APPROVED
BY: [illegible] DATE: 10/27/26

WEST VIRGINIA
PURCHASING DIVISION

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 Veterans Nursing Facility

Procurement Officer: Michael Clevenger, Procurement Supervisor

Date of Request: 10/22/26

Description of the emergency circumstance(s) that led to this emergency purchase request:
(What is the emergency situation? Provide detailed information.)

DCSS's CMA contract ended September 13, 2026. Agency submitted CRFQ VNF27-01. Awards for two vendors meeting qualifications was recommended but never finalized at the central level. The initial Emergency Contract ends on November 12, 2026. We are requesting an end-of-year Emergency Contract beginning November 13, 2026, through December 31, 2026, or until a contract is in place. This will allow our facilities continuation to fulfil our medical staffing needs.

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

CRFQ VNF27*01 bid recommendations by Agency needs to be finalized as soon as possible to accomodate the medical needs of our veterans. Scheduling medical staff is very difficult without completed contracts.

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

$1.25 million

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?)

A bid evaluation has been completed and a recommendation on 09/21/2026 has been made. Our

Welch, Toby L <toby.l.welch@wv.gov>

CMA VNF27*07A / B - DIRECT CARE STAFFING SERIVCES

2 messages

Welch, Toby L <toby.l.welch@wv.gov> Mon, Oct 26, 2026 at 1:43 PM
To: Michael A Clevenger <michael.a.clevenger@wv.gov>, Jessica L Riley <jessica.l.riley@wv.gov>

Mr. Clevenger,

Frank asked me to follow up regarding the emergency status to see if you would still like to move forward with it.

Additionally, the master agreement requires your level of approval before we can submit it through the remaining chain of approvals. Currently, both CMA's are sitting at CMA LVL 1 Dept 0613.

Once you are able to approve them, I will expedite them through the rest of the process.

Thank you,

Toby L Welch
Senior Buyer
Purchasing Division
304-558-8802 | Toby.L.Welch@wv.gov
2019 Washington St. E., Charleston, WV 25305

WEST VIRGINIA
PURCHASING DIVISION

Clevenger, Michael A <michael.a.clevenger@wv.gov> Mon, Oct 26, 2026 at 2:27 PM
To: "Welch, Toby L" <toby.l.welch@wv.gov>
Cc: Jessica L Riley <jessica.l.riley@wv.gov>, Kaycee M Pasternak <kaycee.m.pasternak@wv.gov>

Toby, thank you for your help in this matter. We have approved CMAs A and B and sent them back to you. We are more than pleased you will expedite them through the rest of the award process, We still request to establish the emergency request through the end of the year or until a contract is in place. We have spoken with our Nursing Administration and they believe the new vendors and schedulers will need more time for the "new-hire" onboarding process which may take more than a couple of weeks.

[Quoted text hidden]

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Thank you,

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

West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301

October 22, 2026

Mr. 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 an end of year Emergency Contract.

Dear Mr. Whittaker

These contracts expired on September 13, 2026. The initial Emergency Contract ends on November 12, 2026. We are requesting an end-of-year Emergency Contract beginning November 13, 2026, through December 31, 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