

From: Whittaker, Frank M
Sent: Tuesday, February 25, 2020 1:17 PM
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: Emergency Contract Approval Request

Debbie,

Your request for a 60 day emergency contract to provide drug screening service while you trying to resolve implementation challenges with the current vendor. Please follow all emergency procedures outlined in the Purchasing Division Procedures Hand Book, and provide all supporting documentation to this office within 30 days of this approval.

Sincerely,

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, February 25, 2020 1:04 PM
To: Whittaker, Frank M <Frank.M.Whittaker@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: Emergency Contract Approval Request

As you may know, WorkForce West Virginia (WFWV) reached out to RN Expertise, Inc. the vendor awarded the contract for drug screening services for our agency for the timeframe of 2-20-20 through 2-8-21 on Friday. During the introductory call with the vendor and WFWV questions arose to how exactly information would be conveyed to our agency as well as questions relating to a form released with our RFQ.

In light of unresolved issues I fear that things will not be ready by 2-28-20 and therefore I am requesting an additional 60 days emergency contract but at a minimum 30 days with the current vendor HRS to provide the drug screening services for our agency. This timeframe will allow all issues to be resolved through Purchasing, the agency and RN Enterprise. This will also allow time for the agency to release a new RFQ if it is deemed necessary. Please advise if I have approval to reach out to HRS to ask for documentation to enter into an emergency contract effective March 2, 2020. The cost to the agency for an additional 60 days with the current vendor would be approximately 30,000.00.

The Executive Order No. 8-12 requires WorkForce to drug screen individuals enrolling in training programs funded under 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.

Thank you in advance for your consideration of this request.

Debra Morgan
Administrative Services Manager I
WorkForce West Virginia
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