

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Fri, Feb 13, 2026 at 4:00 PM
Subject: Re: WV45 Emergency Purchase Request
To: Rosen, Bryan D <bryan.d.rosen@wv.gov>
Cc: Samantha L Willis <samantha.l.willis@wv.gov>, Wagner, Roberta A <roberta.a.wagner@wv.gov>, Price, Robert L <robert.l.price@wv.gov>, Husted, Crystal G <crystal.g.husted@wv.gov>, Alisha S Pettit <alisha.s.pettit@wv.gov>, Greg Clay <gregory.c.clay@wv.gov>

Bryan,

Your emergency request to obtain a 6 month contract to contract with a vendor to assist the agency with the backlog of provider and vendor and payments. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the completed contract and all supporting documentation to this office within 30 days of this approval for public posting.

Frank

On Thu, Feb 12, 2026 at 8:31 AM Rosen, Bryan D <bryan.d.rosen@wv.gov> wrote: Director Willis, please see the attached emergency purchase request. The Bureau is asking for approval of a 6 month \$175,000 emergency contract for a vendor to help relieve a backlog in vendor payments.

If you need any additional information please let me know.

Bryan

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

From: **Walizer, Anthony J** <anthony.j.walizer@wv.gov>
Date: Tue, Feb 10, 2026 at 11:17 AM
Subject: WV45 Emergency Purchase Request
To: Bryan D Rosen <bryan.d.rosen@wv.gov>

Hi Bryon!

Lorie mentioned that she has already spoken with you about this. WV45 is attached—this is a request for an emergency purchase approval to help address our provider payment backlog. Please let me know if you need anything else at this time.

Thank You!!

Tony



WEST VIRGINIA DEPARTMENT OF

**HUMAN
SERVICES**

Tony Walizer, WVPBC, WVPAC

Director of Purchasing

Bureau for Social Services

Commissioner's Office

West Virginia Department of Human Services

350 Capitol Street Room 730

Charleston, WV 25301

dhr.wv.gov

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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 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.)

The DoHS Bureau for Social Services is facing an urgent and growing backlog in provider and vendor payments. Immediate action is critical, as timely and accurate payments are essential to maintaining service continuity, preserving provider trust, and ensuring compliance with federal and state regulations.

Proposed remedy:

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

DoHS Bureau for Social Services needs a vendor to provide an immediate targeted, phased approach to rapidly eliminate the backlog while strengthening the bureau's payment processes for the long time.

Estimated cost:

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

\$175,000.00

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?)

6 Months

The emergency circumstances prompting this request stem from ongoing challenges with learning and entering documents into PATH and navigating its related processes. These difficulties have been compounded by staffing shortages and turnover, which have limited our ability to address the issue in a timely manner. Although this has been an underlying concern for some time, it was only recently brought to our attention that the impact is more significant than previously understood. As a result, providers are not receiving payments promptly, creating unnecessary financial hardships and operational strain. Many providers operate with limited administrative capacity and tight cash flow, so even minor delays disrupt their ability to cover essential expenses such as payroll, rent, utilities, and service delivery costs. In some cases, providers have had to pause services, reallocate internal resources, or absorb unexpected financial burdens while waiting for payments to process. This not only affects their organizational stability but also impacts the individuals and families they serve, which directly affects the children in our care, as providers may be forced to limit availability or delay appointments until payment issues are resolved.