

From: Whittaker, Frank M
Sent: Thursday, February 27, 2020 8:51 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: Emergency Contract for EPCS

Debbie,

Your request for to enter into 60 day emergency contract for EPCS services is approved. Please follow the emergency procedures outlined in the Purchasing Division Procedures Hand Book and submit all documentation to this office for completion within 30 days of this approval.

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: Wednesday, February 26, 2020 3:00 PM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>
Subject: Emergency Contract for EPCS

WorkForce released a RFQ for debit card services but while doing the evaluation in January we found that our specifications were flawed. Purchasing approved an emergency purchase order with Key Corp to allow time for the agency to revise the specifications that would be released for a new solicitation. It had been our hope to finalize the new specifications in time to allow the appropriate timeframe for the competitive bidding process and to have an award before the expiration of the emergency contract. However, due to Connie Kirk, the Director of Unemployment being out on leave this did not happen. I have attached the revised specifications which have now been processed to State Purchasing through wvOASIS. They are currently being review by Dusty for completeness. The current emergency purchase order (CMA 20*04) will expire on March 5th and it is not possible to have a new contract in place by that time, therefore we are requesting approval for an additional sixty days emergency contract with KeyCorp. The cost for the additional 60 days will be approximately \$10,000.00 -\$15,000.00. To date there has been \$10,075.00 spent under the existing emergency contract with more layoffs pending in several industries the agency feels that the cost of the contract will increase during this emergency period.

If there should be a lapse in the services being provided by the current emergency contact WorkForce would be unable to provide a method to pay benefits to its claimants which will cause a hardship on the citizens of our State. Please advise we will be able to begin the process of obtaining the required purchasing documents needed for an additional emergency contract.

Thank you in advance for your consideration.

Debra Morgan
Administrative Services Manager I
WorkForce West Virginia
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