



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

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TO: Memo to File

FROM: Andrew Lore *AL*
IT Procurement & Business Services Manager/ISMIII, West Virginia Office of
Technology

SUBJECT: **APO ISC24*15 – Quickbase Emergency Purchase**

DATE: June 26, 2024

This memo serves as a summary and explanation of the above Purchase Order. During the COVID-19 emergency, and using the rule suspension issued by the Purchasing Division at the direction of the Secretary, the WVOT purchased Quickbase software on behalf of the Jobs and Hope Initiative.

When the rule suspension was revoked, all subsequent purchases were to follow normal procurement processes. What this means in the instant scenario is that the State (the WVOT or, preferably, the agency actually using the software) would have undertaken a Direct Award posting, which requires a minimum 10-day posting notification to the Vendor community. That would not have been an issue; however, due to lack of internal communication, the request was not passed to the appropriate parties until after the deadline for posting had passed. In response, the CIO declared the situation an emergency and directed the WVOT to use the emergency procurement procedures to get a contract awarded.