

APPROVED
1/2/25



WEST VIRGINIA PURCHASING DIVISION

Emergency Purchase Request Form for Central Purchases
(Purchases Exceeding Agency's Delegated Spending Threshold)

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 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.

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

The DH, DoHS and OSA finance units have experienced a high turnover rate which has resulted in a number unfilled positions due to the restructuring of the entity formerly know as the DHHR.

Proposed remedy:

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

The services of an accounting firm with governmental knowledge and experience will be an invaluable resource as we work on process redesign, augmentation of existing/transitioning positions and training/educational needs.

Estimated cost:

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

We estimate the cost for this service to be approximately \$1M.

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?)

We anticipate needing this service for a period not to exceed one (1) year.



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

Fwd: Emergency Purchase Request

8 messages

Hustead, Crystal G <crystal.g.hustead@wv.gov>

Fri, Dec 13, 2024 at 9:18 AM

To: Tara L Lyle <tara.l.lyle@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>, Samantha L Willis <samantha.l.willis@wv.gov>

I received a response from Bobby with additional information regarding the emergency purchase request

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

From: **Price, Robert L** <robert.l.price@wv.gov>

Date: Fri, Dec 13, 2024 at 9:17 AM

Subject: Re: Emergency Purchase Request

To: Hustead, Crystal G <crystal.g.hustead@wv.gov>

At this time this is not a new requisition in the works. They are working on hiring staff during the next 12 months.



Robert Price, CPPO, CPPB, NIGP-CPP

Administrative Services Manager II

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

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On Fri, Dec 13, 2024 at 8:00 AM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Do you know if a new requisition is in the works?

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

From: **Lyle, Tara L** <tara.l.lyle@wv.gov>

Date: Thu, Dec 12, 2024 at 3:34 PM

Subject: Re: Emergency Purchase Request

To: Hustead, Crystal G <crystal.g.hustead@wv.gov>

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

Crystal,

Do you know if they have something out for bid or intend to put a solicitation out soon?

Thanks,

Tara

On Thu, Dec 12, 2024 at 12:43 PM Hustead, Crystal G <crystal.g.hustead@wv.gov> wrote:

Please see the below emergency purchase request from DHHR

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

From: **Price, Robert L** <robert.l.price@wv.gov>

Date: Thu, Dec 12, 2024 at 12:23 PM
Subject: Emergency Purchase Request
To: Crystal G Husted <Crystal.G.Husted@wv.gov>
Cc: Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Heather M White <heather.m.white@wv.gov>, Kimberlie K Debolt <kimberlie.k.debolt@wv.gov>, Bryan D Rosen <bryan.d.rosen@wv.gov>

Crystal,

I need to request an emergency purchase for professional accounting services. As a result of the department restructuring and creation of the Office of Shared Administration, the finance units have experienced a high turnover rate which has resulted in a number of vacancies that are currently unfilled. This emergency purchase would commence on 12/16/2024 and last for one year with an estimated cost of \$1M. It is imperative that we have enough staff to help with process redesign in order to effectively perform the necessary accounting and auditing functions to ensure compliance with state and federal regulations. If you have any questions or need additional information, please let me know.



Robert Price, CPPO, CPPB, NIGP-CPP

Administrative Services Manager II
Office of Shared Administration
West Virginia Departments of Health, Health Facilities, and Human Services
One Davis Square
Charleston, WV 25301
P: 304-957-0218 | dhr.wv.gov



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Willis, Samantha L <samantha.l.willis@wv.gov>
To: Robert L Price <robert.l.price@wv.gov>

Fri, Dec 13, 2024 at 10:47 AM

Hey Bobby!

If you wouldn't mind when you get a moment, give me a call and we will chat about this and your Ts & Cs question. My cell number is [REDACTED].

Thanks!
[Quoted text hidden]

Willis, Samantha L <samantha.l.willis@wv.gov>
To: Robert L Price <robert.l.price@wv.gov>

Fri, Dec 13, 2024 at 10:59 AM

[Quoted text hidden]

WV45_EmergencyPurchaseRequestForm.pdf
241K

Willis, Samantha L <samantha.l.willis@wv.gov>
To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>
Cc: Tara L Lyle <tara.l.lyle@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>

Fri, Dec 13, 2024 at 11:07 AM

I spoke to Bobby on the phone and got some more details. I sent him our new Emergency Request form so he can be our guinea pig and try it out. I asked him to explain more clearly why this needs to happen now and not in a month from now. We can look at it again once we get the formal request back.

[Quoted text hidden]

Price, Robert L <robert.l.price@wv.gov>
To: "Willis, Samantha L" <samantha.l.willis@wv.gov>

Fri, Dec 13, 2024 at 11:41 AM

Sam,

It was nice speaking with you this morning. Attached is the emergency purchase request we discussed.



Robert Price, CPPO, CPPB, NIGP-CPP
Administrative Services Manager II
Office of Shared Administration
West Virginia Departments of Health, Health Facilities, and Human Services

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[Quoted text hidden]

 **Emergency Purchase Request to DOA 12132024.pdf**
96K

Willis, Samantha L <samantha.l.willis@wv.gov>
To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Crystal G Hustead <crystal.g.hustead@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

Mon, Dec 16, 2024 at 4:44 PM

FYI, I thought this came to all of us, but only came to me. We can discuss tomorrow.

[Quoted text hidden]

 **Emergency Purchase Request to DOA 12132024.pdf**
96K

Price, Robert L <robert.l.price@wv.gov>
To: "Willis, Samantha L" <samantha.l.willis@wv.gov>

Thu, Jan 2, 2025 at 12:47 PM

Samantha L,

I hope this email finds you well. Have you had time to revisit this request?



Robert Price, CPPO, CPPB, NIGP-CPP
Administrative Services Manager II

1/2/25, 1:19 PM

State of West Virginia Mail - Fwd: Emergency Purchase Request

Office of Shared Administration
West Virginia Departments of Health, Health Facilities, and Human Services

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[Quoted text hidden]

Willis, Samantha L <samantha.l.willis@wv.gov>
To: Frank M Whittaker <frank.m.whittaker@wv.gov>

Thu, Jan 2, 2025 at 1:16 PM

[Quoted text hidden]



Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Cynthia A. Persily, Ph.D.
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

Date: December 13, 2024

To: Samantha Willis
Director of Purchasing, West Virginia Purchasing Division

From: Robert Price, CPPO, CPPB, NIGP-CPP
Administrative Services Manager II, OFFICE OF SHARED ADMINISTRATION

RE: Emergency Purchase Request

The Office of Shared Administration respectfully requests approval of an emergency purchase per the attached.

Thank you in advance for your consideration of this request. If you have any questions, please do not hesitate to contact me at your earliest convenience.

