



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.

Emergency Purchase for a vendor to provide solutions-driven approach focused on transforming processes for long-term improvement in the areas of Foster Care Licensing and Placement.

WV Oasis Document Number:

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



Agency Head

3/29/25

Date



Cabinet Secretary/Department Head

3/25/25

Date

Governor's Office Representative

Date



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.)

Proposed remedy:

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

Estimated cost:

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

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?)

Background & Need for Immediate Action

The Department of Human Services is facing urgent challenges in the areas of Foster Care Licensing and Placement that require immediate intervention to ensure compliance with regulatory requirements, improve efficiency, and enhance the overall well-being of children in care. Current processes are outdated, inefficient, and result in delays that negatively impact the timely placement of children in safe and suitable foster homes.

Justification for Emergency Procurement

Given the critical nature of foster care services, delays in implementing process improvements could lead to:

Increased backlog in licensing foster families, limiting placement options for children.

Delays in placements, potentially violating child welfare regulations and increasing the risk of poor outcomes for vulnerable children.

Inefficiencies that result in increased administrative burdens and unnecessary costs.

To address these urgent challenges, Change & Innovation Agency has been identified as the most suitable provider due to their expertise in designing solutions-driven approaches that focus on transforming processes for long-term improvement. The vendor's proposed strategy will:

Streamline Licensing Processes – Reduce application processing times through automation and best practices.

Enhance Placement Efficiency – Implement data-driven strategies to ensure faster and better-matched placements.

Ensure Regulatory Compliance – Improve tracking and reporting mechanisms to meet state and federal guidelines.

Sustain Long-Term Improvements – Develop a framework for ongoing enhancements and adaptability to policy changes.

Reason for Emergency Status

Due to the immediate risks posed by the current inefficiencies, delaying this procurement through standard competitive bidding could further compromise child welfare outcomes. Immediate action is necessary to:

Prevent further delays in foster care placements.

Address urgent compliance concerns.

Improve overall system effectiveness without disruption to services.