

Lore, Andrew C <andrew.c.lore@wv.gov>

Re: QuickBase

1 message

Spence, Joshua D <Joshua.D.Spence@wv.gov>

Tue, Jul 25, 2023 at 2:40 PM

To: "Lore, Andrew C" <Andrew.C.Lore@wv.gov>Cc: Anet L Vance <anet.l.vance@wv.gov>, "Jones, Jennelle H" <Jennelle.H.Jones@wv.gov>

That's fine if that's the path forward. The solution is established so they should look to sole source moving forward.

On Tue, Jul 25, 2023 at 14:27 Lore, Andrew C <andrew.c.lore@wv.gov> wrote:

Josh,

To clarify: we need you to declare this new purchase an emergency, as the COVID rule suspension is no longer in place.

Andrew Lore

IT Procurement & Business Services Manager/ISMIII



On Tue, Jul 25, 2023 at 1:54 PM Spence, Joshua D <Joshua.D.Spence@wv.gov> wrote:

It was CARES funding spent under the COVID rule exception. That's how it started.

On Tue, Jul 25, 2023 at 13:43 Jones, Jennelle H <Jennelle.H.Jones@wv.gov> wrote:

Did you have something like an email or something from Dept of Education, or had you previously declared an emergency for the QuickBase purchase? It would have been related to the timing of the previous contract, I believe.

Andrew was thinking that you had done so, but didn't have any documentation of it.

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Respectfully,

Josh

Joshua D. Spence
Chief Information Officer
State of West Virginia

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Respectfully,

Josh

Joshua D. Spence
Chief Information Officer
State of West Virginia



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

TO: Memo to File

FROM: Andrew Lore *AL*
IT Procurement & Business Services Manager/ISMIII, West Virginia Office of
Technology

CC: Meghan Shears
Chief Financial Officer, West Virginia Office of Technology

SUBJECT: APO ISC24*02 – Quickbase Emergency Purchase

DATE: July 26, 2023

This memo serves as a summary and explanation of the above Purchase Order. During the COVID-19 emergency, and using the rule suspension issued by the Purchasing Division at the direction of the Secretary, the WVOT purchased Quickbase software on behalf of the Jobs and Hope Initiative.

When the rule suspension was revoked, all subsequent purchases were to follow normal procurement processes. What this means in the instant scenario is that the State (the WVOT or, preferably, the agency actually using the software) would have undertaken a Direct Award posting, which requires a minimum 10-day posting notification to the Vendor community. That would not have been an issue; however, due to lack of internal communication and a longer-than-expected negotiation, the WVOT and Quickbase just finalized the Order of Precedence on July 24, 2023.

WVOT Leadership became aware of the request for a Quickbase renewal in late April 2023. The request was not passed along to the appropriate parties until May 31, 2023. It was at this time, the WVOT and Quickbase entered into negotiations regarding the Order of Precedence. During the intervening time, the Quickbase licenses expired (June 28, 2023), and because a Direct Award cannot be backdated, the CIO declared this purchase an emergency.