

PURCHASING DIVISION

Senior Management Biographical Information

Mike Sheets, CPPO

PURCHASING DIRECTOR

WEST VIRGINIA PURCHASING DIVISION



Mike Sheets was named Purchasing Director on September 30, 2017.

Mr. Sheets has worked in the procurement field in various roles since 1997, first in private sector manufacturing and in the public sector since 2004. Most recently, Mr. Sheets served as the Acting Purchasing Director and Deputy Purchasing Director and previously as an Assistant Purchasing Director responsible for the Acquisition and Contract Administration Section. Other positions he served in the Purchasing Division included the State Purchasing Contracts Manager and Senior Buyer. He is a graduate of West Virginia University with a bachelor's degree in accounting.

Mr. Sheets has been recognized by the National Institute of Governmental Purchasing (NIGP) as a Certified Professional Public Buyer (CPPB) and as a Certified Public Purchasing Officer (CPPO).

Samantha Knapp, CPPB, NIGP-CPP

DEPUTY PURCHASING DIRECTOR

WEST VIRGINIA PURCHASING DIVISION



Effective January 9, 2023, Samantha Knapp serves as the Deputy Purchasing Director of the West Virginia Purchasing Division. In addition to this role, she retains her role as the Assistant Director of the Communication and Training (CT) Section, which she has held since October 2020.

Ms. Knapp has 16 years of state government service, more than 12 of those within the West Virginia Purchasing Division. Prior to her time with the Division, she managed communication and training for the Cancer Prevention and Control Division within the Mary Babb Randolph Cancer Center at West Virginia University.

She holds a bachelor's degree in journalism from West Virginia University and a master's degree in public administration from West Virginia University. Ms. Knapp has been recognized by the Universal Public Procurement Certification Council (UPPCC) as a Certified Professional Public Buyer (CPPB) and by the National Institute of Governmental Purchasing (NIGP) as a Certified Procurement Professional.

James Meadows, ESQ., CPPO

GENERAL COUNSEL

WEST VIRGINIA PURCHASING DIVISION



James Meadows serves as the General Counsel for the Purchasing Division. In this role, Mr. Meadows is responsible for contract review and negotiation, representation of the Division in administrative hearings, providing legal guidance in policy decisions, and numerous other legal responsibilities.

Mr. Meadows is a 2004 graduate of the University of Charleston as an accounting major and a 2007 graduate of West Virginia University's joint JD/MBA program.

Prior to joining the Purchasing Division, Mr. Meadows worked in private legal practice for three years, focusing his practice in bankruptcy, real estate, and commercial transactions.

Mr. Meadows has been recognized by the National Institute of Governmental Purchasing (NIGP) as a Certified Professional Public Buyer (CPPB) and as a Certified Public Purchasing Officer (CPPO).

Guy Nisbet III, CPPO

ASSISTANT PURCHASING DIRECTOR

WEST VIRGINIA PURCHASING DIVISION

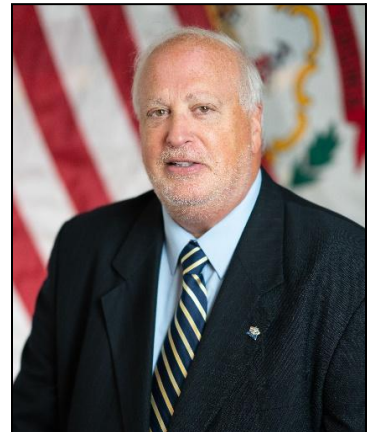
Guy Nisbet serves as Assistant Purchasing Director for the Business and Technical Services section of the West Virginia Purchasing Division. He has worked in public procurement in various roles since 2011.

Guy has a Master of Science degree from Mountain State University School of Business in Strategic Leadership Management, a Bachelor of Science from The College of West Virginia in Organizational Leadership and Management, and an Associate Science degree in Management and Marketing from West Virginia State University.

Guy previously served as a buyer, senior buyer, and buyer supervisor in the Purchasing Division. In these various roles, he served as the assigned buyer for many agencies, including the General Services Division, Tax Department, Division of Natural Resources, and Department of Environmental Protection.

Prior to joining the Purchasing Division, Guy was an adjunct professor at Kanawha Valley Community and Technical College and West Virginia State University. He was also a Quality Control Manager in the Maintenance Department at Bayer Crop Science.

Guy has been recognized by the Universal Public Procurement Certification Council (UPPCC) as a Certified Professional Public Buyer (CPPB) and obtained the West Virginia: Procurement Basic and Advanced Certifications.



Frank Whittaker, CPPB, NIGP-CPP

ASSISTANT PURCHASING DIRECTOR
WEST VIRGINIA PURCHASING DIVISION

Frank Whittaker is the Assistant Purchasing Director, overseeing the Acquisition and Contract Administration Section. He has worked in public procurement in various roles since 2005.

Mr. Whittaker has previously served as a Senior Buyer and Buyer Supervisor in the Purchasing Division. Prior to working for the Purchasing Division, he served as the procurement officer for the West Virginia Tax Department.

Before his state government positions, he worked in the private sector handling procurement of technology solutions for agencies in West Virginia and Pennsylvania.

Mr. Whittaker has been recognized by the Universal Public Procurement Certification Council (UPPCC) as a Certified Professional Public Buyer (CPPB) and by the National Institute of Governmental Purchasing (NIGP) as a Certified Procurement Professional.

