

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>

Date: Wed, Dec 4, 2024 at 3:24 PM

Subject: Fwd: Emergency Procurement Request

To: <mary.m.lipford@wv.gov>

Cc: Samantha L Willis <samantha.l.willis@wv.gov>, Totten, Mark L <mark.l.totten@wv.gov>

Mary,

Your emergency request to contract for a program/service to help state agencies find needed resources to meet the needs of individuals as described in your email below is approved. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the completed contract to this office for public posting within 30 days of this approval.

As always, please let us know if you have any questions or concerns.

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

From: **Willis, Samantha L** <samantha.l.willis@wv.gov>

Date: Wed, Dec 4, 2024 at 11:16 AM

Subject: Fwd: Emergency Procurement Request

To: Frank M Whittaker <frank.m.whittaker@wv.gov>

See below. Emergency request from Governor's Office for software that is crucial to the "no wrong door" program which provides services to individuals in need of a number of services - basically it helps guide them toward local food pantries, job services, etc. just over \$70k for one year of services, then a formal procurement will come after when they can gather more information and do market research on potential alternatives.

This seems reasonable to me. Can we get this moved forward for them today or would you like to wait until tomorrow to discuss?

Thanks!

Sam

Samantha Willis
Director & General Counsel
Purchasing Division
304-558-0492 • Samantha.L.Willis@wv.gov



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

From: **Lipford, Mary M** <mary.m.lipford@wv.gov>
Date: Wed, Dec 4, 2024 at 11:09 AM
Subject: Re: Emergency Procurement Request
To: Willis, Samantha L <samantha.l.willis@wv.gov>
CC: Bentley, Berkeley <berkeley.bentley@wv.gov>

This is for one year



Mary Lipford

Financial Manager

Office of Governor Jim Justice

State Capitol

[1900 Kanawha Boulevard, E.](#)

[Charleston, WV 25305](#)

[304-558-2000](tel:304-558-2000) (office)

304-342-7025 (fax)

Governor.wv.gov

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On Wed, Dec 4, 2024 at 11:08 AM Willis, Samantha L <samantha.l.willis@wv.gov> wrote:

Would this be for one year because it is an up front software purchase?

Samantha Willis
Director & General Counsel
Purchasing Division
304-558-0492 • Samantha.L.Willis@wv.gov



On Wed, Dec 4, 2024 at 10:42 AM Lipford, Mary M <mary.m.lipford@wv.gov> wrote:

Samantha,

The State has used an enterprise platform procured on an annual subscription basis from FindHelp.com for several years. This program allows county offices of DoHS and other state agencies to find needed resources (e.g., food pantries, jobs placement agencies, transportation assistance, etc.) nearest the constituents' homes. The contract has expired at this point due to communication issues, and we request that this procurement be allowed without formal bid on an emergency basis. That will allow our county offices to connect constituents with much needed assistance in getting back into the workforce, among other benefits. If allowed as an emergency procurement, we will next go through the process to procure the product/service under non-emergency processes.

This procurement of the enterprise platform along with support will cost \$71,600. Please let us know any questions you may have, and please reply to this email if approved on an emergency basis.

Thank you,

Mary



Mary Lipford

Financial Manager

Office of Governor Jim Justice

State Capitol

1900 Kanawha Boulevard, E.

Charleston, WV 25305

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Frank Whittaker, CPPB, NIGP-CPP

Assistant Director

West Virginia Purchasing Division

2019 Washington Street, East

Charleston, WV 25305

(304) 558-2316

frank.m.whittaker@wv.gov