

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Thu, Jun 23, 2022 at 1:29 PM
Subject: Fwd: Need approval for an emergency purchase.
To: Dale Malcomb <dmalcomb@wvpublic.org>, Whittaker, Frank M
<frank.m.whittaker@wv.gov>, Toby L Welch <toby.l.welch@wv.gov>,
<tgarner@wvpublic.org>
Cc: Totten, Mark L <mark.l.totten@wv.gov>

Dale,

Your emergency is approved. Please follow emergency purchasing procedures as found in the Handbook and follow up with documentation for award within 30 days.

Regards,
Mike

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

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

----- Forwarded message -----

From: **Dale Malcomb** <dmalcomb@wvpublic.org>
Date: Thu, Jun 23, 2022 at 11:56 AM
Subject: Need approval for an emergency purchase.
To: Sheets, Mike - Purch <william.m.sheets@wv.gov>
Cc: Frank Whitaker <frank.m.whittaker@wv.gov>, Welch, Toby L
<toby.l.welch@wv.gov>, Tyler Garner <tgarner@wvpublic.org>

Mike:

Attached is a request for an emergency purchase. Please provide us a determination at your earliest convenience.

Thank you.

Dale Malcomb
Purchasing Coordinator

Director of Information Technology
Fleet Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
dmalcomb@wvpublic.org

West Virginia Public Broadcasting
"Telling West Virginia's Story"
www.wvpublic.org

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Mike Sheets
Purchasing Director
West Virginia Purchasing Division
Phone: (304) 558-0492
Email: William.M.Sheets@wv.gov

June 23rd, 2022

Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
Email: DMalcomb@WVPublic.Org

Re: Emergency purchase of contract to provide IP delivery of our broadcast feeds.

Mr. Sheets:

Our agency has been working to replace our current satellite delivery of our broadcast feeds with an IP-based solution. Our initial need related to the delivery of the Lottery drawing to other stations in WV and surrounding areas. This could be done in sufficient time to go to bid, but we now have a new need that is more urgent.

We have been selected to broadcast a Dolly Parton event at the Clay Center on August 9th, 2022. This is an extremely high visibility event for the State, and failure of any kind is not an option. In preparation for this we have reviewed our current delivery method and determined that there are too many points of failure on the satellite systems to trust such an important event to satellite without a backup/new primary delivery method in place. It is for this reason, as well as cost savings, that we were already working to institute IP-based delivery of our broadcast feeds.

The delivery time of the IP-based broadcast method is approximately four (4) weeks. This doesn't allow enough time to solicit bids, have this in place, train staff, and test the new system in time for the Dolly Parton event.

We have been able to find only three (3) qualified providers of this service. We have a quote from the most prevalent vendor in the industry of approximately \$40,000.00 per year. We will continue working to get quotes from the other two vendors.

We are requesting your approval to establish a contract for an IP-based broadcast delivery system on an emergency basis. Please provide us a determination at your earliest convenience.

Let me know if you have questions or need more information. And, as always, we appreciate your time and consideration.

Sincerely,

A handwritten signature in black ink that reads 'C. Dale Malcomb'.

C. Dale Malcomb