



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: Message from KM_808

1 message

Lyle, Tara L <tara.l.lyle@wv.gov>

Tue, Mar 11, 2025 at 11:46 AM

To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>, Bryan D Rosen <bryan.d.rosen@wv.gov>

Bryan,

Your emergency request for a professional facilitator for Child Protective Services is approved.

Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and, 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.

Thanks,
Tara

Tara Lyle

Buyer Supervisor, Purchasing Division
304-558-2544 • Tara.L.Lyle@wv.gov



On Tue, Mar 11, 2025 at 10:16 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Bryan received the approval memo for the emergency purchase request

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

From: **Rosen, Bryan D** <bryan.d.rosen@wv.gov>

Date: Tue, Mar 11, 2025 at 8:40 AM

Subject: Fwd: Message from KM_808

To: Crystal G Hustead <crystal.g.hustead@wv.gov>

Secretary Mayer's approval for the over \$100K on the emergency purchase of facilitator services.

Bryan

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

From: <15780@wv.gov>

Date: Tue, Mar 11, 2025 at 8:38 AM

Subject: Message from KM_808

To: <Bryan.D.Rosen@wv.gov>

APPROVED
L. W. H. H.
3/11/25



WEST VIRGINIA PURCHASING DIVISION

Emergency Purchase Request Form for Central Purchases
(Purchases Exceeding Agency's Delegated Spending Threshold)

Statutory Authority: Pursuant to West Virginia Code §5A-3-15 and 148 C.S.R. 1-7.6, the director may authorize, in writing, a state spending unit to purchase in the open market, without filing requisition or estimate, specific commodities for immediate delivery to meet bona fide emergencies arising from unforeseen causes.

Follow-up Award Requirements: Effective July 1, 2024, agencies have delegated authority, upon written approval, to process all emergency purchases as agency contracts. Agencies must submit all contract documents to Purchasing.Division@wv.gov no later than 30 days of issuance.

Description of the emergency circumstance(s) that led to this emergency purchase request:
(What is the emergency situation? Provide detailed information.)

See attached.

Proposed remedy:

(What is the item or service that needs to be purchased to remedy the emergency situation in the short term?)

A professional facilitator with specialized experience to conduct structured, large-scale listening sessions.

Estimated cost:

(How much will the items or service cost to rectify the situation? Include total cost.)

\$348,000

Proposed duration/quantity:

(If a service is needed, how long will you need it until you can properly bid out a long-term solution? If an item is needed, how many does your agency need?)

All services to be rendered by 12/31/25.

The state of West Virginia is facing an emerging crisis within its Child Protective Services (CPS) system that hinders the protection of vulnerable children. Without immediate intervention West Virginia risks further deterioration of its child welfare system, placing countless children at greater risk of harm. This crisis demands urgent attention from agencies and community stakeholders to ensure that every child in the state receives the protection and care they deserve.

Immediate Need for Stakeholder Engagement

The CPS crisis has escalated to a level that demands swift intervention and engagement with key stakeholders, including affected families, community organizations, CPS staff, and policymakers.

Delays in engagement could result in further loss of trust, exacerbation of systemic issues, and potential harm to children and families in the CPS system.

Lack of Internal Resources and Expertise

The department does not have the internal capacity or specialized expertise to conduct structured, large-scale listening sessions effectively within the required timeframe.

A professional facilitator will ensure that discussions remain constructive, inclusive, and focused on actionable outcomes.

Time Sensitivity and Public Interest

Traditional procurement processes would take too long and would not align with the urgency required to address the crisis.

The public and governmental stakeholders have expressed significant concern and demand for immediate action to address CPS challenges.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

WV Oasis Document Number: Emergency Purchase for a professional facilitator

The Accompanying Request has been reviewed and approved by the following:

[Signature]

Agency Head

3/10/25

Date

[Signature]

Cabinet Secretary/Department Head

3/10/25

Date

Governor's Office Representative

Date