

## Lyle, Tara L

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**From:** Lyle, Tara L  
**Sent:** Friday, March 20, 2020 04:40 PM  
**To:** Price, Robert L; Ingraham, Brittany E  
**Cc:** Debolt, Kimberlie K; Greenhowe, Althea M; Jobe, Kimberly S; Rosen, Bryan D  
**Subject:** RE: Emergency Purchase Request

Bobby,

Your emergency request is approved for a period of 60 days. Please follow the emergency procedures outlined in the Purchasing Division Procedures Handbook and provide all supporting documentation no later than 30 days from this approval.

Thanks,  
Tara Lyle, Buyer Supervisor  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

304-558-2544  
[www.wvpurchasing.gov](http://www.wvpurchasing.gov)

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**From:** Price, Robert L <Robert.L.Price@wv.gov>  
**Sent:** Thursday, March 19, 2020 09:10 PM  
**To:** Ingraham, Brittany E <Brittany.E.Ingraham@wv.gov>; Estep, John W <John.W.Estep@wv.gov>; Lyle, Tara L <Tara.L.Lyle@wv.gov>  
**Cc:** Debolt, Kimberlie K <Kimberlie.K.DeBolt@wv.gov>; Greenhowe, Althea M <Althea.M.Greenhowe@wv.gov>; Jobe, Kimberly S <Kimberly.S.Jobes@wv.gov>; Rosen, Bryan D <Bryan.D.Rosen@wv.gov>  
**Subject:** Emergency Purchase Request  
**Importance:** High

All,

I need to request an emergency purchase to provide drug testing for the Jobs & Hopes program. Our current contract expires 03/31/2020. We recently solicited bids for this service and upon bid evaluation determined it necessary to cancel the solicitation due to a flaw in the specifications. We have revised the specifications and are currently working to get this submitted to your office for rebidding but will be unable to have this completed prior to expiration of our current contract. Drug testing is a requirement for participants in the Jobs & Hopes program and we cannot have a break in service. In light of the current environment and the need to make the best use of our limited resources we respectfully request a 60 day contract with an estimated cost of \$10,000. I will be working from home on Friday and will be back in the office on Monday. If there is anything else I can provide in support of this request, please let me know.

Thanks,

Robert Price, CPPO, CPPB  
Administrative Services Manager II  
WVDHHR – Office of Purchasing  
One Davis Square – Room 110  
Charleston, WV 25301

Phone: (304)-957-0218

Fax: (304)-558-2892

[Robert.L.Price@wv.gov](mailto:Robert.L.Price@wv.gov)

<http://www.dhhr.wv.gov>



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