

From: Sheets, Mike - Purchasing
Sent: Thursday, August 15, 2019 5:28 PM
To: McAllister, Justin T <Justin.T.McAllister@wv.gov>; Chambers, Jessica S <Jessica.S.Chambers@wv.gov>; Nisbet, Guy L <Guy.L.Nisbet@wv.gov>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Toomey, John <John.Toomey@wv.gov>
Subject: RE: Emergency Request Memo to CP; Network Cabling (OT20027)

Justin,

Your emergency is approved. Please follow emergency purchasing procedures as found in the Handbook and follow up with documentation for award within 30 days.

Regards,
Mike

From: Chambers, Jessica S <Jessica.S.Chambers@wv.gov>
Sent: Thursday, August 15, 2019 2:46 PM
To: Nisbet, Guy L <Guy.L.Nisbet@wv.gov>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Subject: FW: Emergency Request Memo to CP; Network Cabling (OT20027)

Please see the attached request for an emergency purchase.

Thanks!

From: Toomey, John <John.Toomey@wv.gov>
Sent: Thursday, August 15, 2019 2:31 PM
To: Chambers, Jessica S <Jessica.S.Chambers@wv.gov>
Cc: McAllister, Justin T <Justin.T.McAllister@wv.gov>; Spence, Joshua D (OT) <Joshua.D.Spence@wv.gov>; Chapman, Roger E <Roger.E.Chapman2@wv.gov>; Bowles, James R <James.R.Bowles@wv.gov>; Henson, Sandra D <Sandra.D.Henson@wv.gov>
Subject: RE: Emergency Request Memo to CP; Network Cabling (OT20027)

Revised with correct signed memo.

From: Toomey, John
Sent: Thursday, August 15, 2019 2:21 PM
To: Chambers, Jessica S <Jessica.S.Chambers@wv.gov>
Cc: McAllister, Justin T <Justin.T.McAllister@wv.gov>; Spence, Joshua D (OT) <Joshua.D.Spence@wv.gov>; Chapman, Roger E <Roger.E.Chapman2@wv.gov>; Bowles, James R <James.R.Bowles@wv.gov>; Henson, Sandra D <Sandra.D.Henson@wv.gov>
Subject: Emergency Request Memo to CP; Network Cabling (OT20027)
Importance: High

Please find attached and let us know if any additional information is required. Much appreciated.

John Toomey

West Virginia Office of Technology
ISM2/Procurements Manager
304-957-8158



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

State Capitol
Charleston, West Virginia 25305

Allan L. McVey
Cabinet Secretary

Joshua D. Spence
Chief Technology Officer

TO: Mike Sheets, Director
West Virginia Purchasing Division

FROM: Justin McAllister, CFO
West Virginia Office of Technology (WVOT)

SUBJECT: Networking Cables
WVOT Emergency Purchase Approval

DATE: August 15, 2019

A handwritten signature in blue ink, appearing to read "Justin McAllister", written over the "FROM:" field.

Mr. Sheets:

The West Virginia Office of Technology (WVOT) respectfully requests approval to use the Emergency Procurement process to obtain Cabling Materials.

Current Environment and Issues:

WVOT has bid two solicitations for network cabling that failed, putting us into an undesirable position where we cannot complete our core mission due to lack of cabling materials.

First failed solicitation: CRFQ ISC1900000014 Network Data Cabling & Fittings (OT19075)

CRQM to Purchasing: 02/06/2019
Advertised: 04/30/2019
Closed: 05/09/2019
Cancelled: 7/17/2019

Reason: Solicitation was canceled due to the fact the sole bidder did not meet all the mandatory requirements of the solicitation. Vendor could not provide requested catalog as per mandatory specifications.

Second failed solicitation: ARFQ ISC2000000002 Network Cabling Supplies (OT20011)

ARQS to WVOT Purchasing: 07/26/2019

Advertised: 07/30/2019

Closed: 08/13/2019

Cancelled: 08/15/2019

Reason: Bids received were all above agency delegated limit

Bid 1: SR ESR08131900000000845 \$25,675.96

Bid 2: SR ESR08131900000000852 \$65,133.46

Network Cabling Emergency Procurement; Time is of the Essence

Due to two (2) previously failed procurements to address network cabling needs, WVOT is now in emergency status. Without approval of this emergency, WVOT Network Architecture and Engineering could not perform its day to day duties leaving Agencies without service.

Estimated Cost

\$26,000.00

Network Cabling Future Procurements:

Moving forward, it's the intent of WVOT to complete additional market research and put out a new solicitation as soon as possible through Central Purchasing for a cabling catalog contract.

Please let us know if you need further information to support this request, I can be reached by phone at (304) 957-8158 or by email Justin.T.McAllister@wv.gov.