

From: **Sheets (Purchasing), Mike** <[william.m.sheets@wv.gov](mailto:william.m.sheets@wv.gov)>  
Date: Wed, May 10, 2023 at 11:54 AM  
Subject: Re: Division of Labor Emergency Procurement Request  
To: Administration, Labor <[laboradministration@wv.gov](mailto:laboradministration@wv.gov)>  
Cc: Mitch E Woodrum <[mitch.e.woodrum@wv.gov](mailto:mitch.e.woodrum@wv.gov)>, Amanda D Scarberry <[amanda.d.scarberry@wv.gov](mailto:amanda.d.scarberry@wv.gov)>, Totten, Mark L <[mark.l.totten@wv.gov](mailto:mark.l.totten@wv.gov)>

Commissioner Woodrum,

Your emergency is approved - contingent on your office seeking and obtaining Office of Technology approval in accordance with CIO-19-001 (<https://technology.wv.gov/nonav/policies/cio-19-001>). Please follow emergency purchasing procedures as found in the Purchasing Handbook and follow up with documentation for award within 30 days.

Regards,

W. Michael Sheets  
Director  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

Phone: (304) 558-0492  
Fax: (304) 558-4115

On Wed, May 10, 2023 at 11:24 AM Administration, Labor <[laboradministration@wv.gov](mailto:laboradministration@wv.gov)> wrote:  
Director Sheets,

Please see the attached emergency procurement request from Division of Labor Commissioner Woodrum. Should you have any questions or require additional information, please contact Amanda Scarberry at (304) 380-9525 or via email at [Amanda.D.Scarberry@wv.gov](mailto:Amanda.D.Scarberry@wv.gov).

# WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex - Building 3, Room 200 - Charleston, WV 25305



May 10, 2023

Mike Sheets  
Purchasing Director  
WV Department of Administration, Purchasing Division  
2019 Washington Street, East  
Capitol Complex Building 15  
Charleston, WV 25305

Re: Emergency Procurement Request

Director Sheets:

The WV Division of Labor and the WV Contractor Licensing Board submit this request for approval of an emergency one-year contract pursuant to W. Va. Code §5A-3-15 for the initial purchase of a web-based licensing software database. Approval is requested in order to avoid the loss of critical data necessary to the Division's and Board's administrative and enforcement operations caused by an impending server switch.

Currently, all Division databases are within Microsoft Access, with some built on older versions (2006-2009). Our databases store critical information, including the status of every license, certification, registration, and certificate of operation/permit to operate issued by the Division, the dates of issuance, renewal, suspension, and/or expiration, payment information; the complete disciplinary and/or administrative history associated with a license, certification, registration, certificate of operation/permit to operate, and the detailed status of on-going inspections and investigations. Division staff can access the databases no matter where they are in the state, which ensures a continuity of workflow between administrative and field staff supported by real-time, accurate information.

The Division has been preparing for the transition to a web-based data management and storage system since state agencies made the switch from Microsoft to Google, but planning for data migration between software providers has been a cumbersome, lengthy, and frustrating process. However, the Division was recently informed of an impending server switch, happening sooner than anticipated, in which we were warned of a strong possibility of loss of stored data, particularly with the older database versions. The loss of such information would jeopardize the Division's day-to-day administrative and enforcement operations, which rely almost entirely on access to the databases. In essence, without that access, the Division would cease functionality.

Due to the unforeseen circumstances arising from the impending server switch, the Division and the Board are requesting approval for an emergency one-year contract for the initial purchase of a web-based licensing software database with an estimated cost of \$300,000. Approval of this request allows the Division to proactively mitigate the risks to our administrative and enforcement operations caused by an unrecoverable loss of stored data information and to ensure continuity of services offered by Division programs and continuity of services to Board licensees and applicants.

Sincerely,

A handwritten signature in blue ink that reads "Mitchell E. Woodrum".

Mitchell E. Woodrum, Commissioner