

From: **Lyle, Tara L** <[tara.l.lyle@wv.gov](mailto:tara.l.lyle@wv.gov)>  
Date: Fri, May 10, 2024 at 2:34 PM  
Subject: Re: OCME Emergency Purchase Request  
To: Hustead, Crystal G <[crystal.g.hustead@wv.gov](mailto:crystal.g.hustead@wv.gov)>, Robert L Price <[robert.l.price@wv.gov](mailto:robert.l.price@wv.gov)>, Althea M Greenhowe <[althea.m.greenhowe@wv.gov](mailto:althea.m.greenhowe@wv.gov)>, Heather M White <[heather.m.white@wv.gov](mailto:heather.m.white@wv.gov)>

Bobby,

Your emergency request to purchase one hundred eighty (180) days of toxicological analysis services is approved.

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

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

[www.wvpurchasing.gov](http://www.wvpurchasing.gov)

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

From: **Price, Robert L** <[robert.l.price@wv.gov](mailto:robert.l.price@wv.gov)>  
Date: Fri, May 10, 2024 at 11:09 AM  
Subject: OCME Emergency Purchase Request  
To: Crystal G Hustead <[Crystal.G.Hustead@wv.gov](mailto:Crystal.G.Hustead@wv.gov)>  
Cc: Althea M Greenhowe <[althea.m.greenhowe@wv.gov](mailto:althea.m.greenhowe@wv.gov)>, Heather M White <[heather.m.white@wv.gov](mailto:heather.m.white@wv.gov)>, Kimberlie K Debolt <[kimberlie.k.debolt@wv.gov](mailto:kimberlie.k.debolt@wv.gov)>, Bryan D Rosen <[bryan.d.rosen@wv.gov](mailto:bryan.d.rosen@wv.gov)>

Crystal,

Attached you will find an emergency purchase request for the OCME. The Office of Shared Administration Office of Operations (Purchasing) is supportive of this request respectfully requests expedited review of this request by the DOA Purchasing Division. If you have any questions, please let me know.

**Robert Price, CPPO, CPPB, NIGP-CPP**

Administrative Services Manager II

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

One Davis Square

Charleston, WV 25301

P: 304-957-0218 | [dhhr.wv.gov](http://dhhr.wv.gov)

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STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH  
Office of the Chief Medical Examiner

Sherri A. Young, DO, MBA, FAAFP  
Cabinet Secretary

Matt Izzo, BA, MS  
Chief Administrator

May 2, 2024

Department of Health  
Attn: Purchasing  
One Davis Square  
Charleston, WV 25301

**SUBJ: OCME Emergency Purchase Approval Request - NMS Laboratories**

This correspondence shall serve as a request and justification for an Emergency Purchase from the Office of the Chief Medical Examiner (OCME) to purchase up to one hundred eighty (180) calendar days of toxicological analysis services from National Medical Services Inc (dba NMS Labs) in order to cover a lapse in the contract for these services.

NMS labs has agreed to adhere to the terms, pricing, and services that were in place upon the expiration of the most recent contract (CMA 0506 2937 CME 2000000003) on May, 1 2024, a letter attesting to this agreement is attached.

The OCME requires toxicological services in almost every medicolegal death investigation conducted by the office and averages 20 cases per day that require toxicological analysis. Upon expiration of the CMA, NMS was forced, by their own internal processes, to place a credit hold upon the OCME account, preventing the OCME from submission of samples for testing until such time as a temporary agreement is in place that provides the ability to pay invoices for services provided. As a result, the OCME is forced to retain samples, and toxicological analysis is delayed, which delays the completion of death certificates and autopsy reports in a system that is already faced with a very large backlog and significant delays due to caseload and other factors. The inability to obtain toxicological analysis is crippling to the OCME workflow.

The OCME understands this contract bid is delayed, as we are working through extreme workloads within the caseload and administrative functions. We have had staff turnover, and have situations where one employee is assigned to perform the duties of multiple positions within the office. We have had situations of mechanical emergencies that had to be attended to, including water heater replacement/repair due to widespread natural gas outage, generator repairs during a time of widespread power outage, and equipment issues, all of which would shut down operations of the facility completely, and were given priority with the limited staff performing the administrative functions and duties.



The OCME has initiated the process to put these services out for bid as soon as possible, and seeks the permission for this emergency purchase to cover the interim period until the award of a contract can be finalized. The most recent invoice received for March 2024 indicates that \$139,475.00 worth of services were obtained for the month, which reflects the current average monthly amount that the OCME incurs for these services. The projected total for the one hundred eighty (180) calendar day period will be approximately \$836,850.00. This is estimated due to the fact that the expenses are caseload dependent and therefore fluctuate in an unpredictable manner.

The OCME will continue to work through the bidding process to obtain a new CMA to be put in place as quickly as the process allows in order to minimize the charges incurred through the emergency purchase process if this request is approved.

I respectfully request favorable consideration of the request to initiate an emergency purchase from NMS Labs to provide postmortem forensic toxicological analysis at the minimum level necessary to ensure continuous workflow for postmortem toxicology samples that are necessary for completion of death certificates and autopsy reports in OCME cases.

Please feel free to contact the undersigned for any additional information or clarification that is required at (304) 558-6920 or [matthew.d.izzo@wv.gov](mailto:matthew.d.izzo@wv.gov) .

Respectfully,

A handwritten signature in blue ink, appearing to read "Matt Izzo".

Matt Izzo  
Chief Administrator  
State of West Virginia  
Office of the Chief Medical Examiner

  
Agree