

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

Date: Wed, Jan 19, 2022 at 12:44 PM

Subject: Re: Emergency request for RN/LPN contract

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

Cc: Sherri Reed <sherri.a.reed@wv.gov>, Brandi R Tomey <brandi.r.tomey@wv.gov>,

Michael A Clevenger <michael.a.clevenger@wv.gov>, David H Pauline

<david.h.pauline@wv.gov>

Your emergency request for RN/LPNs 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 for a period of six (6) months.

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.

Please feel free to contact me if you have any further questions or concerns.

Thanks,

Tara

Tara Lyle, Buyer Supervisor
WV Purchasing Division
2019 Washington Street, East
Capitol Complex, Building 15
Charleston, WV 25305
304-558-2544

www.wvpurchasing.gov



West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301

January 18, 2022

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

Approved for 6 months
F.M.
01/19/22

Re: Emergency Request for Direct Care Staffing/RN's and LPN's

Dear Mr. Whittaker:

The WV Veteran's Nursing Facility is requesting approval of an emergency contract for Direct Care Staffing Registered Nurses and Licensed Practical Nurses for a term of at least 6 months. 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, we have received only 1 RN and only 7 LPN's. However, most of those are solely day shift staff. At this time, we are in still in need of RN's and LPN'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 RN's and LPN's for the months of October-December 2021 were approximately \$550,000 and we anticipate the costs for this emergency contract to be double that if we use it for the full 6 months. Our estimated needs for staffing are 336 hours per week for RN's and 2352 hours per week for LPN's. These estimates are based on our current state staff, which is 3 RN's and 10 LPN'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. We will utilize the agency contract vendors first then use the emergency contract if the contract vendors cannot provide nurses

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,

Peggy Alexander
Administrative Services Manager I
West Virginia Veterans Nursing Facility
(304) 626-1600 x.2015