

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Mon, May 13, 2024 at 8:30 AM
Subject: Fwd: Emailing: SKM_650i24050914000.pdf
To: <julie.myers@wvsao.gov>, Jeff Waybright <jeff.waybright@wvsao.gov>
Cc: Toby L Welch <toby.l.welch@wv.gov>, Samantha L Willis <samantha.l.willis@wv.gov>

Julie Myers,

Ms. Myers, we are in receipt the attached memo from Jeff Waybright requesting an approval for an emergency purchase of Purchasing Card Services from 11/10/2024 through 11/09/2025 with an option for a 1 year renewal should your office not be able to complete the upgrade prior to the expiration of the initial term.

Your emergency request is approved for Purchasing Card Services under the same terms, conditions, and rebate schedule contained in the current Purchasing Card Service contract CMA AUD1800000001 for a period of one year from the expiration of CMA AUD1800000001 The emergency contract should be issued from 11/11/2024 through 11/10/2024 This approval includes the option to renew for 1 additional year.

Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the completed contract to this office for posting within 30 days of this approval.

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

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

From: **Jeff Waybright** <jeff.waybright@wvsao.gov>
Date: Thu, May 9, 2024 at 2:12 PM
Subject: Emailing: SKM_650i24050914000.pdf
To: Mark D. Scott <Mark.D.Scott@wv.gov>

Secretary Scott,

Hard copy on its way. Thank you.

Jeff

Your message is ready to be sent with the following file or link attachments:

SKM_650i24050914000.pdf

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State of West Virginia

John B. McCuskey

State Auditor

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May 9, 2024

Mark D. Scott, Cabinet Secretary
West Virginia Department of Administration
Building 1, Room E119
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Dear Secretary Scott:

The WV State Auditor's Office is making this Emergency request for Purchasing Card Services from November 10, 2024 to November 9, 2025 due to the agency's need for continuity of services while the state completes major upgrades of interconnected services that directly affects all state agencies as well as higher education entities.

DHHR has been tasked with replacing their voucher program for emergency childcare expenses that has been rolled into the current P-Card program. The Auditor's Office will have to incorporate the requirement for these services into the next solicitation, and cannot make these crucial changes to the specifications, solicit, and award a new contract prior to the expiration of the current contract.

The situation is further complicated by the upcoming upgrade to the State's ERP system which will have to fully integrate with the State's P-Card system. The Auditor's Office cannot know what the requirements of the new P-Card system will be until the ERP upgrade is complete.

For the reasons listed above, the Auditor's Office is unable to solicit and award a new P-Card contract prior to the expiration of the current contract. It is critical that the State has the ability to continue to provide P-Card services to all of its agencies during this period of transition.

Further, we would like to request an optional renewal period not to exceed one year, should the agency not be able to fully integrate with the ERP system prior to the expiration of the initial emergency period. US Bank will continue to honor current contract terms and rebate earnings.

If you have any questions or need further information, please feel free to contact me at (304)558-2251.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Waybright".

Jeff Waybright
Senior Deputy State Auditor
Chief of Staff