

From: **Sheets (Purchasing), Mike** <william.m.sheets@wv.gov>
Date: Tue, Jul 11, 2023 at 2:30 PM
Subject: Re: Emergency Purchase Request - Tableau
To: Rosen, Bryan D <bryan.d.rosen@wv.gov>
Cc: Price, Robert L <robert.l.price@wv.gov>, Heather M White <heather.m.white@wv.gov>, Jobe, Kimberly S <kimberly.s.jobe@wv.gov>, Debolt, Kimberlie K <kimberlie.k.debolt@wv.gov>, Whittaker, Frank M <frank.m.whittaker@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Bryan,

Your emergency is approved for sixty Tableau licenses for a twelve month period, for a total of \$345,000.00.

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) 558-4115

On Tue, Jul 11, 2023 at 12:11 PM Rosen, Bryan D <bryan.d.rosen@wv.gov> wrote:
Mike, please see the attached emergency purchase request for Tableau licenses. This is the one that I spoke to you about where the vendor did not note an exception in their bid but only provided licenses for an approximately 6 month term rather than for an entire year. We are working with DHHR legal counsel on how to deal with the cancelation and payment of that contract.

We do have an on-going need and will need to bridge the gap with an emergency purchase while seeking competitive bids for a long term solution. I recommend approving this request.

Bryan

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

From: **Harding, Malena L** <malena.l.harding@wv.gov>

Date: Tue, Jul 11, 2023 at 12:04 PM

Subject: Emergency Purchase Request - Tableau

To: Bryan D Rosen <bryan.d.rosen@wv.gov>, Mark A Waid <mark.a.waid@wv.gov>, Mike Morris <michael.j.morris@wv.gov>

Bryan,

Please see attached request for your review and approval.

Thank you!

Malena Harding

Procurement Manager

Office of Management Information Services (OMIS)

WV Department of Health and Human Resources

1 Davis Square - Suite 200

Charleston WV 25301

304-558-5640 (office)

304-932-8829 (cell)



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

Sherri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary

Shaun L. Charles
Chief Information Officer

July 11, 2023

To: Bryan Rosen, Director
WV DHHR, Purchasing

From: Malena Harding, Procurement Manager 
WV DHHR, Office of Management Information Services

Re: Emergency Purchase Tableau Software Licenses

The Office of Management Information Services (OMIS) on behalf of the Bureau for Public Health (BPH) is seeking approval to award an emergency purchase for sixty (60) Tableau software licenses for a twelve-month period.

A solicitation was released on January 4, 2023 (CRFQ MIS2300000002) for the following:

PRODUCTS REQUIRED FOR COMPLETE TABLEAU SOFTWARE PLATFORM

Tableau 8 Core Base (Server) MFG Part 200001798; Embedded Analytics 8 Core Base (Server) MFG Part 200001800; Tableau JumpStart MCF Part 200001994; Tableau Creator (Server) MFG Part # 200001773; Tableau Training eLearning (Creator) MFG Part # 200001553

The contract was awarded to the lowest responsive bidder, Vcloud Tech, Inc. (CMA MIS2300000002) with an effective start date of March 1, 2023. The terms and conditions of the contract were for one year of service with three optional one-year renewal periods.

When the vendor submitted an invoice with service periods that did not match the contract, we investigated further and determined the vendor had provided licenses by co-termining them with an existing Tableau account BPH had.

Co-termining to another account or a shortened service period was not noted or mentioned during the solicitation process or on the vendor's bid. The co-termining period on the invoice does not provide the proper contract duration as listed in the terms and conditions of the contract.

OMIS and BPH have tried to resolve this issue with VCloud and unfortunately, we cannot continue with the existing service and contract. The agency is using grant funds for this purchase and these licenses have already been assigned to users. The agency does not have adequate time to go through another solicitation process because the service expired on July 7, 2023.

The agency has been given a two-week extension by Tableau for the current licenses to remain active while we secure a new agreement.

We request your approval to proceed with an emergency purchase for a contract period of one year which will allow us time to issue a new solicitation for these licenses.

We estimate the cost will be \$345,000.00 for (60) sixty Tableau licenses for a (12) twelve-month period.