



WEST VIRGINIA PURCHASING DIVISION

**APPROVED**

BY: FW DATE: 7/10/25

## Emergency Purchase Request Form for Central Purchases

*(Purchases Exceeding Agency's Delegated Spending Threshold)*

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**Statutory Authority:** Pursuant to West Virginia Code §5A-3-15 and 148 C.S.R. 1-7.6, the director may authorize, in writing, a state spending unit to purchase in the open market, without filing requisition or estimate, specific commodities for immediate delivery to meet bona fide emergencies arising from unforeseen causes.

**Follow-up Award Requirements:** Effective July 1, 2024, agencies have delegated authority, upon written approval, to process all emergency purchases as agency contracts. Agencies must submit all contract documents to [Purchasing.Division@wv.gov](mailto:Purchasing.Division@wv.gov) no later than 30 days of issuance.

**Description of the emergency circumstance(s) that led to this emergency purchase request:**  
*(What is the emergency situation? Provide detailed information.)*

See attached document

**Proposed remedy:**

*(What is the item or service that needs to be purchased to remedy the emergency situation in the short term?)*

See attached document

**Estimated cost:**

*(How much will the items or service cost to rectify the situation? Include total cost.)*

See attached document

**Proposed duration/quantity:**

*(If a service is needed, how long will you need it until you can properly bid out a long-term solution? If an item is needed, how many does your agency need?)*

See attached document

## **Emergency Purchase Request Form for Central Purchases Additional Information**

### **Description of the emergency circumstance(s) that led to this emergency purchase request:**

While the solicitation process is ongoing for our new database, we are in need of a continuing contract with our existing database vendor, as the current CMA will expire on 7/10/25. While we have been working on the specs for the RFP for approximately 8 months, Legislative Session and the Renewal Period for Medical Doctors caused this progress to lose traction and ultimately fell off the radar. This database houses all of our licensees' data, including license expiration dates, all contact history, and contact information should we need to reach a licensee concerning any matter related to their license or practice of medicine in the State of West Virginia. Without it, the Board of Medicine is not able to maintain normal operation. Our database is connected to our website's MD Search feature, so without it, members of the public will be unable to research potential providers, including their education, past complaints, and malpractices. The Board of Medicine would also not be able to access this information without the database, preventing us from addressing negligent or harmful doctors in a timely manner. Furthermore, we would be unable to verify that a person practicing medicine in West Virginia is a licensed physician or physician assistant and that this individual has the necessary qualifications and education to practice medicine, opening the door for an unlicensed individual to perform medical care in the state.

### **Proposed Remedy:**

We require an emergency contract to extend the use of Albertson/Big Picture's database for our daily use and operation. This database is already in use and has been built to the necessary specifications for the Board, and our staff is already trained in using this database.

### **Estimated cost:**

We expect the total cost for the duration of the emergency contract to be \$100,000.00.

### **Proposed duration/quantity:**

We are in the process of bidding out a long-term solution, but a new database will take upwards of a year to build. As a result, we anticipate the need for this emergency contract to be approximately 1-2 years.