

From: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Sent: Friday, October 18, 2019 2:59 PM
To: Rosen, Bryan D <Bryan.D.Rosen@wv.gov>
Cc: Wagner, Roberta A <Roberta.A.Wagner@wv.gov>; Buckner, Tara L <Tara.L.Buckner@wv.gov>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Totten, Mark L <Mark.L.Totten@wv.gov>
Subject: RE: Emergency Purchase Request

Bryan,

Your emergency is approved. Please follow emergency purchasing procedures as found in the Handbook and follow up with documentation for award within 30 days. Also, please be aware that the Hertz contract is now awarded and is being posted to the statewide contracts' web page.

Regards,
Mike

From: Rosen, Bryan D <Bryan.D.Rosen@wv.gov>
Sent: Friday, October 18, 2019 2:56 PM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Wagner, Roberta A <Roberta.A.Wagner@wv.gov>; Buckner, Tara L <Tara.L.Buckner@wv.gov>
Subject: Emergency Purchase Request

Mike, please see the attached emergency purchase request related to rental cars. Per our conversation DHHR is currently in possession of 172 rentals from Enterprise. The bulk of those rentals are utilized by BCF field staff dealing with the State Foster Care population. Given that the contract expires tonight and a new state wide contract is has not yet been finalized we are asking for a 30 day emergency purchase to allow us sufficient time to make necessary transitions. I have spoken with representatives from Enterprise and they are willing to provide us with the same terms conditions and pricing that contained within their current statewide contract. The estimated cost for the 30 day period is \$103,000. I urge your approval of this request.

Should you need any additional information to make your determination please let me know.

Thanks,

Bryan D. Rosen

Bryan D. Rosen, CPPB
Director of Purchasing
WV Dept. Of Health and Human Resources
One Davis Square, Room 114
Charleston, WV 25301

E-mail: bryan.d.rosen@wv.gov
Phone: 304-558-0953
Fax: 304-558-2892



Confidentiality Notice: This message, including any attachments, is for the sole use of the individual or entity named above. The message may contain confidential health and/or legally privileged information. If you are not the above-named recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of this message is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy all copies of the original.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Finance

Bill J. Crouch
Cabinet Secretary

One Davis Square, Suite 300
Charleston, WV 25301
Telephone: (304) 558-9918 Fax: (304) 558-1003

Tara L. Buckner
Chief Financial Officer

MEMORANDUM

DATE: October 18, 2019
TO: Bryan Rosen, Director of Purchasing
FROM: Tara L. Buckner, Chief Financial Officer *Tara L. Buckner*
SUBJECT: Request for Emergency Purchase for Car Rentals

As you are aware, the statewide vehicle rental services contract expires today, October 18, 2019. The Department utilizes this contract extensively for daily operations in lieu of maintaining a significant amount of fleet vehicles in certain areas within the DHHR. Use of the contract is primarily by child welfare staff that have to travel on a daily basis in order to carry out their daily functions. They transport children, attend court hearings, perform home visits, etc. and must have a vehicle available to them at sometimes with little to know upfront notice. Without access to these vehicles, workers will have to use their personal vehicles to carry out the functions associated with their job, which causes them to incur unnecessary out of pocket expenses.

Currently, DHHR has approximately 172 vehicles contracted through the Enterprise statewide contract for a monthly amount of an approximate \$103,000. Approving this request for 30 days should allow time for the Department of Administration (DOA) to negotiate the final, new statewide contract, while not impacting the programs or staff that utilize these vehicles.

Should you have any questions, please do not hesitate to contact me. Thank you for your consideration of this request.

Cc: Warren Keefer, Chief Operating Officer