

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Wed, May 31, 2023 at 2:09 PM
Subject: Fwd: Korn Ferry Emergency Contract Request Memorandum
To: Bryan D Rosen <bryan.d.rosen@wv.gov>, Robert L Price <robert.l.price@wv.gov>, Whittaker, Frank M <frank.m.whittaker@wv.gov>
Cc: Totten, Mark L <mark.l.totten@wv.gov>

Bryan,

Your request for emergency procurement of professional services and related subscription services to build a job architecture platform and compensation structure is approved. This is not an approval of the named vendor. If the subscription services referenced are software based, you should also seek CIO approval.

Please follow emergency purchasing procedures as found in the Handbook and follow up with documentation for award within thirty 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: **Rosen, Bryan D** <bryan.d.rosen@wv.gov>
Date: Wed, May 31, 2023 at 12:32 PM
Subject: Fwd: Korn Ferry Emergency Contract Request Memorandum
To: Sheets, Mike - Purch <william.m.sheets@wv.gov>, Price, Robert L <robert.l.price@wv.gov>

Mike, please see the attached emergency request for a contractor to design a job platform for the Bureau for Social Services (BSS). BSS was exempted from coverage under DOP and must implement a separate stand alone personnel system by 1/1/24. The estimated cost of this contract is \$369,034. I support this request.

If you need any additional information please let me know.

Bryan

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From: **Pauley, Susan H** <susan.h.pauley@wv.gov>

Date: Wed, May 31, 2023 at 12:17 PM

Subject: Korn Ferry Emergency Contract Request Memorandum

To: Bryan D Rosen <bryan.d.rosen@wv.gov>

Cc: Ferris, Angela L <angela.l.ferris@wv.gov>, Justin H Cherry <justin.h.cherry@wv.gov>, Erica B Harper <erica.b.harper@wv.gov>, Julie E Thomas <julie.e.thomas@wv.gov>, Naimat M Khani <naimat.m.khani@wv.gov>, Matthew W Withrow <matthew.w.withrow@wv.gov>

Bryan,

On behalf of Angie Ferris, I am forwarding the Korn Ferry Emergency Contract Request Memorandum. Please let us know if you need any additional information.

Thanks.

Susan

Susan H. Pauley, Esq., SHRM-CP

Director

Employment Litigation Unit

Office of Human Resources Management

West Virginia Department of Health and Human Resources

One Davis Square, Suite 400

Charleston, WV 25301

Office Phone: (304) 558-8040

Cell Phone: (304) 539-0076 (new number as of 3/9/2023)

Fax: (304) 558-8543

Email: Susan.H.Pauley@wv.gov

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STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Cabinet Secretary's Office
Office of Human Resources Management

Jeffrey H. Coben, MD
Interim Cabinet Secretary

Angela Jacobs-Ferris
Chief Human Resources Officer

MEMORANDUM

DATE: May 31, 2023

TO: Bryan D. Rosen
Director of Purchasing
DHHR Deputy Secretary of Administration

FROM: Angela Jacobs-Ferris
Chief Human Resources Officer
DHHR Office of Human Resources Management

RE: Korn Ferry Emergency Contract

The Office of Human Resources Management (OHRM) respectfully requests permission to issue an emergency purchase for procurement of Korn Ferry's professional services and related subscription services to build a job architecture platform across the Bureau for Social Services (BSS) and to develop a compensation structure to ensure equitable and competitive pay. The emergency purchase is being requested to begin immediately and last for a period of six (6) months with the potential for an additional six (6) months. The estimated cost for this emergency purchase, including professional fees, expenses, and subscription fees, is included in the contract information Erica Harper provided to you this morning.

This request is being made due to reasons outlined below:

- On March 29, 2023, the Governor approved Senate Bill 273. SB 273 requires the development of a merit-based system policy for new BSS employees on or before January 1, 2024, and existing employees who elect to enter the merit-based system. The merit-based system is exempt from the Division of Personnel and all requirements of West Virginia Code §29-6-1 *et seq.* and any related rules.

- When tasked with creating a new merit system, one key component which must be completed immediately is conducting job evaluations to rank different and dissimilar jobs into common pay scales. This can be done by several methods, including the point method and the factor-comparison method. The Hay Method is essentially a combination of these two methods and is the most widely used method of job ranking in the world. It is a proprietary system owned by Korn Ferry.
- Work must begin immediately to evaluate all BSS jobs and create an internal framework for all BSS job functions, including the creation of salary structures for each job based on the framework and market practices.
- If BSS does not implement the new merit-based system policy on or before January 1, 2024, BSS would not be in compliance with its statutory obligations, and the timely implementation of the new merit-based system policy, which is an integral part to addressing BSS recruitment and retention issues, may be jeopardized.

Thank you for your time and consideration of this Emergency Contract request. If you have any questions or need additional information, please contact me at (304) 558-3347 or angela.l.ferris@wy.gov.