



Lyle, Tara L <tara.l.lyle@wv.gov>

Emergency Purchase Tableau Licenses

1 message

Lyle, Tara L <tara.l.lyle@wv.gov>
To: Robert L Price <robert.l.price@wv.gov>
Cc: Crystal G Hustead <crystal.g.hustead@wv.gov>

Wed, Jul 16, 2025 at 2:02 PM

Bobby,

Your request for an emergency purchase of Tableau licenses for a 12-month term is approved. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return all completed contracts to this office within 30 days of this approval for public posting.

Thank you,

Tara Lyle

Buyer Supervisor


Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA
PURCHASING DIVISION

 2025_07_16_14_01_57.pdf
716K



WEST VIRGINIA PURCHASING DIVISION

APPROVED

BY FW DATE: 7/14/25

Emergency Purchase Request Form for Central Purchases
(Purchases Exceeding Agency's Delegated Spending Threshold)

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 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.)

Agency is currently using Tableau products and has attempted to bid this product out twice with no success. CRFQ MIS25*2 - no bids received and CRFQ MIS25*3 - bids were disqualified. The current Agency contract (APO BMS25*1) expires July 30, 2025.

Proposed remedy:

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

Visual Data Analytics Software - Tableau: Tableau 8 Core Base (Server) – MFG Part #200001798; Embedded Analytics 8 Core Base (Server) – MFG Part #200001800; Tableau Creator (Server) – MFG Part #200001773; Tableau Training eLearning (Creator) – MFG Part #200001553; Premier Success Plan – Tableau – MFG Part #200003620.



Estimated cost:

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

Approximately \$500,000.00 for twelve months.

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?)

One-year subscription - 71 user licenses and Tableau 8 Core Base (Server) (MFG Part # 200001798); Embedded Analytics 8 Core Base (Server) (MFG Part # 200001800); Tableau Creator (Server) (MFG Part # 200001773); Tableau Training eLearning (Creator) (MFG Part # 200001553); Premier Success Plan – Tableau (MFG Part #200003620).

Agree
Robert Price



Arvin Singh, EdD, MBA, MPH, MS,
FACHE
Cabinet Secretary



Michael Caruso
Cabinet Secretary



Alex J. Mayer
Cabinet Secretary

Date: July 16, 2025

To: Bryan Rosen, Director
Office of Shared Administration
Operations and Purchasing

APPROVED
BY: FW DATE: 7/16/25

From: Malena Harding, Deputy Director of Procurement and Admin. Operations *MH*
Office of Shared Administration
Management Information Services

Re: Emergency Purchase Tableau Software Licenses

The Office of Management Information Services (MIS) respectfully seeks approval to initiate an emergency purchase of Tableau licenses for a 12-month term. This acquisition is critical to maintaining mission-essential operations and ensuring compliance with the statutory requirements of the State Health Assessment.

Tableau is used by the Agency for data reporting and dashboard creation. Over 60 staff members, including Epidemiologists, Data Warehouse Specialists, and Programmers, are actively using Tableau to develop dashboards and visualizations, with additional staff requiring access as the Agency's data needs expand.

Key dashboards supported by Tableau include those mandated by legislation, such as the Child Welfare dashboard, Office of Drug Control Policy dashboard, and vaccine tracking dashboard. An initial solicitation (CRFQ MIS25*2) was issued on May 27, 2025. However, it received no bids. Following this, MIS engaged with the manufacturer to clarify technical requirements and issued a revised solicitation (CRFQ MIS25*3) on June 19, 2025. Despite these efforts, all submitted bids failed to meet the mandatory bidding criteria and were disqualified, resulting in the cancellation of the solicitation.

The existing contract (APO BMS25*1) is expiring July 30, 2025 and we will not have adequate time to issue a new solicitation.

To prevent disruption in services and maintain compliance, the Agency is requesting emergency approval to procure the following:



- 1 – Tableau 8 Core Base (Server) – MFG Part #200001798
- 1 – Embedded Analytics 8 Core Base (Server) – MFG Part #200001800
- 71 – Tableau Creator (Server) – MFG Part #200001773
- 71 – Tableau Training eLearning (Creator) – MFG Part #200001553
- Premier Success Plan – Tableau – MFG Part #200003620

This product is essential for maintaining real-time data updates on public-facing dashboards and for supporting the collaborative development and publication of interactive data visualizations. These capabilities are vital to the timely and accurate completion of the State Health Assessment and other mandated reporting.

Given the urgency of this need and the failure of competitive solicitations to yield a viable vendor, MIS is requesting approval to proceed with an emergency procurement. The anticipated cost for the twelve-month contract is \$500,000.00.

Agree
Robert Price



Whittaker, Frank M <frank.m.whittaker@wv.gov>

Fwd: Tableau - Emergency Purchase

1 message

Hustead, Crystal G <crystal.g.hustead@wv.gov>

Wed, Jul 16, 2025 at 11:40 AM

To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

Please see the attached emergency purchase request from DHHR

----- Forwarded message -----

From: **Price, Robert L** <robert.l.price@wv.gov>

Date: Wed, Jul 16, 2025 at 11:37 AM

Subject: Fwd: Tableau - Emergency Purchase

To: Crystal G Hustead <Crystal.G.Hustead@wv.gov>

Cc: Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Heather M White <heather.m.white@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>, Bryan D Rosen <bryan.d.rosen@wv.gov>

Crystal,

Attached is an emergency purchase request. If you have any questions please let me know.



Robert Price, CPPO, CPPB, NIGP-CPP

Administrative Services Manager II

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

DISCLAIMER: The information contained in this electronic message may be legally privileged and confidential under applicable state and federal law and is intended for the individual named above. If the recipient of the message is not the above-named recipient, you are hereby notified that any distribution, copy or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify the Office of Shared Administration, One Davis Square Charleston, WV 25301, Telephone 304.957.0218 and discard this communication immediately without making any copy or distribution.

----- Forwarded message -----

From: **Harding, Malena** <malena.harding@wv.gov>

Date: Wed, Jul 16, 2025 at 11:07 AM

Subject: Fwd: Tableau - Emergency Purchase

To: Bryan D Rosen <Bryan.D.Rosen@wv.gov>, Heather M White <heather.m.white@wv.gov>, Robert L Price

<robert.l.price@wv.gov>, Mark A Waid <mark.a.waid@wv.gov>, OSA MIS Purchasing <osamispurchasing@wv.gov>

Bryan,

We have attempted to bid a contract for Tableau products (twice) and have not been successful. The existing agreement expires July 30 and we have exhausted all options at this point.

See attached for further details.

Please advise if you need anything further for this request.

Thank you!

Malena Harding

Deputy Director of Procurement and Administrative Operations

Office of Shared Administration - Management Information Services (MIS)
West Virginia Departments of Health, Health Facilities, and Human Services
One Davis Square, Suite 200, Charleston, West Virginia 25301-1785
Office : (304) 558-5640 | Cell : 304-941-9188 | <https://www.wvdhhr.org/mis/>



"Focus on what you can do, not what you can't."

----- Forwarded message -----

From: **Waid, Mark A** <mark.a.waid@wv.gov>

Date: Wed, Jul 16, 2025 at 10:54 AM

Subject: Tableau

To: Malena Harding <malena.harding@wv.gov>, Christopher F Itson <christopher.f.itson@wv.gov>, Curtis R Burress <curtis.r.burress@wv.gov>, Samantha S Grigg <samantha.s.grigg@wv.gov>, Morgan L McLane <morgan.l.mclane@wv.gov>, Andrew M Neely <andrew.m.neely@wv.gov>, Heather M White <heather.m.white@wv.gov>, Bryan D Rosen <bryan.d.rosen@wv.gov>

All:

Due to the unsuccessful bid solicitation for Tableau licenses, we intend to cancel the current solicitation and proceed with an emergency purchase. Malena Harding, Deputy Director of Procurement & Administrative Operations, will promptly provide the required documentation.

With regards,

Mark A. Waid, MBA

Director of Operations

OMIS - Office of Shared Administration

West Virginia Departments of Health, Health Facilities, & Human Services

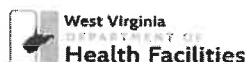
321 Capitol Street

One Davis Square, Suite 200

Charleston, WV 25301

P: 304.558.5879

C: 681.553.9819



"In our democracy, the only title higher and more powerful than that of president is the title of citizen. It is every citizen's right and duty to help shape the future legacy of our nation." President Jimmy Carter



DISCLAIMER: The information contained in this electronic message may be legally privileged and confidential under applicable state and federal law and is intended for the individual named above. If the recipient of the message is not the

above-named recipient, you are hereby notified that any distribution, copy or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify the Office of Shared Administration, One Davis Square, Charleston, WV 25301, 304.558.5906 and discard this communication immediately without making any copy or distribution.

2 attachments

 **Tableau emergency purchase request.pdf**
338K

 **Emergency Purchase Request Form.pdf**
307K