



Contracts & Procurement Staff, Commodity & Administration Assignments

Staff work in teams of two to backup each other when out of the office. Teams are shown in like colors. Also see the alphabetized listing of Commodities showing C&P staff contacts.

Name	Major Commodities & Assignments – Management, Goods & Services	
Nancy Davis, CPPB, CPPO, VCO Director, C & P 804-367-0220 Assist Administrations – CO, HRO, Training	DMV Chief Procurement Officer Leadership, Management of C & P Agency SWAM Champion FOIA First Responder Procurement Protest Responder Purchasing Policies & Procedures	Develop Purchasing Training Programs DLCI-Drivers License Central Issue KATS- Knowledge Automated Testing System Professional Services-Non-Construction MOU Contracts for goods & services DVS & BTRO Purchasing & Consulting
Bob Stufflebeem, CPPB, VCO Deputy Director, C & P 804-367-0586 Assist Administrations – IT, MCSC & Tax	eVA Administration & Dashboard reporting eVA Data & User Management Pcard Usage & Compliance Analyst Office Supply Approver - field order backup eVA Approver – backup for Director Oracle & Financial Requirements	TREDS-Traffic Records Electronic Data Sys. PBX & Complex Telephony Items Motor Fuel & Routing System Queuing System DVS & BTRO Purchasing & Consulting
Vanessa Walker, VCA, VCO Buyer Specialist 804-367-0482 Assist Administrations – FMAS, CSMA	Furniture and Case Goods Appliances Specialty Decals, Equipment & Supplies Secure Paper, Paper and Envelopes Printing: Forms, Envelopes, Texts, Guides, Hwy Safety, DL Manuals	Carpets, Runners & Mats Mailing Systems & Equipment Media & Design Services Catering Services Conferences/Hotels – backup Suscriptions, e.g., NADA Guides, AAMVA
Jackie Parsley, CPPB, VCO Procurement Specialist Senior 804-367-1853 Assist Administrations – HSO, HRO, IT, CSMA	Copiers, Fax Machines & Maintenance Telephones & Telephone Headsets Temporary Employees – IT Vehicles: Motorcycles, Vans & Trucks CD ROM Storage/Destruction/Retrieval Filing/Microfilm Systems & Maintenance Data Entry/Microfiche Services	Printing -Titles – Placards Armored Car Services Collection Services - Elavon Motorcycle Safety Program (not printing) Systemic Alien Verification for Entitlements (SAVE) Program
Martin Krebs, C.P.M. Procurement Specialist Senior 804-367-0544 Assist Administrations – FSPA, IT, FMS	Information Technology Procurements Software Licenses Software Maintenance and Support Weigh Station Goods, Services & Equipment Temporary Employees – IT –backup License Plate Sheeting	FACE Project webCAT-Motor Carrier Electronic System Janitorial Services Snow Removal Lawn Care Services Parking Lot Sweeping
Lynn Enders, VCA, VCO Procurement Specialist Senior 804-367-0268 Assist Administrations – FMAS, CSMA, TSA	Printing Services’ Printing Equipment Office Printers Computers & Laptops Furniture and Case Goods - backup Forms & Printing - backup Office Supply Approver – field orders Pcard Usage & Compliance Analyst	Conferences/Hotels Catering Services- backup Pest Control Services Refuse Removal Services Document Destruction - Shredding Services Interpreter Services Material Handling, Forklift Equip
Glenda Browning Procurement Assistant 804-367-1871 Assist Administrations – LES, FMAS, FSPA	Pcard (SPCC) Administrator Travel Card Administrator eVA Security - Back-up Attendance Coordinator Assists Special Projects Administrative Support	Business Cards Office Supplies/Toner Janitorial Supplies/VDC orders Assist with Copier Contract Maintenance, Repair and Operational goods and services
JoAnne Macklin Accounting Manager I 804-497-7140 Assist Administrations – FMAS, FSPA	OnBase Administrator for C&P Temporary Employees – HR Document Imaging Oracle PO entry - Backup Attendance Coordinator - Backup Pcard – Invoice Analysis Invoice Reconciliation-Research	Vision Testing Equipment Clothing & Uniforms Weapons & Accessories State Contract Orders (not already listed) Maintenance, Repair and Operational goods and services

Facility Services & Planning Administration

<p>Carrie Robinson, CPPB, VCO Capital & Facilities Contracts Manager 804-367-0526</p>	<p>General Construction Services - Electrical, Plumbing, HVAC, Carpentry A/E Professional Services Capital Outlay Construction Weigh Station - Construction-related Construction Inspection, Title Services Modular Furniture</p>	<p>Cafeteria Foodservice Security Guard Services Building Security Systems Termite Control Services Interior Design Services X-Ray & Conveyor Equip & Maintenance Elevator Services</p>
<p>Justin Thomas, VCO, VCCO Director, Facilities Services and Planning 804-367- 6537</p>	<p>Leadership, Management of FSPA Facility Maintenance, Construction & Renovations Emergency Management Risk Management Fleet Management</p>	<p>Property Acquisition & Disposition Capital Outlay Construction Engineering/Architectural Services Complex Construction Solicitations & Contracts</p>

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