

APPROVED

BY: Antonia Miller DATE: 7/31/26



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: West Virginia Department of Tourism

Procurement Officer: Mary Kemper

Date of Request: 7/31/2026

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

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

Secretary of Tourism Chelsea Ruby announced her intent to step down from her role as Secretary, effective July 31, 2026. Curtis Capehart has been named Acting Secretary. At the same time, as this transition and the search for a new permanent Secretary takes place, multiple marketing and other contracts are up for renewal and the Department is in need of evaluation of the services and processes used to market the State of West Virginia to visitors. This need is immediate due to the time-sensitive nature of marketing purchases.

Proposed remedy:

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

In order to remedy the situation, we propose to procure services for advertising and operations consulting as soon as possible.

Estimated cost:

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

Estimated \$75,000

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?)

Approximately 5 to 7 months, given the ongoing leadership transition

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

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

Date: Fri, Jul 31, 2026 at 10:28 AM

Subject: Re: Emergency Purchasing Request form for your Review

To: Smith, Ennis B <ennis.b.smith@wv.gov>

Cc: Krysten A Wolfe <krysten.a.wolfe@wv.gov>, Frank M Whittaker
<frank.m.whittaker@wv.gov>

Looks good, this is approved. Please follow the applicable emergency purchasing procedures to identify and award a vendor. Let me know if you need anything else.

Best,

Sam

On Fri, Jul 31, 2026 at 8:59 AM Smith, Ennis B <ennis.b.smith@wv.gov> wrote:

Good morning, Samantha,

Please see the attached for your review.

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Ennis B. Smith

**Deputy Secretary &
Chief Development Officer**

304-558-2200 | Ennis.B.Smith@wv.gov

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Building 3 | Suite 100 | Charleston, WV 25305

