

# THE BUYERS NETWORK

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## THE BUYERS NETWORK

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## New Boat Ramp Project Underway at Fairmont's Local Palatine Park

Construction is underway in the City of Fairmont as a new boat ramp is being built at Palatine Park. This three lane boat ramp and dock will be part of a greater riverfront development project at the park between the West Virginia Division of Natural Resources (DNR), the City of Fairmont and Marion County.

The Purchasing Division assisted DNR in the development of this project, which had been in the design stages for many years. A groundbreaking ceremony for the boat ramp took place in September of 2016. The project is scheduled to be completed in late winter or early spring, depending on the weather.

Funding for the project primarily came from the profits earned from the sale of hunting and fishing licenses and other sporting equipment. Federal aid from the Sport Fish Restoration Act, which is administrated by the U.S. Fish and Wildlife Services, matched some of the funding as well. Money acquired through this program must be spent on boating access and the project at Palatine Park fulfills the requirements.

"Looking forward, I am confident additional riverfront development will take place at Palatine," said Marion County Commissioner Randy Elliot during the groundbreaking. "Services



**Ground was broken on a new boat ramp at Palatine Park in Fairmont earlier this fall. The Purchasing Division played a key role during the development process of this project. When completed, the boat ramp will provide more recreational and economic opportunities for the area.**

such as unique restaurants and specialty shopping would certainly benefit the park and the greater Fairmont community."

In addition to providing local access and use for DNR officials, the project will also allow the Marion County Invitational Bass Tournament to continue to grow into a bigger tournament. The economic impact of more participants in events such as this will be seen throughout multiple industries in the area.

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## wvOASIS Provides Clarification on Vendor Self Service Sync Cycle

A new inquiry page has been added to myApps to assist agency purchasers with delegated acquisitions. To access the new page, go to myApps and select the **wvOASIS Cycle Operations Dashboard** tile. Refer to the image on page four as an example of the dashboard and the information it contains.

*Why is this new page important?* When a vendor submits a solicitation response in the Vendor Self-Service (VSS), the document remains sealed in the VSS electronic lockbox until the solicitation closing date and time are reached. Then, responses are copied from the lockbox to the procurement folder by a series of synchronizing interfaces known as the **VSS Sync Cycle**. Upon successful completion of the sync cycle, the purchaser can load solicitation responses to the evaluation document and award the purchase order(s).

Until the advent of the *wvOASIS Cycle Operations Dashboard*, agency purchasers had to make an educated guess as to when the sync cycle was finished. Now, however, the purchaser can—and should—use the dashboard to know exactly when the cycle is complete and when it is appropriate to load the solicitation responses. To refresh the

**Please see VSS Sync Cycle, page 4**

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## THE DIRECTOR'S COMMENTS

# While Law and Rule Guide the End Result, State Agencies Often Choose Best Purchasing Process

By Purchasing Director Dave Tincher

In an effort to provide great customer service to our state agencies and to make the state purchasing process as efficient as possible, the West Virginia Purchasing Division continually seeks process improvements applicable to all state agencies.

While *West Virginia Code* and the *Code of State Rules* govern the overall goals and requirements of the process, such as encouraging competition in all solicitations, it is the *Purchasing Division Procedures Handbook* that outlines the “how to” of this process.

Updated throughout the year, the Handbook addresses the processes in a more precise manner than Code or Rule by detailing the actions necessary to meet the end result. One of the comments we hear regularly, however, is that one of our buyers has told a state agency procurement officer how to complete a task one way, while a different buyer explained how to complete that same task a different way. So the question I would like to pose is, “Why might you be told by two buyers two different ways of doing something, and which one is right?”

There can be several reasons that you might find two buyers completing the same task in two different manners. While the Code, Rule and Handbook all outline our “end result,” there are often different ways to reach that outcome, all of which may work for the person completing the task. In short, neither of the approaches

is wrong, but each works better for the buyer utilizing it. In many cases, we encourage the agency designated procurement officer(s) to determine what works best for their agency, but consequentially, this may take time, experience and practice.

Keeping an internal procedures handbook for your specific agency and updating it on an as-needed basis will ensure that all individuals involved in the procurement function for your agency are on the same page. This also ensures that you complete the particular task(s) in the same manner each time, assuming the outlined process works best for your agency, while still meeting the requirements of the Code, Rule, and Handbook.

Additionally, not every process necessitates a step-by-step outline for completing that process. In many cases, there may be some variability among the agencies and their own office requirements, such as file organization for the agency. In other cases, there may be different levels of experience among the employees. Something as simple as logging into *wvOASIS* and viewing procurement documents or retrieving and making changes to a Word document are tasks that can and should be taught at the agency level. When necessary, the Purchasing Division is available to provide assistance. However, please keep in mind that our Division must serve all agencies under its authority while the individual agency must only focus on its own procurements.

Finally, the Purchasing Division offers ample training opportunities to review the laws, rules and procedures which govern the state purchasing process, but it is our hope that state agencies also network with one another to share information in order to develop and modify their own processes accordingly. Your agency counterparts can be a great resource to you and may be able to provide additional input and insight into agency-delegated procedures.

To summarize the answer to the original question of why two different buyers may have different ways of accomplishing a task, depending upon the work at hand, there may be one or more correct ways to complete it. Evaluate those options for the best fit for your agency. Document those procedures and modify them as necessary. If you're unsure where to start, talk to your agency counterparts similar in size and brainstorm processes that might work best for your agency.



## New Template Available for Construction Purchases

A new template for construction purchases without AIA documents has been added to the Purchasing Division's intranet site under the “Processes and Procedures” tab. The new template, which is mandatory for use for smaller construction purchases where there are no Professional Engineering project manuals and/or AIA documents, may be found at <http://intranet.state.wv.us/admin/purchase/procedures.html> as number seven in the list of templates for agency procurement officers' use. All templates are also available at the Purchasing Division's intranet site.

Using a template ensures the Purchasing Division receives all necessary information required for each type of purchase in a

standard format. In addition to this new construction template, the Purchasing Division also maintains a construction template with the AIA document language for larger construction contracts for which architecture/engineering firms have developed project manuals and/or involve AIA documents.

All templates are available in a Microsoft Word format and may be modified as long as the changes to the templates are tracked so the Purchasing Division buyer may identify what changes have been made. Please contact your designated Purchasing Division buyer if you have questions related to any standard format template.

# 2017 In-House and Webinar Training Schedule Released

The Purchasing Division is pleased to release its 2017 In-House Training Program and webinar schedule. The schedule features several multi-hour sessions offered at the Purchasing Division, located in Building 15 at the state Capitol complex, as well as webinars offered every other month beginning in January. There are also two day-long seminars offered in April and October, which will take place at the West Virginia State Training Center (i.e. Building 7), also located at the state Capitol complex.

There have been several changes made to the 2017 schedule. The session formerly known as *Implementing Special Purchases*, which covered emergency and sole source purchases as well as exempt and piggyback purchases, has been expanded to now include technical purchases.

New to the schedule this year is a session titled *Electronic Business with West Virginia*, which covers state government electronic business options, resources to help purchasers expand your agency's vendor base, and tools for the procurement officer drawn from lessons learned and the latest strategies within state procurement.

This year's schedule also includes a 90-minute certification study group offered in March. Anyone interested in obtaining their state procurement certification is encouraged to attend.

Finally, a combined session on *Expressions of Interest and Construction Purchases* is being offered again this year after it received positive feedback from attendees during the 2016 session.

No training session will be offered from late July through the middle of September due to the annual Agency Purchasing Conference in August.

Registration is limited and will be given on a first-come, first-served basis. To view a copy of the 2017 In-House Training Program schedule or to register for these training sessions, visit [www.state.wv.us/admin/purchase/training/2017InHouseRegistration.pdf](http://www.state.wv.us/admin/purchase/training/2017InHouseRegistration.pdf). Questions regarding Buyers Network

| 2017 In-House Training Program Schedule |   |                      |          |
|---|---|----------------------|----------|
| 2017 Dates                              | Workshop Title  | Time                 | Method   |
| Jan. 11                                 | Public Procurement Basics                                   | 10 a.m. – 11 a.m.    | Webinar  |
| Jan. 25                                 | Developing Specifications                                   | 9 a.m. – 11 a.m.     | In-House |
| Feb. 8                                  | Travel Management   | 10 a.m. – 11:30 a.m. | In-House |
| Feb. 15                                 | Solicitation Process: From Pre-Planning to Post Award       | 9 a.m. – 12 p.m.     | In-House |
| March 1                                 | Statewide Contracts   | 10 a.m. – 11 a.m.    | Webinar  |
| March 15                                | Certification Study Group                                   | 10 a.m. – 11:30 a.m. | In-House |
| March 29                                | Technical and other Special Purchases                       | 9 a.m. – 11 a.m.     | In-House |
| April 5                                 | Electronic Business with West Virginia                      | 10 a.m. – 11 a.m.    | In-House |
| April 5                                 | Vendor Webinar  | 10 a.m. – 11:30 a.m. | Webinar  |
| April 12                                | Surplus Property & Fixed Assets                             | 10 a.m. – 11 a.m.    | In-House |
| April 26                                | An Introduction to West Virginia's State Purchasing Process | 9 a.m. – 4 p.m.      | In-House |
| May 3                                   | wvOASIS Procurement   | 10 a.m. – 11 a.m.    | Webinar  |
| May 17                                  | Inspection Services & Contract Management                   | 10 a.m. – 11 a.m.    | In-House |
| June 7                                  | Vendor Registration   | 9:30 a.m. – 12 p.m.  | In-House |
| June 14                                 | EOIs & Construction Purchases                               | 9 a.m. – 11 a.m.     | In-House |
| June 28                                 | Preparing and Evaluating an RFP                             | 9:30 a.m. – 12 p.m.  | In-House |
| July 12                                 | Developing Specifications                                   | 10 a.m. – 11 a.m.    | Webinar  |
| July 26                                 | Contracting & Vendor Remedies                               | 9 a.m. – 11 a.m.     | In-House |
| Sept. 13                                | Inspection Services & Contract Management                   | 10 a.m. – 11 a.m.    | Webinar  |
| Sept. 27                                | wvOASIS Procurement   | 9 a.m. – 11 a.m.     | In-House |
| Oct. 4                                  | Developing Specifications                                   | 9 a.m. – 11 a.m.     | In-House |
| Oct. 11                                 | Vendor Webinar  | 10 a.m. – 11:30 a.m. | Webinar  |
| Oct. 25                                 | An Introduction to West Virginia's State Purchasing Process | 9 a.m. – 4 p.m.      | In-House |
| Nov. 1                                  | Vendor Registration   | 9:30 a.m. – 12 p.m.  | Webinar  |
| Nov. 15                                 | Preparing and Evaluating an RFP                             | 9:30 a.m. – 12 p.m.  | In-House |
| Dec. 6                                  | Solicitation Process: From Pre-Planning to Post Award       | 9 a.m. – 12 p.m.     | In-House |
| Dec. 13                                 | EOIs & Construction Purchases                               | 9 a.m. – 11 a.m.     | In-House |

the In-House Training Program or registration may be directed to Stephanie Mosley at [Stephanie.M.Mosley@wv.gov](mailto:Stephanie.M.Mosley@wv.gov) or 304.558.2744.

# Mike Sheets Selected to Serve in the New Deputy Director Position

The Purchasing Division is pleased to announce that former Assistant Purchasing Director Mike Sheets recently accepted the role of Deputy Director of the Purchasing Division. In his previous role as Assistant Director, Sheets oversaw the Acquisition and Contract Administration Section.



**Long time Purchasing Division employee Mike Sheets recently accepted the role of Deputy Director within the Purchasing Division. Sheets, who previously served as the Division's Assistant Director, said he looks forward to his new responsibilities.**

Sheets has worked in procurement since 1997 and has been with state government since 2004. Except for a short time in 2006, Sheets has spent most of his public sector career with the Purchasing Division. In addition to his role as Assistant Director, Sheets has also served as a Senior Buyer and as the State Purchasing Contracts Manager. During his time with the Purchasing Division, there have been many changes to the Code, Rule, and procedures, as well as technology, which have all given him a unique perspective on how the purchasing process has developed.

exceptional people who do extraordinary work every day," shared Sheets. "I'm honored to be a part of the Division and to do whatever I can to support the Director and facilitate the work of the Division's dedicated employees."

As Deputy Director, Sheets is looking forward to exploring how to maximize the Division's effort of providing a comprehensive approach to state purchasing and continuing the tradition of excellent service.

The Purchasing Division is pleased to congratulate Mike on his new position!

## What Does THAT Acronym Stand For?

*Each month, the Purchasing Division highlights an acronym used in the public procurement process to help educate buyers and agency officials.*

**Acronym:** RFI  
**Defined:** Request for Information

RFIs are used by state agency purchasers when more information is needed from vendors for the purpose of developing specifications to be used in a Request for Quotation or Request for Proposal. When buyers are unfamiliar with a commodity or service, especially one that is technical in nature, an RFI is issued in order to better understand the item or service and assist in the development of specifications.

All RFIs are issued by the Purchasing Division. No award is ever made from an RFI.

## VSS SYNC CYCLE

Continued from Page 1

dashboard, click the *VSS Cycle Report* link located on the left side of the page.

The VSS Sync Cycle runs every hour on the half hour throughout the day beginning around 07:30. The last sync cycle of the day runs around 17:30. A VSS Sync cycle also runs as part of the Nightly Cycle. Please note that bid closing times are entered and displayed in 24-hour format.

It is important for bid closings to coincide with the VSS Sync Cycle in order to ensure that all solicitation responses are properly evaluated. Bid closings on the half hour are optimal; 11:30, 14:30, or 15:30, for example. However, the 12:30 cycle should be avoided because it is used occasionally to perform other technical tasks.

For additional *wvOASIS* Procurement Tips, be sure to check out future issues of *The Buyer's Network*. You may also visit the Purchasing Division's intranet site under "Processes and Procedures" for all archives *wvOASIS* Procurement Tips.

The screenshot shows the 'wvOASIS Cycle Operations Dashboard' with a sidebar containing 'VSS Cycle Report' (highlighted with a red arrow) and 'wvOASIS Help Desk'. The main content area displays a table titled 'VSS Job Status' with the following data:

| Start Time          | End Time            | Status   | Return Code |
|---------------------|---------------------|----------|-------------|
| 11-15-2016 07:35:54 | 11-15-2016 07:35:59 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 17:35:53 | 11-14-2016 17:35:58 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 16:35:53 | 11-14-2016 16:36:09 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 15:35:53 | 11-14-2016 15:36:01 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 14:35:43 | 11-14-2016 14:35:45 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 13:35:53 | 11-14-2016 13:36:07 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 12:35:52 | 11-14-2016 12:36:08 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 11:35:42 | 11-14-2016 11:35:46 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 10:35:42 | 11-14-2016 10:35:46 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 09:35:42 | 11-14-2016 09:35:46 | COMPLETE | SUCCESSFUL  |
| 11-14-2016 08:35:42 | 11-14-2016 08:35:44 | COMPLETE | SUCCESSFUL  |

11 rows selected.

**wvOASIS recently introduced a new page: the VSS Sync Cycle. Agency purchasers can access this page through the the wvOASIS Cycle Operations Dashboard.**

## Purchasing Division Recognizes its Latest Basic Certification Recipients

The Purchasing Division is pleased to recognize Michelle Childers, Stephanie Gale, Althea Greenhowe and John Hannan as the latest recipients in its West Virginia Procurement: Basic Certification program.

Childers, a Senior Buyer in the Acquisition and Contract Administration section of the Purchasing Division, is the designated buyer for all agencies which fall under the Departments of Revenue and Education and the Arts, as well as a variety of boards and commissions. "I work with a great group of people," said Childers. "I continue to learn new things each day."

Gale, also a Senior Buyer with the Purchasing Division, serves as the designated buyer for the Department of Administration, including the Office of Technology. "I put this off for quite a while," said Gale. "But I had nothing to worry about. The Purchasing Division really does a wonderful job of preparing and supporting its buyers and agency procurement officers!"

Greenhowe, an Administrative Services Manager III for the Department of Health and Human Resources, has been a

state employee for eight years. "I was the last member of the procurement staff at DHHR to become eligible for this certification so the pressure was really on!" said Greenhowe. "I'm happy to join the rest of my team members in achieving this certification."

Hannan, a three-year state employee, is a procurement officer for the Offices of the Insurance Commissioner. He said, "I'm glad I took the time and energy to complete the course. It gave me a sense of personal satisfaction."

State agency procurement officers interested in participating in the basic and/or advanced certification programs may review the requirements at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). Questions regarding the certification program may be directed to Communication and Professional Development Manager Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

The Purchasing Division would like to congratulate Childers, Gale, Greenhowe and Hannan on this noteworthy accomplishment!

## Mandatory Training Now Posted Online

For anyone who missed the *State Officials' Purchasing Procedures and Purchasing Card Training* offered in November, the recording is now available online.

Co-presented bi-annually by the West Virginia Purchasing Division and the West Virginia State Auditor's Office, the content of this training is updated each year to reflect the most up-to-date purchasing rules and regulations, as well as any changes in the law. This fall, the training was conducted via WebEx for the first time. Among the benefits of WebEx is that it allows users to listen to the webinar via computer instead of by phone. There is also a WebEx app available for those who choose to attend using a mobile device.

This training is required for the state's high-level officials and is conducted twice each year, in accordance with *West Virginia Code* §5A-3-60. This law requires all high-level state officials including "executive department cabinet secretaries, commissioners, deputy

Please see **TRAINING**, page 6

## Ribbon Cutting Ceremony Held For New State Office Building in Clarksburg

Residents of Harrison County and North Central West Virginia are now being served by a new state office building in downtown Clarksburg. Governor Earl Ray Tomblin joined other state and local officials at the end of October for an official dedication ceremony.

The Clarksburg State Office building is a \$24.9 million investment by the state of West Virginia. The Purchasing Division, in conjunction with the General Services Division, is proud to have played a vital role in the procurement and development of this new building.

"It's always exciting to see the efforts of the bidding process come to fruition, particularly when the results manifest in a tangible product that will be part of the local community for many years to come," said Purchasing Division Buyer Supervisor Frank Whittaker.

The facility was designed by Alpha Associates of Morgantown and construction was completed by Mascaro Construction Co., based in Pittsburgh, PA. Spanning four floors with a lower level and totaling 76,098 gross square feet, the office building hosts a total of 180 state employees. Construction was completed on the office building in July of 2016.

"The construction of the new Clarksburg State Office Building has been a challenging procurement project since it began in 2008," shared Bob Kilpatrick, Business Manager for General Services. "These procurements would not have been accomplished without the collaborative effort of the Purchasing Division, the Real Estate Division, the tenant agencies, the local authorities from the City of Clarksburg and Harrison County, and our agency, the General Services Division."

### THE BUYERS NETWORK

Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
Charleston, WV 25305-0130  
Telephone: 304.558.2306

**Earl Ray Tomblin**  
Governor

**Mary Jane Pickens**  
Acting Cabinet Secretary  
Department of Administration

**David Tincher**  
Director, Purchasing Division

Editors  
**Diane Holley-Brown**  
**Samantha Knapp**

Contributing Reporters  
**Jessica Chambers**  
**Courtney Sisk Johnson**

# Current Statewide Contract Update

(As of November 14, 2016)

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.

## Contract Extensions

| <u>Contract</u> | <u>Vendor</u>                  | <u>Commodity</u>        | <u>Effective Date</u>  |
|-----------------|--------------------------------|-------------------------|------------------------|
| SANPAP13        | Liberty Distributors Inc       | Sanitary Paper Products | 12/01/16<br>-11/30/17  |
| PBKCR10B        | Enterprise Rent a Car Co.      | Automobile Rentals      | 10/06/16<br>- 10/18/17 |
| SWC*26          | Taylor & Blackburn Battery Co. | Auto Batteries          | 11/30/16-<br>11/29/17  |

## Miscellaneous Actions

| <u>Contract</u> | <u>Vendor</u>                | <u>Commodity</u> | <u>Description of Change</u>  |
|-----------------|------------------------------|------------------|---|
| MV16A           | Bob Robinson Chevrolet Buick | Motor Vehicles   | To cancel classes 6A-7 and 11-16, per section 4.2 of the specifications   |
| MV16D           | Jim Robinson Ford            | Motor Vehicles   | See MV16A Description   |
| MV16E           | Stephens Auto Center         | Motor Vehicles   | See MV16A Description   |
| MV16F           | Thornhill Ford Lincoln       | Motor Vehicles   | To cancel contract in its entirety, per section 4.2 of the specifications |

## TRAINING

Continued from Page 5

commissioners, assistant commissioners, directors, and their deputies and assistants, deputy directors, assistant directors, department heads, deputy department heads, and assistant department heads" to complete two hours of training annually on purchasing procedures and purchasing card processes. Designated procurement officers are prohibited from attending unless they hold one of the aforementioned titles.

Watching the training online will suffice to meet this requirement. To view the recording, visit [www.state.wv.us/admin/purchase/training/mandatory.html](http://www.state.wv.us/admin/purchase/training/mandatory.html). In order to receive credit for viewing the training, individuals must submit the *Certificate of Completion* to the Purchasing Division's Communication and Professional Development Unit by emailing the certificate to Stephanie Mosley at [Stephanie.M.Mosley@wv.gov](mailto:Stephanie.M.Mosley@wv.gov) or faxing it to 304.558.6026. Questions regarding this training may be directed to Samantha Knapp at 304.558.7022.

## Miscellaneous Actions Cont'd.

| <u>Contract</u> | <u>Vendor</u>              | <u>Commodity</u>                  | <u>Description of Change</u>   |
|-----------------|----------------------------|-----------------------------------|--|
| MSORACLE14      | Oracle America Inc.        | Oracle Master Agreements          | To add use instructions  |
| WVARF15         | WVARF                      | Workshop commodities and services | To provide new commodity pricing   |
| NTIRE13A        | Goodyear Tire & Rubber Co. | New Tires                         | To publish agreement for the sale of tires through ARI at current contract pricing |

## FOR MORE INFORMATION

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

| <u>BUYER</u>         | <u>E-MAIL</u>              | <u>PHONE</u> |
|----------------------|----------------------------|--------------|
| <u>Supervisors</u>   |                            |              |
| Tara Lyle            | Tara.L.Lyle@wv.gov         | 558-2544     |
| Guy Nisbet           | Guy.L.Nisbet@wv.gov        | 558-2596     |
| Frank Whittaker      | Frank.M.Whittaker@wv.gov   | 558-2316     |
| <u>Senior Buyers</u> |                            |              |
| Mark Atkins          | Mark.A.Atkins@wv.gov       | 558-2307     |
| April Battle         | April.E.Battle@wv.gov      | 558-0067     |
| Jessica Chambers     | Jessica.S.Chambers@wv.gov  | 558-0246     |
| Michelle Childers    | Michelle.L.Childers@wv.gov | 558-2063     |
| Misty Delong         | Misty.M.Delong@wv.gov      | 558-8802     |
| Stephanie Gale       | Stephanie.L.Gale@wv.gov    | 558-8801     |
| Linda Harper         | Linda.B.Harper@wv.gov      | 558-0468     |
| Brittany Ingraham    | Brittany.E.Ingraham@wv.gov | 558-2157     |
| Melissa Pettrey      | Melissa.K.Pettrey@wv.gov   | 558-0094     |
| Crystal Rink         | Crystal.G.Rink@wv.gov      | 558-2402     |
| <u>Buyers</u>        |                            |              |
| Charles Barnette     | Charles.D.Barnette@wv.gov  | 558-2566     |