

Whittaker, Frank M

From: Whittaker, Frank M
Sent: Friday, May 14, 2021 10:31 AM
To: Alexander, Peggy L
Cc: Reed, Sherri A; Hedrick, Pamela L; Pauline, David H; Lyle, Tara L
Subject: Emergency Nursing contract

Peggy,

I am approving an emergency for Nursing PRN services for a period of 3 months from the date of this email to allow the agency to evaluate and fill any emergency staffing needs/vacancies. Please let me know how you intend to proceed concerning the existing contracts, PRN need etc.

Please get with your buyer at your earliest convenience to work through any additional needs or concerns you have.

Frank

Whittaker, Frank M

From: Whittaker, Frank M
Sent: Friday, May 14, 2021 11:21 AM
To: Alexander, Peggy L; Reed, Sherri A
Cc: Pauline, David H; Lyle, Tara L; Meadows, James D; Sheets, Mike - Purchasing
Subject: FW: Emergency HSW contract

Peggy,

I am approving an emergency for HSW services for a period of 3 months from the date of this email to allow the agency to evaluate and fill any emergency staffing needs/vacancies. Please let me know how you intend to proceed concerning the existing contracts, PRN need etc.

Please get with your buyer at your earliest convenience to work through any additional needs or concerns you have.

Frank Whittaker
Assistant Director
West Virginia Purchasing Division
Charleston, WV 25305
(304) 558-2316

Whittaker, Frank M

From: Whittaker, Frank M
Sent: Thursday, May 13, 2021 11:06 AM
To: Alexander, Peggy L
Cc: Pauline, David H; Lyle, Tara L; Reed, Sherri A
Subject: RE: Emergency contract

Peggy,

First question: yes you can establish 2 separate emergency contract requests, if that is what the agency needs/wants to do to meet the emergency need.

Second: If you cancel the current contracts the emergency is wide open to all vendors. If you don't cancel the contracts the emergency for PRN (per diem) nursing services would be outside of the current contracts and available for temp agencies as well.

Hope this helps.

Frank.

From: Alexander, Peggy L <Peggy.L.Alexander@wv.gov>
Sent: Thursday, May 13, 2021 9:05 AM
To: Whittaker, Frank M <Frank.M.Whittaker@wv.gov>
Cc: Pauline, David H <David.H.Pauline@wv.gov>; Lyle, Tara L <Tara.L.Lyle@wv.gov>; Reed, Sherri A <Sherri.A.Reed@wv.gov>
Subject: Emergency contract
Importance: High

We have a couple more questions on the emergency contract. Since some agencies can provide RN's and LPN's only, can we do 2 separate emergency contracts, one for RN/LPN and one for HSW? Also, should we give Saunders the opportunity to bid on the emergency, or is that a conflict since they're already on the CMA?

Thank you!

*Peggy Alexander
Administrative Services Manager I
WV Veterans Nursing Facility
1 Freedom Way, Clarksburg, WV 26301
304-626-1600 x.2015*

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*West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

May 13, 2021

Mike Sheets, Purchasing Director
WV Purchasing Division
1019 Washington Street E.
Capitol Complex Building 15
Charleston, WV 25305

Re: Emergency Request for Direct Care Staffing

Dear Mr. Sheets:

The WV Veteran's Nursing Facility is requesting approval of Two (2) emergency contract for Direct Care Staffing for a term of six (6) months. CMA's VNF309413A-F ended 4/30/21 and CMA's VNF21*17A-C were issued. CMA VNF21*17A-C was limited to three (3) vendors and 2 of them are new to our facility. The 2 new vendors have not yet been able to provide any staff for our needs and the 1 that is cannot supply all the needs. Some vendors have indicated they can provide RN's and LPN's on an as-needed basis, but not HSW's. Therefore, we'd like to issue 2 emergency contracts with HSW separate from RN and LPN.

Costs for Direct Care Staffing for the 6 months from 11/01/20 – 4/30/21 were \$1,289,632.90 and we anticipate the costs for this emergency contract to be about the same if we use it for the full 6 months. Our estimated needs for staffing are 212 hours per week for RN's; 612 hours per work for LPN's; and 680 hours per week for CNA/HSW's. These estimates are based on our current state staff, which is 1 RN, 12 LPN's and 25 HSW's at this time. The needs vary based on how many state staff we have, as well as vacations, sick leave, etc.

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 1
West Virginia Veterans Nursing Facility
(304) 626-1600 x.2015