



APPROVED
BY: FW DATE: 5/29/26

Emergency Purchase Request Form for Central Purchases (WV-45)

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.

Agency Information:

Agency/Department: Clarksburg Veterans Nursing Facility/West Virginia Department of Veterans Assistance
Procurement Officer: Morgan Sheets (WVDVA)
Date of Request: 5/27/26

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

The West Virginia Department of Veterans Assistance is seeking a consultant to support and guide its Clarksburg Veterans Nursing Facility in regulatory compliance work relating to follow up activities from the Veterans Health Services Nursing Facility February 2026 survey that need to be completed in preparation for an anticipated July 2026 survey. The request for an Emergency Purchase is tied to the timeline of the July 2026 survey; there is not enough time to bid this out through the RFQ process by a July 2026 deadline.

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 needed to provide immediate expertise, guidance, and manpower until a long term contract can be obtained.

Estimated cost:

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

\$300,000.00

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?)

8 Months