



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

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## Emergency Birth to Three

1 message

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

Thu, Feb 27, 2025 at 3:45 PM

To: Heather M White <heather.m.white@wv.gov>, Crystal G Husted <crystal.g.husted@wv.gov>, Robert L Price <robert.l.price@wv.gov>

Heather,

Your emergency request for the WV Birth to Three Program is approved.

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

As always, please let us know if you have any questions or concerns.

Thanks,  
Tara

***Tara Lyle***


*Buyer Supervisor, Purchasing Division*  
304-558-2544 • [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)



Procurement Excellence Through Collaboration and Service

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 **WV Birth to 3\_approval.pdf**  
1466K

Approved  
Ple FW  
Jlu



**WEST VIRGINIA PURCHASING DIVISION**

**Emergency Purchase Request Form for Central Purchases**  
*(Purchases Exceeding Agency's Delegated Spending Threshold)*

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**Statutory Authority:** Pursuant to West Virginia Code §5A-3-15 and 148 C.S.R. 1-7.6, the director may authorize, in writing, a state spending unit to purchase in the open market, without filing requisition or estimate, specific commodities for immediate delivery to meet bona fide emergencies arising from unforeseen causes.

**Follow-up Award Requirements:** Effective July 1, 2024, agencies have delegated authority, upon written approval, to process all emergency purchases as agency contracts. Agencies must submit all contract documents to [Purchasing.Division@wv.gov](mailto:Purchasing.Division@wv.gov) no later than 30 days of issuance.

**Description of the emergency circumstance(s) that led to this emergency purchase request:**  
*(What is the emergency situation? Provide detailed information.)*

See Attachment - A

**Proposed remedy:**

*(What is the item or service that needs to be purchased to remedy the emergency situation in the short term?)*

To remedy this situation, it is proposed the state issue an Emergency Contract with a vendor who can meet the requirements as set forth in the WV Birth to Three Central Finance Office Statement of Work. The vendor would need to be able to assume those responsibilities effective 4/1/2025 to ensure a lack of disruption of services to children and families and the income of over 900 WV Birth to Three providers.

**Estimated cost:**

*(How much will the items or service cost to rectify the situation? Include total cost.)*

\$160,000 per month or a total cost of \$960,000 for a six month contract

**Proposed duration/quantity:**

*(If a service is needed, how long will you need it until you can properly bid out a long-term solution? If an item is needed, how many does your agency need?)*

Six months

## Attachment - A

The WV Birth to Three Central Finance Office (CFO) Contract will end on March 31, 2025. The RFP is in final review for release, but it has been determined that 60 days may not allow potential vendors and the evaluation team to complete all required activities prior to the end date of the current contract. WVBTT depends on the operation of the CFO system as the structure to review and process enrollment for 900 + professionals, authorize education services for eligible children, process practitioner claims and adjudicate payments to practitioners for the provision of services, and recover reimbursement from Medicaid and CHIP. The real time reporting functions within the system is critical for accurate federal reporting, quality assurance and monitoring, and the day to day operations for the electronic child records which support services for over 8,200 children and families annually.

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing *SW*  
Date: January 23, 2025  
Re: \$100,000 Spending Requests

**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.


Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

*WV BTT Emergency Contract - Gurnwell*

**MCH25-270**

The Accompanying Request has been reviewed and approved by the following:

 *Heather White*  
Agency Head

*2/7/25*  
Date

  
Cabinet Secretary/Department Head

*8 Feb 25*  
Date

Governor's Office Representative

Date

**AMA, ACT & APO TRACKING FORM**  
**WV Department of Health**

Date	Type of Document	Number	Amount	Vendor	Description	Notes
02.12.25	AMA	MCH25-270	\$960,000.00	Gainwell Technologies	Seeking approval of an Emergency contract to Gainwell Tech. to provide continued operations of the integrated CFO system for Birth to Three program	Contract functions: child /family data system; payee/practitioner enrollment; claims processing; fund recovery; online service directory; and reporting requirements under Part C of the Disabilities Education Act