

From: Whittaker, Frank M
Sent: Tuesday, December 3, 2019 8:55 AM
To: Morgan, Debra K <Debra.K.Morgan@wv.gov>; Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>
Subject: RE: Request for Approval of Emergency Purchase Order

Debbie,

Your request for a 60 day emergency contract drug screening and testing is approved. This approval is not an authorization to contract with any particular provider. Please follow the emergency procedures outlined in the Purchasing Division Procedures Handbook and return any resulting documentation to this office for processing within 30 days of this approval.

Please feel free to let me know if you have any questions or concerns.

Frank Whittaker, CPPB
Assistant Director
West Virginia Purchasing Division
2019 Washington Street. East
Charleston, WV 25305
304-558-2316
Frank.m.whittaker@wv.gov

From: Morgan, Debra K <Debra.K.Morgan@wv.gov>
Sent: Tuesday, December 3, 2019 8:00 AM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Smith, Dusty J <Dusty.J.Smith@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>
Subject: Request for Approval of Emergency Purchase Order

Please see the attached letter requesting approval of a sixty day emergency purchase order for drug screening/testing services for our agency. The current contract with Health Research Systems (WWV16*4) will expire on December 31, 2019. Please contact me if you need anything additional from the agency. Thank you in advance for your consideration of this request.

Debbie Morgan
Manager, Procurement Unit
Fiscal Administration & Management

WorkForce West Virginia
1321 Plaza East
Charleston, WV 25305
Office: 304-558-0212 X3033
Email: Debra.K.Morgan@wv.gov

December 3, 2019

Mike Sheets, Director
West Virginia Purchasing Division
2019 Washington Street East
Capitol Complex Building 15
Charleston, West Virginia 25305

Re: Approval of Emergency Purchase Order

WorkForce West Virginia is requesting your approval to enter into a sixty (60) day emergency open end purchase order with Health Research Systems, the vendor who currently holds the contract, to conduct drug screening/testing for our agency. This contract will expire on December 31, 2019. Executive Order No. 8-12 requires WorkForce to drug screen individuals enrolling in training programs funded under the Workforce Innovation and Opportunity Act (WIOA). The ramifications of not having a drug screening vendor in place, would mean we would not only be violating an Executive Order, but our own State Guidance, as we would be unable to drug screen individuals prior to training. We drug screen over 100 individuals a month in order to process eligibility for training services. Not being able to drug screen would mean we would have hundreds of individuals unable to access WIOA funding for training.

Due to the retirement of both the prior Director, Claudia George and Assistant Director, Angela Fry at the beginning of June and the position being vacant until just recently specifications were not developed and submitted to Purchasing until last week. The late submission of the specifications and the timeline for competitive bidding, evaluation and recommendation to award process makes it is necessary for the agency to request this emergency purchase order.

The US Department of Labor (DOL) requires that monies due to unemployed claimants be paid within a specific time frame, based upon the DOL criteria it is imperative that the Agency have a debit card contract in place to process benefit payments.

Thank you for your consideration of this request and if approved the agency will move forward with obtaining the required documents from the vendor to process an emergency purchase order through the wvOASIS system.

Sincerely,



Debbie Morgan
WorkForce West Virginia
1321 Plaza East
Charleston, WV 25305

1900 Kanawha Blvd. East * Building 3 Suite 300 * Charleston, WV 25305

An agency of the Department of Commerce
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

www.workforcewv.org

A proud partner of the AmericanJobCenter[®] network