

From: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Sent: Wednesday, January 15, 2020 8:27 AM
To: Morgan, Debra K <Debra.K.Morgan@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>; Fields, Jennifer F <Jennifer.F.Fields@wv.gov>; Totten, Mark L <Mark.L.Totten@wv.gov>
Subject: RE: Approval Needed for a new Contract

Debbie,

Your emergency request for 60 days of service 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: Morgan, Debra K <Debra.K.Morgan@wv.gov>
Sent: Wednesday, January 15, 2020 7:49 AM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>; Fields, Jennifer F <Jennifer.F.Fields@wv.gov>
Subject: RE: Approval Needed for a new Contract

Good Morning Mike,

I was basing my request on the fact that Connie had several issues with the bid from US Bank (apparent low bid) as it related to the timeline of implementation and the pricing page from US Bank being completed as it should have been. It seems we had asked for things on the bid clarification that were not mandated in the CRFQ yet the agency was not comfortable with awarding to US Bank until we knew their standpoint. A meeting would be most helpful I am sure. In the meantime, services are still needed and the emergency purchase order has expired (1/5/20). Will you approve another 60 day emergency purchase order until the agency can confidently make an award since the services cannot be discontinued and at this point there is no avenue for payment to Key Bank?

From: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Sent: Tuesday, January 14, 2020 3:56 PM
To: Morgan, Debra K <Debra.K.Morgan@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>; Fields, Jennifer F <Jennifer.F.Fields@wv.gov>
Subject: RE: Approval Needed for a new Contract

Debbie,

We've reviewed the information and don't see the need to cancel and rebid. Could be that we're missing something.

To make sure that we understand, I would like to propose a meeting. Jennifer Fields (copied on this mail) will be reaching out to you to set up a day and time

Regards,
Mike

W. Michael Sheets
Director
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

Phone: (304) 558-0492
Fax: (304) 558-4115

From: Morgan, Debra K <Debra.K.Morgan@wv.gov>
Sent: Tuesday, January 14, 2020 12:33 PM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>
Subject: Approval Needed for a new Contract

Mike please see the attached letter I received from Connie Kirk in reference to our CRFQ which was released for competitive bidding with bids closing on 11/15/19. Bids were opened on 11/15/19 and the agency evaluation team began to try to evaluate but found there were many issues such as those outlined in Connie's letter. The bottom line is that we cannot make an award for the services requested due to flawed specs. The agency had been given an approval for an emergency contract which expired on 1/15/20. The agency must have these services provided to the citizens of WV and were outlined in our previous letter when approval for the emergency PO (CMA WWV20*3).

The agency will need an extended period to rewrite the specifications in addition to implementation time frame if KEY BANK is not the successful vendor. Therefore, I agree with Connie that a years additional contract with Key Bank is needed.

Please advise if this would be acceptable for us to enter a new contract with KEY BANK for the term of one year from 1/5/20 -1/4/21 in order to keep the mandated services being available for WV.

Thank you.

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