



**APPROVED**  
BY: [Signature] DATE: 1/6/26

**WEST VIRGINIA PURCHASING DIVISION**

**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.)*

The WV Department of Health is seeking a consulting firm to support the state in the initial implementation of the Rural Health Transformation Program (RHTP). The state will receive the RHTP funding in early January 2026 and must stand up the program office and significantly utilize over \$199 million by the end of the federal fiscal year (9/30/26).

**Proposed remedy:**

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

Consulting services are need to provide immediate manpower until long-term employees are hired, project implementation management, grant management support, stakeholder coordination, subject matter expertise, and strategic guidance.

**Estimated cost:**

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

\$8,000,000; this estimate was determined through market research conducted with multiple consulting firms.

**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?)*

9 Months