

From: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Sent: Monday, October 28, 2019 8:57 AM
To: Morgan, Debra K <Debra.K.Morgan@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>; Whittaker, Frank M <Frank.M.Whittaker@wv.gov>; Totten, Mark L <Mark.L.Totten@wv.gov>
Subject: RE: Emergency Contract approval request Debit Card Services

Debbie,

Your emergency is approved. Please follow emergency purchasing procedures and follow up with documentation to award within 30 days.

Regards,
Mike

From: Morgan, Debra K <Debra.K.Morgan@wv.gov>
Sent: Monday, October 28, 2019 6:39 AM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Cc: Smith, Dusty J <Dusty.J.Smith@wv.gov>; Harper, Linda B <Linda.B.Harper@wv.gov>
Subject: Emergency Contract approval request Debit Card Services

Please see the attached request for approval of an emergency contract for debit card services currently being provided by Key Bank for our agency. I realize the letter should be signed but I am out of the office and do not have access to a printer. If you would give your approval so that I can start obtaining the required documents from the vendor I will send a signed copy to Dusty for her records on Monday, November the 4th when I return to the office. Thank you in advance for your consideration of my request. If you need anything further please let me know.

October 28, 2019

Mike Sheets, Director
West Virginia Purchasing Division
2019 Washington Street East
Capitol Complex Building 15
Charleston, West Virginia 25305

Re: Approval of a Critical Emergency Purchase Order

WorkForce West Virginia is requesting your approval to enter into a sixty (60) day emergency open end purchase order with KeyBank for the debit card services required for benefit distribution to our clients. WFWV distributes Unemployment Compensation Benefit payments to clients by the means of an Agency debit card.

Due to the time involved in obtaining approval of the specifications for a new Debit Card RFQ from the West Virginia State Treasurer's Office, WorkForce West Virginia realizes that a new contract cannot be in place by the expiration of our current contract with KeyBank which will expire prior to the solicitation of the bid as well as the review of and recommendation from the Agency to award the Debit Card contract. We are in the stage of answering vendor questions in the competitive bidding process and will be submitting our responses to Dusty Smith within the week.

The US Department of Labor (DOL) requires that monies due to unemployed claimants be paid within a specific time frame, based upon the DOL criteria it is imperative that the Agency have a debit card contract in place to process benefit payments.

It is vital that WFWV receive an Emergency Purchase Order to not only provide assistance to the citizens of West Virginia which are depending on the Agency's assistance to survive a life changing event, but to abide by the West Virginia Unemployment Compensation Law which states the purpose of unemployment compensation in Section 21A-1-1, which is to *"provide reasonable and effective means for the promotion of social and economic security by reducing as far as practicable the hazards of unemployment. In the furtherance of this objective, the Legislature establishes a compulsory system of unemployment reserves in order to:*

- (1) Provide a measure of security to the families of unemployed persons.*
- (2) Guard against the menace to health, morals and welfare arising from unemployment.*
- (3) Maintain as great purchasing power as possible, with a view to sustaining the economic system during periods of economic depression.*

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- (4) Stimulate stability of employment as a requisite of social and economic security.*
- (5) Allay and prevent the debilitating consequences of poor relief assistance."*

As stated above, if WFWV cannot provide benefits to the unemployed citizens there will be debilitating consequences to those individuals including, but not limited to, potentially no housing, no way to purchase food for the family, no monies available to pay utilities such as water, etc. The Agency must abide by the legislative mandate as well as moral responsibility to ensure the continuation of benefit payments to the unemployed citizens of West Virginia.

Sincerely,

Debbie Morgan
WorkForce West Virginia
1321 Plaza East
Charleston, WV 25305