



APPROVED

BY: LC DATE: 9/11/26

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: WV Veterans Nursing Facility/WV Veterans Home/ WVDVA

Procurement Officer: Morgan Sheets

Date of Request: 9/11/26

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

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

While both the WV Veterans Nursing Facility WV (WVVNF) and the WV Veterans Home (WVVH) have submitted their recommendations for award to the WV Purchasing Division (two different solicitations) to award the Electronic Medical Records Systems (EMRS) contracts to Point Click Care (PCC), a stall in negotiations over the Terms and Conditions have caused a backlog on the awards. We respectfully request a 90-day Emergency Purchase to avoid a disruption of service for our EMRS.

Proposed remedy:

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

Electronic Medical Records System to keep us in compliance with State and Federal regulations.

Estimated cost:

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

For 90 days, the cost will be \$11,887.20 for WVVNF and \$3439.11 for WVVH.

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?)

90 days