

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Fri, Jan 14, 2022 at 4:44 PM
Subject: Re: Emergency Request for Database Administrator Services
To: Hovanec, Jessica L <jessica.l.hovanec@wv.gov>, Andrew C Lore <andrew.c.lore@wv.gov>
Cc: Totten, Mark L <mark.l.totten@wv.gov>

Andrew,

Your emergency request for a database administrator is approved for not more than 400 hours of service. Please follow all emergency procedures outlined in the Purchasing Division Handbook and return all supporting documentation to this office within 30 days of this approval for completion.

Thank you,

Frank

On Fri, Jan 14, 2022 at 3:18 PM Hovanec, Jessica L <jessica.l.hovanec@wv.gov> wrote:
FYI....

Jessica Hovanec

Senior Buyer

West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
Office: 304-558-2314
Email: Jessica.L.Hovanec@wv.gov
Notary

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

From: **Lore, Andrew C** <andrew.c.lore@wv.gov>
Date: Fri, Jan 14, 2022 at 3:10 PM
Subject: Emergency Request for Database Administrator Services
To: <jessica.l.hovanec@wv.gov>

Jessica,

Please see attached request - let me know if you need anything further or would like to discuss.

Andrew Lore

WVOT Procurement Manager/ISMII
West Virginia Office of Technology
1900 Kanawha Blvd., E.
Building 5, 10th Floor
Charleston, WV 25305
T: 304-352-4944



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

January 14, 2022

TO: Jessica Hovanec, Senior Buyer
WV Purchasing Division

FROM: Andrew Lore, ISMII/Procurement Manager
West Virginia Office of Technology *AL*

SUBJECT: Emergency Request for Professional DBA Services

DATE: January 14, 2022

The West Virginia Office of Technology (WVOT) is requesting an emergency contract for Professional Database Administrator services while the evaluation for CRFQ ISC22*08 continues.

The WVOT is requesting this emergency from the Purchasing Division because it has already exceeded its \$25,000 agency-delegated threshold on an emergency for these services while the solicitation process continued. This particular solicitation has been a lengthy one:

- The solicitation closed on December 21, 2021, and a total of six bids were received (three from the same bidder)
- The apparent lowest bidder did not submit a resume that met all of the requirements in the solicitation; therefore, a bid clarification was drafted in order to allow them to submit an alternate candidate.
- After reviewing the other responses, all subsequent bidders will need to be afforded the same opportunity, meaning there will be a bid clarification sent to all bidders. While this isn't a difficult process, it is a time-consuming one. Every bidder will receive the request and have forty-eight (48) hours to respond. Assuming there are no further questions – though that is incredibly unlikely – that process, at best, will take a total of twelve (12) business days. Add on the time that it will take to obtain the necessary paperwork, for the contract to route through approvals, and to be finalized and the lead times to a new award add up quickly.
- The incumbent contractor is well-embedded in the WVOT's daily operations and has a level of experience and knowledge that would greatly affect the WVOT's operations and its services to

customers if he were not to continue working. The individual works on and maintains applications for several entities, such as Corrections' Offender Information System (OIS) which tracks and maintains inmate data and is accessed by all correctional facilities. It is imperative to public safety that the system remain fully functional and operational. Without this particular contractor, it cannot.

In order to care for the unpredictable nature of the clarification and approval process, the WVOT is requesting 400 hours be awarded to Mahantech. At \$86/hour, the total contract value is \$34,400. By the expiration of the contract, the replacement contract should be awarded.

Should you need anything further from me to support this request, please let me know.