



WEST VIRGINIA DIVISION OF
REHABILITATION SERVICES

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APPROVED
BY: *[Signature]* DATE: *8/19/26*

MEMORANDUM

DATE: August 10, 2026

TO: Frank Whittaker, Assistant Director

FROM: Sheri Slone, Procurement Manager

SUBJECT: Emergency Purchase

The Division of Rehabilitation Services is requesting an Emergency Purchase to allow time for bidding on a new contract for the provision of Central Non-Profit Agency (CNA) services. This contract is the foundation contract for statewide contracts established under the State Use Program. The agency is required by federal and State Code as referenced: Federal Code: The AbilityOne Program is authorized under the Javits-Wagner-O'Day (JWOD) Act found in **41 U.S.C. §§ 8501–8506**. The federal regulations governing the program and the U.S. AbilityOne Commission are located in **41 CFR Chapter 51 (Parts 51-1 through 51-10)**, and federal procurement rules for purchasing through the program are outlined in **FAR Subpart**. State Code: West Virginia Code §5A-3A-2 establishes an approved central nonprofit agency coordinated through the Division of Rehabilitation Services. Its core job is to connect state spending units with qualified nonprofit workshops that employ disabled individuals, helping agencies purchase needed goods and services while promoting personal independence. to competitively bid the services.

This emergency purchase request is being made to allow the Department of Administration, administrators of the program, time to review and make any necessary changes to the specifications allowing for a competitive bid process.

The agency believes WVARF, the current contract holder, should be permitted to continue providing the services for a 90-days to allow for review of specifications and bid process. They have already established secondary statewide contracts and to stop these would be disruptive to not only this agency, but other agencies that utilize these contracts. No other entity would have the capacity or ability to provide the commodities and services now provided.

Thank you for your consideration of this request. Please let me know if you need any further information.