

THE BUYERS NETWORK

NOVEMBER 2006 - VOL. 16, ISSUE 11

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

2006 Purchasing Recognition Award Programs

Nominations Encouraged for Annual Purchasing Awards

The Purchasing Division is pleased to continue our agency recognition programs that began many years ago.

Nominations for the **Agency Procurement Officer of the Year** and the **Partner in Purchasing** award programs, sponsored by the Purchasing Division, are being **accepted through November 27, 2006**. An email to all agency procurement officers has been distributed. Information is also being included in this issue of *The Buyers Network* (see pages 7-12). If you would like to electronically complete these forms, please visit the Purchasing Division's Intranet website at <http://intranet.state.wv.us/admin/purchase/recognition>.

The **Agency Procurement Officer of the Year** program recognizes individuals who have demonstrated high levels of performance and professionalism. This program provides an avenue for agency procurement officers to nominate co-workers and collea-

gues who have served as role models in the purchasing profession.

Past winners of this award include: Edi Barker (BEP); Susie Teel (DHHR); Lt. Col. Jim Powers (State Police); Jo Miller (DHHR); Lendin Conway (DEP); Beverly Carte (DNR); Ratha Boggess (Treasurer's Office), Syble Adkins (Tax), Carole Woodyard (State Police) and Diana Joseph (DNR).

In addition, the Purchasing Division is accepting nomination forms for our **Partner in Purchasing** program, which 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 criteria for both awards have been established and are included on the nomination forms for each program. As with the **Procurement Officer of the Year**, the selection will be based solely on the information submitted on the nomination form.

Past winners of this award include: Brent Kessinger (DEP); Barbara Haddad (IS&C); Susie Teel (DHHR); June Casto (DEP); Pat Hotsclaw (ABCC); Tammy Canterbury (DEP) and Patty Mills (Lottery).

The honored recipients of the **Agency Procurement Officer of the Year** and **Partner in Purchasing** will be recognized at a special ceremony at the Purchasing Division at a date yet to be announced.

All nomination forms for both award programs must be submitted **no later than Monday, November 27, 2006** to:

Diane Holley
Purchasing Division
2019 Washington Street, East, P.O.
Box 50130
Charleston, WV 25305-0130
dholley@wvadmin.gov

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For copies of the nomination forms for the 2006 Procurement Officer of the Year and the Partner in Purchasing, see pages 7-12 of this issue of *The Buyers Network*. An electronic version of these forms may be found at <http://intranet.state.wv.us/admin/purchase/recognition>.

THE DIRECTOR'S COMMENTS

Temporary Purchasing Handbook Drafted for Agency Review

By Dave Tincher
State Purchasing Director

As a result of changes to the **West Virginia Code** regarding Purchasing Reform, the Purchasing Division has completed a draft of the Temporary Purchasing Handbook.

Agency purchasing representatives are encouraged to view this temporary handbook at:

<https://www.state.wv.us/admin/purchase/hb-draft.html>

The creation of this temporary handbook was the result of combined input from our entire buying and inspection staff. Many hours were spent reviewing, page by page, the existing handbook in order to make the necessary changes reflecting accurate, updated information.

Should you wish to provide written

suggestions for change to the temporary handbook, please feel free to email to Diane Holley at dholley@wvadmin.gov no later than November 15, 2006. It is our hope after receipt of any suggestions, an approved temporary handbook may be available online by December 1, 2006.



Please note this temporary handbook is based on the Emergency Legislative Rule which has been filed with the Secretary of State's office. Once the Proposed Legislative Rule is approved next year, a permanent handbook will be prepared and distributed accordingly.

As always, your cooperation and feedback is appreciated.

Next State Surplus Property Auction Set for December 2

The West Virginia State Agency for Surplus Property (WVSASP) will conduct its next absolute auction on Saturday, December 2, 2006, at 2700 Charles Avenue in Dunbar.

Gates open at 9:00 am, with the auction beginning at 10:00 am.

For additional information and a list of merchandise to be sold, please contact WVSASP at (304) 766-2626 or toll-free at 1 (800) 576-7587.

Please note that property will not be awarded through the weekly sealed bid process the week immediately preceding the public auction. Specific merchandise advertised for this public auction will not be available for sealed bids.

There are no minimum bids at the public auctions. Mark your calendars to attend!

Suggested Vendors Needed from Agency

When agencies submit **Purchase Requisitions** to the Purchasing Division for processing, it is imperative to include as many suggested vendors as possible.

Increased competition yields better pricing for the state.

Agency purchasers are encouraged to research the market and offer the respective Purchasing Division buyer with as many suggested vendors for that particular purchase as possible.

The cooperation of the agency purchasing staff is greatly appreciated.

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 a design of repair / refurbishment for Building 3 of the State Capitol Complex.
- ◆ **Division of Labor**
Request to develop and provide examinations for candidates applying for a West Virginia Contractor's License.
- ◆ **Division of Natural Resources**
Request to conduct surveys of sixty (60) caves located in West Virginia.
- ◆ **Department of Education**
Request to provide a digital resource website design and organization for the 21st Century business forms.
- ◆ **Division of Highways**
Request to provide a high pressure, hot water cleaning system.
- ◆ **Division of Corrections**
Request to maintain, inspect and test to Simplex-Grinnell fire sprinkler and alarm system.

Statewide Contract Spotlight...

AMIS Builds Business on Mutual Trust and Respect with Customers

Founded in 1970, AMIS (American Medical Imaging Solutions) is the oldest and largest distributor of radiology supplies and equipment. They have been doing business with the state for more than nine years and have been awarded the statewide contract (XRAY07) which provides x-ray supplies, equipment and service to state facilities.

In general, AMIS sells x-ray film, chemistry, barium, general x-ray equipment, mammography detection equipment, mammography biopsy units, accessory items such as lead aprons, x-ray markers and their newest product PACs (picture archival communications). This allows digital x-ray pictures to be stored and later viewed or transmitted to other locations as needed by a treating professional.

In addition to their strong dedication to high equipment and service standards, AMIS is known for pro-

viding superior and knowledgeable customer service. "Every customer is extremely important to us and this is a reflection of our attitude," said Vice President of Sales Tom Kinder. "We treat others like we would want to be treated."

Working together to solve problems, improve processes and build the future in an atmosphere of mutual trust and respect is the team approach of AMIS.

AMIS has four convenient locations in West Virginia (Huntington, Parkersburg, Beckley and Fairmont). They have teamed up with several medical equipment providers all over the United States to provide the best service available to their customers.

"Working with the state has been good and Senior Buyer Betty Francisco is absolutely great," said Kinder. "When she walks into the room for a meeting, she comes

*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.**

ready to work and ready to help us. When we were first trying to get on the statewide contract list, she was so patient in helping us through the process. She's very responsive."

AMIS promotes the fact that they have been built on the core values of honesty, integrity, fairness and loyalty to its customers and they strive to promote a customer focused environment for the state.

Rita Frasher, Radiology Supervisor at Welch Community Hospital, endorses the company's values. "AMIS has very good services. We get our film and chemistry from them. We order and they make immediate delivery. If I need something right away, they make a special trip to see that I get my order," Frasher said. "Any technical problems I may have with my mammography unit, I call them and they take care of everything right away and the fact that they are local allows us to get our products quickly, and that means a lot."



AMIS (American Medical Imaging Solutions) has the statewide contract (XRAY07) providing x-ray supplies, equipment and service to state facilities. Their four WV locations — Huntington, Parkersburg, Beckley and Fairmont — provide quick service to their customers.

Continued on Page 13

Current Statewide Contract Update

(As of October 15, 2006)

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. For more information, please contact Senior Buyer Betty Francisco at (304) 558-0468 or via e-mail at bfrancisco@wvadmin.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
WATERT07	Water Treatment	C.I. Thornburg	12/01/06

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
TCARD	Travel Card Services	10/20/06	RFP Committee
MV07	Motor Vehicles	09/18/06	Yes
SYSFURN07	Systems Furniture	08/16/06	Yes
CPHONE07	Cellular Telephones	09/28/06	Yes
SBUS07	School Buses	09/20/06	Yes
PC07	Police Cruisers	10/11/06	Yes

Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
INKCRT07	Toner and Ink Cartridges	10/11/06	10/31/06

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
WAN04	Wide Area Network	Verizon	10/31/07

FOR MORE INFORMATION...

Who Are You Going to Call?

Below is a list of the Purchasing Division buyers who are assigned specific agencies.

Unassigned File	John Abbott (558-2544)
Unassigned File	Jo Ann Adkins (558-8802)
Unassigned File	Michael Austin (558-2316)
Unassigned File	Butch Chittum (558-8806)
File 21	Krista Ferrell (558-2596)
File 22	Roberta Wagner (558-0067)
File 23	Chuck Bowman (558-2157)
File 32	To Be Determined (558-0492)
File 33	John Johnston (558-2402)
Unassigned File	Shelly Murray (558-8801)
File 41	Ron Price (558-0492)
File 42 [SWCs]	Betty Francisco (558-0468)

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
LAN04 [B,E,G,H]	Local Area Network	Enterasys Network; Netranom Communication; Sesco Electronics; Verizon Network Integration	12/14/07
HOUSE06	Household	Winans Sanitary	12/31/07

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
ERCYCLE06	Electronic Recycling	Environmental Waste Specialist	12/31/06

Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
FUEL05A	Fuel, Gasoline and Diesel	Bruceton Petroleum	Change diesel to low-sulfur diesel
FUEL05B	Fuel, Gasoline and Diesel	Guttman Oil	Change diesel to low-sulfur diesel
FUEL05C	Fuel, Gasoline and Diesel	Tri-State Petroleum	Change diesel to low-sulfur diesel
SELECT04	Software	Software House Int'l	Change price list
FOOD04A	Staple Food and Groceries	A.F. Wendling	Add bulk ground beef
WVARF04	Sheltered Workshop Set-Asides	WVARF	Change WVARF fee; attach price list to reflect the 4.1% program fee
ITECH06E	Technical Services	CDI Business	Change name/contact vendor
LDPHONEA	Long Distance Service	Sprint	Add international and interactive toll-free rates

Contracts Reviewed

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

NOVEMBER

DEBT *Debt Collection*
MA01SW03 *ESRI*

DECEMBER

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Additional Experience Added to Inspection Team

With the implementation of the Inspection Program within the Purchasing Division, a third inspector has been hired.

Shirley Blount, Jr., of Roane County comes to the division with approximately 30 years of experience in the private sector, 22 of which he served in the safety and health arena as a consultant and trainer.

While his experience with contracts has had him on the other side of the spectrum, he is optimistic this will only help bring balance to his new position.

Blount and the other inspectors, Susan King and Shane Hall, will act as resources for questions that the agency procurement staff may have regarding the various programs, services and procedures administered by the Purchasing Division. They will also be reviewing pur-

chasing transactions issued under the delegated purchasing authority to ensure completeness and accuracy. Training is another service they will provide to the agencies if and when needed.

"From what I understand, this is a 'born again' type of situation," said Blount.

"There will be some learning processes on everyone's part to get this program up and running again. We are learning the details of what we will be doing, how we will be doing it and when we will be doing it. The inspectors are to help guide and train the agencies in the purchasing process."

Blount is currently reviewing the



Shirley Blount, Jr. is the newest addition to the Inspection Unit of the Purchasing Division. As a result of purchasing reform legislation passed during the 2006 Regular Session, Blount and two other inspectors, Susan King and Shane Hall, were brought on board to help guide and train the agencies in the purchasing process and to act as a resource for questions.

Revised Affidavit Incorporates Licensing Requirements

Effective October 13, 2006, the newly revised "Affidavit," formerly referred to as the No-Debt Affidavit, is now available on the Purchasing Division's Internet site at <http://www.state.wv.us/admin/purchase/vrc/nodebt.pdf>.

The 'licensing' section of this form reiterates the language presented in the Emergency Legislative Rule, as stated:

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

If you have any questions, please feel free to contact the Purchasing Division buyer assigned to your agency.

newly revised purchasing procedures, Code of Federal Regulations policy, and the rules and regulations as they pertain to the purchasing function.

The Inspection Program has not been fully functional for nearly 15 years due to the loss of funding and attrition of former inspectors. However, the program was resurrected through purchasing reform legislation during the 2006 Regular Session of the State Legislature.

Purchasing Director Dave Tincher said bringing back the Inspection Program is a positive step. "We just want to make sure that the people who are performing the purchasing functions understand what they are doing and doing it effectively and efficiently. We must ensure that the state of West Virginia is getting the best value for the tax dollars we are charged to spend. It is our job to assist the agencies any way we can to accomplish that goal."

CROSSWORD PUZZLE ANSWERS

From Last Month's Puzzle

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STATE OF WEST VIRGINIA
PURCHASING DIVISION

Agency Procurement Officer of the Year

The West Virginia Purchasing Division is pleased to continue our recognition program for excellence in state procurement principles and performance. Individuals who are employed by a West Virginia state agency and are presently working primarily in the purchasing field, are eligible for this recognition. All state procurement officers are encouraged to nominate an individual for "**Agency Procurement Officer of the Year**" for 2006. The nominee may be a co-worker within your agency or a purchasing officer from a different agency. The Purchasing Division staff is **not** eligible for this award.

Nominations will be screened using the following criteria for selection. This criteria should be used as desirable features, but are not mandatory requirements. **Only information submitted on the nomination form will be considered during the selection process.**

TENURE: The length of experience in which the individual has worked in the purchasing field.

PERFORMANCE: The quality and dependability which the individual demonstrates.

COMMUNICATION: Knowledge of terms used in the purchasing profession and the manner in which the individual communicates to others regarding purchasing issues.

INTERNAL TRAINING:

The level of commitment which the individual displays in training others in the agency on new developments and techniques related to the purchasing process.

PROFESSIONAL DEVELOPMENT:

The enhancement of his/her position by acquiring advanced skills to continue one's education of various purchasing-related topics.

COST-SAVING IDEAS: The development of ways to increase efficiency of programs and processes, while reducing costs.

COOPERATION WITH PURCHASING AND AGENCY STAFF: The cooperation and helpfulness demonstrated in dealing with the purchasing and agency staff.

POSITIVE IMAGE: The positive image which he/she contributes to the work environment.

GOOD PURCHASING PRACTICES: The demonstration of good work ethics and the respect for established regulations to ensure a competitive purchasing process.

PARTICIPATION IN PROFESSIONAL PURCHASING ORGANIZATIONS: The participation in various professional purchasing organizations. This membership enables the individual to gain access to information and resources.

Please use the form on the attached page to nominate an agency purchasing professional, using the criteria above as a guide to your nomination. The nomination forms are to be submitted to **Diane Holley**, WV Purchasing Division, State Capitol Complex, 2019 Washington Street, E., P.O. Box 50130, Charleston, WV 25305 **no later than Monday, November 27, 2006**. The recipient of the award will be recognized at a special ceremony at the Purchasing Division at a date yet to be announced. For more information, please contact Diane Holley at (304) 558-0661 or by e-mail at ***dholley@wvadmin.gov***.

NOMINATION FORM MAY BE FOUND ON THE NEXT PAGE

STATE OF WEST VIRGINIA
PURCHASING DIVISION

Agency Procurement Officer of the Year

Please Type or Print Clearly

Name of Person Nominated: _____

Title: _____

Agency: _____

Supervisor's Name/Telephone: _____

Reason for Nomination: *(Please explain why you consider the nominee a prime candidate for this honor, basing your summary on the criteria listed on the previous page. In addition, please note any special accomplishments which the nominee attained within the past year.)*

Tenure: _____

Performance: _____

Communication: _____

Internal Training: _____

Continued on the Next Page

STATE OF WEST VIRGINIA
PURCHASING DIVISION

Agency Procurement Officer of the Year

Continued from Previous Page
Please Type or Print Clearly

Professional Development: _____

Cost-Saving Ideas: _____

Cooperation with Purchasing and Agency Staff: _____

Positive Image: _____

Good Purchasing Practices: _____

Participation in Professional Purchasing Organizations: _____

Additional comments may be included on a separate sheet of paper.

Person Submitting the Nomination: _____

Telephone Number: _____

STATE OF WEST VIRGINIA
Purchasing Division



"Partner in Purchasing" Annual Recognition Program

A recognition program has been developed, targeting individuals who work closely with the various programs which are administered by the Purchasing Division: **Fleet Management, Fixed Assets, Surplus Property, TEAM and Travel Management**. The purpose of this program is to recognize the time, effort and dedication which state employees extend to these programs.

Please note that this recognition program **DIFFERS** from the Agency Procurement Officer of the Year program in that it focuses on the programs specified above rather than the 'purchasing' tasks.

Who is eligible to be nominated? Any state employee who has responsibility to coordinate one or more of these programs at the agency level may be nominated for this award. Individuals may nominate from within or outside of their own agency. The Purchasing Division staff is **not** eligible for this award.

Nominations will be screened using the following criteria for selection. The criteria should be used as desirable features, but are not mandatory requirements. **Only information submitted on the nomination form will be considered during the selection process.**

PERFORMANCE: The quality and dependability which the individual demonstrates.

COMMUNICATION: Knowledge of terms used within the specified program and the manner in which the individual communicates to others serving in similar capacities and to the central program office.

COOPERATION: The cooperation and helpfulness demonstrated in dealing with the central office of the program and other agency coordinators/representatives.

ENTHUSIASM: The positive image which he/she contributes to the work environment.

WORK ETHIC: The demonstration of good work ethics and the respect for established regulations to ensure a competitive purchasing process.

CREATIVITY: The ability to suggest new ideas and offer helpful feedback on program operations.

RELIABILITY: As with any program, certain deadlines must be met to ensure productivity. The understanding and organizational skills to get the necessary tasks completed on time.

Please use the form on the attached page to nominate an individual of your choosing, using the criteria above as a guide. Nomination forms are to be submitted to **Diane Holley**, WV Purchasing Division, State Capitol Complex, 2019 Washington Street, E., P.O. Box 50130, Charleston, WV 25305 **no later than Monday, November 27, 2006.**

The recipient of the award will be recognized at a special ceremony at the Purchasing Division at a date yet to be announced. For more information, please contact Diane Holley at (304) 558-0661 or by e-mail at dholley@wvadmin.gov.

NOMINATION FORM MAY BE FOUND ON THE NEXT PAGE

STATE OF WEST VIRGINIA
Purchasing Division



"Partner in Purchasing"

Please Type or Print Clearly

Name of Person Nominated: _____

Title: _____

Agency: _____

Supervisor's Name/Telephone: _____

Program Area Targeted: (Check those that apply)

Fleet Management Fixed Assets Surplus Property
 TEAM automated purchasing system Travel Management

Reason for Nomination: *(Please explain why you consider the nominee a prime candidate for this honor, basing your summary on the criteria listed on the previous page. In addition, please note any special accomplishments which the nominee attained within the past year.)*

PERFORMANCE: _____

COMMUNICATION: _____

COOPERATION: _____

ENTHUSIASM: _____

Continued on the Next Page

STATE OF WEST VIRGINIA
Purchasing Division



"Partner in Purchasing"

Continued from Previous Page
Please Type or Print Clearly

WORK ETHIC: _____

CREATIVITY: _____

RELIABILITY: _____

ADDITIONAL COMMENTS: _____

Additional comments may be included on a separate sheet of paper.

Person Submitting the Nomination: _____

Telephone Number: _____

PURCHASING CONNECTION

Notice To Proceed Clause: What Steps Must Be Taken?

When a "Notice to Proceed Clause" is included in a contract, state agencies often indicate on the P-document agency coversheet the required start and end date fields as 11/11/11. It is important for agencies to update this information when such dates are officially designated.

A "Notice to Proceed" is a formal written communication most often used in construction contracts to establish the date for work to commence and determines the date for completion.

Because the start and end date fields must be completed prior to the timelines being established, it is acceptable to note 11/11/11 in these fields. But, when the start and end dates have been established by the vendor and agency, the agency must change the dates in accordance with the agreed start and end time. This process is different for encumbered and open-end contracts.

The steps for encumbered contracts are as follows:

1. Original purchase order is is-

sued with 11/11/11 start and end dates on P-document.

2. Agency sends "Notice to Proceed" letter to vendor.
3. Agency sends Type 1 Accounting Adjustment (X-document) directly to Org 1200 (Auditor's Office) in WVFIMS.
4. Agency sends copy of "Notice to Proceed" letter to buyer, which is filed with the original purchase order as an attachment.

[Please note that WVFIMS will not allow the agency to process an invoice against the P-document until the Type 1 Adjustment is complete.]

The steps for open-end contracts are as follows:

1. Original purchase order is issued (no P-document).
2. Agency sends "Notice to Proceed" to vendor.
3. Agency sends copy of "Notice of Proceed" letter to buyer, which is filed with the original purchase order as an attachment.

Office of Technology Approval Reminder

To ensure efficiency in the procurement process, please be reminded special considerations and approvals must be taken for technology purchases.



In accordance with §5-1B-5 of the **West Virginia Code**, all requisitions for technology items (computer equipment, software and services, telecommunications, medical equipment) must be accompanied by written approval by the Office of Technology. All technology purchases \$25,000 or less that are not on a statewide contract, require a copy of the agency purchase order to be sent to the Office of Technology after award.

All specifications for telecommunications must be approved by the Office of Technology prior to bidding, regardless of the estimated value.

Statewide Contract Spotlight

Continued from Page 3

For more information on this statewide contract, please contact:

Tom Kinder
Vice President of Sales
AMIS

221 - 22nd Street
Huntington, WV 25703

(304) 525-8974
(304) 525-5682 Fax

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



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?

- Nominate a well-deserving purchasing agent for our recognition programs... **See Page 1.**
- Temporary Purchasing Handbook** now available in draft form online for agency review... **See Page 2.**
- Statewide Contract Spotlight: AMIS Builds Business on Mutual Trust and Respect...** **See Page 3.**
- Current Statewide Contract Update... **See Page 4.**
- Shirley Blount, Jr. joins the Purchasing Division as our new inspector... **See Page 5.**
- Affidavit revised to incorporate licensing requirements... **See Page 5.**
- Answers to last month's Purchasing Crossword Puzzle... **See Page 6.**

STATE OF WEST VIRGINIA
Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

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