



*West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

APPROVED
BY: Fw DATE: 9/11/26

September 8, 2026

Frank Whittaker, Administrative Services Manager III
WV Purchasing Division, Administration
1019 Washington Street E.
Capitol Complex Building 15
Charleston, WV 25305

Re: DCSS, CMA VNF23*01, ARFQ VNF26*03 RN, VNF26*04 LPN, and
VNF26*05 HSW, Emergency Contract for Services.

Request for 60-day Emergency Contract.

Dear Mr. Whittaker

These contracts expire on September 13, 2026. We are requesting an additional 60-day emergency contract beginning September 14, 2026, through November 12, 2026, or until a contract is in place. This will allow our facilities continuation to fulfil our medical staffing needs.

From contract CMA VNF23*01 We have the following history. Saunders Staffing Inc, Management Registry, Jay Kay Inc, PRN Solutions, and Limitless Healthcare are providing staff. The following vendors are not providing staff, Career Staffing, Home Care Advantage, Manpower, and Primetime Healthcare.

As a nursing home, we must have a certain number of RNs, LPNs, and HSWs per resident working at any given time. Without such, we run the risk of life or health and safety issues of not providing the appropriate care to our residents. Direct Care Staffing Services are vital to the health and well-being of our residents, as well as the continuity, purpose, and mission of our facility.

Thank you for your kind assistance in this matter.

Sincerely,

Michael Clevenger
Procurement Supervisor
West Virginia Veterans Nursing Facility
(304) 326-6476 x 66476



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

DCSS 60-day Emergency Contract

1 message

Clevenger, Michael A <michael.a.clevenger@wv.gov>

Tue, Sep 8, 2026 at 2:09 PM

To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Jessica L Riley <jessica.l.riley@wv.gov>, David H Pauline <david.h.pauline@wv.gov>, Heather L Brunton <heather.l.brunton@wv.gov>, Morgan Sheets <morgan.sheets@wv.gov>
Cc: Kaycee M Pasternak <kaycee.m.pasternak@wv.gov>, Vicki L Nutter <vicki.l.nutter@wv.gov>

Frank, attached is a WVVNF signed letter requesting a 60-day DCSS Emergency Contract. If you have any additional questions please let me know.

Thank you,

Michael Clevenger
Procurement Supervisor
WV Veteran's Nursing Facility
One Freedom Way
Clarksburg, WV. 26301
(304) 326 6476 ext.66476



DCSS SIGNED EMER LETT 9-8-26.pdf

51K



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

DCSS

1 message

Clevenger, Michael A <michael.a.clevenger@wv.gov>
To: Frank M Whittaker <frank.m.whittaker@wv.gov>
Cc: Kaycee M Pasternak <kaycee.m.pasternak@wv.gov>

Fri, Sep 11, 2026 at 2:03 PM

Frank, attached you will find the signed emergency letter request and the WV-50 for Direct Care Staffing Services. The CRQM was released to Central on July 28, 2026. Unfortunate timeline circumstances surrounding the bid and a buyer's mistake when posting questions extended the bid opening date by 5 days. The evaluation of bids was completed, and the WV-50 was submitted on August 31, 2026. Following submittal, a weeklong purchasing conference occurred, which involved staff being away from the central office.

Thank you,

Michael Clevenger
Procurement Supervisor
WV Veteran's Nursing Facility
One Freedom Way
Clarksburg, WV. 26301
(304) 326 6476 ext.66476

2 attachments



DCSS SIGNED EMER LETT 9-8-26.pdf
51K



WV-50 RFQ_RecommendationforAwardandManualVendorComplianceSearchVerificationFormCentral.docx
22K