

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Wed, Jan 5, 2022 at 9:54 AM
Subject: Fwd: Emergency Request for Direct Care Staffing HSW's
To: Alexander, Peggy L <peggy.l.alexander@wv.gov>

Peggy,

Your emergency request for Health Service Workers to meet the immediate need at the Clarksburg facility is approved, for any workers that the current contract holders cannot provide. Please document your files to show that you have vetted the agency needs thorough the current vendors. This emergency is approved through March 31.2022. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook, and submit all supporting documentation to this office within 30 days of this approval for processing.

--

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

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From: **Pauline, David H** <david.h.pauline@wv.gov>
Date: Wed, Jan 5, 2022 at 8:47 AM
Subject: Fwd: Emergency Request for Direct Care Staffing HSW's
To: Frank M Whittaker <frank.m.whittaker@wv.gov>

Here is Veteran's Emergency request

David Pauline

David Pauline, Senior Buyer
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130
(304) 558-0067

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From: **Alexander, Peggy L** <peggy.l.alexander@wv.gov>

Date: Tue, Jan 4, 2022 at 3:46 PM

Subject: Emergency Request for Direct Care Staffing HSW's

To: David H Pauline <david.h.pauline@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

Cc: Michael A Clevenger <michael.a.clevenger@wv.gov>, Brandi R Tomey <brandi.r.tomey@wv.gov>

Attached please find our emergency request for Health Service Workers (CNA's).

We are working on getting 2 additional quotes (USNN being the first). Our problem at this time is finding vendors that have actual staff to send to us.

Tara, didn't we have issues with this before when we got 3 quotes? I feel like you said we had to go with the lowest bid if we get 3, even though it's an emergency situation. We know USNN has people available. Can you advise, please?

Thank you!

--

Peggy Alexander | Administrative Services Assistant

WV Veterans Nursing Facility

1 Freedom Way | Clarksburg, WV 26301

304.626.1600 ext. 2015 | 304.626.1605 fax

Peggy.L.Alexander@wv.gov



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

January 4, 2022

Frank Whittaker, Assistant Director
WV Purchasing Division
1019 Washington Street E.
Capitol Complex Building 15
Charleston, WV 25305

Re: Emergency Request for Direct Care Staffing/Health Service Workers

Dear Mr. Whittaker:

The WV Veteran's Nursing Facility is requesting approval of an emergency contract for Direct Care Staffing Health Service Workers for a term of at least 90 days. We have been in contact with the eight (8) vendors under our current CMA's VNF22*01A thru VNF22*01H, and out of the eight, only four have provided any staff. However, those four have mostly provide only day shift staff, with only 1 night shift HSW coming from the current CMA's. At this time, we are in dire need of night shift HSW's.

In our Specifications for the above-mentioned contracts, we listed the minimum requirements for day shift and night shift staff in Section 4.1.1, and again in the addendums with questions and answers. Unfortunately, none of the vendors met those limits thus far and four vendors have provided no staff at all. The four that have provided staff have stated that they are actively recruiting additional HSW's. Your approval of this emergency request will assist us while we continue to work on trying to devise a plan to possibly extend the contract to additional agencies in the hopes of attracting more staff.

Costs for emergency HSW's for the months of October-December 2021 were \$155,676.01 and we anticipate the costs for this emergency contract to be about the same if we use it for the full 3 months. Our estimated needs for staffing are 680 hours per week for CNA/HSW's. These estimates are based on our current state staff, which is 25 HSW's at this time. The needs vary based on how many state staff we have, as well as vacations, sick leave, etc., as well as how many regular contract staff are provided as we will use those contracts first.

As a nursing home, we must have a certain number of nursing staff 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,

A handwritten signature in blue ink that reads "Peggy Alexander".

Peggy Alexander
Administrative Services Manager 1
West Virginia Veterans Nursing Facility