

# THE BUYERS NETWORK

FEBRUARY 2007 - VOL. 17, ISSUE 2

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

## Buyer Assignments Revised, Effective March 1

### Purchasing Division Announces New Agency Assignments for Buyers

As a result of recent additional funding offered to appropriately staff our buying personnel within the Acquisition and Contract Administration (ACA) section, the Purchasing Division has revised the buyer assignments to the various agencies, which will go into effect on March 1, 2007.

The new assignments provide more consistency among the buyers in terms of the amount of transactions processed and offers a *point of contact* within the

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#### Purchasing Division Buyer Assignments (Effective March 1, 2007)

FILE 21: KRISTA FERRELL  
558-2596; [kferrell@wvadmin.gov](mailto:kferrell@wvadmin.gov)

#### Assigned Agencies:

##### **Department of Administration**

Aviation Division  
Children's Health Insurance Program  
Consolidated Public Retirement Board  
Ethics Commission  
Finance Division  
General Services Division  
Grievance Board, Education and State Employees  
Office of Technology  
Personnel, Division of  
Prosecuting Attorneys' Institute  
Public Defender Services  
Public Employees Insurance Agency  
Purchasing Division  
Risk and Insurance Management, Board of

##### **Department of Agriculture**

FILE 22: ROBERTA WAGNER  
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#### Assigned Agencies:

##### **Department of Health and Human Resources**

Behavioral Health and Health Facilities, Bureau of  
Catastrophic Illness Commission  
Child Support Enforcement, Bureau for  
Children and Families, Bureau for  
Communications and Legislative Affairs, Office of  
Credit Union, DHHR Employees  
Deaf and Hard-of-Hearing, Commission for  
Developmental Disabilities Council  
Administration, Deputy Secretary for  
General Counsel, Office of  
Health Care Authority, WV  
Human Rights Commission  
Inspector General, Office of the  
Medical Services, Bureau for  
Personnel Services, Office of  
Public Health, Bureau for  
Women's Commission, WV

Purchasing Division for agency procurement-related transactions. The goal of this reassignment of agencies is to continue our enhanced customer service and processing time, which is equally important to the Purchasing Division and to our agency partners.

During the month of February, our buying staff will be contacting the agency procurement officers to become familiar with their staff as well as their needs and expectations. We hope that this dialogue prior to the effective date of the reassignments will prove valuable in generating a productive working relationship in the future.

Included in this issue is an outline of the buyer assignments and contact information. The Purchasing Division continues to seek ways to improve our service to our customers.

## INSIDE...

- **Director's Comment:** Agencies Encouraged to Seek Various Cooperative Purchasing Opportunities
- **Statewide Contract Spotlight:** Moores Tractor Sales and Service
- Contract Management Unit Clarifies Function and Program Implementation
- Statewide Contract Status Update

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# THE DIRECTOR'S COMMENTS

## Agencies Encouraged to Seek Various Cooperative Purchasing Opportunities

By Dave Tincher  
State Purchasing Director

As a result of changes from the Purchasing Reform initiative in 2006, state agencies are encouraged to take advantage of multi-state contracting or "piggybacking" opportunities that may become available.

In accordance with §5A-3-19 of the **West Virginia Code**, the Purchasing Director "may, upon the recommendation of a state spending unit, participate in, sponsor, conduct, or administer a cooperative purchasing agreement or consortium for the purchase of commodities or services with agencies of the federal government, agencies of other states, other public bodies or other state agencies, if available and financially advantageous.

At the discretion of the director, bids may be solicited to determine whether participation in such a cooperative purchasing agreement or consortium is financially advantageous. The Department of Administration may approve administrative fees, not to exceed the amount of fifty thousand dollars, necessary to participate in a cooperative purchasing agreement. Fees which exceed fifty thousand dollars are subject to the competitive bid requirements of this article."

To assist agencies who may be interested in either "piggybacking" on an existing contract available within state government, any other government entity or purchasing coalition, the following guidelines and requirements related to these types of purchases must be submitted in writing

sufficiently in advance of the proposed purchase:

- √ A written justification explaining how the use of the contract is financially advantageous and comparable to what has been competitively bid.
- √ A complete copy of the contract to be used.
- √ Evidence that the issuing agency and vendor will allow a West Virginia spending unit to use the contract.
- √ A complete copy of the order to be submitted.
- √ Proof that use of the contract does not conflict with an existing contract unless prices on the non-West Virginia contract are substantially lower.

- √ Proof that use of the contract will not cause a hardship on a West Virginia vendor.
  - √ Does not conflict with any spending unit set aside preference.
  - √ The proposed vendor must be properly registered with the Purchasing Division.
  - √ Notice of any fees or terms and conditions that are applicable.
- Please note that certain Purchasing Division forms, such as the **WV-96 Agreement Addendum**, Affidavit, Certificate of Non-Conflict, may be applicable. For more details on cooperative purchasing agreements, please discuss with your agency procurement officer or contact your assigned buyers of the Purchasing Division.



## What's State Government Buying?

*(This information is compiled from the West Virginia Purchasing Bulletin. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)*

- ◆ **Department of Administration**  
Request to provide an open-end contract for fire alarm testing and maintenance.
- ◆ **Department of Environmental Protection**  
Request for a temporary blasting inspector for the Office of Explosives and Blasting.
- ◆ **Department of Education**  
Request to provide an external evaluation for the Federal Reading First Program 2006-2007.
- ◆ **Division of Natural Resources**  
Request to provide miscellaneous fertilizers, seed and chemicals to maintain golf course turf.
- ◆ **Division of Corrections**  
Request to install asphalt payment around the perimeter of facility.
- ◆ **Department of Health and Human Resources**  
Request to provide and install a commercial dishwasher at Lakin State Hospital.

## Statewide Contract Spotlight...

# Moores Tractor Sales and Service Provide Prompt, Personal Service

While the name may be a bit deceiving considering that the company no longer sells tractors, Moores Tractor Sales and Service has been one of the successful vendors for the statewide contract for lawn maintenance equipment (LAWN06B) since 2005.

Their contract with the state of West Virginia includes the sale and service of Snapper Commercial Zero Turns Hydro Walk Behinds, and 21" Push and Self-propelled Mowers.

The Snapper Pro dealers are experts in the outdoor power equipment industry and pride themselves in their dedication to "exceeding your expectations for sales, service and parts support." Those at Moores Tractor are professionals who know the product, features and specifications of each piece of Snapper Pro equipment and can assist state agencies in selecting the right product to meet their needs.

For more than 50 years, Snapper has been a leading premium brand for its durability, high performance and parts availability. In the event the customer should need a repair, factory-trained service technicians are available with quick diagnosis and a genuine, Snapper parts inventory to get their customers quickly back on schedule.

The 3500 Pro Series Zero-Turn Mower is designed to handle even the toughest cutting jobs, whether it is a lawn around an office building, hospital, campus, multi-acre park, or the grass along a roadside.

Snapper Pro also offers two commercial cutters 32" walk-behind mower options for getting in and out of places other mowers just cannot reach. The Pro Express 32" hydro-

static walk mower features an automatic transmission and a loop handle design with thumb control steering for ease of use. The Pro Express 32" gear drive unit is a 5-speed commercial mower offering strong tubular handles, a nine-gauge steel mowing deck and a double-wide belt for even the toughest mowing conditions.

Located in Ripley, West Virginia, Moores Tractor Sales and Service has been in operation since 1981. Owner and operator Ed Moore says his experience in dealing with the state of West Virginia has been very pleasant and, surprisingly, has taken him to parts of West Virginia he has never seen before.

Syliva Haney, Associate Warden of Operations at the Denmark Correctional Facility, said she recently purchased a Snapper Commercial Zero-Turn Mower for Denmark from Moores and was pleased with their promptness and, more importantly, to see the equipment delivered to their door by the owner, Mr. Moore. "We are a correctional facility and mow acres and acres every week, so our mowers get worked pretty hard," said Haney. "The owner delivered the mower to Denmark and gave us instructions on how to operate it. We are very satisfied with Moores and the Snapper equipment we purchased from them. We'll probably be needing another one this spring."

This contract is available on the purchasing website at <http://www.state.wv.us/admin/purchase/swc/LAWN.htm>. Prior to using any statewide contract, agencies are strongly encouraged to check the website for contract provisions that may apply.

For further information regarding their products on this contract:

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information about the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

**West Virginia Code**, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. **No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.**

Ed Moore, Owner/Operator  
Moores Tractor Sales and Service  
210 South Church Street  
Ripley, West Virginia 25271  
(304)372-8161  
(304) 372-8118 Fax

Also servicing the statewide contract for lawn maintenance equipment is Crede Tractor (LAWN06A) of Charleston.



The 3500 Pro Series Zero-Turn Mower is designed to handle even the toughest cutting jobs. Whether it is a lawn around an office building, hospital, industrial campus, multi-acre park, or the grass along a roadside, the 3500 Pro Series is up to the challenge.

Buyer Reassignments  
Continued from Page 1

FILE 23: CHUCK BOWMAN  
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**Assigned Agencies:**

**Department of Environmental Protection**

Air Quality, Division of  
Air Quality Board  
Environmental Quality Board  
Land Restoration, Division of  
Mining and Reclamation, Division of  
Oil and Gas Conversation Commission  
Solid Waste Management Board  
Surface Mine Board  
Water and Waste Management,  
Division of

FILE 31: SHELLY MURRAY  
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**Assigned Agencies:**

**Department of Revenue**

Alcohol Beverage Control Administration  
Athletic Commission  
Banking, Division of  
Budget Office  
Insurance Commission  
Lottery Commission  
Municipal Bond Commission  
Racing Commission  
Tax Appeals, Office of  
Tax Department

**Department of Education and the Arts**

Culture and History, Division of  
Educational Broadcasting  
Authority  
Library Commission  
Professional Development, Center for  
Rehabilitation Services, Division of

FILE 32: JOHN ABBOTT  
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**Assigned Agencies:**

**Department of Military Affairs and Public Safety**

Adjutant General's Office  
Armory Board  
Corrections, Division of  
Criminal Justice Services, Division of

Homeland Security and Emergency Management

Fire Commission  
Juvenile Services, Division of  
Parole Board

Protective Services, Division of  
Regional Jail and Correctional Facility  
State Police, West Virginia  
Veterans Affairs, Division of

FILE 33: JOHN JOHNSTON  
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**Assigned Agencies:**

**Division of Highways**

FILE 41: RON PRICE  
558-0492; [rprice@wvadmin.gov](mailto:rprice@wvadmin.gov)

**Assigned Agencies:**

**Constitutional Officers and Legislative**

Attorney General's Office  
Auditor's Office  
Governor's Office  
House of Delegates  
Legislative Services  
Secretary of State  
Senate  
Supreme Court of Appeals  
Treasurer's Office

FILE 42: JO ADKINS\*  
558-8802; [joadkins@wvadmin.gov](mailto:joadkins@wvadmin.gov)

**Assigned Agencies:**

**Statewide Contracts**

For a list of all statewide contracts, visit [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc). \*\*Please note that Betty Francisco who has handled this file is scheduled to retire on 2/28/07.

FILE 43: MICHAEL AUSTIN  
558-2316; [maustin@wvadmin.gov](mailto:maustin@wvadmin.gov)

**Assigned Agencies:**

**Department of Education**

Board of Education, WV State  
Curriculum and Instructional Services,  
Division of  
Deaf and the Blind, Schools for the  
Education Performance Audits  
Regional Education Service Agencies  
Special Projects, Leadership

Center for  
21<sup>st</sup> Century Schools, Division of  
Student Support Services, Division of  
Superintendent's Office, State  
Technical and Adult Services

**Department of Transportation**

Motor Vehicles, Division of  
Parkways, Economic Development  
and Tourism Authority  
Public Port Authority  
Public Transit, Division of  
Rail Authority, State

FILE 44: BUTCH CHITTUM  
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**Assigned Agencies:**

**Department of Commerce**

Development Office, WV  
Forestry, Division of  
Geological and Economic Survey  
Labor, Division of  
Marketing/Communications  
Miners' Health Safety and Training  
Natural Resources, Division of  
Tourism, Division of  
Workforce West Virginia

**Miscellaneous Boards and Commissions**

Coal Heritage Highway Authority  
Higher Education Policy Commission  
Hospital Finance Authority  
Licensed Practical Nurses, Board of  
Examiners for  
Licensed Dieticians, Board of  
Massage Therapy Licensure Board  
National Coal Heritage Area Authority  
Pharmacy, Board of  
Public Service Commission  
Real Estate Commission  
Registered Professional Nurses,  
Board of Examiners for  
Respiratory Care, Board of  
School Building Authority  
Senior Services  
Speech-Language Pathology and  
Audiology  
State Bar  
Statewide Addressing and Mapping  
Board  
Treasury Investments, Board of  
Water Development Authority

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# Contract Management Unit Clarifies Function and Program Implementation for Agency Rollout

The Contract Management Unit, under the Acquisition and Contract Administration Section of the Purchasing Division, is responsible for fulfilling two functions, according to its Manager Mike Sheets.

"One aspect is to provide contract management services for state government contracts. This encompasses various tasks, including establishing payment benchmarks to assure the state receives value prior to remitting payment, requiring regular meetings between the spending unit and vendor to assess contract performance, training agency personnel to manage contracts; or using the project management team of the Office of Technology to manage their projects."

Inspection is yet another aspect of this newly formed unit. "As part of Inspection, we will review and audit spending unit requests and purchases as well as audit other transactions and performance that fall under the division's authority," he said. Sheets adds that training is a vital part of this process.

Sheets took the reigns of this unit just over a month ago; however, he has outlined the initial goals for implementation. "My attention has been mostly directed toward establishing an inspection process, while ensuring that the inspectors become familiar with the tools available," he said.

In addition to Sheets, the Contract Management Unit staff consists of Susan King (Inspector III); Junior Blount (Inspector II); Shane Hall (Inspector II); and Kristi Strader (Purchasing Assistant). Sheets said that currently, the inspectors are assigned to specific agencies, but will be working together, pooling their

combined talents and industry-specific knowledge.

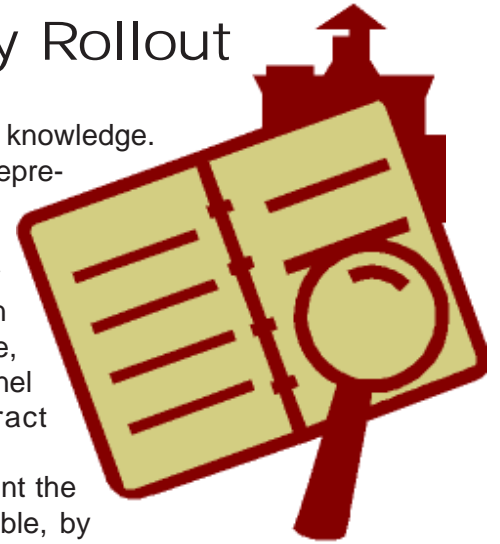
"We have begun talking with agency representatives and discussing the contract management process," he said. In addition, language has been drafted for contract inclusion, tools have been developed for internal and agency use, and Sheets has met with agency personnel regarding the evaluation of contract performance.

Sheets said their goal is to implement the inspection program as soon as possible, by first examining the Department of Administration for compliance with State Code and Rule. "Because we want to get into the field quickly and begin networking with agencies, our Unit is in the process of devising a technically correct, but basic inspection procedure," he said. Over time, Sheets said the objective is to bring this procedure closer to an audit standard.

"This standard of assurance should provide stakeholders, including our state taxpayers, an increased confidence in the integrity of the process and the people participating in the process," said Purchasing Director Dave Tinchler. He explains that due to budgetary cuts in the past, the division has not had an active inspection program for more than 15 years.

"I am pleased that the additional funding has been made available to resurrect this vital program," Tinchler adds. "We view the Contract Management Unit as an educational appendage to our division, with the inspectors serving as purchasing ambassadors to our state agencies as a helpful resource."

Other states, including South Carolina, North Carolina, Colorado, Maryland and California, have implemented similar programs with successful outcomes.



## MoneyWise...

### Tips for the Thrifty

#### **To Save Money, Quit Something**

A good way to start saving money is to quit doing something, such as smoking, and take the money you would have spent on that activity, and instead deposit it in your savings account.

The trick to saving is the same trick that works with virtually everything else: Find a way to get yourself started. Once you start, it's likely that you will continue.

All you need is a structure to follow. It can actually be fun once you get into the swing of your new routine. And you'll feel great at the end of the year when you check the balance of your account.

# Current Statewide Contract Update

(As of January 16, 2007)

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 Senior Buyer Betty Francisco at (304) 558-0468 or via e-mail at [bfrancisco@wvadmin.gov](mailto:bfrancisco@wvadmin.gov).

## Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
<b>INKCRT07</b>	Toner and Ink Cartridges	Pomeroy Computer	01/15/07
<b>PC07D</b>	Police Cruisers	Stephens Auto	01/01/07
<b>PAINT07</b>	Paint and Supplies	Pittsburgh Paint	01/15/07
<b>LIGHT07</b>	Light, Lamps, Bulbs and Ballasts	WV Electric Supply	02/01/07

## Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
<b>OFFICE07</b>	Office Supplies	01/25/07	Yes
<b>PHOTO07</b>	Photographic Supplies and Film	11/16/06	Yes

## Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
<b>ERCYCLE07</b>	Electronic Recycling	01/31/07	02/15/07

## Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
<b>OFFICE02</b>	Office Supplies Bulbs and Ballasts	Office Max Inc.	02/28/07

## Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
<b>SANPAP05A</b>	Sanitary Paper Supplies	Liberty Distributors	03/31/08
<b>DATA05 [A-B]</b>	Data Circuits	[A] Verizon WV; [B] Frontier Communications	06/30/08

## Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
<b>LAUNDRY05</b>	Laundry Products	Ecolab	Added products

## Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
<b>MV07 [B, C, G, H]</b>	Motor Vehicles	[B] Country Club Chrysler; [C] General Truck Sales; [G] Matheny Motor Truck Sales; [H] Stephens Auto Center	[B] Remove option; [C] Remove class 33 and 33A diesel; [G] Correct class 10A pricing; [H] Add class 33 and 33A diesel; revise option list for class 171A, 21 and 24. Add class 7
<b>PC07AAA</b>	Police Cruisers	Bert Wolfe Ford	Cancel order
<b>FOOD04A</b>	Staple Groceries	A.F. Wendling	Add product
<b>LITTER07</b>	Litter Grabbers Pile Hardware		Clarify length is 32"
<b>WAN04</b>	WAN Software / Hardware	Verizon Network Integration	Add new price list
<b>CABLE06A</b>	Data Cable	Graybar Electric	Correct pricing pages
<b>WVARF04</b>	State Use	WVARF	Add correct billing for dispatcher services

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

### **FEBRUARY**

**CABLE**  
*Coaxial Cable*

**ENTPRZ**  
*Microsoft Enterprise Software*

### **MARCH**

**AEBATT**  
*Automotive and Equipment Batteries*

**FRMTIR**  
*Farm and Backhoe Tires*

**FUEL**  
*Motor and Heating Fuel*

**MA03SW05**  
*Novell Master Agreement*

**WELD**  
*Welding Supplies*

# PURCHASING CONNECTION

## The 'BLACK OUT' Period...What to Say and What NOT to Say?

To ensure the most expeditious and fair process as possible, the Purchasing Division has abided by a 'black out' policy that has been in place for several years.

This policy relates to the dissemination of information regarding the award of contracts. Simply explained, after bids are opened, a review and evaluation of the bids received is required. Agencies are encouraged to evaluate bids and provide written recommendation to the Purchasing Division expeditiously.

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 incorrect, premature, and/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.

Please note that 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.



## Purchase Requisition Continuation Forms (WV-36 and WV-36A) Now Available Online

Upon request, the Purchasing Division has included the Purchase Requisition Continuation forms (WV-36 and 36A) in its list of forms on the Intranet site (<http://intranet.state.wv.us/admin/purchase>).

The WV-36 offers the form with the respective columns, while the WV-36A does not include the columns. They are available in .pdf format.

As with all of the forms offered electronically on our Intranet site, the forms are typeable, for easy use by agency personnel.

Please note that this Intranet site offers all of the forms used and approved by the Purchasing Division.

## Avoid Common E-Mail Mistakes

More than 23 million workers are connected by e-mail networks, and the number is growing fast. Beware, however, that e-mail can be dangerous if not used properly. Here are some common e-mail abuses to avoid:

- ♦ **Hiding behind the terminal.** Don't use e-mail for performance reviews, disciplinary actions or other touchy matters. Some things you just need to do in person.
- ♦ **Forgetting it's in writing.** The informality of e-mail is part of its convenience. But it is a permanent record of written communication.
- ♦ **Flaming.** Spontaneity is another benefit of e-mail, but you should watch the tone of an e-mail message as closely as you would a memo written on paper. Sarcasm can be devastating when it is glowing on the screen.

- Adapted from "Managers Aren't Always Able to Get the Right Message Across with E-Mail," by Alex Markels in *The Wall Street Journal*.

### Mark Your Calendar...

## 2007 Agency Purchasing Conference



The 2007 Agency Purchasing Conference for agency purchasing personnel is tentatively scheduled for October 9-12 at Stonewall Jackson Resort.

Additional information will be made available as the date approaches in terms of lodging arrangements and timelines.

Mark your calendars now for this statewide event!

# 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**, 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: dholley@wvadmin.gov



Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Need Information about \_\_\_\_\_

\_\_\_\_\_

## In This Issue... Did You Read About?

- The Purchasing Division has reassigned the agencies to our buying staff. Check out which buyer is handling YOUR agency's transactions...**See Page 1.**
- Agencies are encouraged to check out various purchasing cooperative opportunities that are available...**See Page 2.**
- Statewide Contract Spotlight:** Moores Tractor Sales and Service...**See Page 3.**
- Contract Management Unit combines inspection with education...**See Page 5.**
- Current Statewide Contract Update...**See Page 6.**
- What is the "Black Out" Period?...**See Page 7.**

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