

Approved  
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**WEST VIRGINIA PURCHASING DIVISION**

**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 are delegated the 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.)*

BMS coordinated re-procurement activities for all programs that utilize the services included in this contract since February 2024.

On July 18, 2025, the Central Purchasing Division received a notification of a breach of the black out period. In order to protect the integrity of the Agency and the contract BMS determined that the appropriate course of action was to cancel the pending solicitation.

The current contract, CMA BMS22\*01, is set to expire on February 14, 2026, with zero (0) optional renewal periods remaining.

\*CRFO BMS25\*01

**Proposed remedy:**

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

The following services are needed to remedy the emergency situation consulting and actuarial services for BMS Medicaid Managed Care programs including Mountain Health Trust (MHT) and Mountain Health Promise (MHP). MHT includes the West Virginia Children's Health Insurance Program (WVCHIP) and the Section 1115 Continuum of Care waiver.

**Estimated cost:**

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

\$9.32M

**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?)*

Twelve (12) months.




STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR MEDICAL SERVICES

Alex J. Mayer, PhD, MS, PMP  
Cabinet Secretary

Christy D. Donohue, CMC  
Commissioner

MEMORANDUM

TO: Crystal Husted, CPPB  
Senior Buyer  
State of West Virginia Purchasing Division

FROM: Althea Greenhowe   
Procurement Specialist Senior  
Office of Shared Administration/Purchasing

DATE: February 5, 2026

RE: Emergency Purchase-Fiscal Employer/Agency Services

The West Virginia Bureau for Medical Services (BMS) respectfully requests permission to issue an emergency purchase for the procurement of Medicaid Managed Care Oversight and Actuarial services, which are currently covered via CMA BMS22\*01 with Myers and Stauffer LLC, which expires February 14, 2026. The emergency purchase is being requested for a period of 12 months, with no optional renewal periods. The emergency contract would be effective February 15, 2026, to February 14, 2027. This request is being made due to the reasons outlined below:

- BMS coordinated re-procurement activities for all programs that utilize the services included in this contract since February 2024. The programs include rate development and certification for Medicaid Managed Care Program and other programs as requested, Managed Care Oversight, assistance with reporting per state and federal guidelines, assistance with current and new program development and operating under Bureau waivers, assistance with developing program budgets, and to provide the Department with additional consultation services and other work requested by the Department, including payment analysis, development of responses to the Centers for Medicare and Medicaid Services, and other entities.
- On July 18, 2025, the Central Purchasing Division received a notification of a breach of the blackout period. In an abundance of caution, and in order protect the integrity of the Agency and the contract, BMS determined that the appropriate course of action was to cancel the pending solicitation. No staff that were identified in the notification to the Central Purchasing Division will have a role in the evaluation and award of the new solicitation.
- The current contract, CMA BMS22\*01, is set to expire on February 14, 2026, with zero (0) optional renewal periods remaining.



- No other Vendor will have the infrastructure to be in position to perform the services during the emergency contract period.
- As of January 28, 2026, the RFP has not been released.
- Based on the explanation of activities, and schedule of events above, there will not be sufficient time to complete development, solicitation, evaluation, award, and implementation activities prior to the expiration date of February 14, 2026, on the current contract.
- The continued services included in the emergency contract are critical services to all associated programs within BMS.
- The financial risk of not having this emergency contract in place include:
  - The agency would not be able to complete rate development and certification for the Managed Care Program, complete federal and state reporting activities, develop new programs operating under program waivers, and develop program budgets. Monitor and oversight of programs, ensure provider network adequacy, medical loss ratio exams and reports and managed care quality strategy and oversight. These services are critical to maintain federal matching dollars.
- BMS is implementing steps to prevent having to request an emergency purchase in the future. To ensure compliance, all Subject Matter Experts on the development team will strictly abide by all Blackout Period regulations until the award is officially made.

Please feel free to contact me if additional documentation or details are needed. I can be reached at 304-352-4924 or [althea.m.greenhowe@wv.gov](mailto:althea.m.greenhowe@wv.gov) . Thank you for your time and consideration in this matter

