



APPROVAL

BY: [Signature] DATE: 9/8/26

Emergency Purchase Request Form for Central Purchases (WV-45)

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 are delegated the 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.

Agency Information:

Agency/Department: Bureau for Public Health/ Office of Maternal, Child and Family Health

Procurement Officer: Bryan D. Rosen [Signature]

Date of Request: 9/8/26

Description of the emergency circumstance(s) that led to this emergency purchase request:

(What is the emergency situation? Provide detailed information.)

The Office of Maternal, Child and Family Health is seeking an emergency procurement to continue its web-based home visiting data collection system. The agency was pursuing an RFQ but decided that the RFP tool would need to be used to ensure that we are procuring the best quality system rather than accepting the lowest cost solution. There have been a number of delays in the development of the specifications that have left us without sufficient time to complete the procurement process. Failure to maintain the system without service interruption places up to \$7M in annual funding at risk.

Proposed remedy:

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

We are requesting to enter into an emergency contract for the above describe service for a 5 month term to allow time for the bidding of an RFP for the long term solution.

Estimated cost:

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

The 5 month term will cost approximately \$150,000.

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?)

5 months



WEST VIRGINIA DEPARTMENT OF HEALTH
Bureau for Public Health

Arvin Singh, EdD, MBA, MPH, MS, FACHDM, FACHE
Secretary of Health

Mark E. McDaniel, DO, FAAFP
Acting Commissioner & State Health Officer

MEMORANDUM

DATE: August 24, 2026

TO: Bryan D. Rosen, CPPB
Director of Operations
Office of Shared Administration

THROUGH: Teresa Marks, Director *TM*
Office of Maternal, Child and Family Health
Bureau for Public Health

FROM: Jackie Newson, Director *JN*
Division of Infant, Child, Adolescent and Young Adult Health
Office of Maternal, Child and Family Health

RE: Emergency Procurement – Local Data Solutions

The West Virginia Department of Health, Bureau for Public Health, Office of Maternal, Child and Family Health (OMCFH), Division of Infant, Child, Adolescent and Young Adult Health, West Virginia Home Visitation Program (WVHVP) is seeking an emergency procurement with Local Data Solutions to continue WVHVP's web-based home visiting data collection system since the Request for Proposals (RFP) has not been secured during the first emergency procurement process.

This data system is critical to the ongoing operations of WVHVP. This system collects data for all federal reporting for the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program for which West Virginia receives over \$7 million annually in federal funding. WVHVP is required to submit quarterly and annual reports to comply with MIECHV reporting requirements. All MIECHV-funded sites, including 150+ unique data system users, as well as the Right From The Start Program, use the system for case management of families and children served. Continuous operation is essential, a time lapse in using the data system and failure to submit required federal reporting could result in the loss of federal funds.

We have been working to secure a Request for Quotations (RFQ) as directed since January 2026, but the shift to an RFP process in July 2026 means we lack sufficient time to complete it.

Funding for this emergency procurement is funded 100% by federal funds from the HRSA MIECHV Program which supports the administrative functions of the State MIECHV Agency (funding source 0506-8802-13000-2990).

Thank you for your consideration of this request to support continuity of services. If you have any questions, please contact me at jackie.j.newson@wv.gov or (304) 414-0648.



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

Re: Purchase Request - Emergency Contract Continuation of Services - Local Data Solutions - WVHVP Data Collection System 07/28/26-12/31/26

1 message

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

Tue, Sep 8, 2026 at 1:29 PM

To: "Whittaker, Frank M" <frank.m.whittaker@wv.gov>, Samantha L Willis <samantha.l.willis@wv.gov>

Frank, per our conversation, Public Health did not include the WV-45. I have included that with this email.

Thanks for all of your help.

Bryan

On Tue, Sep 8, 2026 at 8:33 AM Rosen, Bryan D <bryan.d.rosen@wv.gov> wrote:

Samantha and Frank, please see the revised emergency request. I apologize for the late submission. I missed it in my in-box.

Bryan

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

From: **Buskirk, Courtney M** <courtney.m.buskirk@wv.gov>

Date: Fri, Aug 28, 2026 at 12:58 PM

Subject: Re: Purchase Request - Emergency Contract Continuation of Services - Local Data Solutions - WVHVP Data Collection System 07/28/26-12/31/26

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

Hello,

Attached please find the revised emergency justification memo for this request.

Thank you,

Courtney M. Buskirk



Courtney M. Buskirk
Procurement Specialist Senior
West Virginia Department of Health
350 Capitol Street, Room 206
Charleston, WV 25301
Phone: 304-352-4853
Email: Courtney.m.buskirk@wv.gov

dhhr.wv.gov

On Thu, Aug 20, 2026 at 10:13 AM Rosen, Bryan D <bryan.d.rosen@wv.gov> wrote:

Please see the email from the Purchasing Division.

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

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

Date: Thu, Aug 20, 2026 at 9:31 AM

Subject: Re: Purchase Request - Emergency Contract Continuation of Services - Local Data Solutions - WVHVP Data Collection System 07/28/26-12/31/26

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

Cc: Samantha L Willis <samantha.l.willis@wv.gov>

Bryan,

We have reviewed the emergency request from the Bureau for Public Health, but we have a few unanswered concerns. that the agency needs to address before we can make a decision concerning the request.

The Purchasing Division has already approved an emergency for what appears to be the same issue for the period of 01/28/2026 through 07/27/2026. However the emergency situation seems to be unresolved. For this reason the agency needs to provide additional detail concerning the circumstances that prevented it from resolving the issue within the original emergency contract period. Additionally the agency should detail the measures it will take to prevent future emergency requests stemming from planning or prioritization issues within the agency. As you know we have a responsibility to the vendor community to provide opportunities to earn the State's business through the competitive process.

The Memorandum to Director Trey Morris suggests that the RFP specifications have been submitted to Finance for processing. If that is correct, do you suppose a shorter emergency period may be appropriate?

Please advise,

Frank

On Tue, Aug 18, 2026 at 9:35 AM Rosen, Bryan D <bryan.d.rosen@wv.gov> wrote:

I received the attached emergency purchase request for the Web-based home visitation data collection system. The request is for a five month term at an estimated cost of \$150,000.

Thanks for your consideration. Please let me know if you have any questions.

Bryan

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

From: **Buskirk, Courtney M** <courtney.m.buskirk@wv.gov>

Date: Tue, Aug 18, 2026 at 9:24 AM

Subject: Re: Purchase Request - Emergency Contract Continuation of Services - Local Data Solutions - WVHVP Data Collection System 07/28/26-12/31/26

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

Cc: Jodie F Miller <jodie.f.miller@wv.gov>, Christine L Basham <christine.l.basham@wv.gov>, Trey R Morris <trey.r.morrisiii@wv.gov>

Hello,

I was just checking in on the approval for this emergency purchase.

Thank you,

Courtney M. Buskirk



Courtney M. Buskirk
Procurement Specialist Senior
West Virginia Department of Health
350 Capitol Street, Room 206
Charleston, WV 25301
Phone: 304-352-4853
Email: Courtney.m.buskirk@wv.gov

dhhr.wv.gov

On Mon, Aug 10, 2026 at 8:48 AM Buskirk, Courtney M <courtney.m.buskirk@wv.gov> wrote:

Hello,

I am following up on this request.

Thank you,

Courtney M. Buskirk



Courtney M. Buskirk
Procurement Specialist Senior
West Virginia Department of Health
350 Capitol Street, Room 206
Charleston, WV 25301
Phone: 304-352-4853
Email: Courtney.m.buskirk@wv.gov

dhhr.wv.gov

On Tue, Jul 28, 2026 at 9:06 AM Buskirk, Courtney M <courtney.m.buskirk@wv.gov> wrote:

Hello,

Attached please find the documents for an emergency request for Local Data Solutions.

Thank you,

Courtney M. Buskirk



Courtney M. Buskirk
Procurement Specialist Senior
West Virginia Department of Health
350 Capitol Street, Room 206
Charleston, WV 25301
Phone: 304-352-4853
Email: Courtney.m.buskirk@wv.gov

dhhr.wv.gov

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From: **Miller, Jodie F** <jodie.f.miller@wv.gov>

Date: Mon, Jul 27, 2026 at 11:54 AM

Subject: Re: Purchase Request - Emergency Contract Continuation of Services - Local Data Solutions - WWHVP Data Collection System 07/28/26-12/31/26

To: Courtney M Buskirk <courtney.m.buskirk@wv.gov>

Cc: Fisher, Andrea L <andrea.l.fisher@wv.gov>, Christine L Basham <christine.l.basham@wv.gov>, Marks, Teresa D <teresa.d.marks@wv.gov>, Jackie J Newson <jackie.j.newson@wv.gov>, Donnie W Haynes <donnie.w.haynes@wv.gov>, Trey R Morris <trey.r.morrisiii@wv.gov>

Courtney,

Logged as purchase request mch27-015, please review, let the program know what else is needed and process.

Please reply all to confirm receipt.

Thank you so much,



Jodie Miller

Procurement Supervisor

West Virginia Department of Health

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On Mon, Jul 27, 2026 at 11:27 AM Fisher, Andrea L <andrea.l.fisher@wv.gov> wrote:

Please see the attached purchase request for processing.

Local Data Solutions

Emergency Contract - Continuation of Services

07/28/26 - 12/31/26

WV Home Visitation Program

Thanks.

Andrea



Andrea Fisher

Office of Maternal, Child & Family Health
West Virginia Department of Health

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From: <13736@wv.gov>

Date: Mon, Jul 27, 2026 at 10:45 AM

Subject: Message from KM_C458

To: <Andrea.L.Fisher@wv.gov>



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