

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

Date: Tue, Aug 8, 2023 at 4:57 PM

Subject: Re: Need approval for an emergency purchase of accounting services.

To: Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>

Cc: Frank Whitaker <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>, Larry D McDonnell <[larry.d.mcdonnell@wv.gov](mailto:larry.d.mcdonnell@wv.gov)>, Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>

Dale,

Your emergency is approved.

Within thirty days, please provide your Buyer with documentation evidencing what was purchased and at what price along with any executed contract documents for posting to our website.

Regards,  
Mike

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

Phone: (304) 558-0492  
Fax: (304) 558-0006

On Tue, Aug 8, 2023 at 4:48 PM Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)> wrote:  
Mike:

Attached is an approval request for an emergency purchase. This is the situation we discussed earlier today. There is no one in the office right now for me to get specific deadline dates, but I believe what I have will be sufficient. Please let me know right away if it is not.

Thank you.

Dale Malcomb  
Purchasing Coordinator  
Information Technology Manager  
Fleet Coordinator  
Phone: (304) 254-7858  
Cell: (304) 222-9252  
[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

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**"Telling West Virginia's Story"**  
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Mike Sheets  
Purchasing Director  
West Virginia Purchasing Division  
Phone: (304) 558-0492  
Email: [William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov)

August 8th, 2023

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

Re: Emergency purchase of accounting services.

Mr. Sheets:

We are currently in the middle of our annual audit and have discovered issues that require immediate attention. Some of our new accountants have been improperly posting accounting information for several months and this will require a significant amount of time to correct.

The auditors have informed us that we will need immediate assistance from an accredited CPA firm if we expect to have everything corrected in time to meet the audit deadlines. According to their assessment, we will not have time to bid this or even issue a direct award.

For this reason, we are asking for your approval to solicit a contract of accounting services on an emergency basis. We are not sure of the final costs, but would not be surprised if it exceeds our \$50,000.00 agency delegation level.

Please let me know if you have questions or need more information.

As always, thank you for your time and consideration. We greatly appreciate it.

Sincerely,



C. Dale Malcomb