

# THE BUYERS NETWORK

APRIL 2010 - VOL. 20, 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

## Purchasing Division Opens its Doors and Staff for 3<sup>rd</sup> Annual Open House Scheduled for May 4

The third annual Purchasing Division **Open House** is scheduled for Tuesday, May 4, from 10 a.m. to 2 p.m. at its offices in Building 15 at 2019 Washington Street, East, in Charleston.

This year, the Purchasing Division is offering those procurement officials who attend a chance to win a complimentary registration to the 2010 Agency Purchasing Conference at Canaan Valley Resort and Conference Center. One name will be drawn from all **Open House** attendees to receive the complimentary registration.

“Our **Open House** has been a successful initiative as it gives our agency partners the opportunity to visit our agency and meet with our staff to discuss any Purchasing-related issues,” said Purchasing Director Dave Tincer.

“The primary objective of the **Open House** is for agency purchasers to interact directly with our staff, making good, open communication a cornerstone of the relationship among our respective agencies. Giving away one complimentary registration to our annual conference is just another way for us to express our gratitude for all the hard work procurement officials do.”

The **Open House** will be similar in format to those of the past.

There will be no set agenda for the day. Tours of the facility will be offered, but more importantly, the entire staff will be available to discuss specific purchases that are either being prepared or currently

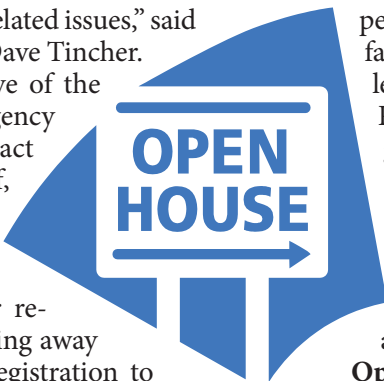


Purchasing Division Inspector Shane Hall talks to Bob Kilpatrick of the General Services Division during last year's annual **Open House**. This year's **Open House** is scheduled for May 4.

in progress. The informal gathering will allow state agency purchasing personnel to become more familiar with staff and to learn more about additional Purchasing Division programs, such as inspection, training, Surplus Property, Travel Management and Fleet Management.

Agency purchasing officers are welcome to attend any time during the **Open House**. Printed resource materials will be available for reference purposes regarding all aspects of the Purchasing Division. Refreshments will be served.

For more information about the **Open House**, contact Chad Williamson at 304-558-2315 / [Chad.B.Williamson@wv.gov](mailto:Chad.B.Williamson@wv.gov) or Tony O'Leary at 304-558-4213 / [Tony.M.Oleary@wv.gov](mailto:Tony.M.Oleary@wv.gov). Additional reminders will be sent to procurement officials in the coming weeks.



## INSIDE...

- **Director's Comments:** Keeping Communication Flowing Throughout State Procurement
- Surplus Property Auction Scheduled for May 1
- Attention to Detail Essential in Completing Purchase Requisition Form
- Several Changes Coming to the 2010 Agency Purchasing Conference
- **Statewide Contract Spotlight:** Matheny Motor Truck Company Has Done Business with West Virginia Since 1922

## THE DIRECTOR'S COMMENTS

# Keeping Communication Flowing Among Purchasing Agents

By Purchasing Director Dave Tincher

For the past 20 years, the Purchasing Division has been communicating with the procurement officers from all state agencies through **The Buyers Network**. This monthly publication is dedicated solely to the purpose of enhancing the flow of information from our office to yours.

We want to keep you informed of the latest information and developments of purchasing techniques and services offered by our division. Conversely, it is equally important to exchange information with our agency partners. It is through this two-way communication that we may continue to improve our services to you and, ultimately, the vendor community who serve as our sup-

pliers.

It is extremely crucial for the Purchasing Division to learn of your questions, concerns and needs in order to adequately serve state agencies effectively. We cannot provide the quality of services required by state government without your feedback and this productive dialogue.

Any suggestions that you have enabling us to better serve you are eagerly accepted. Each agency has a dedicated buyer who is interested in learning more about your role as the agency procurement officer and the specific situations which you encounter.

In a similar manner, vendors also



need to hear from agencies about issues relating to quality and delivery. Most vendors are more than willing to serve their customers well, but need to know when problems arise and to work together in resolving those problems.

As you may be aware, next month on May 4, the Purchasing Division will be opening our doors for our third annual **Open House**. I encourage you to bring issues and questions with you to discuss with your dedicated buyer or any of our staff.

Let's keep the communication flowing among the Purchasing Division, our agency partners and our suppliers.

## Procurement Officer Contact List on the VRC Now Updated

The Purchasing Division has updated the State Agency Procurement Officers contact listing on Vendor Resource Center (VRC) on the division's Web site. The list is available at <http://www.state.wv.us/admin/purchase/vrc/agencyli.htm>.

The listing is part of the reference materials made available to vendors who want to do business with the state of West Virginia. Vendors may use the list to directly contact a particular agency, especially for goods and services under agency delegated authority (\$25,000 or less).

The list will be updated regularly. Those designated within their respective agencies as agency procurement contacts should contact the Purchasing Division when changes to the contact names or information should be made. Changes to the list may be sent to Public Information Specialist Chad Williamson of the Purchasing Division at [Chad.B.Williamson@wv.gov](mailto:Chad.B.Williamson@wv.gov).



The West Virginia State Agency for Surplus Property will begin offering absolute auctions on May 1 at 2700 Charles Avenue in Dunbar.

## Surplus Property Public Auction Set for May 1

Spring is in the air, and that means the West Virginia State Agency for Surplus Property (WVSASP) will begin offering its absolute auctions. The first auction of 2010 is scheduled for Saturday, May 1, at 2700 Charles Avenue in Dunbar.

Gates will open at 9 a.m. with the auction scheduled to begin at 10 a.m. Potential bidders may inspect the sale property April 26-30 from 8:30 a.m. to 4:30 p.m. at the Dunbar location. Payment on the day of the auction may be made by cash, check, and Visa/MasterCard. All property is subject to prior sale.

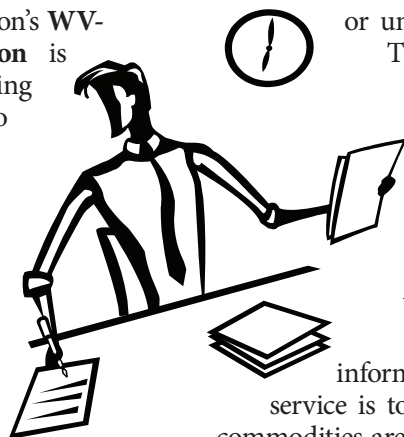
For more information, contact WVSASP at (304) 766-2626 or toll-free at 1-800-576-7587. The auction notice may be viewed at the Surplus Property Web site at <http://www.state.wv.us/admin/purchase/surplus/auction.htm>.

# Attention to Detail Essential When Completing Purchase Requisitions for Incoming Transactions

The Purchasing Division's **WV-35 Purchase Requisition** is required for all incoming transactions submitted to the Purchasing Division. This one-page form is simple; however, it is easy to overlook because of its inauspicious appearance. The **WV-35** form authorizes the Purchasing Division to solicit bids/proposals, initiate Change Orders, and process other transactions for the agency.

Procurement officers are reminded the information needed on the **WV-35** form is important to ensure a timely and accurate delivery of the services and commodities sought. This information includes:

**Agency/Invoice To:** Procurement officers should enter which agency or unit is going to pay for the services or commodities. It is important to remember that one agency may have many potential mailing addresses and points of contact. Complete and accurate information ensures that the Purchasing Division may accurately process the transaction and that the resulting Purchase Order, Change Order, etc. will be invoiced to the correct agency



or unit. If the agency is a TEAM user, the applicable TEAM pay entity should also be included. If the agency is not a TEAM user, this information will be completed by the Purchasing Division buyer.

**Agency/Ship To:** This informs the vendor where the service is to be performed and/or commodities are to be sent. Many state agencies have branch offices throughout the state. The information should be specific so the vendor can accurately account for freight and delivery of the material to the correct location.

Due to the capabilities of the TEAM system, please note that if the Agency/Invoice to and Agency/Ship to information is incorrectly entered that the transaction may have to be deleted and re-entered and a new transaction number assigned in order to correct.

**WVFIMS Document #:** The P-document or X document number assigned to the transaction should be included in this box. A copy of the document should also be attached. The inclusion of this information lets the Purchasing Division know

that the funds have been committed for the transaction. P-documents/X-documents are not required on Open End Contracts.

**Suggested vendors:** As the end users, agencies have the best insight to the vendors best suited to provide the service or commodity sought. At least three suggested vendor names should be included, though additional names are welcome. It is important to specify the suggested vendor's exact mailing address, phone number, fax number, and contact person (if available) as that vendor may have multiple offices.

**Description:** Procurement officers should enter a brief description of the transaction. This may include details of the product or service being sought, the reason for the Change Order. A "see attached" notation should not be written in this space as the attachment of specifications may not indicate the procurement method sought or exactly what the agency seeks. For Change Orders, the description should also include the previous contract total, the net change, and the new contract total. If the agency is a TEAM user, the item code may also be included. If the agency is not a TEAM user, the item code will be entered by the Purchasing Division buyer.

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Please see FORM, Page 6

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## Changes Coming to the 2010 Agency Purchasing Conference

As the 2010 Agency Purchasing Conference draws closer, classes are being finalized and new elements to be introduced to expand on the educational opportunities presented at the conference.

"For 2010, we are looking at adding new classes, with topics of interest to agency purchasers such as writing specifications," said Brian Holmes, staff development specialist for the Purchasing Division. "A class on writing specifications was the most requested class to add based on our most recent survey of agency personnel."

Like last year's conference, there will be approximately 55 classes offered, with the goal to offer most classes twice so that procurement officers will be able to attend all of the classes for which they are most inter-

ested. The Purchasing Division was able to expand the number of classes by utilizing an extra breakout room at Canaan Valley Resort and Conference Center in 2009.

Also, in an effort to be both more environmentally conscientious while also assisting attendees, all conference materials will be available online to attendees before the conference. This allows attendees to print out only the materials they need for their particular classes.

"By putting materials online and making them available early, this eliminates the need for the binders containing material for every class, as in previous conferences," Holmes said. "This saves resources and money while also letting attendees prepare for their classes in advance."

Holmes said a special booklet will be prepared for those taking the Beginner's Track, a series of six classes designed for those with two years or less of procurement experience. Registrants for the 2010 Agency Purchasing Conference will be notified by e-mail on lodging, events, availability of materials and any changes in the conference.

The 2010 Agency Purchasing Conference is scheduled for Sept. 14-17, at Canaan Valley Resort and Conference Center in Davis, West Virginia. For more information or suggestions on this year's conference, please contact Brian Holmes at 558-7022 ([Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov)), or Diane Holley-Brown at 558-0661 ([Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)).

## Revisions Made to Handbook, Effective April 1, 2010

The **Purchasing Division Procedures Handbook** has recently been revised and the changes noted below become effective on April 1, 2010. The **Handbook** is available on our Web site at: [www.state.wv.us/admin/purchase/Handbook/default.htm](http://www.state.wv.us/admin/purchase/Handbook/default.htm).

The following sections and subjects contain updated language. Procurement officials are encouraged to review them in full online. Below is the strike-through and added language (in italics) to the specific sections.

In **Section 4.7.9** regarding the Evaluation Period, it now states that "Agency recommendations to award for routine bid evaluations should be received by the Purchasing Division within ~~seven (7)~~ *15* days." Also in the same section, it notes that "Complex transactions such as Requests for Proposal (RFP), construction, and Expressions of Interest (EOI) should be completed within ~~twenty-one (21)~~ *30* days.

"Failure to submit award recommendations within the prescribed time frames *may will* result in *cancellation the agency requisition being cancelled, unless extenuating circumstances exists. It is the responsibility of the agency to provide justification for keeping a requisition open after these time frames.*

The Purchasing Division requires all evaluators of solicitations, despite the type of transaction, to sign a **Certification of Non-Conflict of Interest**, in accordance with the **West Virginia Code** §5A-3-31 (see Appendix B). By signing this certification, the evaluator(s) and/or advisor(s) attest that they have no conflict of interest, including financial or personal, in the evalua-



tion of the specific solicitation. Agency procurement officers should discuss the non-conflict of interest issue with potential committee members to ensure that individuals who may have a conflict are not chosen to participate as evaluation committee members.

Please note that this requirement applies to all transaction types. This certification must be submitted at the following time frames:

Requests for Proposals (RFP) / Expressions of Interests (EOI): Agencies must submit this certification prior to beginning the evaluation of an RFP or EOI.

Requests for Quotations and All Other Transaction Types: The evaluator(s) must sign the Certification for Non-Conflict of Interest and submit, along with the recommendation for award, to the Purchasing Division.

This certification applies to all transactions processed through the Purchasing Division. In addition, it is required for agency delegated purchases exceeding \$5,000. Agencies may adopt this policy at their discretion for purchases \$5,000 or less."

Regarding Evaluation Committees noted in **Section 7.2.4**, language was added to note:

To ensure that there is no conflict of interest among the selected members of the evaluation committee, the Purchasing Division requires all evaluators of an evaluation committee to sign a **Certification of Non-Conflict of Interest**, in accordance with the **West Virginia Code** §5A-3-31. By signing this certification,

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Please see HANDBOOK, Page 6

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## Sole Source Determination Necessary for Certain Unique Purchases

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While every effort is made to ensure a competitive environment in the procurement of goods and services for the State of West Virginia, sometimes competition is not available. In those circumstances, the Purchasing Division may award a direct purchase contract utilizing the Sole Source determination process.

Prior to the award of the contract, the Purchasing Division is required, under law, to make the intent to award a sole source contract available to registered vendors for review. In addition, according to **West Virginia Code** 5A-3-10c, "prior to an award under this section, the spending unit requesting the procurement shall provide written documentation to the director setting forth the basis of the sole

source procurement and the specific efforts made to determine the availability of other sources."

A sole source exists when the goods or services are so unique in nature there is only one option, said Buyer Supervisor Krista Ferrell. "Sole source is situational, and not based solely on the vendor," Ferrell said. "A vendor may be determined to be a sole source provider in one situation, but not another." Ferrell emphasized that sole source determinations shall not be used in an effort to circumvent the normal bid process.

Ferrell, who presented a workshop on sole source purchases at the 2009 Agency Purchasing Conference, said an agency must submit the following information in

a request for a sole source purchase:

A Purchase Requisition (**WV-35**);

A vendor quote containing a description of the goods or service, freight/shipping information, firm fixed price and signature/date;

A Purchasing Affidavit;

A memo of justification

A Certification of Non-Conflict of Interest form;

The sole source template with required information;

An Agreement Addendum (**WV-96**), if applicable;

A P-document, if applicable.

Ferrell stressed that the agency's sole

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Please see SOURCE, Page 6

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## Statewide Contract Spotlight...

# Matheny Motor Truck Company Has Served as a Business Partner with West Virginia Since 1922

Of all the vendors currently doing business with the state of West Virginia through statewide contracts, it is quite possibly none can boast the longevity of Matheny Motor Truck Company. The Parkersburg-based company has been dealing with the state since opening its doors in 1922.

The procedures in which vendors do business with the state have changed many times since then, but Matheny Motors has been a constant in providing products and services. Matheny Motors is a vendor on the statewide contract, **SBUS10**, which provides school bus chassis, bodies and integral parts, and **MV10**, which provides automobiles to state agencies and political subdivisions.

"After a sale and delivery, one of our primary goals is to be responsive to any service needs of those we serve, particularly those on the statewide contracts," said Mike Matheny, the company's third-generation CEO family member.

Matheny Motors has more than 130 full-time employees at its locations in Parkersburg, Mineral Wells, Marietta, Ohio, and Woodbridge, Va. The company headquarters is still in its original Parkersburg locale but has expanded through the years to its current office size of 50,000-square feet on six acres of property.

On the **SBUS10** contract, Matheny Motors provides Thomas-built school buses. Light duty trucks and cars are supplied on **MV10**. The Department of Education, Division of Highways, Department of Agriculture, State Police, Division of Natural Resources and Division of Forestry are some of the agencies Matheny Motors works with the most.

Other vendors on **SBUS10** include: BWAB International and Blue Bird Bus Sales. Other vendors on **MV10** include: Stephens Auto Center; Bob Robinson



Ready to serve state agencies and political subdivisions on the statewide contracts, **MV10** and **SBUS10**, are, from left, Larry Fowler, Bus Sales Manager; Randy Terrell, Commercial Sales Manager; and Mike Matheny, CEO

Chevrolet; Jim Robinson, Inc.; Jim Robinson Ford Lincoln Mercury; Country Club Chrysler Dodge; Hurricane Chevrolet; Whiteside Chevrolet Cadillac; and Penske Toyota.

State agency procurement officials may contact the following individuals at Matheny Motor Truck Company for statewide contract information:

Randy Terrell – Light duty cars and trucks

Larry Fowler – School buses

Mike Matheny – Medium and heavy trucks.

Matheny Motor Truck Company

3rd Street and Ann Street

Parkersburg, WV 26101

304-485-4418

[www.mathenymotors.com](http://www.mathenymotors.com)

*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.***

**Interested in reading previous issues of *The Buyers Network*?** We have electronic issues available on the Purchasing Division's Web site. Just visit our site at: <http://www.state.wv.us/admin/purchase/BN/bnlist.htm>

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## HANDBOOK

Continued from Page 4

the evaluator(s) and/or advisor(s) attest that they have no conflict of interest, including financial or personal, in the evaluation of the specific solicitation. Agency procurement officers should discuss the non-conflict of interest issue with potential committee members to ensure that individuals who may have a conflict are not chosen to participate as evaluation committee members.

State agencies must submit the signed certification to the Purchasing Division prior to beginning the evaluation of an RFP or EOI.

Also noted in this same section is, "The Purchasing Division buyer will, on a pilot basis, may observe the committee evaluation and answer procedural issues and provide general process oversight."

**New text was added to Section 7.2.17** about Evaluation and Award. The new language reads, "State agencies may be involved in the evaluation process by reviewing bids, making recommendations and providing justification. *If the state agency is involved in the evaluation process, a recommendation for award must be received in the Purchasing Division within 15 days of the bid opening date, with the exception of Request for Proposals (RFP) and Expressions of Interest (EOI). RFP and/or EOI recommendations for award must be received within 30 days. Failure to comply within the prescribed time frames will result in the agency requisition being*

*cancelled, unless extenuating circumstances exists. It is the responsibility of the agency to provide justification for keeping a requisition open after these time frames.*

The completion instructions for the Non-Conflict of Interest form in **Appendix B** has new language which states, "By signing this certification, the evaluator(s) and/or advisor(s) attest that they have no conflict of interest, including financial or personal, in the evaluation of the specific solicitation. *Agency procurement officers should discuss the non-conflict of interest issue with potential committee members to ensure that individuals who may have a conflict are not chosen to participate as evaluation committee members.*"

Please note that this requirement applies to all transaction types.

This certification must be submitted at the following time frames:

Requests for Proposals (RFP) / Expressions of Interests (EOI): Agencies must submit this certification prior to beginning the evaluation of an RFP or EOI.

Requests for Quotations and All Other Transaction Types: The evaluator(s) must sign the **Certification for Non-Conflict of Interest** and submit, along with the recommendation for award, to the Purchasing Division.

If you have any questions, please contact Ron Price, Director of the Acquisition of Acquisition and Contract Administration, at (304) 558-0492.

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## SOURCE

Continued from Page 4

source template should be focused not on the proposed sole source vendor's qualifications but rather the requirements for the goods or service are. "It should be closer to the specifications for a Request for Quotation," she said. "The agency is not trying to sell the Purchasing Division on the vendor itself."

After documentation has been submitted, the buyer performs his or her review of the documents and submits the request for approval. Should the request pass the Purchasing Division's internal approval process, the buyer enters it into TEAM and a sole source solicitation is advertised in the **West Virginia Purchasing Bulletin** and reviewed by all registered vendors. If no valid interest is received, the purchase order is processed; if valid interest is received, it is returned to the agency for competitive bidding.

In addition to the Sole Source determination process, there are 31 exempted items in the Non-Competitive/Exempt list (<http://www.state.wv.us/admin/purchase/handbook/2007R8/hand9.htm>). "These are circumstances where there is not a competitive nature for various reasons," Ferrell said. "For example, the Division of Motor Vehicles sells license plates with NASCAR trademarks. NASCAR is the exclusive holder of that trademark, and for the Division of Motor Vehicles to sell these particular plates, they must be purchased through NASCAR. Thus, this item was placed on the Non-Competitive/Exempt List." Some exempt items have secondary requirements prior to award; however, agencies may purchase items listed on the Non-Competitive/Exempt list regardless of dollar value through normal Agency Delegated Purchasing guidelines.

To review the sole source presentation or any other presentation offered at the 2009 Agency Purchasing Conference, please visit <http://www.state.wv.us/admin/purchase/training>.

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## FORM

Continued from Page 3

**Type of Purchase:** The type of transaction should be entered on the line provided. This helps to ensure that the transaction is coded properly upon receipt by the Purchasing Division.

**Total Estimated Value of this Requisition:** The Estimated Value should be entered on the WV-35. This is the amount the agency expects to pay for the product or service based on the market research conducted by the

agency prior to submission.

**Maximum Budgeted Amount:** Per **West Virginia Code 5A-3-11A**, agencies are required to include on every requisition a maximum budgeted amount. This amount is the maximum threshold for the purchase. Without the maximum budgeted amount, the agency is unable to negotiate the cost if the bid amounts received are over the threshold.

The Total Estimated Value of the Requisition and Maximum Budget Amount should be included for Open End as well as Fixed Amount Con-

tracts.

The Purchasing Requisitions (WV-35) must be signed by an authorized agency representative and should include the title and contact information for the representative.

Agency procurement officials are encouraged to contact their assigned Purchasing Division buyer with additional comments, suggestions or questions.

For a complete list of buyer assignments for each agency, please visit <http://www.state.wv.us/admin/purchase/byrassign.pdf>.

# Current Statewide Contract Update

(As of March 15, 2010)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at [Jo.A.Adkins@wv.gov](mailto:Jo.A.Adkins@wv.gov).

## Out for bid

Contract	Description	Pre-Bid Meeting	Bid Opening
LIGHT10A	Lamps, ballasts, etc.	N/A	04/06/2010
LITTER10A	Litter grabbers	N/A	04/14/2010

## New awards

Contract	Vendor	Description	Dates
PPHONE10	Enbarq Payphone Services Inc.	Provide payphone services for state agencies	03/01/2010 -04/01/2010
ITECH10A	22nd Century Technologies	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10B	AC Coy Co. LP	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10C	Alpha Technologies	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10D	Alpha Technologies	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10E	Berry Dunn McNeil Parker LLC	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10F	Bourntec Solutions	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10G	Bullzi Security Inc.	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10H	CID Business Solutions	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10J	Collaborative Fusion Inc.	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10L	Computer Science Corp.	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10M	Contact Pointe	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010

Contract	Vendor	Description	Dates
ITECH10N	Digital Management Inc.	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10O	Ebridge Consulting Inc.	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10P	Excel Management Sys. Inc.	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10Q	Fabica Inc.	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10R	Fenomtek Inc.	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10S	Fenwick Technologies	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10T	Flobal Information Services	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010
ITECH10U	Global Nest LLC	Temporary staffing w/temporary technical expertise	03/01/2010 -04/01/2010

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products.

### APRIL

AEBATT09	Automotive and equipment batteries
DEBT07	Debt collection services
ENTPRZ08	Microsoft Enterprise products
LGLOVES07	Latex gloves
MOVE08	Moving services
RECMGT07	Records management
RSHEET07	Reflective sheeting
SAFETY07	Rainwear, ear protection, etc.
SANPA08	Sanitary paper supplies
SELECT07	Microsoft products
SUPFOOD07	Supplemental liquid food items
TRAVEL09	Travel services

### MAY

LABSUPO8	Lab supplies
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# Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

Diane Holley-Brown, Assistant Director  
Communication and Technical Services Section  
West Virginia Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130  
E-Mail Address: [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)

\_\_\_\_\_

Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Need Information about \_\_\_\_\_  
\_\_\_\_\_

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

- Surplus Property Begins its Public Auctions on May 1 ... [See Page 2.](#)
- Information on a Purchase Requisition is Important to Ensure Timely Delivery of Goods and Services ... [See Page 3.](#)
- Revisions to Purchasing Procedures Handbook Available on Web Site ... [See Page 4.](#)
- Sole Source Determination Targeted for Special and Unique Purchases ... [See Page 4.](#)
- Matheny Motor Truck Company Marks Nearly 90 Years of Business with the state of West Virginia ... [See Page 5.](#)

### STATE OF WEST VIRGINIA

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