

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Thu, Jan 20, 2022 at 12:52 PM
Subject: Re: Emergency Contract Request for HSW's
To: Alexander, Peggy L <peggy.l.alexander@wv.gov>
Cc: Tara L Lyle <tara.l.lyle@wv.gov>, David H Pauline <david.h.pauline@wv.gov>, Sherri Reed <sherri.a.reed@wv.gov>, Brandi R Tomey <brandi.r.tomey@wv.gov>, Michael A Clevenger <michael.a.clevenger@wv.gov>, Mark L Totten <mark.l.totten@wv.gov>

Your emergency request for HHealth Service Workers at the Clarksburg facility is approved for any

workers that the current contract holders cannot provide. Please document your files to show that you have vetted the agency needs thorough the current vendors. This emergency is approved for a period of six (6) months. from the date of this approval. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and submit all supporting documentation to this office within 30 days of this approval for processing.

Please feel free to contact me if you have any further questions or concerns.

Thanks you,

Frank Whittaker, CPPB, NIGP-CPP

Assistant Director

West Virginia Purchasing Division

2019 Washington Street, East

Charleston, WV 25305

(304) 558-2316

frank.m.whittaker@wv.gov

On Thu, Jan 20, 2022 at 12:15 PM Alexander, Peggy L <peggy.l.alexander@wv.gov> wrote:

Attached please find our request for a 6-month Emergency contract for Health Service Workers.

Thank you for your kind attention to this matter.

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Peggy Alexander | Administrative Services Assistant

WV Veterans Nursing Facility

1 Freedom Way | Clarksburg, WV 26301

304.626.1600 ext. 2015 | 304.626.1605 fax

Peggy.L.Alexander@wv.gov

West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301

APPROVED
6 months
1/20/22

January 20, 2022

Frank Whittaker, Assistant Director
WV Purchasing Division
1019 Washington Street E.
Capitol Complex Building 15
Charleston, WV 25305

Re: Emergency Request for Direct Care Staffing/HSW's

Dear Mr. Whittaker:

The WV Veteran's Nursing Facility is requesting approval of an emergency contract for Direct Care Staffing Health Service Workers (HSW's) for a term of at least 6 months. We have been in contact with the eight (8) vendors under our current CMA's VNF22*01A thru VNF22*01H, and out of the eight, we have received only 18 HSW's in the month of January. However, most of those are solely day shift staff. At this time, we are in still in need of additional HSW's.

In our Specifications for the above-mentioned contracts, we listed the minimum requirements for day shift and night shift staff in Section 4.1.1, and again in the addendums with questions and answers. Unfortunately, none of the vendors met those limits thus far and four vendors have provided no staff at all. The four that have provided staff have stated that they are actively recruiting additional HSW's. Your approval of this emergency request will assist us while we continue to work on trying to devise a plan to possibly extend the contract to additional agencies in the hopes of attracting more staff.

Costs for emergency HSW's for the months of October-December 2021 were approximately \$228,500 and we anticipate the costs for this emergency contract to be double that if we use it for the full 6 months. Our estimated needs for staffing are 3,528 hours per week for HSW's. Right now, we have a deficit of approximately 2,016 hours per week based on our current state staff of 22 HSW's (3 of which are leaving for better pay). The needs vary based on how many state staff we have, as well as vacations, sick leave, no-shows, etc., as well as how many regular contract staff are provided. We will utilize the agency contract vendors first then use the emergency contract if the contract vendors cannot provide nurses.

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