting fish from the hatcheries

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- Have you completed the 2015 Agency Purchasing Conference Questionnaire?
- UPPCC Recognizes Purchasing Division Training Workshops Toward National Certification Credit

## Mandatory Training on State Purchasing Process and Purchasing Card Rules Set

The West Virginia Purchasing Division, in partnership with the State Auditor's Office, is pleased to announce the date for the spring training session for state government's high-level officials on the state purchasing process and Purchasing Card rules. This session will take place on Wednesday, April 22, 2015, from 9-11 a.m. and will be conducted at the Capitol Complex in the West Virginia State Training Center's (Building 7) Capitol Room.

In accordance with West Virginia Code §5A-3-60, “All executive department secretaries, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads are hereby required to take two hours of training on purchasing procedures and purchasing cards annually.”

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## Session date and time

This session will take place on Wednesday, April 22, 2015, from 9-11 a.m. and will be conducted at the Capitol Complex in the West Virginia State Training Center's (Building 7) Capitol Room.

# Legislative Audit Highlights the Positive Practices of the Purchasing Division and Offers Recommendations

By Purchasing Director Dave Tincher

Beginning last year, the Performance Evaluation and Research Division (PERD) of the State Legislative Auditor office initiated a governmental auditing focus *by department*. With the Department of Administration selected first, the Purchasing Division worked closely with the auditing team beginning in March of last year to provide documentation and answer questions about our current practices relating to contract processing, training, inspections and communication outreach.

On January 11<sup>th</sup>, the Legislative Auditor presented its findings to the Joint Standing Committee on Government Organization. I join Cabinet Secretary Jason Pizatella of the Department of Administration in being pleased with the positive comments noted throughout the audit relating to the numerous strides this Division has and continues to make in our efficiencies within our operation.

Some of the positive comments related to our communication outreach to our agency purchasers through our Purchas-

ing Division Procedures Handbook, informational emails, and our monthly newsletter. The audit also complimented our extensive training program that includes in-house training classes, annual conferences, online modules, webinars and the certification program; our statewide inspection process which focuses on agency delegated procurements; and the efficiencies in our processing practices, which showed a low incidence rate of purchasing violations.

The efficiency of our processing of contracts was also included in the audit. Nearly 50% of our contracts from last fiscal year were reviewed and it was noted that they were all properly awarded.

The audit also emphasized the beneficial changes made as part of Senate Bill 356 last year, which created new purchasing processes, such as reverse auctions and master contracts with direct ordering



processes, and created the mandatory training for high-level officials. The National Association of State Procurement Officials recently highlighted this training on its website.

As with all auditing functions, the purpose is to find means of improvement. Based on the findings offered by the Legislative Auditor, the

Purchasing Division will be addressing their recommendations, which primarily related to documentation, additional training for agency procurement officers and website updates. To review the audit report in its entirety, please visit [www.legis.state.wv.us/Joint/PERD/perdrep/Purchasing\\_1\\_2015.pdf](http://www.legis.state.wv.us/Joint/PERD/perdrep/Purchasing_1_2015.pdf).

Again, I am pleased with the continued performance of the Purchasing Division and we will work closely with our agency purchasers to seek innovative and efficient processes and programs to benefit state government operations.

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## Increase your wvOASIS Savvy by Knowing the Vocabulary



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### wvOASIS

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

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With the implementation of the new Enterprise Resource Planning system, wvOASIS, comes new procurement terminology. To assist in the transition process, below are wvOASIS-specific terms and acronyms as-

sociated with the new procurement system. Additional terms and acronyms will be listed in future issues of The Buyers Network.

**Catalog Summary Inquiry Table (CATQ):** Provides a view of all catalog records associated with a version of master agreement in one view.

**Commodity Search Table:** Allows the user to search the system for a desired commodity. From the search results, the user may select multiple commodity lines to compare prior to selecting the lines to be placed on a Universal Requestor (UR) docu-

ment by the system.

**Document Phases:** A point in time within the document processing lifecycle. Common document phases include Draft, Pending, Historical Final, and Final.

**Historical Version:** Past versions of a document after modifications and cancellations have been processed.

**My Requests (RQHISTM):** This table allows viewing of all Requisition and Universal Requestor documents that the user has submitted.

**Picture Attachment Table (PICATT):** Contains all of the pictures (image files) associated with the catalog records.

**Vendor Transaction History (VTH):** Allows you to search for specific information related to vendor transactions.

**Wildcard (\*):** A character that can be used to represent one or many characters when completing a search in wvOASIS.

## FISH

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**The fish distribution tanks have a water capacity of approximately 1,200 gallons and contain five separate compartments for storing fish on their way to distribution.**

*“The trucks may go to multiple streams and lakes during a run. For example, when they load the trucks, the compartments can be utilized to make sure the right poundage of fish goes into the right body of water.”*

**Jim Hedrick**  
Assistant Chief  
of Cold Water  
Fisheries  
DNR

to the waters for distribution.” The contract was awarded through the Purchasing Division to Aquaneering, Inc., in San Diego, California.

The two distribution tanks are 64 inches wide by 42 inches deep by 168 inches long, with a water capacity of approximately 1200 gallons. Jim Hedrick, assistant chief of cold water fisheries for DNR, said the construction of the new tanks are a substantial switch from how the tanks were previously built. “They used to be made out of plywood, and now they are constructed from high-grade aluminum,” he said. “These are durable and built to have a long life.”

Negley said the tanks are installed onto trucks. “People do not realize that we do not just buy a truck for this,” she said. “We purchase a truck chassis, and instead of attaching a dump bed, we attach the tanks.”

The tanks are cold water fish management tanks, meaning they are intended for cold water fish. They must keep water temperature regulated, maintain an even water level and recirculate the water. Each tank contains five compartments for storing the fish on their way to distribution.

Hedrick said the compartments are used as a sorting mechanism for distribution. “The trucks may go to multiple streams and lakes during a run,” he said. “For example, when they load the trucks, the compartments can be utilized to make sure the right poundage of fish goes into the right body of water.”

Negley said the specifications are vital to meet the needs of the hatchery and the mission of DNR. “We have very strict specifications for these tanks, because we obviously do not want fish to die between the hatcheries and distribution,” she said. “We require the manufacturer to fill the tank for a minimum of 24 hours to check for leaks, then we test them at the site ourselves, and we have never had a problem.”



## What's Your Question?

*When exactly is a purchase considered an emergency?*

An emergency purchase is a purchase which can be made only if and after the Purchasing Director, exercising sound judgment and discretion, concludes in good faith and upon reasonable and sufficient grounds that some unforeseen or unexpected circumstance has suddenly created a situation requiring that commodities or services be immediately purchased by a state spending unit and the Purchasing Director in writing authorizes such a purchase.

A report of any such purchase, together with a record of competitive bids upon which it was based, is to be submitted to the Purchasing Director.

If an emergency occurs after business hours, on a holiday or weekend, the primary state agency designated procurement officer may proceed with the emergency purchase and provide immediate written justification of the ac-

**Please see QUESTION, Page 7**

### THE BUYERS NETWORK

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**Chad Williamson**  
Contributing Reporter

# 2015 AGENCY PURCHASING CONFERENCE QUESTIONNAIRE



The 2015 Agency Purchasing Conference is scheduled for October 13-16, 2015, at Canaan Valley Resort and Conference Center in Davis, West Virginia. Your input is very important to the success of training conferences offered by the West Virginia Purchasing Division. For that reason, we encourage past and future conference participants to complete our 2015 Agency Purchasing Conference Questionnaire. An online version of this questionnaire is also available at [www.surveymonkey.com/s/2015APCQuestionnaire](http://www.surveymonkey.com/s/2015APCQuestionnaire). Feedback resulting from this questionnaire will assist the Purchasing Division in improving its training content and conference format. Additional information on lodging and registration will be provided in future issues of *The Buyers Network*.

The questionnaire should be submitted to Administrative Services Manager Samantha Knapp no later than Friday, February 13, 2015. You may e-mail the questionnaire to [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) or fax a copy to 304-558-6026.

1. Have you ever attended an Agency Purchasing Conference?  Yes  No  
If yes, what was the last year that you attended? \_\_\_\_\_

2. Which topics would you like to see addressed at the conference? Check as many that apply.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Advanced Track: Series of Workshops Targeted at Seasoned Public Procurement Professionals | <input type="checkbox"/> Fixed Assets                               | <input type="checkbox"/> Purchasing Card Program                       |
| <input type="checkbox"/> Beginner's Track: Series of Workshops Targeted at New Agency Purchasers                   | <input type="checkbox"/> Game Show                                  | <input type="checkbox"/> Purchasing Division Question & Answer Session |
| <input type="checkbox"/> Change Orders & Addenda   | <input type="checkbox"/> Group Discussions (i.e. Speed Roundtables) | <input type="checkbox"/> Request for Quotations Process                |
| <input type="checkbox"/> Correctional Industries   | <input type="checkbox"/> Implementing Special Purchases             | <input type="checkbox"/> State Use Program                             |
| <input type="checkbox"/> Developing Specifications   | <input type="checkbox"/> Inspection Services                        | <input type="checkbox"/> Surplus Property                              |
| <input type="checkbox"/> Evaluation & Award Process  | <input type="checkbox"/> Legal Responsibilities of Contracting      | <input type="checkbox"/> Travel Management                             |
| <input type="checkbox"/> Evaluating Requests for Proposals   | <input type="checkbox"/> Payment Process                            | <input type="checkbox"/> Vendor/Customer Creation & Maintenance        |
| <input type="checkbox"/> Expressions of Interest   | <input type="checkbox"/> Pre-Bid Conferences                        | <input type="checkbox"/> Vendor Registration Policies                  |
|  | <input type="checkbox"/> Preparing Requests for Proposals           | <input type="checkbox"/> Vendor Remedies                               |
|  | <input type="checkbox"/> Public Procurement: The Basics             |  |

3. What other topics would you like to see addressed at this year's conference? \_\_\_\_\_

4. Aside from PowerPoint presentations, what training tools would you like used in a typical one hour workshop (i.e. handouts, worksheets, case studies, interactive activities, etc.)? \_\_\_\_\_

5. If you attended previous conferences, what did you like most about the conference(s)? \_\_\_\_\_

6. If you attended previous conferences, what did you like least about the conference(s)? Please provide specific areas that may be improved. \_\_\_\_\_

7. What meals would you like to see offered as part of your registration fee? Check all that apply.  Welcome Social  
 Breakfast  Lunch  Dinner  Morning Snack  Afternoon Snack

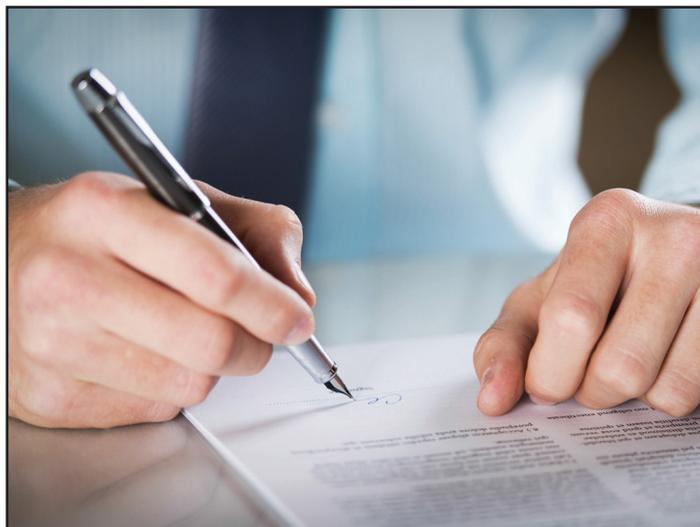
8. Would you like to have time dedicated to agency-specific open forums?  Yes  No

9. Additional comments: \_\_\_\_\_

Thank you for your cooperation with our professional development efforts!

## Bonds Serve as Guarantee That Bidder Keeps to Contract Terms

The request for a bond or deposit as part of the bidding process is most often used for construction contracts. Yet, a bond or deposit requirement may be used for any commodity or service if determined by the Purchasing Director to be in the best interest of the state.



These sureties serve as a guarantee that if the contract is awarded to such bidder, that bidder will enter into a contract for the work specified in the bid. There are several types of bonds in the state purchasing process.

**Bid Bond** - An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event a selected bidder fails to accept the contract as bid. This bond is usually required for five percent of the

total bid amount. Faxed bids that contain bid bonds, litigation bonds or any other bond should be submitted with the bid and the vendor should provide the original bonds within two working days of the bid opening dates.

**Labor and Materials Payment Bond** - A valid bond submitted by the apparent successful vendor upon request of the state to ensure payment of labor and materials purchased or

**Please see BONDS, Page 8**

## UPPCC Recognizes Purchasing Division Training Workshops Toward National Certifications

Individuals pursuing the Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) certifications through the Universal Public Procurement Certification Council (UPPCC) may now consider the West Virginia Purchasing Division's In-House Training Program workshops toward the training/education required for certification or re-certification. These free workshops, which are open to any individual required to procure under **West Virginia Code** §5A-3, are offered two to three times per month and range from one to six hours in length.

Prospective candidates for the CPPB and CPPO can realize a substantial cost savings by attending these workshops instead of spending thousands of dollars attending national conferences in an effort to meet the 56 instructor-led hours required for the CPPB and the 72 contact hours required for the CPPO. Additionally, the Division's agency resource modules and Agency Purchasing Conference sessions may also be considered in the application process for eligibility.

**Please see CERTIFICATIONS, Page 6**



## In-House Training: February/March 2015

### February

- Wednesday, February 11:  
Surplus Property and Fixed Assets  
10 - 11 a.m.
- Wednesday, February 25:  
Implementing Special Purchases  
10 - 11:30 a.m.

### March

- Wednesday, March 11:  
\*An Introduction to West Virginia's State Purchasing Process  
9 a.m. - 4 p.m.
- Wednesday, March 25:  
Vendor Remedies  
10 - 11 a.m.

### Location

Purchasing Division's first floor conference room.

*\* This is the only session located in the West Virginia State Training Center's (Building 7) Regent 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

Administrative Services Manager  
Samantha Knapp at 304.558.7022  
or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

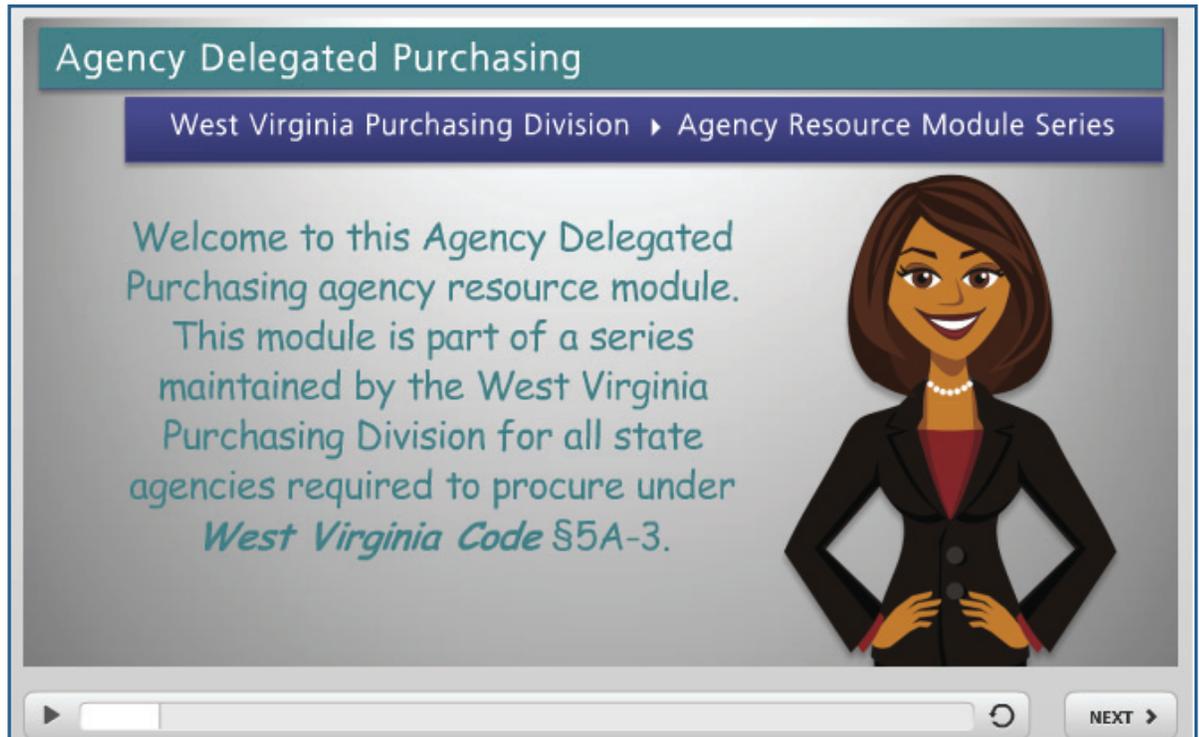
### Training

For more information on training, visit [state.wv.us/admin/purchase/training/2015InHouseRegistration.pdf](http://state.wv.us/admin/purchase/training/2015InHouseRegistration.pdf).

# New Online Module Focused on Agency Delegated Purchasing Now Reintroduced on Training Center

## Training

To view the module, visit [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html).



The Purchasing Division continues to focus its efforts on expanding and improving its training program. One such effort is the conversion of its current online agency resource modules into a more user-friendly and interactive format from the previous format of audio and video only. The Purchasing Division is pleased to reintroduce its third module, **Agency Delegated Purchasing**, on the Purchasing Training Center.

The agency resource modules were designed for agency procurement officials to expand their pro-

urement knowledge from the convenience of their offices. State employees required to procure under **West Virginia Code §5A-3** can view these modules as part of their orientation to the state purchasing process or as a refresher.

Each module serves as .5 hours of credit in the West Virginia Procurement Certification program for eligible candidates. To receive credit for viewing these modules, individuals must complete a

**Please see ONLINE MODULE, Page 8**

## CERTIFICATIONS

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Currently, 21 individuals in West Virginia hold the CPPB and 9 the CPPO. Space in these training sessions is limited and given on a first-come, first-served basis.

To register, visit [www.state.wv.us/admin/purchase/training/2015InHouseRegistration.pdf](http://www.state.wv.us/admin/purchase/training/2015InHouseRegistration.pdf) and submit the completed form to Administrative Services Manager Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) or fax it to her attention at 304.558.6026.



**Senior Buyer Crystal Rink, left, conducts a webinar moderated by Administrative Services Manager Samantha Knapp. Webinars and other training sessions offered through the Purchasing Division are now recognized toward CPPB and CPPO certifications.**

## MANDATORY TRAINING

Continued from Page 1



**Purchasing Director Dave Tincer addressed approximately 250 state officials in attendance at the first mandatory training on purchasing procedures and purchasing card rules for state government officials last October.**

The face-to-face training is offered twice annually and is restricted to the positions/titles noted above, not agency designated procurement officers unless they hold one of the required positions. All training opportunities for procurement officers can be found on the Purchasing Division's Training Center, which can be accessed at [www.state.wv.us/admin/purchase/training](http://www.state.wv.us/admin/purchase/training).

This training has been recognized by the West Virginia State Bar worth 2.4 hours of in-house Continuing Legal Education credit with no ethics credit. For those not able to attend in person, a video/recording, which is available for viewing online, will meet the requirement as prescribed in the Code above. To view the recording, visit [www.wvsao.gov/purchasingcard/stategovernment/sop\\_PCardTrain.aspx](http://www.wvsao.gov/purchasingcard/stategovernment/sop_PCardTrain.aspx).

Individuals may register by visiting [www.state.wv.us/admin/purchase/training/mandatorytraining.shtml](http://www.state.wv.us/admin/purchase/training/mandatorytraining.shtml). For questions regarding this training session, contact Administrative Services Manager Samantha Knapp at [Samantha.S.Knapp@](mailto:Samantha.S.Knapp@)

## New Statewide Contract Makes Purchasing Office Furniture Simple

Furniture for an office is among the most important components for a good work environment. State agencies in need of furniture may utilize a new statewide contract, SYSFURN, for modular system furniture, including panel systems, filing cabinets, desks, chairs and tables. The vendors for SYSFURN are Capitol Business Interiors ([www.state.wv.us/admin/purchase/swc/SYSFURN15A.pdf](http://www.state.wv.us/admin/purchase/swc/SYSFURN15A.pdf)) and Contemporary Galleries ([www.state.wv.us/admin/purchase/swc/SYSFURN15B.pdf](http://www.state.wv.us/admin/purchase/swc/SYSFURN15B.pdf)).

To review SYSFURN, please visit [www.state.wv.us/admin/purchase/swc/SYSFURN.htm](http://www.state.wv.us/admin/purchase/swc/SYSFURN.htm). To review all statewide contracts, please visit [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc).

To view the list of Purchasing buyer assignments for agencies and statewide contracts, please visit [www.state.wv.us/admin/purchase/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf).

Buyers Network

## Mileage Reimbursement Rate Remains at 47 Cents per Mile

As part of its bi-annual review of the state mileage reimbursement rate, West Virginia Department of Administration officials announced in January that the state mileage reimbursement rate for privately-owned vehicles for state use will remain at 47 cents per mile.

A bi-annual review of the state's mileage reimbursement rate for privately-owned vehicles is conducted in both January and July of each year by Department of Administration Secretary Jason Pizatella. This state rate will be in effect until further notice or after the next review is published in July 2015.

## QUESTION

Continued from Page 3

tion to the Purchasing Director on the first working day following the emergency. An emergency purchase is not a hardship that arises from neglect, poor planning or lack of organization by the spending unit.

You can read more about the Emergency Purchasing Procedures in Section 4: Acquisition Planning in the Purchasing Division Procedures Handbook at [www.state.wv.us/admin/purchase/handbook](http://www.state.wv.us/admin/purchase/handbook).

## Stay in the Know ... on the Go!

Download the Purchasing Division app!

Available on the App Store

ANDROID APP ON Google play



# Current Statewide Contract Update

(As of January 15, 2015)

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 the buyer assigned to the specific statewide contract.

## New Contracts

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
DEBT15A	Penn Credit Corp.	Debt collection services	1/1/2015 -12/31/2015
DEBT15B	EOS CCA	Debt collection services	1/1/2015 -12/31/2015
DEBT15C	Collection Management Co.	Debt collection services	1/1/2015 -12/31/2015
DEBT15D	Premiere Credit of North America	Debt collection services	1/1/2015 -12/31/2015
DEBT15E	Premiere Credit Recovery	Debt collection services	1/1/2015 -12/31/2015
DEBT15F	Conserve	Debt collection services	1/1/2015 -12/31/2015
MV15A	Bob Robinson Chevrolet Olds Cadillac Inc.	Motor vehicles	12/1/2014 -11/30/2015
MV15B	Jim Robinson Inc.	Motor vehicles	12/1/2014 -11/30/2015
MV15C	Jim Robinson Ford Lincoln Mercury Inc.	Motor vehicles	12/1/2014 -11/30/2015
MV15D	Metheny Motor Truck Co.	Motor vehicles	12/1/2014 -11/30/2015
MV15E	Stephens Auto Center	Motor vehicles	12/1/2014 -11/30/2015
MV15F	Thornhill Ford Lincoln	Motor vehicles	12/1/2014 -11/30/2015
MV15G	Thornhill Superstore Inc.	Motor vehicles	12/1/2014 -11/30/2015

## BONDS

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### For more info

For more information about bonds and deposits, consult Section 7 of the Purchasing Division Procedures Handbook at [www.state.wv.us/admin/purchase/handbook](http://www.state.wv.us/admin/purchase/handbook).

contracted for on behalf of the state in a construction project.

**Maintenance Bond** - A valid bond provided as a warranty of normally two years, which is required on roofing projects.

**Performance Bond** - An insurance agreement in which a valid surety agrees to be liable to pay a certain amount of money in the event a vendor fails to perform a contract as bid. This bond is usually for the full amount of the contract.

For more information about bonds and deposits, consult Section 7 of the Purchasing Division Procedures Handbook which detail the Formal Acquisition Procedures at [www.state.wv.us/admin/purchase/handbook/2007R6](http://www.state.wv.us/admin/purchase/handbook/2007R6).

## FOR MORE INFORMATION

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

<b>BUYER</b>	<b>EMAIL</b>	<b>PHONE</b>
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-0067
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468
Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Greg Clay	Gregory.C.Clay@wv.gov	558-2566
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.Pettrey@wv.gov	558-0094
April Battle	April.E.Battle@wv.gov	558-2306

## 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.

ALCOHOL12 .....	Alcohol
ABATMNT12 .....	Insulation services
DIGCOP12 .....	Digital copiers

## ONLINE MODULE

Continued from Page 6

certificate, which can be found on the Purchasing Training Center next to the link for each module, and have it signed by their immediate supervisor. The certificate must be submitted to the Purchasing Division's Communication and Professional Development Unit by fax at (304) 558-6026 or by email to [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

To view this or other modules, visit [www.state.wv.us/admin/purchase/training/modules.html](http://www.state.wv.us/admin/purchase/training/modules.html). To learn more about the certification program, visit [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). Additional questions regarding any of the resource modules may be directed to Administrative Services Manager Samantha Knapp at (304) 558-7022.