

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>

Date: Thu, Nov 3, 2022 at 4:02 PM

Subject: Re: Approval Request for an Emergency Purchase

To: Morgan, Debra K <debra.k.morgan@wv.gov>

Cc: Toby L Welch <toby.l.welch@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>, Scott A Adkins <scott.a.adkins@wv.gov>, Sizemore, Carrie <carrie.sizemore@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Debbie,

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

On Thu, Nov 3, 2022 at 3:51 PM Morgan, Debra K <debra.k.morgan@wv.gov> wrote:
Time is of the essence due to deadlines mandated by the USDOL, in particular Region 2, which is due to be conducted on December 12th. In addition to Region 2 there are 6 additional WorkForce Development Boards audits mandated, as stated we just do not have the required staff. The Director submitted her resignation on Monday which the agency was not expecting, that along with the two vacancies mentioned in our approval letter it is creating a critical need for the agency. It is the goal of WFWV to create a RFQ during that one year contract period that would be released for competitive bidding by State Purchasing. Without the approval of our request we run the risk of losing federal funds to our agency.

If you need anything more please let me know.

Thanks,
Debbie

On Thu, Nov 3, 2022 at 2:03 PM Sheets (Purchasing), Mike <william.m.sheets@wv.gov> wrote:
Debbie,

Thanks for your email. Since we're not familiar with your programs, this doesn't appear to make the case for an emergency.

To better understand the request, we have a few questions:

- 1) Why can't this be bid now?
- 2) Why is a one-year term being requested?
- 3) What are the consequences of this work not being completed?

Thanks,
Mike

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

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

On Thu, Nov 3, 2022 at 1:56 PM Morgan, Debra K <debra.k.morgan@wv.gov> wrote:
Good Afternoon Mike,

WorkForce West Virginia is requesting Purchasing's approval for a one-time emergency contract as described in the attached letter.

Thank you,
Debbie

Michael Sheets
Director of Purchasing
2019 Washington Street East
Capitol Complex, Building 15
Charleston, WV 25305

November 3, 2022

RE: Approval for an Emergency Purchase

WorkForce West Virginia (WFWV) is requesting approval for a one-time emergency contract for the term of one (1) year with an outside vendor to conduct fiscal and program monitoring for the seven WorkForce Development Boards who receive WorkForce Innovation and Opportunity ACT (WIOA) funding from WFWV. The vendor would be responsible for updating all WIOA guides mandated by the U.S. Department of Labor (USDOL) under WIOA.

WFWV is experiencing an emergency staffing situation in the Management Analysis section which normally perform the USDOL required audits. WFWV has two (2) vacant Accountant Auditor positions, in addition to the Director taking a job with another State agency. The vacancies and resignation have created a hardship for WFWV because we simply do not have the needed staff to complete USDOL's required monitoring and reviews within the allotted timeframe. Missing USDOL audit requirements could lead to reduced funding for WFWV.

The agency has conducted market research and found a vendor with available staffing which is qualified and knowledgeable in the areas of WIOA auditing, monitoring, reviewing, updating, training and technical assistance that we need and is available to start performing these services immediately. The all-inclusive cost for the vendor's services is \$94,775.00 which represents an estimated cost savings in salary alone of \$182,250.96 for the one (1) year period.

This request is critical to WorkForce to ensure ongoing WIOA funding is not interrupted and/or reduced.

During the one (1) year emergency contract period the agency will be working on completing a RFQ for competitive bidding for the services that DOL mandates for the WIOA program

Thank you in advance for your consideration of this request. If you have questions or need additional information please reach out to me or Scott Adkins at Scott.A.Adkins@wv.gov.

Regards,

A handwritten signature in blue ink, appearing to read "Debbie", is positioned above the typed name.

Debbie Morgan
Procurement Manager
WorkForce West Virginia
Debra.K.Morgan@wv.gov
304-352-3879