

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

2010 Agency Purchasing Conference

Conference Registration Kicks Off on June 1

Registration is now open for the 2010 Agency Purchasing Conference, scheduled for Sept. 14-17, at Canaan Valley Resort and Conference Center in Davis, West Virginia. A tentative conference schedule is available on page 3 of *The Buyers Network*.

All conference registration materials are available at: <http://www.state.wv.us/admin/purchase/conference/agency/2010/>.

Staff Development Specialist Brian Holmes said all conference registration will be online. Holmes said the Beginner's Track, a series of six introductory courses for state employees with two years or less of procurement experience, will be available again this



year. The intent is for new procurement officers to gain the general knowledge of the state purchasing process, procedures, and statutory and regulatory requirements. Registrants for the Beginner's Track will be automatically registered for all six classes, spanning two days of the conference.

This year's registration fee remains at \$200 per participant, which includes all group meals and training materials. Lodging reservations may be made by calling

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Nominees Sought for Purchasing Division Recognition Awards

The Purchasing Division needs your input to determine this year's recipients of its two recognition programs: Agency Procurement Officer of the Year and Partner in Purchasing. Nominations are now being accepted! The honorees will be an-

Please see AWARDS, Page 6

EVERYONE Wins at our Open House

Cindy Fisher says she never wins anything. This is no longer true.

The Department of Agriculture procurement official won complimentary registration to the 2010 Agency Purchasing Conference in September by attending the third annual Purchasing Division **Open House** on May 4. Fisher's name was selected among the nearly 60 procurement officials from around the state who spent time discussing work-related items with the Purchasing Division staff at the **Open House**. The Purchasing Division offered those attending this event a chance to win

free registration at the conference.

Though Fisher's name was drawn as the prize recipient, all procurement officers present was a winner as the face-to-face interaction between procurement officials and Purchasing Division buyers strengthens the state purchasing process. Also present during the event were Purchasing Division inspectors, training representatives, technical services personnel, and those representing the West Virginia State Agency for Surplus Property.

"We had another great turnout

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THE DIRECTOR'S COMMENTS

ERP Moves Forward Resulting in Change in eProcurement

By Purchasing Director Dave Tincher

Recently, the Purchasing Division received positive news that the Enterprise Resource Planning (ERP) project is moving forward with great intensity.

In case you are unfamiliar with this project, the ERP system will replace many of the state's computing systems, including the West Virginia Financial Information System (WVFIMS), TEAM, and the Human Resources Information System (HRIS), into one statewide system. The Executive branch is working in a collaborative effort with the State Auditor and State Treasurer on this worthwhile project.

Additionally, we expect that the fi-

nance component of the ERP system will be scheduled first to be implemented. The eProcurement or purchasing module is part of this finance component.

A consulting contract for the ERP is already in place, with an expected release date for the system RFP to be later this fall. In short, ERP is coming soon!

As a result of this good news, our division has had to make some important decisions regarding the status of the eProcurement project that was currently underway with West Virginia Interactive / SicommNet, for which we coordinated a demonstration for agen-



cy purchasers last summer. It was always the intent for this system to be an interim solution until the ERP implementation.

At this point in the process, due to the aggressive schedule of the ERP system, it appears to be in the best interest of the State to direct our time and resources toward the purchasing module of the ERP project and cease working on the eProcurement interim solution.

The interim solution would have been a self-financed system, requiring vendors to pay a transaction fee in addition to the annual registration fee. The ERP system will be a state financed system, thus, vendors will not be required to pay a transaction fee.

We continue to look forward to enhancing the technologies of the state procurement process and working with the ERP team in realizing this project through implementation. Thank you for your continued enthusiasm for this near-future endeavor.

Interested in Becoming a Certified Purchaser?

The Purchasing Division is pleased to offer our Certification Program. For details and specific requirements, visit our Web site at:

<http://www.state.wv.us/admin/purchase/training/Certification/default.htm>

OPEN HOUSE

Continued from Page 1

which gave us another excellent opportunity to enhance the lines of communication with those agency partners we work with on a continuous basis. Our **Open House** is an integral part of our mission to be accessible and informative to the procurement officials we closely work with daily," said Purchasing Director Dave Tincher.

"We had agency officials visiting our office for the first time and others who have visited us here numerous times before," he added. "This is a good indicator that we are reaching out to those new to procurement as well as keeping the lines of communication strong with those established in their procurement positions."

Tincher said the Purchasing Division will continue to host an annual **Open House** with next year's event possibly incorporating training classes on select topics.



The third annual Purchasing Division Open House, held May 4 at the Purchasing Division's Washington Street office, gave Purchasing employees and procurement officers an opportunity to interact with one another.

2010 Agency Purchasing Conference

ITINERARY OF EVENTS

<i>Conference Grid</i>	Birch-Hawthorne	Elm-Willow	Hemlock	Laurel Lounge	Pine
Tuesday, September 14					
Conference Registration 1:00pm - 6:00pm	Registration will be held in the main lobby on the 2nd Floor				
Evening Social 6:00pm - 8:00pm	This event will be held in the Spruce/Balsam/Maple Room				
Wednesday, September 15					
Group Breakfast 7:00am - 8:30am	This event will be held in the Spruce/Balsam/Maple Room				
Conference Registration 7:30am - 8:30am	Registration will be held in the main lobby on the 2nd Floor				
Commencement 8:30am - 9:00am	This event will be held in the Spruce/Balsam/Maple Room <i>Beginner's Track</i>				
Workshops 9:15am - 10:15am	<i>Basic Purchasing</i> Shelly Murray	<i>Statewide Contracts</i> Jo Ann Adkins	<i>Acquisition Planning</i> Michael Austin	<i>Purchasing Ethics</i> Dave Tincher	<i>Request for Quotations</i> Chuck Bowman
Workshops 10:30am - 11:30am	<i>Vendor Registration</i> Mark Totten	<i>Writing Specifications</i> Roberta Wagner	<i>Inspection Services</i> Mike Sheets & Inspectors	<i>Surplus Property</i> K Frye & E Perdue	<i>Travel Management</i> C DeMarco & B Ratliff
Group Lunch 11:30am - 1:00pm	This event will be held in the Spruce/Balsam/Maple Room				
Workshops 1:15pm - 2:15pm	<i>Statewide Contracts</i> Jo Ann Adkins	<i>Payment Process</i> Lisa Comer	<i>Basic Purchasing</i> Shelly Murray	<i>Agency Delegated Purchasing</i> Frank Whittaker	<i>Evaluation & Award Process</i> Roberta Wagner
Workshops 2:30pm - 3:30pm	<i>Request for Quotations</i> Chuck Bowman	<i>Legal Issues</i> Dawn Warfield	<i>Pre-Bid Conferences</i> Michael Austin	<i>Fixed Assets</i> K Frye & E Perdue	<i>Meet CTS</i> Holley-Brown & Miller
Banquet & Game Show 6:00pm - 8:00pm	This event will be held in the Spruce/Balsam/Maple Room				
Thursday, September 16					
Workshops 8:45am - 9:45am	<i>Evaluation & Award Process</i> Michael Austin	<i>Correctional Industries</i> Guy Perry	<i>PO Encumbrance</i> Dan Miller	<i>Change Order Process</i> Krista Ferrell	<i>Expressions of Interest</i> Chuck Bowman
Workshops 10:00am - 11:00am	<i>Documents & Approvals</i> Frank Whittaker	<i>Vendor Registration</i> Mark Totten	<i>Surplus Property</i> K Frye & E Perdue	<i>Sole Source Process</i> Shelly Murray	<i>Request for Proposals</i> Krista Ferrell
Group Lunch & Awards 11:15am - 12:45pm	This event will be held in the Spruce/Balsam/Maple Room				
Workshops 1:00pm - 2:00pm	<i>Piggybacking Contracts</i> Jo Ann Adkins	<i>State Use Program</i> Penney Hall	<i>Request for Quotations</i> Chuck Bowman	<i>PO Encumbrance</i> Dan Miller	<i>Legal Issues</i> Dawn Warfield
Workshops 2:15pm - 3:15pm	<i>Fixed Assets</i> K Frye & E Perdue	<i>Change Order Process</i> Krista Ferrell	<i>Statewide Contracts</i> Jo Ann Adkins	<i>Acquisition Planning</i> Michael Austin	<i>Meet CTS</i> Holley-Brown & Miller
Workshops 3:30pm - 4:30pm	<i>Preventing Protests</i> Chuck Bowman	<i>Payment Process</i> Lisa Comer	<i>Request for Proposals</i> Krista Ferrell	<i>Agency Delegated Purchasing</i> Frank Whittaker	<i>Purchasing Ethics</i> Dave Tincher
Friday, September 17					
Group Breakfast 7:00am - 8:30am	This event will be held in the Spruce/Balsam/Maple Room				
Workshops 8:45am - 9:45am	<i>Documents & Approvals</i> Frank Whittaker	<i>Inspection Services</i> Mike Sheets & Inspectors	<i>Writing Specifications</i> Krista Ferrell	<i>Pre-Bid Conferences</i> Michael Austin	<i>Travel Management</i> C DeMarco & B Ratliff
Workshops 10:00am - 11:00am	<i>Piggybacking Contracts</i> Jo Ann Adkins	<i>State Use Program</i> Penney Hall	<i>Correctional Industries</i> Guy Perry	<i>Preventing Protests</i> Chuck Bowman	<i>Sole Source Purchases</i> Shelly Murray
Closing 11:15am - 12:00pm	Closing will be held in the Spruce/Balsam/Maple Room				

Revised: 5/5/10

Defining Your Agency's Need Helps to Make Acquisition Planning a More Fruitful Journey

A famous saying proclaims, "A journey of a thousand miles begins with a single step." One has to wonder if Confucius was thinking about the procurement process when he spoke these words.

It is safe to say he was not, but the journey to procuring an agency's needs begins before the first form is filled out and submitted to the Purchasing Division.

"One of the most important aspects of the acquisition planning process is clearly identifying and defining the agency's needs," noted Senior Buyer Frank Whittaker. "One misconception about acquisition planning is the idea that the planning stage is not an important part of this process. This is clearly not the case. Good planning is essential from the very beginning."

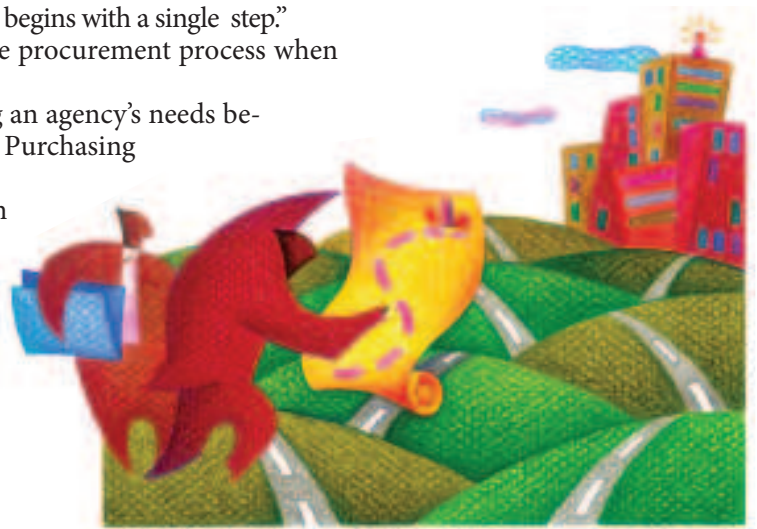
Whittaker recommends that agencies follow this step-by-step checklist in advance of preparing a requisition:

- Explore internal and mandatory resources
- Research the market
- Identify possible vendors
- Consider acquisition/delivery time
- Create specifications

"Some of the common mistakes and oversights procurement officials make in the acquisition planning process is failing to identify some of the resources available to them," said Whittaker. "Another aspect of acquisition planning that cannot be overlooked is the importance of market research."

When specifications are created, they should be complete, concise, verifiable, clearly understandable by both the buyer and seller, and identifiable with some brand or specification already on the market. Procurement officials need to complete the Purchase Requisition (WV-35) form and submit to the Purchasing Division with the bid requirements established during the acquisition planning process.

"It is important to remember that if you clearly identify the agency's needs and do the proper market research the acquisition process will go much smoother,"



Whittaker said.

The acquisition planning process is addressed in Chapter 4 of the Purchasing Division Procedures Handbook at <http://www.state.wv.us/admin/purchase/handbook/2007R9/hand4.htm>.

Procurement officials should contact their assigned Purchasing Division buyer with additional comments or questions.

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

Revised Request for Proposal (RFP) Format to be Available for Review

A Purchasing Division committee focused on revising the Request for Proposal (RFP) standard format has completed its revision with the goal of simplifying the process for agencies. The new format has been electronically distributed to all Agency Purchasing Contact Liaisons, as designated by each agency head, for their review and feedback through June 25.

Committee members included: then-Assistant Director for the Acquisition and Contract Administration (ACA) Section Ron Price (who retired in April); Buyer Supervisor Krista Ferrell; Senior Buyer Shelly Murray; then-Purchasing Division Attorney Afton Hutson; Assistant Director for the Communications and Technical Services Section Diane

Holley-Brown; and Public Information Specialist Chad Williamson.

"The committee's objectives were to create a simpler method of preparing and soliciting Requests for Proposals; and to develop instructions to assist the agencies initial creation of the RFP," said Ferrell. In this process, the committee took each section of the current RFP format and sought ways to simplify the language.

Multiple changes were made to the process, including:

- The new format follows the bid solicitation, vendor response, agency evaluation, and award process in a chronological order to minimize the confusion both to the vendors and the preparing agency.
- The use of mandatory requirements

are limited to functions and duties of the agencies as defined by Federal/State Code, Rule, policy, etc. and/or critical functions of the agency to fulfill the duties and obligations to their end user/customer.

- The response section consists of uniform response criteria which allow the agency the ability to "score" the response to maximize the best value of the vendor's proposal to the State.

- The evaluation focuses on vendor qualifications and approach to project specified goals and objectives.

Ferrell said the RFP process should be seen as a "solution" (the ultimate procurement) to a "problem" (the agency's

Please see RFP, Page 6

FleetPride Keeps State Vehicles Running Clean

West Virginia's country roads provide many challenges for those state employees who have to travel them as well as those who have to build and maintain them. Keeping the vehicles in working order is no small task and keeping up some of an engine's smallest parts are the key.

Many experts note that keeping a clean engine is vital to its performance and ensuring that this occurs means regular changing of various engine filters. FleetPride is doing its part to keep state vehicle engines running clean.

FleetPride is the sole vendor on the statewide contract **FILTER09**, which provides oil, gas and air filters for state agency vehicles. FleetPride has been doing business with the state since 1999 and this is the company's first statewide contract.

"At FleetPride, we offer the heavy duty truck and trailer parts and service that our customers need. However, it is equally important to us to build great relationships with our customers, especially state agencies. Personally, I have gotten to know quite a few state



Jerry Phillips, branch manager of the FleetPride office in South Charleston, is the contact for those needing oil, gas and air filters on the statewide contract **FILTER09**.

*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.

employees across the state. I've worked with people with the division of highways, correctional facilities, rehabilitation centers and the state police," said Jerry Phillips, branch manager of the FleetPride locale in South Charleston. "That is the best part of my job."

There are 22 full-time employees at the South Charleston office, with an additional 53 employees throughout the state with offices in Beckley, Bluefield, Clarksburg, and Parkersburg. Nationally, FleetPride has 2,300 employees in 192 locations.

"At FleetPride, we like to say, 'our strength is national, but our expertise is home-grown.' That means that we have the ability to support our customers across the country, but we can still customize inventories for our local markets so our customers get the parts and services that are key to their business," Phillips said. "And, because our heavy duty experts understand how each part

operates, how it is installed and what other parts you may need to keep rolling, we provide hands-on assistance to help you choose the right parts, the right way."

Phillips said the company works primarily with Division of Highway district offices, regularly shipping products across the state. Phillips estimates the company has worked with seven different state agencies.

FleetPride is the sole vendor on **FILTER09**. To learn more about this and other statewide contracts, visit <http://www.state.wv.us/admin/purchase/SWC/default.htm>.

To learn more about FleetPride, contact:

Jerry Phillips, FleetPride Branch Manager, South Charleston, WV
304-746-2000 (office)
304-741-2525 (cell)
jerry.phillips@fleetpride.com
www.fleetpride.com

AWARDS

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nounced at the 2010 Agency Purchasing Conference on Sept. 14-17 at Canaan Valley Resort and Conference Center.

If you would like to nominate an individual, complete the necessary forms by visiting the Purchasing Division's Intranet web site at: <http://intranet.state.wv.us/admin/purchase/recognition> or contact Staff Development Specialist Brian Holmes at 304-558-7022 or via e-mail at Brian.J.Holmes@wv.gov.

The Agency Procurement Officer of the Year program recognizes individu-

als who have demonstrated high levels of performance and professionalism for their respective agency. The recipient will receive a framed certificate of recognition, an engraved clock, and free registration and lodging to the 2011 Purchasing Conference. The Purchasing Division displays a plaque in our main office, listing the current and past recipients of this award.

The Partner in Purchasing program honors individuals who have excelled in representing their agency in one of

the various programs administered by the Purchasing Division: Fleet Management, Fixed Assets, Surplus Property, TEAM and Travel Management. The recipient will receive a special gift and the Purchasing Division will also display a plaque in our main office, listing the recipient of this award.

More details on the two programs as well as the established criteria is available at the Intranet site listed previously. All nominations must be submitted no later than Friday, Aug. 20, 2010.

This Year's Conference Game Show Asks the Question ... 'Are You Smarter Than a Purchasing Buyer?'

Attendees of the 2010 Agency Purchasing Conference will get an opportunity to test their wits against Purchasing Division buyers in this year's game show, "Are You Smarter Than a Purchasing Buyer?" It is scheduled for its debut during the conference banquet on Sept. 15.

Loosely based on the hit TV show "Are You Smarter Than a 5th Grader?", the game show will provide a fun, educational activity during the banquet. Contestants will be paired into groups of two, working together to answer purchasing-related questions.

However, players will not have to work alone as each pair of contestants will have the opportunity for "expert" help from the panel of our Purchasing Division.

The game show follows earlier conference game shows such as "Wheel of Misfortune" and "Agency Feud." Hosting duties will again be handled by Buyer Supervisor Chuck Bowman, with all apologies toward "Fifth Grader" host Jeff Foxworthy.

"Each year, the game show has been one of our most popular events," said Staff Development Specialist Brian Holmes. "Our goal is always to provide an experience that is fun for the procurement agents while also being educational.

Anyone interesting in participating in the game show should check the game show box when registering. Registration information is available at <http://www.state.wv.us/admin/purchase/conference/agency/2010/>.

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Canaan Valley Resort toll-free at 800-622-4121 (press 1). Please indicate that you are attending our conference to ensure you receive the special rate of \$60 per night. If you are using a voucher with the resort, Holmes said to let the front desk know when making your reservations. He added that a list of alternate lodging options will also be available on the conference registration page listed on page 1.

In a break from years past, the Powerpoint presentations for each class to be held at the conference will be available online to registrants before the conference, instead in a binder at the start of the conference. Holmes said attendees could print out the presentations for the classes they plan to attend and bring the material with them.

"As a result, conference attendees will not be burdened with a cumbersome binder," he said. The exception will be for registrants for the Beginner's Track, who will receive a bound booklet with all six presentations.

Questions relating to the conference may be directed to Brian Holmes at (304) 558-7022 (Brian.J.Holmes@wv.gov) or Diane Holley-Brown at (304) 558-0661 (Diane.M.Holley@wv.gov).

RFP

Continued from Page 4

need), and that the agency scores each vendor based on its approach to solving the problem. The committee focused on the generation of a new process which would decrease the amount of time to prepare and evaluate RFPs, as well as, giving the agencies best value methodol-

ogy to allow the vendors to propose better solutions to the agency's problem.

"The committee wanted to allow for greater ability for the agencies to score the vendor's proposed solution to gain the maximum impact of the RFP process," she said. "If an agency already knows what solution they need, meaning that they have many mandatory requirements, then the Request for Quotation (RFQ) process

may be better suited to meet their needs versus using the RFP process."

Once comments are received and reviewed, the Purchasing Division plans to offer training at the 2010 Agency Purchasing Conference to assist agencies with the revised format. Should you wish a copy of the draft RFP Standard Format, please contact Diane Holley-Brown at (304) 558-0661 or at Diane.M.Holley@wv.gov.

Current Statewide Contract Update

(As of May 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.

Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
CABLE10	Computer data cable	N/A	05/18/2010
CANLINE10 PRI8989	Can liners 2010 delivery truck	N/A N/A	08/17/2010 06/17/2010
SELECT10	Microsoft select products	N/A	06/15/2010
SAFETY10	Safety products	N/A	06/10/2010
SUPFOOD10	Supplemental foods	N/A	06/17/2010

New Awards

Contract	Vendor	Description	Dates
LITTER10A	Arcmate Manufacturing Corp.	Litter grabbers	05/01/2010
HOUSE10A	Winans Sanitary Supply Co. Inc.	Household cleaners	05/01/2010
MOTL10G	Best Western Logan Inn	Hotel	01/2010-12/31/2010
MEDSUP10B	Grove Medical Inc.	Medical supplies	04/15/2010

Under Evaluation

Contract	Description	Bid Opening	Under Eval
LIGHT10A	Lamps, ballasts, etc.	04/06/2010	YES
FUELTT011	Fuel (tank truck delivery)	05/21/2010	YES
FUELTW011	Fuel (tank wagon delivery)	05/21/2010	YES

Renewals

Contract	Vendor	Description	Date
FRMTIRE09	Appalachian Tire Prod.	Tires	06/01/2010-05/31/2011
DIGCOP09I	Superior Office Services Inc.	Photocopiers	06/15/2010-12/14/2010
DIGCOP09A	Aarons Products Inc.	Photocopiers	06/15/2010-12/14/2010
DIGCOP09D	Kyocera Mita American Inc.	Photocopiers	12/15/2009-12/14/2010
DIGCOP09C	Komax Business Sys. Inc.	Photocopiers	06/15/2010-12/14/2010
DIGCOP09E	OCE Imagistics	Photocopiers	06/15/2010-12/14/2010
DIGCOP09F	REMCO Sales & Services Inc.	Photocopiers	06/15/2010-12/14/2010

Renewals

Contract	Vendor	Description	Date
DIGCOP09G	Ricoh Americas Corp.	Photocopiers	06/15/2010-12/14/2010
DIGCOP09J	WV Business Products	Photocopiers	06/15/2010-12/14/2010
MOVE08B	Demary Brothers Transfer Inc.	Moving services	07/01/2010-06/30/2011
MOVE08AB	Central Van & Storage of Charleston	Moving services	07/01/2010-06/30/2011

Contracts Extended

Contract	Vendor	Description	Date
CRENTAL08	Enterprise Rent A Car	Car rental	04/01/2010-04/30/2010
SYSFURN07B	Capital Business Interiors	Office furniture	06/01/2010-08/31/2010
SYSFURN07G	Kimball International Marketing	Office furniture	06/01/2010-08/31/2010
SYSFURN07C	Contemporary Galleries of WV	Office furniture	06/01/2010-09/31/2010
FUELTT11A	James River Solutions	Fuels	05/15/2010-05/31/2010
FUELTT11B	Harris Oil Comp.	Fuels	05/15/2010-05/31/2010
FUELTT11D	RT Rogers Oil Com. Inc.	Fuels	05/15/2010-05/31/2010
FUELTT11A	Guttman Oil Co.	Fuels	05/15/2010-05/31/2010
FUELTT11B	Harris Oil Co. Inc.	Fuels	05/15/2010-05/31/2010

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.

JUNE

DCBATT10	Dry cell batteries
FASTEN08	Fasteners and accessories
RSHEET09	Reflective sheeting

JULY

BEDDING09	Mattresses, box springs and pillows
DWASH08	Solvents, lubricants, cleaners, etc.
IP08	Computers and printers
MA05SW05	Oracle - master agreement
MA05SW20	ESRI - master agreement
MV10	Automotive vehicles
OIL09	Motor and hydraulic oils

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

Name _____

Organization _____

Address _____

Telephone Number _____

E-Mail Address _____

Need Information about _____

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STATE OF WEST VIRGINIA

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