

From: **Whittaker, Frank M** <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>  
Date: Fri, Sep 10, 2021 at 4:36 PM  
Subject: Re: Emergency Order Request  
To: Jo Ann Adkins <[joann.adkins@k12.wv.us](mailto:joann.adkins@k12.wv.us)>  
Cc: Joseph E Hager III <[joseph.e.hageriii@wv.gov](mailto:joseph.e.hageriii@wv.gov)>, Linda Harper <[linda.b.harper@wv.gov](mailto:linda.b.harper@wv.gov)>

Jo Ann,

I am approving your Emergency request to obtain up to four (4) nurses for the WV Schools for the Deaf & Blind through the end of this calendar year. Please provide all supporting documentation to this office within 30 days of this approval for contract completion and issuance to the vendor(s)

Frank Whittaker  
Assistant Director  
West Virginia Purchasing Division

On Fri, Sep 10, 2021 at 1:56 PM Jo Ann Adkins <[joann.adkins@k12.wv.us](mailto:joann.adkins@k12.wv.us)> wrote:  
Frank and Josh,

Please find attached our request documentation.

We appreciate you consideration and assistance in this matter,

Jo Ann

**Jo Ann Adkins**  
Purchasing and Operations Manager  
Office of Internal Operations

1900 Kanawha Boulevard, East  
Charleston, WV 25305-0330  
304.558.2686 P Extension 53099  
304.558.2790 F  
[wvde.state.wv.us](http://wvde.state.wv.us)

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1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305  
wvde.us

September 10, 2021

**MEMORANDUM**

TO: Mike Sheets, Purchasing Director

FROM: Clayton Burch, Superintendent of Schools  
Jo Ann Adkins, Purchasing Manager

SUBJECT: Emergency Purchase for Nurses for WV Schools for the Deaf & the Blind

APPROVED  
THROUGH 12/31/21  
JL [Signature] 9/10/21

The West Virginia Department of Education on behalf of the West Virginia Schools for the Deaf & the Blind requests permission to process an emergency purchase order to obtain nursing services for the students at the Schools for the Deaf & the Blind.

The current contract CMA 0403 DBS2200000001 awarded August 4, 2021 to All American Healthcare Service Inc., however the vendor has not been able to locate nurses for the school and on August 26, 2021 emailed a price increase which is attached but has not been submitted to the WV Purchasing Division.

We began to search for alternate companies on August 19<sup>th</sup> and have contacted over 20 medical staffing companies in our effort to find nurses.

To ensure services continue, it is necessary for WVDB to have state licensed registered nurses providing 24-hour care 7 days a week. This emergency purchase is critical to maintaining the health and well-being of the students.

We are needing up to 2 nurses to work 8 hours during the weekdays and 2 nurses to work 12 hours on the weekends. The cost of services provided will average \$30,000 per month. The total cost of this request should be approximately \$180,000.00.

Because of the shortage of nurses, we are requesting a 6-month contract with extension language for an additional 6 months and the ability to award to multiple vendors to ensure 24-hour care 7 days a week.

Should you have any questions or need additional information, please contact Jo Ann Adkins at 304.558.2686 extension 53099.



Whittaker, Frank M &lt;frank.m.whittaker@wv.gov&gt;

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## Emergency Order Request

1 message

Fri, Sep 10, 2021 at 1:56 PM

**Jo Ann Adkins** <joann.adkins@k12.wv.us>  
To: "Whittaker, Frank M" <Frank.M.Whittaker@wv.gov>  
Cc: Joseph E Hager III <joseph.e.hageriii@wv.gov>

Frank and Josh,

Please find attached our request documentation.

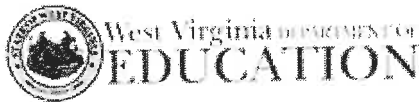
We appreciate your consideration and assistance in this matter,

Jo Ann

**Jo Ann Adkins**

Purchasing and Operations Manager

Office of Internal Operations



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### 2 attachments

**Emergency Letter for Nurses at WVDBS 2021 9 10.pdf**

105K

 **CMA DBS220000001 Price Increase dated 2021 08 26.pdf**  
99K