

From: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Sent: Monday, May 4, 2020 12:18 PM
To: Morgan, Debra K <Debra.K.Morgan@wv.gov>; Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>; Totten, Mark L <Mark.L.Totten@wv.gov>
Subject: RE: Emergency contract for EPIC Services 5-4-20

Debbie,

Your Emergency is approved. Please follow emergency purchasing procedures and follow up with documentation to award within 30 days of this approval.

Frank Whittaker, CPPB
Assistant Director
West Virginia Purchasing Division
2019 Washington Street. East
Charleston, WV 25305
304-558-2316
Frank.m.whittaker@wv.gov

From: Morgan, Debra K <Debra.K.Morgan@wv.gov>
Sent: Monday, May 4, 2020 9:33 AM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>
Subject: Emergency contract for EPIC Services 5-4-20

Please see the attached for your approval. Thanks.

—
Debra Morgan
Administrative Services Manager I
WorkForce West Virginia
1900 Kanawha Boulevard East | Charleston, WV 25305
P:13045582631 | F:304-558-3512



A proud partner of the [AmericanJobCenter](#)® network

May 4, 2020

Dusty Smith, Buyer
West Virginia State Purchasing Division
2019 Washington Street East
Capitol Complex Building 15
Charleston, West Virginia 25305

RE: Approval for Emergency Contract

WorkForce West Virginia is requesting approval to enter into a sixty- day (60) emergency contract with KeyCorp to provide debit card and direct deposit services for claimants who file for unemployment benefits. A new RFQ has been released for competitive bidding but due to the State of Emergency declared due to COVID 19 the bid opening date has been moved to May 15, 2020 to allow vendors ample time to respond with the restrictions placed on not only agency staff but vendors as well.

The cost for the additional 60 days will be approximately \$15,000.00 -\$25,000.00.

If there should be a lapse in the services being provided by the current emergency contact WorkForce would be unable to provide a method to pay benefits to its claimants which will cause a hardship on the citizens of our State. Please advise and we will begin the process of obtaining the required purchasing documents needed for an additional emergency contract.

Thank you in advance for your consideration.

Thank you for your help with this matter.

Regards,



Debbie Morgan
Procurement Manager
WorkForce West Virginia